

UNIVERSITY POLYTECHNIC  
B. I. T., MESRA: RANCHI

Date: 10<sup>th</sup> January, 2022.

NOTICE

Following additional responsibilities have been assigned to Faculty members, to facilitate various Institute related activities. The newly formed committees shall come into force with immediate effect. The services rendered by the outgoing committee members are deeply appreciated.

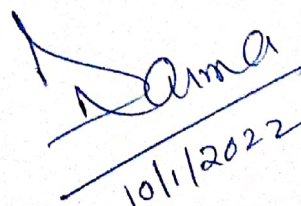
1. Campus Management
  - a. In-charge, Water Supply
  - b. In-charge, Electricity
  - c. In-charge, Security
  - d. In-charge, Garden
  - e. In-charge, Construction
  - f. In-charge, PA System
  - g. In-charge, Telephone & Internet

Dr. S.S. Kumar  
Mr. Manoj Kumar  
Mr. Rakesh  
Dr. Mohd. Neyaz Ahsan  
Mr. Sandeep Kumar  
Course Coordinator, ECE(Ex-Officio)  
Course Coordinator, CSE (Ex-Officio)
2. Hostel
  - a. Warden, Boys' Hostel-1
  - b. Asst. Warden, Boys' Hostel-1
  - c. Warden, Boys' Hostel-2
  - d. Asst. Warden, Boys' Hostel-2
  - e. Warden, Girls' Hostel
  - f. Asst. Warden, Girls' Hostel

Mr. Rajendra Mahto  
Mr. N.K.Singh  
Dr. Chanchal Kumar Mishra  
Mr. P.R.Mahto  
Dr. Sumana Kumari  
Mrs. Nirupam
3. Course Co-ordinator
  - a. Automobile Engg.
  - b. Computer Engg.
  - c. Electronics & Communication Engg.
  - d. Mechanical (Production) Engg.
  - e. Mechanical Engg.
  - f. Electrical & Electronics Engg.
  - g. BMLT
  - h. Chemistry
  - i. Physics
  - j. Mathematics

Mr. Manoj Kumar  
Mr. Abhay Kumar  
Mrs. Nirupam  
Mr. Ramkesh  
Mr. Rakesh  
Mr. N.K. Mukherjee  
Dr. Chanchal Kumar Mishra  
Dr. Satish Kumar  
Dr. T. K. Parashar  
Dr. R.K. Chatterjee

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4. Examination
  - a. Co-ordinator
  - b. Jt. Co-ordinator

Mr. Niraj Kumar  
Dr. R.K.Chatterjee
5. Admission
  - a. Co-ordinator
  - b. Jt. Co-ordinator
  - c. Member

Dr. Mohd. Neyaz Ahsan  
Mr. P.R.Mahto  
Mr. Sanjay Jha
6. Semester & Registration
  - a. Co-ordinator
  - b. Jt. Co-ordinator

Mr. Rajendra Mahto  
Mr. N.K.Singh
7. Training & Placement & IIP
  - a. Convener
  - b. Member
  - c. Member
  - d. Member
  - e. Member
  - f. Member
  - g. Member
  - h. Member

Dr. Satish Kumar  
Course Coordinator, BMLT (Ex-officio)  
Course Coordinator, Automobile (Ex-officio)  
Course Coordinator, Mechanical (Ex-officio)  
Course Coordinator, Mech.(Prod) (Ex-officio)  
Course Coordinator, Computer (Ex-officio)  
Course Coordinator, EEE (Ex-officio)  
Course Coordinator, ECE (Ex-officio)
8. Cultural & Music
  - a. Co-ordinator
  - b. Jt. Co-ordinator
  - c. Jt. Coordinator

Dr. Neeru Singh  
Mr. M. Hosain  
Mr. Shankar Kumar
9. Technical fest & Bulletins
  - a. Co-ordinator
  - b. Jt. Co-ordinator
  - c. Jt. Co-ordinator

Dr. Sumana Kumari  
Dr. Satish Kumar  
Mr. Niraj Kumar
10. Annual Report & Souvenir
  - a. Co-ordinator
  - b. Jt. Co-ordinator
  - c. Jt. Coordinator

