



DEPARTMENT OF REMOTE SENSING  
**BIRLA INSTITUTE OF TECHNOLOGY**  
Mesra, Ranchi-835215

Ref : DRS/Assigned Responsibility/2020-21/ 34

Date : 10<sup>th</sup> June'2021

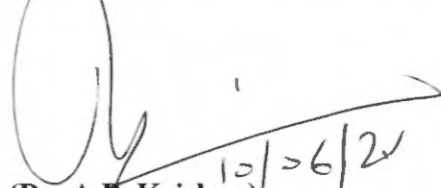
**OFFICE CIRCULAR**

**Ph.D. Coordinator**

**Dr. Richa N.K. Sharma**, Assistant Professor is being hereby assigned the additional responsibility as **Ph.D. Coordinator** of this Department with immediate effect. Her responsibilities shall be as follows:-

1. Monitoring the number of vacancy and scholars presently working under different Faculty Members.
2. Monitoring and ensuring course works being carried out by newly admitted Scholars and scheduling their Term Paper Evaluations.
3. Monitoring and ensuring Synopsis Presentation and finalization by the respective Doctoral Committees of the Scholars.
4. Monitoring and scheduling Semester/Annual Progress Presentation of the Ph.D. Scholars.
5. Any other issues related to Ph.D. Scholars requiring attention of Doctoral Committees.
6. Coordinating and facilitating all Doctoral Committee Meetings of the Scholars.

She is required to take up the above in consultation with the HoD/Chairman of Doctoral Committee.

  
(Dr. A.P. Krishna)  
Professor & Head

**Copy to:-**

1. All Faculty & Staff Members
2. Dean of Post Graduate Studies
3. Registrar
4. Notice Board
5. File

Remote Sensing Dept.
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