

Moradabad Institute of Technology

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Departmental Duties

Date:01/07/2021

Sr.No	Duty Assigned	Name of faculty Member	Signature
1.	Program Coordinator	Mr. Vikas Kumar	
2.	NBA Preparation	Dr. Somesh Kumar	
		Dr. Manish Gupta	
		Mr. Praveen Saini	
3.	Planning Development & Purchase	Dr. Somesh Kumar	
		Mr. Vikas Kumar	
		Mr. Muneesh Bhatnagar (System Manager)	
4.	Academic Calendar	Ms. Priyanka Goel	
5.	Academic Audit Report	Mr. Vikas Bhatnagar	
		Mr. Sanjeev Gupta	
6.	Program Assessment and Quality Improvement Committee (PAQIC)	Coordinator: Mr. Vikas Kumar	
		Dr. Neelaksh Sheel	
		Mr. Anurag Malik	
		Ms. Prachi Gupta	
7.	Sponsored Research Project/ MoU/ Consultancy	Dr. Neelaksh Sheel	
		Dr. L. P. Verma	
		Dr. Manish Gupta	
8.	Patent/IPR	Dr. Neelaksh Sheel	
9.	International Journal – CS & IT	Dr. L. P. Verma	
10.	Short Term Training	Dr. Somesh Kumar	
		Dr. Manish Gupta	
		Mr. Vikas Bhatnagar	
11.	Departmental Placement Support	Mr. Anurag Malik	
		Mr. Sanjeev Gupta	
12.	Final Year Project Coordinator	M. Himanshu Agarwal	
13.	Guest Lecture	Mr. Sanjeev Gupta	
		Mr. Praveen Saini	
14.	Conduction of FDP/Seminar/ Conference	Dr. L.P. Verma	
		Dr. Neelaksh Sheel	
		Mr. Himanshu Agarwal	
15.	Conduction of Lectures of Visiting faculty	Mr. Anurag Malik	
		Mr. Mohd Ilyas	
16.	Departmental meeting	Mr. Himanshu Agarwal	
17.	Departmental Library	Mr. Vikas Kumar	
18.	Central Library	Mr. Sanjeev Gupta	
19.	Coordinator Sessional Marks	Mr. Manoj Kr. Singh	
		Mr. Amit Kumar	
20.	AKTU Attendance	Ms. Richa Saxena (B.Voc)	

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Sr.No	Duty Assigned	Name of faculty Member	Signature
		Mr. Amit Kumar (2 nd Year)	
		Mr. Abhinav Gupta (3 rd Year)	
		Mr. Ravish Dubey (4 th Year)	
21.	Virtual Labs	Dr. Manish Gupta	
22.	Spoken Tutorials	Mr. Himanshu Agarwal	
23.	e-Yantra Lab	Dr. Manish Gupta	
		Mr. Mohd. Ilyas	
24.	IoT & Cyber Security Lab	Mr. Vikas Bhatnagar	
25.	Microsoft Imagine Academy	Mr. Zubair Iqbal	
26.	ED Cell	Ms. Richa Saxena	
27.	Record of GATE	Mr. Abhinav Gupta	
28.	Compilation of certificates of STC/MOOCs/FDP/Conference/Seminar attended by Faculty members	Mr. Anurag Malik	
		Mr. Mohd Ilyas	
29.	Certificates of Students' Achievement.	Coordinator: Dr. L. P Verma	
		Individual counselor will collect it from students.	
30.	Online Sessional Exam Copies	Mr. Ravish Dubey	
31.	CO-PO/PSO Attainment	Mr. Praveen Saini	
32.	Digital Repository	Mr. Mohd. Ilyas	
		Ms. Priyanka Goel	
33.	NPTEL Coordinator	Ms. Prachi Agarwal	
34.	ERP Coordinator	Mr. Mohd. Ilyas	
35.	E-News Letter	Ms. Neha Gupta	
36.	Practical Exams	Mr. Abhinav Gupta	
		Mr. Ravish Dubey	
37.	Maintenance	Ms. Richa Saxena	
38.	Academic Result Analysis	Coordinator: Ms. Prachi Agarwal	
		Compilation: Ms. Prachi Agarwal (1 st year) Mr. Amit Kumar (2 nd Year) Mr. Abhinav Gupta (3 rd Year) Mr. Ravish Dubey (4 th Year) Ms. Richa Saxena (B.Voc) Ms. Jayati Bhardwaj (Other dept.)	
39.	CSE Student Society	Ms. Neha Gupta	
		Ms. Priyanka Goel	
40.	Industrial Visit/ Tour	Mr. Vikas Bhatnagar	
		Ms. Prachi Gupta	
41.	Design and updating of Time Table	Ms. Kanchan	
		Ms. Shilpi Rani	
		Mr. Amit Kumar	

