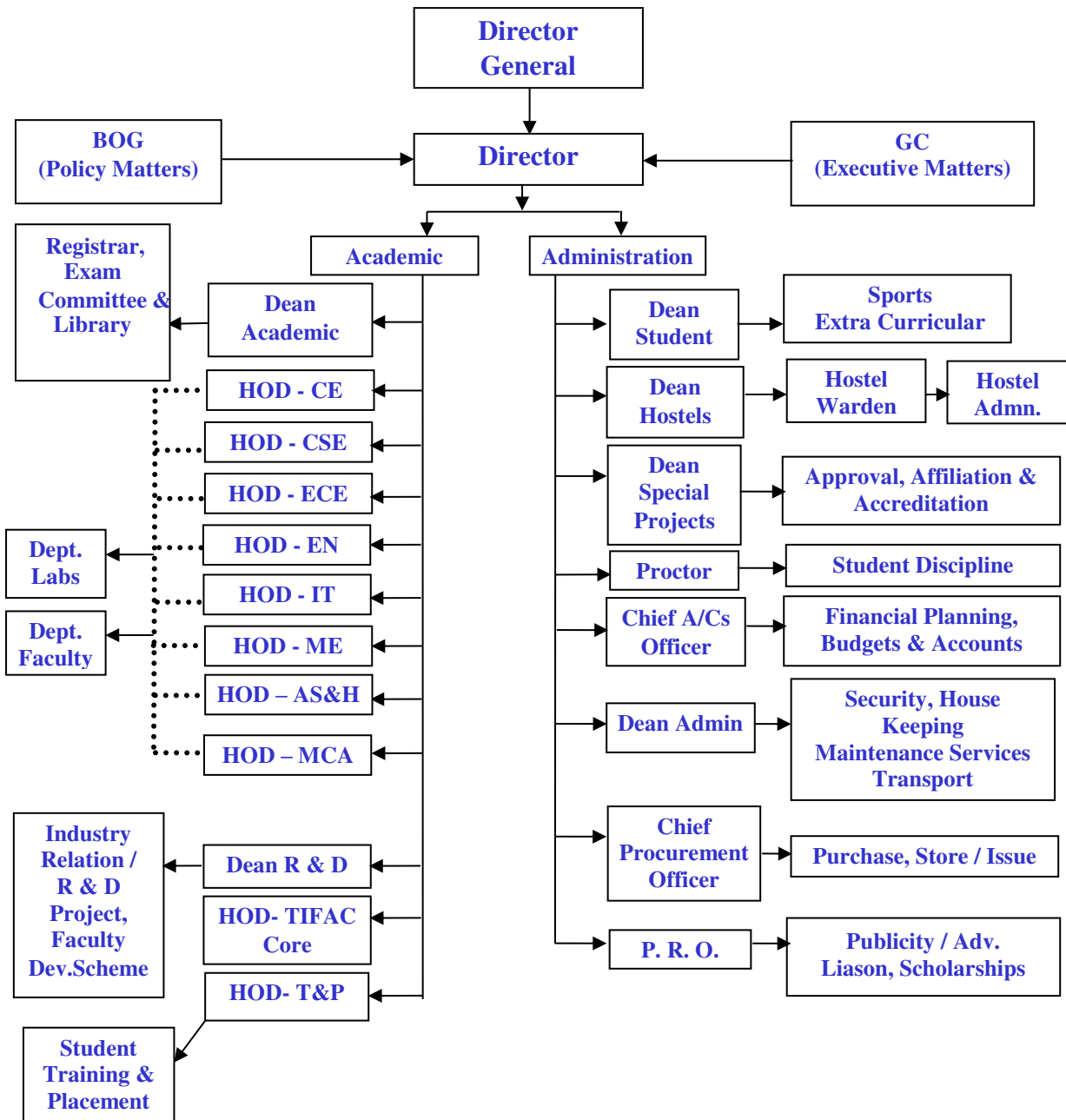


ORGANOGRAM OF COLLEGE




 Director
 Ajay Kumar Garg Engg. College
 Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

APPLIED SCIENCES & HUMANITIES

RESPONSIBILITIES OF FACULTY MEMBERS FOR THE SESSION :2022-2023


For effective operation within department, faculties have been provided responsibilities as given below. All assigned members are requested to maintain proper records for verification as and when required. Though certain groups of faculties have been assigned various tasks need for mutual coordination within intra and inter group needs no emphasis.

