

Government Engineering College Ajmer
Department of Computer Engineering & Information Technology
Revised Departmental Responsibilities (Session 2019-20)

Ref No.:

ECPE/CS & IT/2019/246

Date : 03/07/2019

Following responsibilities has been assigned to faculty members. Students are required to meet concerning faculty for problems (if any) :

Name of Faculty Member	Departmental Responsibilities	Task
Mr. Vinesh Jain	Time Table(CE & IT)	Time Table Preparation (Load Calculation & Distribution, Class wise, Room wise and Lab wise time table display)
Mr. H. R. Choudhary	Examination & Marks Collection (II Year CE)	Preparation of time tables & conduction of Midterm Examination. Respective Coordinator ensure collection of copies and marks from each examiner within one week of conduct of test includes all midterm/ practical/sessional/ back improvement (Year wise). Coordinate with Main Examination section for online marks filling. Examination Forms will be distributed/collected/filled by NPIU Faculty
Mr. Anil Tailor	Examination & Marks Collection (II Year IT)	
Mrs. Shikha Gupta	Examination & Marks Collection (III Year CE & IT)	
Mr. Dilip Sisodia	Examination & Marks Collection (IV Year CE & IT)	
Mr. Deepak Gupta	Store & Maintenance of Hardware	Issue of all type of stationary items, midterm/ practical copies in coordination with central store / Central Exam Section, Refilling of Printer Cartridge etc.
Mr. V. P. Sharma	Library	Library books and Journal requisition, Books verification, Procurement, Maintenance and All Related work to Library
Mrs. Prakriti Trivedi	Report Preparation Work	All type of reports/ data as required by AICTE/RTU Affiliation Cell/ State Govt. including Departmental, MHRD/ TEQIP/ AICTE / RTU Presentations, Accreditation(if any) etc.
Mr. D. K. Khunteta	M. Tech. Coordinator (CE & IT)+Ph.D Co-Coordinator(CE & IT)	Time Table, Examination work and all other related work to M. Tech. (CE & IT) & All Works Related to Ph.D of CE & IT Department
Mr. Ravinder Singh	NPIU Faculty/Guest Faculty Incharge/Tour arrangement	Engagement of classes, verification of classes taken, preparation of bills, attendance record, Mid-term Duties of guest/NPIU faculty.
Mrs. Neetu Sharma	Student Coordinator & Registration(CE)	Student Grievances, attendance & exemption related matter, fee related matter, student registration (Odd & Even Sem), Assigning Counselors & Division of groups in all Semester.
Mr. Sunil Kumar Khichi	First Year Coordinator	All Works Related to First Year of CE & IT Department
Mr. S. N. Tazi	Monitoring of Classes according to Time Table	Timely & Regular Conduction of Classes
Mrs. Jyoti Gairani		
Coordinator of Time Table		
NPIU Faculty/Guest Faculty Incharge, M. Tech Coordinator		
Students Coordinators (CE & IT)		
Lab		Lab Incharge
LAB A		Ms. Shalini Yadav
LAB B		Ms. Shalini Yadav
LAB C		Ms. Anita Choudhary
LAB D		Ms. Anita Choudhary
LAB G-13		Mr. Rakesh Verma
LAB G-29		MS. Suman Chaudhary
LAB G-18A		Mr. Anurag Jain
LAB G-18B		Mr. Anurag Jain
LAB G-24		Mr. Jitendra Yadav
Computer Centre		Mr. Satish Roy, Mr. Pawan Kumar

All NPIU Faculty will work as a Teaching Assistant with Regular Faculties.