

DEPARTMENT OF MATHEMATICS

BIT MESRA, RANCHI

DEPARTMENTAL RESPONSIBILITIES(COMMITTEES)

The following responsibilities are assigned to the department's faculty members for a year with effect from **15.1.2025**.

S.NO.	RESPONSIBILITIES	DETAILS OF RESPONSIBILITIES (but not limited to)	FACULTY COORDINATORS
1.	PROGRAM COORDINATION (UG/PG)	Managing Course Structure and Upgradation (with COs and POs) Allocation of Program Elective, Open Elective, MOOC, and Specialized Courses, Updation of Results, Feedback Analysis	Dr. S. Padhi Dr. Prabal Datta
2.	PHD COORDINATION	Managing Syllabus of PhD Entrance exams. Advertising PhD positions, preparation of entrance exam question paper and conduction of interview. Orientation sessions for new PhD scholars Conduction of all Activities related to PhD Scholars including their Pre-PhD courses, their Seminars/ progress Presentations. Thesis submission and conduction of Viva- Voce	Dr. Randhir Singh Dr. Payel Das
3.	UG & PG PROJECT/INTERNSHIP	Project Guide allocation, collecting and maintaining documentation of internship offer letters/ reports. Scheduling and coordinating Presentation/Seminar/Viva etc. Compiling project marks and updating them in the ERP system	Dr. S.D. Jabeen Dr. Amrita Mandal
4.	TEACHING LOAD, TIME TABLE & EXAMINATION	Teaching Load Distribution Timetable Preparation/Coordination/Updation Allocation and keeping record of invigilation duties of faculty Coordination with Examination Department including allocation of makeup, NC etc. examination question papers and correction of copies. Any matter related to examination.	Dr. Prabal Datta Dr. Pawan Kumar Shaw

Dr. Abhinav Tandon

Professor In-Charge (Department of Mathematics)

5.	ERP COORDINATION	Allocation of Course Load on ERP for faculties	Dr. Payel Das Dr. P. S. Majee
		Any other matter related to ERP including COs/POs, paper setting, copy correction, etc.	
		Registration of students on ERP and all other problems related to students	
6.	TRAINING & PLACEMENT	Coordination with T & P Cell	Dr. Dinesh Kumar Dr. Anindita Bera
		Track record of placed students on and off campus	
		Counselling students for getting internships/projects/placements.	
7.	DEPARTMENT DATABASE	Collection of data from faculties, placement committee, students' activity.	Dr. Pawan Kumar Shaw Dr. Abhinav Chakraborty
		Preparation of Annual report/Convocation report.	
		Ensuring availability of data for Institute related activities/Outside agencies/AICTE Web Portal/NAAC/NBA etc..	
8.	OUTREACH AND OTHER ACTIVITIES	Organizing Workshops/ Seminars/Conference/Invited Talks/ Research related activities	Dr. Soubhik Chakraborty Dr. S. D. Jabeen
		Preparation of Event Calendar, Newsletter, etc. and their adherence	
9.	WEBSITE MANAGEMENT	Creative flow of information and regular updates on the website.	Dr. Randhir Singh Dr. Abhinav Chakraborty
		Display of all department related information/activities on website on time.	
10.	INFORMATION DISPLAY (ONLINE/OFFLINE)	Management of Notice Boards and their regular updation.	Dr. P. Kaur Dr. Ayan Chanda
		Display of Time Table and any student related information/news on notice boards	
		Regular display of faculty and student achievements offline and online	
11.	MEETINGS COORDINATION	Preparation/Circulation of agenda with proper conduction of all departmental meetings.	Dr. Amrita Mandal Dr. Anindita Bera
		Preparation of Minutes of all Meetings, its timely circulation and keeping record of all meetings	

12.	BUDGET & INFRASTRUCTURAL MANAGEMENT	All activities related to budget - indenting timely with follow up of budget allocation and utilization.	Dr. Prabal Datta Dr. Randhir Singh Dr. P. S. Majee
		Infrastructure development and maintenance as needed by the department.	
		Identification, classification and disposal of scrap materials of the department.	
13.	ROOM MANAGEMENT	Proper management of faculty rooms, reading room and ensuring of infrastructural related requirements of them	Dr. S. Padhi Dr. Ayan Chanda
		Proper management of classrooms and ensuring of infrastructural related requirements of them	
14.	LABORATORY MANAGEMENT	Proper management of lab. and ensuring of infrastructural/software related requirements of it.	Dr. S. K. Jain Dr. P. Kaur
15.	STUDENT & ALUMNI RELATED ACTIVITIES	Organizing Welcome/Farewell/Felicitation ceremony for students and conducting interactive sessions as and when needed.	Dr. Dinesh Kumar Dr. Payel Das
		Reporting Shortage of Attendance (Notice and Submission), Ensuring the status of attendance is intimated to students/parents/mentors before mid-semester (and as and when needed)	
		Maintaining Record of Department Alumni including their higher studies, collection of feedback on courses, organizing alumni-student interaction and all other activities	

Note: Head of the Department is the Chairperson of all Committees