

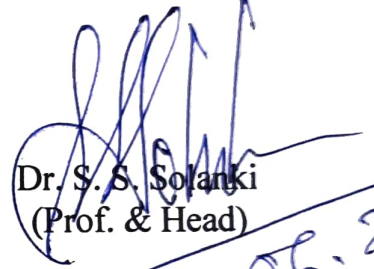
# DEPARTMENT OF ECE, BIT MESRA

## Distribution of Responsibilities for Various Activities

29<sup>th</sup> June 2021

Sl. No.	Activities	Staff Primarily Responsible
1.	Overall office maintenance, shortage of attendance and work coordination and supervision for all Non-Teaching Staff	Mr. Manish Pandey
2.	Registration formalities (UG, PG, PhD)	Mr. Hiranmoy Kar Mr. Dheeraj Kumar Dr. Raghvendra Kumar Mr. David Runda
3.	Time Table and distribution of Attendance Registers and Roll lists (UG, PG, PhD)	Mr. Rajendra Mahto
4.	UG and PG Project Related activities, Feedback + Internship Detail Collection + Placement related information collection.	Mr. Raghvendra Kumar
5.	Examination Coordination (M. E. & PhD entrance, invigilation etc.)	Dr. Bibha Kumari Mr. Dheeraj Kumar Ms. VeenaToppo Mr. David Runda
6.	AICTE Web Portal	Mr. Dheeraj Kumar Dr. Raghvendra Kumar
7.	Purchase Follow-up	Mr. Raj Kishore
8.	Maintenance of AC, Furniture, Batteries	Mr. Kailash Prasad Singh
9.	Maintenance of Instruments	Mr. Kishun Mondal Mr. Birender Karmali
10.	Maintenance of Computers and Software	Mr. Hiranmoy Kar
11.	Maintenance of Departmental Library & Student No Dues of Store Section	Mr. Birender Karmali
12.	Arrangement of refreshment during Departmental meeting	Mr. Bharat Mahto
13.	Venue arrangement during seminar, meeting	Mr. Hiranmoy Kar Mr. Bharat Mahto Mr. Raj Kishore
14.	Notice circulation and management	Mr. Dashrat Sahu Mr. Rajendra Mahto
15.	Submission of Project & Seminar marks, Lab-marks (UG & PG) and PG Quiz marks	Mr. Nageshwar Mahto Ms. Sangeeta Minz
16.	Experiment's list and Schedule in lab notice boards and Lab manuals and supervision of ledgers in each laboratory.	Dr. Bibha Kumari

17.	Departmental picnic	Mr. Kailash Prasad Singh
18.	Bill Preparation and Bill processing through accounts	Mr. Manish Pandey Mr. Raj Kishore
19.	Dept. Purchase related activity	Mr. David Runda Mr. Birender Karmali
20.	Annual Report	Mr. Kishun Mondal Dr. Raghvendra Kumar Mr. Dheeraj Kumar Ms. SangeetaMinz
21.	PhD Related Documentation	Dr. Raghvendra Kumar
22.	Updating CL, EL, SCL etc. in the attendance register	Mr. Bharat Mahto

  
Dr. S. S. Solanki  
(Prof. & Head)  
29.06.2022