

**DEPARTMENT OF MANAGEMENT  
BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI**

**Assignment of Departmental Responsibilities (2019-20)**

The Departmental Policy Committee, in its meeting held on 10<sup>th</sup> July, 2019 assigned various departmental responsibilities to faculty members as given below. All faculty members are requested to ensure that there is proper documentation (hard and soft copies) of their activities and relevant files for their domain are maintained in the office.

S No.	Departmental responsibility	Overall in Charge	Faculty Members	Duties
1.	Examination Activity	Dr Supriyo Roy	Mrs. Shelly Srivastava	Invigilation Duty Chart, List of Evaluators, Submission of Internal Marks, Distribution of Grade Card, Result Issues.
2.	Leave Record	Dr Supriyo Roy	Dr. P. C. Jha Ms S P Dash	Leave Record of Faculty, Staff, Research Scholars & Students.
3.	Registration Activity	Dr Supriyo Roy	Dr. Amitabh Verma Mr. S.K. Singh	Semester Registration of MBA Students
4.	Reports	Dr Supriyo Roy	Dr D K Chand Dr Anand Pd Sinha Mr S K Singh	Annual Reports, Department Reports, NIRF, UGC, AICTE, Related Reports., B School Survey
5.	Inventory Management	Dr Supriyo Roy	Dr. Anupam Ghosh Dr. Anand Pd. Sinha	Maintaining Stock Register, Receiving stock requirements from faculty and staff
6.	Faculty Meeting	Dr Supriyo Roy	Dr Rohit Pandey Mr Anand Kumar	Scheduling, Action taken report, Minutes of the Meeting
7.	Hardware & Software	Dr Supriyo Roy	Dr. Amitabh Verma Dr Anand Pd Sinha	Managing maintenance of all Computer Hardware & Software.
8.	ERP	Dr Supriyo Roy	Dr. Amitabh Verma Dr Anand Pd Sinha	All ERP related issues
9.	Faculty Presentations & Research	Dr Supriyo Roy	Dr A P Sinha	Scheduling, Record keeping

10.	Ph.D. Related Work	Dr Sraboni Dutta	Dr. P C Jha	Scheduling of progress review presentations, Preparation of Minutes of meeting of DAC & DC
			Dr Anupam Ghosh	Registration, Liaoning with COE and Dean AP office, arranging Ph.D. Défense
11.	Website Maintenance	Dr Sraboni Dutta	Dr Rohit Pandey Mr. S.K. Singh	
12.	Maintenance of Premises	Dr Sraboni Dutta	Mrs. Shelly Srivastava	
13.	Indents & Purchase	Dr R K Pande	Dr. Amitabh Verma	
14.	Student Project Related (SIP & IV Semester)		Mr. Anand Kumar Ms S P Dash	Allotment of Project Guide, Monitoring of Progress, End Semester Viva Voce.
15.	Semester Work	Dr Sraboni Duuta	Mrs. Shelly Srivastava	Timetable, Shortage of Student Attendance, Medical/ other adjustment, Class Adjustment, Allotment of Faculty Advisors
16.	Student Activities	Dr Sraboni Dutta	Dr Anupam Ghosh Mrs. Shelly Srivastava Dr. Anand Pd. Sinha Ms. S.P. Dash	Guest Lectures, Events, Industrial Visit, Student's Notice Board, P.D. Sessions, SAF, TAF and Team Sustainability.
17.	Departmental Library	Dr S Dutta	Dr. Anupam Ghosh Mr. Anand Kumar	Cataloguing of Books, Managing Issue & Return of Books to students
18.	Indents		Dr. Amitabh Verma Dr. Rohit Pandey	Raising of Indent, Follow up with Account, Purchase and Stores Office
19.	Training & Placement	Dr. Shradha Shivani	Dr D K Chand Mr S K Singh	

Note: All Professors will provide overall guidance.

*Shradha Shivani*

(Shradha Shivani)  
Prof. & Head

10.7.19.