

# MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR

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

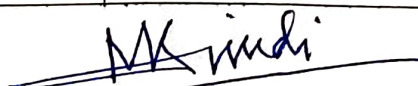
## DEPARTMENT OF CIVIL ENGINEERING

### ORDER

Date: 25/06/2021

### Responsibilities Assigned to Various Faculty Members for Session 2021-2022

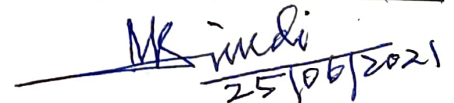
S. No.	Activity	Name of Faculty Member, Responsibility
1	Class Coordinator – B.Tech 1 <sup>st</sup> Year (Applicable when new batch comes in month of November 2021)	Prof. Renuka Darshyamakar Dr. Jayvant Choudhary
2	Class Coordinator – B.Tech 2 <sup>nd</sup> Year (Applicable from 25 August 2021 onwards)	Dr. S. Tiwari Dr. Hemant Shrivastava
3	Class Coordinator – B.Tech 3 <sup>rd</sup> Year	Prof. A. K. Dwivedi Dr. Abhilash Shukla
4	Class Coordinator – B.Tech Final Year	Prof. G. Bhadoriya Prof. Mohit Aggarwal
5	Class Coordinator ME CTM 1 <sup>st</sup> Year	Dr. S. K. Jain
6	Class Coordinator ME CTM 2 <sup>nd</sup> Year	Prof. Archana Tiwari
7	Class Coordinator MTech Env. Engg 1 <sup>st</sup> Year	Prof. D. Rastogi
8	Class Coordinator MTech Env Engg 2 <sup>nd</sup> Year	Prof. Aditya Agarwal
9	PG Thesis Coordinator	Prof. Archana Tiwari
10	Time Table	Prof. Aditya Kumar Agarwal, Coordinator
11	Website Related Works	Prof. Aditya Kumar Agarwal, Coordinator
12	Remedial Classes	Dr. Hemant Shrivastava, Coordinator
13	Deptt Newsletter	Prof. Archana Tiwari, Incharge Dr. Prachi Singh, Co Incharge Dr. Jayvant Choudhary, Member Prof. Mohit Aggarwal, Member (04 students from B.Tech Civil to be selected by Incharge)
14	OBE	Prof. Nupur Verma, Coordinator Prof. Renuka Darshyamkar, Co-Coordinator Dr. Chayan Gupta, Co-Coordinator
15 (a)	Accreditation (NBA/NAAC etc related works)	Dr. M. K. Trivedi, Coordinator Prof. Aditya K. Agarwal, Co-Coordinator
15 (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
16	SWAYAM/ NPTEL	Prof. G. Bhadoriya, Coordinator Dr. Chayan Gupta, Co-Coordinator
17 (a)	Database Management	Prof. Aditya Kumar Agarwal, Data Manager



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17 (b)	Database for Student Activities / Achievements	Dr. Prachi Singh, Incharge
18	Turnitin/Plagiarism Check	Prof. G. Bhadoriya, Incharge Dr. Chayan Gupta
19	TEQIP / Twinning Activity	Prof. Mohit Aggarwal, Coordinator
20	GATE	Dr. S. K. Jain, Coordinator Prof. Renuka Darshyamkar, Co-Coordinator
21	T & P	Dr. Abhilash Shukla, Coordinator
22	Internship / Project	Dr. Prachi Singh, Coordinator
23	Parents Interaction	All UG Class Coordinator's
25	Alumni Network & Interaction	Dr. R. Kansal, Coordinator Dr. Hemant Shrivastava, Co-Coordinator
26	NSS/ Outreach Activity	Prof. D. Rastogi, Coordinator
27	Industry Institute Interaction	Dr. R. Kansal, Coordinator Prof. A. K. Saxena, Co-Coordinator
28	Faculty Feedback/ Survey	Prof. Aditya K. Agarwal, Coordinator Prof. Nupur Verma, Co-Coordinator
29	MOODLE	Prof. G. Bhadoriya
30	Department Library & Other Library Works	Dr. Prachi Singh, Incharge
31	Curriculum Development	Dr. M. K. Trivedi, Coordinator Prof. Aditya K. Agarwal, Co-Coordinator
32	Academic Audit / Lab Audit	Prof. A. K. Saxena, Incharge Prof. Aditya K. Agarwal Dr. Jayvant Choudhary
33	IT works	Dr. Hemant Shrivastava, Coordinator
34	Gender Equity Counselling	Prof. Archana Tiwari
35	Environmental & Sustainability Awareness	Prof. D. Rastogi Prof. A. K. Saxena

  
25/06/2021

**Dr. M. K. Trivedi**

**Prof. & Head, C.E.D.**

Copy To:

1. All the above concerned
2. Director
3. Dean Academics
4. Registrar