



DEPARTMENT OF COMPUTER SCIENCE AND APPLICATION

ATAL BIHARI VAJPAYEE VISHWAVIDYALAYA BILASPUR (C.G.)

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Notification

Faculty members of the department are hereby assigned following responsibilities related to the department for the academic sessions 2023-24. They will be responsible for all these assigned works along with regular teaching loads and other duties assigned by the university administration from time to time. They may also be assigned other works (If required) which are not mentioned below:

S. No.	Name of Professor I/C	Work assigned	Detail of Responsibilities
1	Dr. H.S. Hota	Overall In charge	To monitor all the assigned works and responsible to execute of the works to be get done.
		AC and EC related matters	To prepare proposal to put in AC and EC from time to time
		In charge Guest Faculty	To monitor classes, attendance and salary etc. of Guest faculty
		Journal Publication	To publish official journal of department
		Mentor MCA I and MCA II years	To monitor all problem related to the students including TC, Migration
		News letter (Departmental and University)	To collect photographs and records of all the activities of the department including publication, invited talk and others to prepare template of departmental news letter. Providing records for the university news letter and university magazine to the in charge.
		Website	Monitoring and uploading contents in departmental section of university website
		Syllabus	Preparing of syllabus, uploading and keeping record of syllabus
		In charge Smart class room	Arrangement of software and hardware, cleaning of room and keeping records of all computers and other items of Lab
2	Mr. J. Kumar	Engineering and technical related	All work related to civil, electrical, maintenance of UPS, maintenance of NKN server, computer, printer of the department and labs
		MOOC	Mapping of course with SWAYAM in each semester as per curriculum, Encouraging students for joining MOOC course, Examination conduction, organizing workshop related to MOOC. E-content development, uploading etc. and other related work.
		In charge Lab 7 and CoE Lab	To monitor for cleaning of Room, software/hard ware related problems, beautification, Complain registration due to any problem of hardware, Internet connectivity and other works related to smart class room.
		Budget and procurement of equipment, Books and other items for the department	To prepare budget and to keep record related to budget, preparing list of items to be procured from time to time.
		Mentor of M.Sc. I and II years and Certificate programs	To monitor all problem related to the students
		Overall monitoring of Examination related issues	Filling examination form and any technical issues related to online portal. Solving issues related to online payment
		AICTE	Any issues related to AICT. Extension of approval, New program etc.
3	Dr. Rashmi Gupta	Mentor B.Sc. I, II and III years	To monitor all problem related to the students
		Departmental Store	Maintenance of departmental store register, Physical verification of items available in the department from time to time.
		In charge Workshop, guest lecture and other events for the students	Organizing workshop and guest lecture for students and any other similar activities
		Examination (Internal, Practical and End semester Examination)	To notify Internal test, practical examination, To collect marks and to send it to the department concerned, Uploading marks on portal. To Inform it to the students through SMS. solving issues related to online payment and filling of examination form.

		In charge Tea club	To arrange departmental meetings from time to time and to prepare minutes.
		In charge programming LAB Room No 5 and 6	Arrangement of software and hardware, cleaning of room and keeping records of all computers and other items of Lab
		Departmental Library	Record keeping of books, preparing list of books for procurement from time to time and other related work.
		In charge Cultural and co curricular activities	Coordination and encouragement for participation in cultural activities and any other co curricular activities
		Student related	Scholarship, Semester admission, TC, Migration etc., student feedback, PTM , extra classes, to encourage students for internship.
4	Mrs Perna Verma under the supervision of Dr. Rashmi Gupta	Attendance and Time Table	To collect attendance, To show it to the students, To compile it and to send it finally to COE and other related works. Preparation of time table from time to time To prepare semester time table and To arrange/manage classes on absence of any teacher(s).
5	Ms. Ankita Under the supervision of Mr. J. Kumar	Placement	To collect data related to placement and exams like NET/SLET etc.

Apart from above all the faculty members will be responsible for following activities also:

1. Verification and filling of semester examination form and admission form in each semester by the mentor concerned.
2. Each faculty member has to conduct at least one workshop/conference/ lecture series or other similar activity every year.
3. Any other work to be assigned from time to time.


28.09.2023
Head, Department of CSA

Copy to

1. PS to Vice chancellor for information to Hon'ble Vice chancellor
2. PA to Registrar for information to Registrar.
3. Copy to all faculty members of the department.
4. Office copy