

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
B.I.T. MESRA, RANCHI
Departmental Responsibilities

DATE: 01/02/ 2021

Sl. No	Name of the faculty	Responsibilities
1.	Dr. S. S. Solanki	All departmental committee coordinators and responsible for all the unassigned work.
2.	Dr. N. Gupta	
3.	Dr. S. K. Ghorai	Consultancy / Sponsored Project/Research and Innovation Dept. Purchase related activity and budget Dept. CAS Committee
4.	Dr. V. R. Gupta	
5.	Dr. S. Pal	SAP/FIST/MODROB/ AICTE/Institute/TEQIP Project
6.	Dr. N. Chattoraj	Dept. CAS Committee News and Media PG overall Program Coordinators Allocation and Monitoring of Program Elective, Open Elective papers
7.	Dr. A. Islam	Dept. Purchase related activity and budget Modernization and Upgradation of Labs, Maintenance
8.	Dr. V. Nath	SAP/FIST/MODROB/ AICTE/Institute/TEQIP Project Seminar/Conference In-charge
9.	Dr. K. Mahto	Timetable Supervision of performance of Lab Assistants for new experiments in different categories of labs.
10.	Prof. S. K. Dash	Examination Coordinator (Internal marks Submission)
11.	Prof. V. H. Shah	Industrial Interaction & Industrial Visits Alumni Contacts Departmental Website Coordinator Departmental UG T & P Coordinator
12.	Dr. M. K. Mukul	NAAC,Registration Formalities, Dept. Purchase related activity and budget
13.	Prof. J. Sahay	Registration Formalities Annual Report/ Convocation Report Students Feedback
14.	Dr. Sanjeet Kumar	ERP(PG and PhD), PG (Wireless Communication) coordinator
15.	Dr. S. S. Tripathy	ERP(UG) MS Team Coordinator Industrial Interaction & Industrial Visits Consultancy / Sponsored Project/Research and Innovation
16.	Dr. D. K. Upadhyay	PhD Program Coordinators (PhD Related all Activities)

17.	Dr. A. K. Tiwary	NBA/UGC accreditation NIRF/ other Institute related activities
18.	Dr. S. S. Sahu	Examination Coordinator (Invigilation) Dept. CAS Committee
19.	Dr. S. Sengupta	UG Program Coordinator Allocation and Monitoring of Program Elective, Open Elective papers , Specialization and minor Students Feedback
20.	Dr. G. K. Mishra	NAAC Admission Coordinator(ME & PhD Entrance),AICTE web Portal
21.	Dr. P. Saxena	MS Team Coordinator UG and PG Project Coordinator (Project allocation and project presentation) Biometric Attendance Monitoring system
22.	Dr. Swati Prasad	Time Table Modernization and Upgradation of Labs, Maintenance
23.	Dr. P. P. Dash	Coordinator of all department committee Meetings (DAC, DPC, DM, PCM. etc.) Notice board management
24.	Dr. S. Sidhishwari	Monitoring of licenses of software Annual Report/ Convocation Report
25.	Prof. S. A. Prasad	Indenting Attendance Shortage notice and Submission of attendance shortage list
26.	Dr. R. K. Sinha	UG and PG Project Coordinator (Project allocation and project presentation) Student Internship and Higher study data