

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal)
(Department of Architecture & Planning)

Ref./ Arch./ ASP/July./ 175

Date 11.07.2023

Following faculty staff members are hereby deputed to different departmental coordinator for smooth functioning of Department

S.No.	Name of Faculty	Duty assigned by HOD	Duties assigned at Institute Level
1	Dr. Anjali S. Patil	1. NBA/ NAAC , IQACCOA 2. MUP 2 nd Year class coordinator 3. APR (Annual progress report for department of Architecture & Planning) 4. Department development activity, office management, classroom management.	1. Member Building Committee 2. Member Girls Grievances cell 3. Member - Student Development cell 4. Coordinator -Cultural Coordinator
2	Dr. Sanjay Singh Jadon	1. Industry Interaction Cell 2. T & P 3. Professor In charge Library 4. UG thesis Coordinator	1. Student Development Cell- Director Nominee
3	Ar. Versha Sinha	1. BOS COA, 2. OBE, CO, PO & PSO 3. Work shop/ Guest lecture/ Seminar/ Department best Practice/ Department Activity Team 4. B. Architecture 3 rd Year class coordinator	
4	Ar. Richa Mishra	1. Industry Interaction Cell 2. Work shop/ Guest lecture/ Seminar/ Department best Practice/ Department Activity Team 3. Question Paper analysis and action taken 4. UG thesis Co- coordinator	1. Member Exam conduction committee
5	Ar. Pranshi Jain	1. NBA, NAAC Coordinator 2. Remedial Classes 3. APR 4. B. Architecture 1 st Year class coordinator	1. Data Manager
6	Ar. Ankit Kumar	1. Internship/Summer Training Internship 2. Awards/ Competition / News Letter 3. Department development activity, office management, classroom management 4. B. Architecture 5 th Year class coordinator	1. NSS 2. Web Coordinator 3. Member Examination UG EC
7	Ar. Satyam Shukla	1. Alumni Information 2. Work shop/ Guest lecture/ Seminar/ Department best Practice/ Department Activity Team 3. NASA works 4. T & P 5. MUP 2 nd Year class coordinator	1. Coordinator - Creative Architect Club 2. Admission Committee
8	Ar. Harshita Mishra	1. Feed Back coordinator :- Faculty, Student, Alumni, CO, & course Curriculum. analysis and action taken 2. MOOC / NPTEL/SWAYAM online platform 3. Question Paper analysis and action taken 4. MUP 1 st Year class coordinator	
9	Ar. Jaspreet Walia	1. Time Table Coordinator 2. Development activity, classroom management 3. Lab Audit coordinator (Lab Manual / Accession register/ Students Record etc) 4. Turnitin Administration 5. B. Architecture 4 th Year class coordinator	
10	Ar. Namita Gupta	1. IIA Student Chapter 2. Lab Audit coordinator (Lab Manual / Accession register/ Students Record etc) 3. In charge Library 4. B. Arch 2 nd Year class coordinator	
11	Ar. Barkha Soni	1. GATE coordinator/ NATA coordinator 2. Industry Inter action	
12	Mr. Vivek Jain	1. Time Table coordinator 2. Faculty engagement / Weekly report 3. Office management	

Dr. Anjali S. Patil
11.7.23

(Dr. Anjali S. Patil)
Professor & Head
Department of Arch & Plan.