

Department of Electronics & Comm. Engg.

Birla Institute of Technology, Mesra, Ranchi.

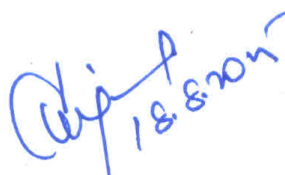
Departmental Laboratories and Responsibilities

Dated: 18 Aug2025

The Responsibilities include:

1. Keeping the inventory and ensuring the availability and of the equipment/components/accessories and software licenses etc. in the lab.
2. Renewal of software licenses and periodic maintenance of equipment.
3. Updating the list of Lab experiments time to time and preparation of lab manuals.
4. Ensuring proper cleanliness of the Lab.
5. Arranging the repair of malfunctioning equipment.
6. Upgradation/Modernization of the lab from time to time.
7. Ensuring proper flooring/electrical connections/furniture etc.
8. Display of relevant documents (e.g. list of experiments, assessment procedure, course profile, Lab timetable, Name of lab in-charges...) on the notice boards.

Main Building		
1	Electronics Lab	Mr. Kailash Prasad & Mr. Nageshwar Mahto
2	Communication Lab	Mr. Kishun Mandal
3	Fiber Optic Comm. Lab	Ms. Sangeeta Minz
4	Microwave Lab	Ms. Sangeeta Minz
5	Instrumentation Lab	Mr. David Runda
6	Advanced Instrumentation lab	Mr. David Runda
7	Microprocessor Lab	Ms. Veena Toppo
8	Signal processing Lab	Ms. Veena Toppo
9	Digital Electronics Lab	Mr. Birendra Karmali
R&D Building		
10	Wireless Networking Lab	Dr. Bibha Kumari
11	Antenna Lab	Dr. Bibha Kumari
12	5G Lab	Dr. Bibha Kumari
13	Sensor Fabrication Lab	Dr. Bibha Kumari
14	Circuit Simulation Lab	Mr. Dheeraj Kumar
15	Embedded System Lab	Mr. Dheeraj Kumar
16	VLSI Design Lab	Mr. Hiranmoy Kar


Prof. Sanjay Kumar
Head, Dept. of ECE
BIT Mesra, Ranchi

DEPARTMENT OF ECE, BIT MESRA, RANCHI

Distribution of Responsibilities for Various Non-teaching Activities

Date: 18 Aug 2025

S.No	Responsible Person	Activities
1	Dr. Bibha Kumari (Scientific Officer)	<ul style="list-style-type: none"> Responsible for maintaining records and updates related to departmental projects (e.g., FIST, etc.). Responsible for functioning of major departmental equipment such as VNA, Brain-Computer Interface System Responsible for Antenna Lab, 5G Lab and Sensor Fabrication Lab Record keeping of Ph.D. related documents. Additional assignments as directed by the HOD.
2	Mr. Subham Kumar (Office Assistant)	<ul style="list-style-type: none"> Overall office management and Supervision of all Non-teaching Staff members. To ensure upkeep of the documents related to various departmental meetings. To ensure arrangement of refreshments during departmental meeting/activities. To ensure keeping of proper records of CL, EL, SCL etc. Budget and Indenting To ensure Departmental Purchase related activities and Purchase follow up Bill preparation and bill processing through accounts. To ensuring Grade card distribution. To ensure cleanliness and upkeep of departmental labs, classrooms and related areas.
3	Mr. David Runda	<ul style="list-style-type: none"> Project/Seed money/Contingency Register Maintenance Arrangement of Departmental Picnic
4	Dr. Dheeraj Kumar	<ul style="list-style-type: none"> NBA/NAAC/NIRF/ data management Annual Report
5	Mr. Kailash P. Singh	<ul style="list-style-type: none"> Arrangement of Departmental Picnic.
6	Ms. Veena Toppo	<ul style="list-style-type: none"> UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) Collection of feedback, internship and placement related details. Support for Teaching Assignment
7	Ms. Sangeeta Minz	<ul style="list-style-type: none"> UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) Collection of feedback, internship and placement related details
	Mr. Birender Karmali	<ul style="list-style-type: none"> , Store Inventory management, No Dues from Store section departmental Library management. UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) Collection of feedback, internship and placement related details
9	Mr. Hiranmoy Kar	<ul style="list-style-type: none"> Maintenance of Computers and Software Management/setup of Computer and projector in UG, PG and PhD Project presentations UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) Collection of feedback, internship and placement related details.
10	Mr. Kishun Mandal	<ul style="list-style-type: none"> UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) Collection of feedback, internship and placement related details

(Signature)

11	Mr. Ravi Bhushan	<ul style="list-style-type: none"> • Taking care of all the labs in the R & D Building.
12	Mr. Nageshwar Mahto	<ul style="list-style-type: none"> • Distribution of timetable, attendance registers, roll lists (UG, PG, PhD) and notices. • Electrical Maintenance of the Departmental
13	Mr. Rajendra Mahto	<ul style="list-style-type: none"> • Classroom Maintenance (Chalk, marker & Duster, etc) • Opening the department • Monitoring the Cleaning of office, faculty room, laboratories, classrooms • Water distribution during examinations
14	Mr. Raj Kishor Mahto	<ul style="list-style-type: none"> • All departmental file maintenance • Support for Dept. Purchase related activity and Purchase follow up • Photography of Departmental events • GPA Card distribution • Oversea classroom projectors & computers
15	Mr. Bharat Mahto	<ul style="list-style-type: none"> • Bill processing through accounts. • Support the Arrangement of refreshment during departmental meeting/activities. • Recording CL, EL, SCL etc. • GPA Card distribution • Peon book maintenance
16	Mr. Dashrath Sahu	<ul style="list-style-type: none"> • Notice board management • Peon book maintenance • GPA Card distribution • Office utility maintenance
17	Ms. Shashi Kumari	<ul style="list-style-type: none"> • Cleaning of office, faculty room, laboratories, classrooms etc.
18	All Concerned Lab Technicians	<ul style="list-style-type: none"> • Experiment's list and schedule in lab notice boards • Management of lab manuals • Supervision of ledgers in each laboratory • Maintenance of instruments • Maintenance of AC, Furniture and Batteries • Attendance monitoring of project students

Signature
18.8.2015

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