S. No	Responsibilities	Detail of Responsibilities	Faculty	Sign
1	Time-Table & Class Adjustment	Time-Table & Rooms Allocation	Dr Shiwani Singhal Dr Meenakshi Sinha Dr Nitya Sharma Dr.Shweta Prakash	
2	Monitoring of Class (in morning & after lunch)	Record of Late coming Students Record of Late coming faculties.	Dr Akash Kumar Mr Vikas Roshan Mr.Vishal Gupta	
3	Attendance Monitoring	Make a record of Absent in the five consecutive days class/ absent in two days class in a week Arrange the meeting with absentee students	Subject teachers will inform Section I/C's who are responsible for writing letters to parents.	
4	Identification of weak students	Subject Teachers will identify the weak students based on ST's and their assessment and inform the same to respective Section I/C's	Dr.Bandana Sharma Dr.TarunJeet Singh	
5	Arranging the Extra classes for weak students	The classes held be taken by respective subject teacher may join two class together	Dr.Bandana Sharma Time Table Team	
6	HoD meeting with weak students	Counseling of weak students by Dean first year	Dr.Vimlesh Mishra- will make a schedule for Section Incharges for meeting of students and	
7	Meeting with Toppers Students	Counseling of Topper students by Dean first year	Section Incharges with HOD after ST-1, ST-2 and PUT	
8	Medical Check-up	Medical Check-up First Year Students	Dr M K Goyal Dr.Sweety Agarwal	
9	ERP Portal related Work/Attendance	All work related to Student's Portal at college/AKTU Attendance Related work	Dr Sandeep Gupta Dr.Ekta Pandey Dr Tarunjeet Singh Dr Sanjay Tiwari	


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S. No	Responsibilities	Detail of Responsibilities	Faculty (Main)	Sign
10	Record of Absentees, With-held, Debarred, UFM cases Retest	Record of Absentees, With-held, Debarred, UFM cases, Deduction of marks, Retest in ST-1, ST-2, PUT Students Application for Retest/Averaging Arrange the meeting of above mention students with HOD	Dr Bandana Sharma Dr.Shweta Prakash Dr.Tarunjeet Singh	
11	Communication and letters sent to parents	Record of all letters send to the students for poor attendance, with-held, debarred, poor performance in the sessionals etc.	Section I/ C's	
12	Review of question papers	Review of end semester question papers	Dr.Sweey Agarwal will collect from respective subject teachers and ensure that those are sent to DG office.	
13	Semester Marks	Internal Marks Theory (first year) (ST-1, ST-2, PUT, Sessional)	Mr.Vikas Rathi Dr.Virendra Kumar Dr.Rahul Pandey	
		Internal Marks Theory (IInd year onward) (ST-1, ST-2, PUT, Sessional)	Mr.Vishal Gupta Dr.Neetu Sharma	
		Lab Marks by respective lab incharges	Dr Bandana Sharma	
			Dr Shiwani Singhal	
Dr Sweety Agarwal				
14	Result Related work	Compilation of first year Result (End Semester Result)	Dr.Anand Tyagi Dr.Shweta Prakash Dr.Sanjay Sharma Dr.Niti Maheshwari	
		Compilation of Second year onward Result (End Semester Result)	Ms.Shaily Tyagi Dr Vimlesh Mishra Dr Sweety Agarwal	
15	Examination Related work	Collection of Question Papers, model solution of ST-1, ST-2, PUT, UT & submission to exam cell	Dr Akash Kumar Mr Vishal Gupta	
16	Library and Account Arrangement of Tea and snacks for Departmental meeting	Central Library related work Departmental Library related work Book Bank Related Work Account settlement responsibility of the departmental expenditure	Dr. Deepti Goel Mr.Vikas Roshan	
17	Notice Board	Responsibility of Departmental Notice Board Responsibility of Class Rooms Board	Dr.Arvind Kr Sharma Dr.Madhulika Das	
18	Seminar & Departmental Meeting	Departmental Seminar (conduct + records)	Dr Arvind Kr Sharma Dr.Rahul Pandey	
19	Functions	Departmental Social Functions	Dr Monika Agarwal Mr Dr.	
20	Horizon	Faculty Coordinator, Departmental Society HORIZON	Mr	


