

**E.C.E DEPARTMENT**  
**ABVGIET , PRAGATINAGAR**

## Office Circular

The faculty members of Department of Electronics and Communication Engineering are hereby assigned the following duties (but not limited to), in addition to the duties given by the Director-cum-Principal, as mentioned against their names, for efficient and smooth functioning of departmental activities.

Sr. No.	Name	Duties ( Department)	Functions and Responsibilities
1	Dr. Ankush Kapoor	1. Officer Incharge ECE	<ul style="list-style-type: none"> <li>To monitor and smoothly run the department.</li> <li>Responsible for framing teaching and non-teaching load of the faculty and staff as per the directions from the office of Director-Principal.</li> <li>To scrutinize the purchase proposal submitted by individuals and respective department with recommendation of appropriate mode of purchase.</li> <li>To keep the record of Attendance registers issued.</li> <li>To finalize Time Table of the department.</li> <li>To verify the bills of faculty and staff working on period basis at the end of each month.</li> </ul>
2	Er. Sandeep Thakur	1. ECE Class teacher/Mentor of 3 <sup>rd</sup> semester 2. NBA/NAAC Coordinator ECE 3. Industrial Visit Coordinator	<ul style="list-style-type: none"> <li>To gather the record of attendance after each month for mentioned class and display on notice boards, webpage and submit one copy to OIC academic cell</li> <li>To gather the record of syllabus covered after each month in the prescribed format (if any) from all the faculty members for mentioned class and submit one copy to OIC academic cell.</li> <li>Responsible to actively pursue departmental activities in conducting Sessional Exams, display Sessional marks on notice board/websites/whatsapp groups and keeping record of the same.</li> <li>At end of semester, collect internals marks from all course teachers and make consolidated sheet and get correspondence done with OIC Academics.</li> <li>To elect class representatives and schedule and convene the meeting with students and their representatives twice in a month under intimation to the OIC ECE. Keep the record</li> </ul>

			<p>of notice for the meeting and its minutes with attendance.</p> <ul style="list-style-type: none"> <li>• Prepare the list and send the letter/ call to the parents of the weak students after each sessional exam.</li> <li>• Maintaining and handling centralized stock register of the department along with the department data.</li> <li>• Responsible for scrutiny of purchase proposals received in the Department.</li> <li>• To schedule meetings for NBA/NAAC preparation (course file checking, subject target setting, sessional paper level checking etc) and share the format for course files from time to time if any updation needed.</li> <li>• To schedule one industrial visit in each semester and maintain its report, analysis and all kind of documentation</li> </ul>
3.	Er. Saurav Mehta	<ol style="list-style-type: none"> <li>1. Class teacher/ Mentor 7<sup>th</sup> semester</li> <li>2. Industrial Training and Placement Coordinator.</li> <li>3. Guest lectures Coordinator</li> <li>4. Alumni Incharge and Coordinator Higher studies. (GATE/GRE//CAT etc.)</li> </ol>	<ul style="list-style-type: none"> <li>• To gather the record of attendance after each month for mentioned class and display on notice boards, webpage and submit one copy to OIC academic cell</li> <li>• To gather the record of syllabus covered after each month in the prescribed format (if any) from all the faculty members for mentioned class and submit one copy to OIC academic cell.</li> <li>• Responsible to actively pursue departmental activities in conducting Sessional Exams, display Sessional marks on notice board/websites/whatsapp groups and keeping record of the same.</li> <li>• At end of semester, collect internals marks from all course teachers and make consolidated sheet and get correspondence done with OIC Academics.</li> <li>• To elect class representatives and schedule and convene the meeting with students and their representatives twice in a month under intimation to the OIC ECE. Keep the record of notice for the meeting and its minutes with attendance.</li> <li>• Prepare the list and send the letter/ call to the parents of the weak students after each sessional exam.</li> <li>• To assist Training and Placement Cell in coordinating with industries and organisations for trainings to ECE undergraduates.</li> <li>• To perform analysis of the training for each students in form of his/her learning's and also frame Rubrics for the trainings.</li> </ul>

			<ul style="list-style-type: none"> <li>• To maintain the record of ECE department Alumni and its database and schedule meetings once in a semester with the Alumni in notable positions and get their feedback recorded.</li> <li>• To help Placement Officer in placement drives as on when any company schedule to visit the campus.</li> <li>• To perform assessment of the Industrial training on basis of the rubrics defined after the completion of the trainings.</li> <li>• To tie up with eminent Professors/Associate Professors/faculty of renowned institutions for delivering of expert lectures. There should be at least one expert lecture in each semester.</li> <li>• To gather and maintain the record of outside interaction for both students and faculty members (Office Order + Report + Certificates).</li> </ul>
4.	Er. Munish Patial	1. Class teacher/Mentor 5 <sup>th</sup> Semester 2. Project Coordinator. 3. Sports Activities Coordinator. 4. Spoken Tutorial Coordinator. 5. Department External Practical Examination Coordinator	<ul style="list-style-type: none"> <li>• To gather the record of attendance after each month for mentioned class and display on notice boards, webpage and submit one copy to OIC academic cell</li> <li>• To gather the record of syllabus covered after each month in the prescribed format (if any) from all the faculty members for mentioned class and submit one copy to OIC academic cell.</li> <li>• Responsible to actively pursue departmental activities in conducting Sessional Exams, display Sessional marks on notice board/websites/whatsapp groups and keeping record of the same.</li> <li>• At end of semester, collect internals marks from all course teachers and make consolidated sheet and get correspondence done with OIC Academics.</li> <li>• To elect class representatives and schedule and convene the meeting with students and their representatives twice in a month under intimation to the OIC ECE. Keep the record of notice for the meeting and its minutes with attendance.</li> <li>• Prepare the list and send the letter/ call to the parents of the weak students after each sessional exam.</li> <li>• To perform project analysis of students who will undergo the projects and to frame rubrics.</li> <li>• To identify Best, Medium and worst categories of projects and to motivate the</li> </ul>

			<p>students to learn new technologies for framing proposals.</p> <ul style="list-style-type: none"> <li>• To schedule and conduct activities related to sports of the students in each semester.</li> <li>• To frame guidelines and Rule &amp; Regulations for the club members and activities and maintain the record (photographs, office order, attendance of students etc).</li> <li>• To maintain the spoken tutorial record and schedule at least one course for each semester of ECE under intimation to Head of the Department.</li> <li>• To prepare the list of external practical examiners and to keep the record of the same.</li> <li>• To coordinate and take the lead in the conduct of the external practical examination and make consolidated sheet for correspondence to the office of OIC Academics.</li> </ul>
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- In sessional exams, one copy of question papers will be submitted to OIC ECE.
- All faculty members are requested to keep maintain the record related to activities and reflect the same on notice boards/digital platform.
- The faculty members are intimated to follow above mention duties and perform responsibilities as assigned accordingly with compliance.

OIC, Deptt. of E.C.E,  
ABVGIET Pragatinagar,  
Shimla H.P.

Approved By:

Director-Principal  
ABVGIET Pragatinagar,  
Shimla H.P.

Copy To:

1. All the faculty members for information and compliance please (emailed).
2. Website Coordinator for getting it published on ECE Deptt. Page.
3. Office Copy.