Dr. Sandhya Rani  
Mrs. Nirupam  
Mr. Shankar Kumar

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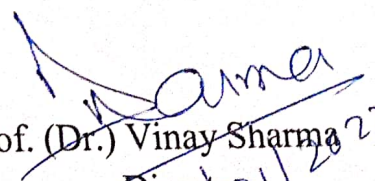


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| 11. | <u>AICTE Affiliation&amp; AISHE</u><br>a. Co-ordinator<br>b. Jt. Coordinator<br>c. Member  | Mr. Rakesh<br>Mr. Ramnish Sinha<br>Mr. Sandeep Kumar                                  |
| 12. | <u>NBA Accreditation/Approval &amp; NEP</u><br>a. Co-ordinator<br>b. Jt. Coordinator   | Dr. Sandhya Rani<br>Dr. T.K.Parasher  |
| 13. | <u>Start-up, Innovations, Patents, ARIIA &amp; Unnat Bharat Abhiyan</u><br>a. Co-ordinator<br>b. Jt. C-ordinator<br>c. Jt. Coordinator<br>d. Jt. Coordinator | Mr.Manoj Kumar<br>Mr. Maqubool Hosain<br>Dr. Meena Singh<br>Mrs. Rekha Kumari         |
| 14. | <u>Scholarship/Stipend of Students</u><br>a. Co-ordinator<br>b. Jt. Co-ordinator   | Mr. Sandeep Kumar<br>Mr. P.Toppo  |
| 15. | <u>Liaising with the Government</u><br>a. Co-ordinator<br>b. Jt Co-ordinator<br>c. Jt. Co-ordinator  | Mr. Ramkesh<br>Mr. Rakesh<br>Mr. Sandeep Kumar  |
| 16. | <u>Time table cum Class Management</u><br>d. Co-ordinator<br>e. Jt. Co-ordinator   | Mrs. Rekha Kumari<br>Mr. M. Hosain  |
| 17. | <u>Website Maintenance &amp; MS-Teams</u><br>a. Co-ordinator<br>b. Jt. Co-ordinator  | Dr. R.K.Chatterjee<br>Mr. Ramnish Sinha   |
| 18. | <u>Purchase</u><br>a. Co-ordinator<br>b. Member<br>c. Member<br>d. Member<br>e. Member   | Mr. Ramkesh<br>Mr. Rakesh<br>Dr. Sumana Kumari<br>Mr. Sandeep Kumar<br>Mr. Sunil Shah |
| 19. | <u>Scrap Disposal</u><br>a. Co-ordinator<br>b. Jt. Co-ordinator<br>c. Jt. Co-ordinator   | Mr. Sandeep Kumar<br>Mr. Sunil Shah<br>Mr. P.Toppo                                    |

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20. Disciplinary & Grievance Redressal  
a. Co-ordinator  
b. Jt. Co-ordinator  
c. Member  
d. Member  
e. Member  
Dr. Satish Kumar  
Mrs. Rekha Kumari  
Warden, BH-1 (Ex-officio)  
Warden, BH-2 (Ex-officio)  
Warden, GH (Ex-officio)
21. Library  
a. Co-ordinator  
b. Jt. Coordinator  
Dr. S.S. Kumar  
Mr. Sanjay Jha
22. Uni. Poly. CAS  
a. Chairman  
b. Member  
c. Member  
d. Member  
Director (Ex-officio)  
Dr. Satish Kumar  
Dr. Sumana Kumari  
Dr. Neeru Singh
23. SC/ST & OBC Cell  
a. Co-ordinator  
b. Jt. Co-ordinator  
c. Jt. Co-ordinator  
Dr. Meena Singh  
Mr. P. Toppo  
Mr. Rakesh
24. N.C.C & Sports.  
a. Co-ordinator  
b. Member  
c. Member  
Mr. N. K. Singh  
Mr. Rakesh  
Mr. Niraj Kumar
25. N.S.S.  
a. Programme Officer  
b. Programme Officer  
Dr. Neeru Singh  
Dr. Chanchal Kr. Mishra

  
Prof. (Dr.) Vinay Sharma  
Director  
10/10/22

Copy to:

1. Concerned Faculty Member
2. Vice Chancellor, BIT, Mesra
3. Registrar, BIT, Mesra
4. Chief Accountant, BIT, Mesra
5. Accounts, University Polytechnic
6. Office File