

Department of Electronics & Communication Engineering

BIT Mesra, Off Campus Patna

30-07-2026



Departmental Responsibilities

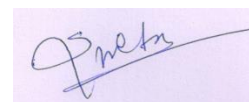
The following faculty members have been assigned specific responsibilities to ensure smooth academic and administrative functioning of the department:

Sr. No.	Role Title	Responsibility Area	Name of Faculty
1.	In charge of Department	Overall Departmental academic & administrative responsibilities,	Dr. Sweta Kumari
2.	Undergraduate Program Coordinator	B.Tech curriculum planning, monitoring, and student progress	Dr. Priyadarshi Suraj
3.	Industry Interaction, Student Welfare & Resource Management Coordinator	Industry- academia collaboration, Student discipline & grievance handling, mentorship	Dr. Ritesh Kumar Badhai
4.	Postgraduate Program Coordinator	M.Tech administration, research guidance	Dr. Atul Kumar Pandey
5.	Project Coordinator	project allotment (Minor & Major) evaluation, industry-linked projects	Dr. Shipra
6.	Internship & Training, Academic Time-table & MOOC Coordinator	Summer training, industrial internships, Academic Time Table, MOOC (7 th sem)	Dr. .Rajeev Ranjan
7.	Laboratory Compliance, departmental website updation, Cultural & Technical Events, MOOC Coordinator	Lab upkeep, equipment maintenance, safety compliance, Website updating, MOOC course (5 th)	Dr. Shiv Kumar Choubey
8.	Skill Development & Placement ,Library & Resource Coordinator	Workshops, placement preparation, career progression, dept.	Dr. Nilay Pandey

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		library, Newsletter	
9.	Research & Development Coordinator	Faculty/student research, funded projects, publications	Dr. Naren Das
10.	Social media update, Documentation Coordinator.	Social media updating, record keeping, official reports	Dr. Ashish Pandey
11.	Student compliances & Alumni ,Coordinator,	Alumni records, student feedback, alumni engagement	Dr. Dharendra Kumar Jha



(Dr. Sweta Kumari)

In-Charge Dept. of ECE