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Sr.No	Duty Assigned	Name of faculty Member	Signature
		Mr. Bhrampal (Lab Assistant)	
		Mr. Rajesh Sharma (Lab Assistant)	
		Mr. Sumit (Lab Assistant)	
42.	AICTE-CII Survey of Industry-Linked Technical Institutes	Dr. Manish Gupta	
		Mr. Manoj Kr. Singh	
43.	Collection of Sample Lab files.	Mr. Amit Gupta	
44.	ARIIA Atal Ranking of Institutions on Innovation Achievements	Dr. Neelaksh Sheel	
45.	Charts Design	Mr. Toralkar Pawan	
46.	Charts Printing (Paper)	Mr. Ravish Dubey	
47.	Flex Printing	Mr. Vikas Bhatnagar	
48.	Press & Media	Mr. Praveen Saini	
49.	Books requirement for Central Library	Mr. Sanjeev Gupta	
50.	Feedback Forms		
	Teaching-Learning Process (Faculty Members)	Ms. Kanchan	
	Vision-Mission & PEOs	Dr. Manish Gupta	
	Curriculum Gaps	Ms. Prachi Gupta	
	Indirect PO Attainment	Mr. Praveen Saini	
	Facilities	Ms. Kanchan	
		Mr. Amit Kumar	
51.	Lab OC Mr. Pawan Toralkar	Lab B-101, B-123	
	Lab OC Ms. Jayati Bhardwaj	Lab B-102, B-103	
	Lab OC Mr. Zubair Iqbal	Lab B-106, B-109	
	Lab OC Mr. Agha Alfi Mirza	Lab B-113, B-114	
	Lab OC Mr. Amit Kumar	Lab B-117, B-118	

Sr.No.	Class OC	Year	Counselor's Name		
	Name of Class OC		Batch 1	Batch 2	Batch3
1.	Mr. Mohd Ilyas	2nd /A	Mr. Mohd Ilyas	Mr. Anurag Malik	Ms. Richa Saxena
2.	Ms. Jayati Bhardwaj	2nd /B	Mr. Agha alfi Mirza	Ms. Neha Gupta	Mr. Zubair Iqbal
3.	Ms. Priyanka Goel	2nd /C	Ms. Kanchan	Ms. Shilpi Rani	Ms. Minakshi Saini
4.	Mr. Sanjeev Gupta	3rd /A	Mr. Vikas Bhatnagar	Mr. Abhinav Gupta	Mr. Manoj Kr. Singh
5.	Mr. Zubair Iqbal	3rd /B	Ms. Jayati Bhardwaj	Dr. Neelaksh Sheel	Ms. Prachi Gupta
6.	Mr. Ravish Kr. Dubey	3rd /C	Ms. Priyanka Goel	Mr. Vikas Kumar	Dr. L.P. Verma
7.	Mr. Abhinav Gupta	4th /A	Mr. Amit Kumar	Mr. Praveen Saini	Mr. Ravish Kr. Dubey
8.	Ms. Minakshi Saini	4th/B	Dr. Manish Gupta	Ms. Prachi Agarwal	Mr. Himanshu Agarwal
9.	Ms. Prachi Agarwal	4th /C	Mr. Sanjeev Gupta	Dr. Somesh Kumar	Mr. Pawan Toralkar

Copy to:

Director MIT, for information please.

Head CSE