



F.No/AI&DS/IGDTUW/98

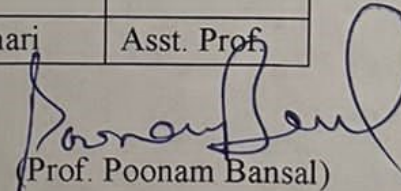
Dated: 07/10/2022

**Department of AI & Data Sciences (AI & DS)**

**OFFICE ORDER**

To streamline and develop an iterative work culture promoting discipline, system and work ethics in the department, all relevant works have been enlisted below as Departmental portfolios. A fortnight review meeting to mark the progress of each portfolio would be held on second and fourth Friday of every month at 4:00 pm respectively in the office of HoD. It is mandatory for all faculty members to attend and also follow the deadlines for portfolio reviews stringently.

S.No.	Work/Responsibility Assigned	Name & Designation of Faculty	
1.	Academic In charge	Prof. Poonam Bansal Ms. Ritika Kumari	Professor Asst. Prof.
2.	Research & DRC Coordinator	Dr. Shailesh Kamble	Assoc. Prof.
3.	Time Table In charge	Dr. Ankush Jain	Asst. Prof.
4.	Attendance In charge	Ms. Kiran Malik	Asst. Prof.
5.	Projects/Internships/Placements/Alumni In charge	Dr. Himanshu Mittal	Asst. Prof.
6.	Seminar/Workshops/Conferences organized and Conducted, /Newsletter/Magazine/ Departmental Highlights, Students' and Faculty Achievements In charge	Ms. Kiran Malik	Asst. Prof.
7.	Infrastructure In charge Computer Labs Coordinator	Dr. Ankush Jain	Asst. Prof.
8.	GEC/EMP/SDG In charge	Ms. Ritika Kumari	Asst. Prof.

  
(Prof. Poonam Bansal)  
HoD (AI & DS)

Copy to:

1. PS to Hon'ble VC
2. PA to Registrar
3. All concerned faculty members
4. Guard File