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S. No	Responsibilities	Detail of Responsibilities	Faculty (Main)	Sign
21	Punctuality Drive	Monitoring of students coming late	Dr. Anand Tyagi	
22	Departmental Magazine E-Journals	Responsibility of Departmental Magazine & E-Journals Review & Records	Dr Vimlesh Mishra Dr.Virendra Kumar	
23	Work Related to ISO/ NBA/NAAC/ AKTU/AICTE HOD File	Work related to ISO/NBA/NAAC/AKTU/AICTE (All faculty for all functions)	Dr Niti Maheshwari Dr Akash Kumar Dr Ruchira Goel Dr.Parul Verma Dr.Rahul Pandey	
24	Work Related to T & P and College Website	Updating of college website	Dr Nitya Sharma Dr.Shaily Tyagi	
25	Counselors for first year Girls		Dr.Bandana Sharma Dr.Shiwani Singhal Dr.Monika Agarwa	
26	Record of faculty class monitoring	Faculty class monitoring by HOD	Dr.Kanika Dr.Deepti Goel	
27	Making of Award Certificates		Dr.Nitya Sharma Dr Madhulika Das Dr.Ekta Pandey	
28	Conduct of National/ International Seminars on Relevance of AS & Hum. in R& D and IT Operation	Planning , execution of seminar through Scopus Journal	Dr.B.B.Verma Dr.Shiwani Singhal Dr.Anand Tyagi Dr.Bandana Sharma Dr.Sanjay Sharma Dr.Niti Maheshwari Mr.Vikas Rathi	
29	Result Improvement Task Team		Dr.B.B.Verma Dr.Shiwani Singhal Dr.Anand Tyagi Dr.Bandana Sharma	
30	First Year Registration		Co-ordinator Prof.B.B.Verma Dr.Shiwani Singhal	
31	Book Bank from Library for 1st Year students		Prof.B.B.Verma Dr.Ruchira Goel Dr.TarunJeet Singh	
32	Mooc Co-ordinator		Dr.Monika Agarwal Dr.Neetu Sharma	
33	Departmental Expenses Co-ordinator		Dr.Bandana Sharma Mr.Vikas Roshan	
34	Academic Incharges (Subject Heads) For Question Papers		Prof.B.B.Verma Dr.Shiwa Dr.Banda Dr.Sweet Dr.Akash	 Director Ajay Kumar Garg Engg. College Ghaziabad

35	Admission Team Members		Dr.Bandana Sharma Dr.Kanika Dr.Anand Tyagi Dr.Sanjay Sharma	
36	ACR related work	Ensure that all ACR forms are filled correctly and get audited.	Dr.B.B.Verma Dr.Niti Maheshwari	
37	R & D work co-ordinator	To keep all records of R & D updated	Dr.Sanjay Sharma	
38	Destruction of Old records	Regularly check needed for destruction	Dr.B.B.Verma and all faculty members	
39	Conduct Award Ceremony		Dr.Madhulika Das Dr.Ekta Pandey	
40	NCC/NSS related		Dr.Sandeep Gupta Dr.Sanjay Sharma	
41	Regarding of lectures at Tifac core	Will communicate with AKGEC recording centre for faculty and maintain records	Dr. Shiwani Singhal and all faculty	
42	Revision & consideration of subjects and syllabus for Applied Sciences for formation of University		Dr.B.B.Verma Dr.Anand Tyagi Dr.Shiwani Singhal Dr.Bandana Sharma Dr.Sweety Agarwal Dr.Akash Kumar	

Note: For effective operation of above tasks Ms.Sheeja will provide office and co-ordination support with internal and external liaison.

(Prof. S L Kapoor)
Dean 1st year


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