

Government Engineering College Aimer
Department of Computer Engineering & Information Technology
Departmental Responsibilities (Session 2018-19)

Date: 28/5/2018

Ref. No.: ECA/CS817/2018/1295
 Following responsibilities has been assigned to faculty members. Students are required to meet concerning faculty for problems (if any) :

Name of Faculty Member	Associated NPIU Faculty	Departmental Responsibilities	Task
Mr. Vinesh Jain	Mr. Prem Shankar Yadav	Time Table (CE & IT)	Time Table Preparation (Load Calculation & Distribution, Class wise, Room wise and Lab wise time table display)
Mr. H. R. Choudhary	Mr. Satish Roy	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. V. P. Sharma	Mr. Satish Roy	Examination & Marks Collection (II Year IT)	
Mr. Anil Tailor	Ms. Anita Choudhary	Examination & Marks Collection (III Year CE & IT)	Issue of all type of stationary items, midterm/ practical copies in coordination with central store / Central Exam Section, Refilling of Printer Cartridge etc.
Mrs. Shikha Gupta	Ms. Anita Choudhary	Examination & Marks Collection (IV Year CE & IT)	
Mr. Dilip Sisodia	Mr. Pawan Kumar	Store & Maintenance of Hardware	Library books and journal requisition, Books verification, Procurement, Maintenance and All Related work to Library
Mr. Deepak Gupta	Mr. Rakesh Verma	Library	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. Prakash Meena	Mr. Mohit Gokhroo	Report Preparation Work	Time Table, Examination work and all other related work to M. Tech. (CE & IT) & All Works Related to Ph.D of CE & IT Department
Mrs. Prakriti Trivedi	Mr. Rakesh Verma	M. Tech. Coordinator (CE & IT)+Ph.D Co-Coordinator(CE & IT)	Engagement of classes, verification of classes taken, preparation of bills, attendance record, Mid-term Duties of guest/NPIU faculty.
Mr. D. K. Khunteta	Mr. Mohit Gokhroo	NPIU Faculty/Guest Faculty Incharge/Tour arrangement	Student Grievances, attendance & exemption related matter, fee related matter, student registration (Odd & Even Sem), Assigning Counselors & Division of groups in all Semester.
Mr. Ravinder Singh	Ms. Anita Choudhary	Student Coordinator & Registration(CE)	All Works Related to First Year of CE & IT Department
Mrs. Neetu Sharma	Mr. Anurag Jain	Student Coordinator & Registration(IT)	Timely & Regular Conduction of Classes
Mr. Sunil Kumar Khichi	Mr. Anurag Jain	First Year Coordinator	
Mr. S. N. Tazi	Ms. Shalini Yadav	Monitoring of Classes according to Time Table	
Mrs. Jyoti Gajrani			
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		Mr. Pawan Kumar	
LAB G-13		Mr. Rakesh Verma	
LAB G-29		Mr. Mohit Gokhroo	
LAB G-18A		Mr. Anurag Jain	
LAB G-18B		Mr. Anurag Jain	
LAB G-24		Mr. Prem Shankar Yadav	
LAB E (M.Tech)		Mr. Satish Roy	

Dr. Rakesh Rathi
 Head (CE & IT)