

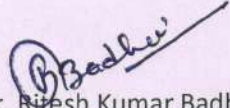
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING B.I.T. OFF CAMPUS, PATNA

Departmental Responsibilities

DATE: 04/07/ 2022

The following additional responsibilities have been assigned to the faculty members to ensure the Department's operational administration and academic functionalities.

Sr. No.	Name of Faculty	Role	Responsibility
1.	Dr. Ritesh Kumar Badhai	In-charge of Department	All departmental committee coordinator, Ph.D. Coordinator and responsible for all the unassigned work.
2.	Dr. Atul Kumar Pandey	U.G. Program coordinator	Allocation and Monitoring of Program Elective, Open Elective papers, Specialization and minor courses, Student registrations, Students Feedback
3.	Dr. Priyadarshi Suraj	P.G. Program coordinator	Allocation and Monitoring of Program Elective, Open Elective papers, Students Feedback, Project allocation, and project presentation
4.	Dr. Megha Dadel	U.G. Project coordinator	Project allocation and project presentation
5.	Mr. Rajeev Ranjan	Summer training/ Industrial Internship coordinator	Mentor allocation for summer training and summer internship presentation, Preparation of the department academic Load distribution
6.	Dr. Sweta Kumari	Students activity & alumni record	Preparation of student's email database, the record of student's activities (achievements/conference/seminar attended), department annual report preparation, and Organization of alumni lecture series.
7.	Dr. Shipra Mishra	Skill Development & Placement Progression	Department representative for T&P, Conduction of the programs for skill development, Departmental Website Coordinator
8.	Dr. Nilay Pandey	Industrial Interaction & Industrial Visits	Industrial Interaction & Industrial Visits for students
9.	Dr. Shiv Kumar Choubey	Lab Maintenance	Monitoring License of software, Supervision of performance of Lab Assistants for new experiments in different categories of labs, Verification of Lab stock register

  
 (Dr. Ritesh Kumar Badhai)  
 In-charge, Dept. of ECE