

Moradabad Institute of Technology

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Departmental Duties

Date:01/09/2022

Sr.No	Duty Assigned	Name of faculty Member	Signature
1.	Deputy HOD	Dr. Manish Gupta	
2.	Program Coordinator (NBA)	Dr. Neelaksh Sheel	
3.	NBA Preparation (Core Team)	Dr. Manish Gupta	
		Dr. Neelaksh Sheel	
		Mr. Anurag Malik	
		Dr. Satendra Kumar	
		Mr. Himanshu Agarwal	
		Mr. Manoj Kr. Singh	
		Mr. Ajeet Singh	
4.	Planning Development & Purchase	Mr. Vikas Kumar	
		Mr. Muneesh Bhatnagar	
5.	Academic Calendar	Ms. Jayati Bharadwaj	
6.	Academic Audit and Report	Mr. Sanjeev Gupta	
7.	Program Assessment and Quality Improvement Committee (PAQIC)	Coordinator:	
		Dr. Manish Gupta	
		Dr. Neelaksh Sheel	
		Mr. Anurag Malik	
		Mr. Himanshu Agarwal	
8.	Sponsored Research Project/ MoU/ Consultancy	Ms. Prachi Gupta	
		Dr. Neelaksh Sheel	
		Dr. Manish Gupta	
9.	Patent/IPR	Dr. Satendra Kumar	
		Dr. Satendra Kumar	
10.	International Journal – CS & IT	Dr. Satendra Kumar	
11.	COE / Short Term Trainings	Ms. Priyanka Goel	
		Ms. Jayati Bharadwaj	
		Mr. Amit Saxena	
12.	Departmental Placement Support	Mr. Anurag Malik	
		Ms. Prachi Agarwal	
13.	Final Year Project Coordinator	M. Himanshu Agarwal	
14.	Guest Lectures	Mr. Sanjeev Gupta	
		Mr. Vinay Kumar Sharma	
		Mr. Ajeet Singh	
15.	Conduction of FDP/Seminar/ Conference	Dr. Manish Gupta	
		Dr. Satendra Kumar	
		Ms. Neha Gupta	
16.	Conduction of Lectures of Visiting Faculty	Mr. Anurag Malik	
		Mr. Mohd Ilyas	
17.	Departmental Meetings	Mr. Himanshu Agarwal	
18.	Departmental Library	Mr. Vikas Kumar	
19.	Coordinator Sessional Marks	Mr. Manoj Kr. Singh	
20.	AKTU Attendance Registers	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	Mr. Mohd. Ilyas Mr. Zubair Iqbal	
24.	IoT & Cyber Security Lab	Mr. Vikas Bhatnagar	
25.	Microsoft Imagine Academy	Mr. Vibhor Kumar Vishnoi	
26.	Cisco Networking Academy	Mr. Vikas Bhatnagar	
27.	ED Cell	Ms. Richa Saxena	
28.	Record of GATE / Higher Studies	Mr. Abhinav Gupta	
29.	Compilation of certificates of STC/MOOCs/FDP/Conference/Seminar attended by Faculty members/ Research Publications	Mr. Anurag Malik	
		Mr. Mohd Ilyas	
30.	Certificates of Students' Achievement.	Coordinator: Mr. Vibhor Kumar Vishnoi	
		Individual counselor will collect it from students.	
31.	CO-PO/PSO Attainment	Ms. Richa Saxena Mr. Vibhor Kumar Vishnoi	
32.	NPTEL Coordinator	Ms. Prachi Agarwal	
33.	ERP Coordinator	Mr. Mohd. Ilyas	
34.	E-News Letter	Ms. Prachi Gupta	
35.	External Practical Exams and submission of External Practical Marks	Mr. Abhinav Gupta Mr. Ravish Dubey	
36.	Infrastructure Maintenance Report	Ms. Richa Saxena Mr. Ravish Dubey	
37.	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.)	
38.	CSE Student Society	Ms. Neha Gupta Ms Priyanka Goel	
39.	Industrial Visit/ Tour	Mr. Vikas Bhatnagar Ms. Prachi Gupta Mr. Ajeet Singh	
40.	Design, Updating and Displaying of Timetable	Ms. Kanchan Mr. Amit Kumar	

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Sr.No	Duty Assigned	Name of faculty Member	Signature
43.	Collection of Sample Lab files.	Mr. Amit Kumar	
46.	Charts Printing (Paper)	Mr. Ravish Dubey	
47.	Flex Printing	Mr. Vikas Bhatnagar	
48.	Press & Media	Mr. Abhinav Gupta	
49.	Feedback Forms		
	Teaching-Learning Process (Faculty Members)	Ms. Kanchan	
	Vision-Mission & PEOs	Dr. Manish Gupta	
	Curriculum Gaps	Ms. Prachi Gupta	
	Indirect PO Attainment	Ms. Richa Saxena	
	Facilities	Ms. Kanchan	
50.	Lab OC Mr. Amit Saxena	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. Vibhor Kr. Vishnoi	Lab B-113, B-114	
	Lab OC Mr. Ravish Kumar Dubey	Lab B-206	
	Lab OC Mr. Amit Kumar	Lab B-117, B-118	

List of Class OCs and Counselors (for session 2022-23)

Sr. No.	Class OC	Year	Counselor's Name		
	Name of Class OC		Batch 1	Batch 2	Batch3
1.	Mr. Ravish Kr. Dubey	3rd /A	Mr. Amit Kumar	Mr. Praveen Saini/Sachin Upadhyay	Mr. Ravish Kr. Dubey
2.	Mr. Sanjeev Gupta	3rd /B	Mr. Himanshu Agarwal	Mr. Sanjeev Gupta	Ms. Prachi Agarwal
3.	Ms. Prachi Agarwal	3rd /C	Mr. Vibhor Kr. Vishnoi	Mr. Manoj Kumar Singh	Dr. Manish Gupta
4.	Mr. Vikas Bhatnagar	3rd /D	Mr. Vikas Bhatnagar		
5.	Mr. Mohd Ilyas	4th /A	Mr. Mohd Ilyas	Mr.Anurag Malik	Ms. Richa Saxena
6.	Ms. Jayati Bhardwaj	4th /B	Mr. Vibhor Kr. Vishnoi	Ms. Neha Gupta	Mr. Zubair Iqbal
7.	Ms. Priyanka Goel	4th/C	Ms. Kanchan	Dr. Satendra Kumar	Ms. Priyanka Goel
	Name of Class OC	Year	Batch 1	Batch 2	
8.	Mr. Abhinav Gupta	2nd /A	Mr. Abhinav Gupta	Ms. Jayati Bhardwaj	
9.	Ms. Prachi Gupta	2nd /B	Dr. Neelaksh Sheel	Ms. Prachi Gupta	
10.	Mr. Amit Saxena	2nd /C	Mr. Ajeet Singh	Mr. Amit Saxena	
11.	Mr. Vinay Kumar Sharma	2 nd / D	Mr. Vinay Kumar Sharma		

Copy to:

Director MIT, for information please.

Head CSE