

**MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR**

(A Govt. Aided UGC Autonomous &amp; NAAC Accredited Institute Affiliated to R.G.P.V. Bhopal)

**DEPARTMENT OF CIVIL ENGINEERING****ORDER**

Date: 11/05/2022

**Responsibilities Assigned to Various Faculty Members for Session 2022-2023**


S. No.	Activity	Name of Faculty Member, Responsibility
1	Class Coordinator – B.Tech 1 <sup>st</sup> Year	Dr. Jayvant Choudhary Dr. Chayan Gupta
2	Class Coordinator – B.Tech 2 <sup>nd</sup> Year	Prof. A. K. Dwivedi Dr. Abhilash Shukla
3	Class Coordinator – B.Tech 3 <sup>rd</sup> Year	Dr. S. Tiwari Dr. Hemant Shrivastava
4	Class Coordinator – B.Tech Final Year	Prof. G. Bhadoriya Adhoc Faculty
5	Class Coordinator ME CTM 1 <sup>st</sup> & 2 <sup>nd</sup> Year	Dr. S. K. Jain
6	Class Coordinator M.Tech Env. Engg 1 <sup>st</sup> & 2 <sup>nd</sup> Year	Prof. Aditya Agarwal
7	PG Thesis Coordinator	Prof. Archana Tiwari
8	Time Table	Prof. Aditya Kumar Agarwal, Coordinator
9	Website Related Works	Prof. Aditya Kumar Agarwal, Coordinator Dr. Abhilash Shukla, Co- Coordinator
10	Remedial Classes	Dr. Hemant Shrivastava, Coordinator
11	Deptt Newsletter	Prof. Archana Tiwari, Incharge Dr. Jayvant Choudhary, Co Incharge ** Dr. Hemant Shrivastava, Member Adhoc Faculty, Member (04 students from B.Tech Civil to be selected by Incharge)
12	OBE	Dr. Chayan Gupta, Coordinator Dr. Jayvant Choudhary, Co-Coordinator
13 (a)	Accreditation (NBA/NAAC etc related works)	Dr. M. K. Trivedi, Coordinator Prof. Aditya K. Agarwal, Co-Coordinator
13 (b)	APR Filling for NAAC	Dr. Abhilash Shukla, Coordinator Dr. Chayan Gupta, Co-Coordinator Dr. M. K. Trivedi & Prof. Aditya Agarwal will be Monitoring & Verifying the Data before submitting to Dean Academics Office
14	SWAYAM/ NPTEL	Prof. G. Bhadoriya, Coordinator Dr. Chayan Gupta, Co-Coordinator
15 (a)	Database Management	Prof. Aditya Kumar Agarwal, Data Manager
15 (b)	Database for Student Activities / Achievements	Dr. Abhilash Shukla, Incharge**

*M. K. Trivedi*  
11/05/2022

**DEPARTMENT OF CIVIL ENGINEERING**

16	Turnitin/Plagiarism Check	Prof. G. Bhadoriya, Incharge Dr. Chayan Gupta, Co-Incharge
17	GATE	Dr. S. K. Jain, Coordinator Adhoc Faculty, Co-Coordinator
18	T & P	Dr. Abhilash Shukla, Coordinator
19	Internship / Project	Dr. Abhilash Shukla, Coordinator **
20	Parents Interaction	All UG Class Coordinator's
21	Alumni Network & Interaction	Dr. R. Kansal, Coordinator Prof. A. K. Saxena, Co-Coordinator Dr. Hemant Shrivastava, Co-Coordinator
22	NSS/ Outreach Activity	Dr. Hemant Shrivastava, Coordinator
23	Industry Institute Interaction	Dr. R. Kansal, Coordinator Prof. A. K. Saxena, Co-Coordinator
24	Faculty Feedback/ Survey on IMS	Prof. Aditya K. Agarwal, Coordinator
25	MOODLE	Prof. G. Bhadoriya
26	Curriculum Development	Dr. M. K. Trivedi, Coordinator Prof. Aditya K. Agarwal, Co-Coordinator
27	Academic Audit / Lab Audit	Prof. A. K. Saxena, Incharge Prof. Aditya K. Agarwal Dr. Jayvant Choudhary
28	Gender Equity Counselling	Prof. Archana Tiwari Dr. Chayan Gupta
29	Environmental & Sustainability Awareness	Prof. A. K. Saxena Prof. Aditya Agarwal

\*\* The coordinator/Co-Coordinator responsibility of Newsletter, Internship & student database will be handed back to Dr. Prachi Singh after she resume duties after availing Maternity Leave.

  
11/05/2022  
Dr. M. K. Trivedi  
Prof. & Head, C.E.D.

Copy To:

1. All the above concerned
2. Faculty & Staff Members of the Department
3. Director
4. Dean Academics
5. Registrar