HALDIA INSTITUTE OF TECHNOLOGY INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AUDIT

Evaluation Sheet

Assessment Year: 2022-23

NAME OF THE DEPARTMENT: CHEMICAL ENGINEERING

Name of the Program: B. Tech and M. Tech

1. PEO	. PEO's, PO's and Curriculum					
Sr. No	Criterion	Observations				
1.	PEO's, PO's attainment	Yes				
2.	Revision of curriculum if any (Provide Details)	 Autonomous Syllabus(B.Tech) was followed from 2nd year students MAKAUT New syllabus was followed for one 4thyear student. Autonomous Syllabus (M.Tech) was followed from M.Tech, 1st year students 				
3	Extent of its satisfaction with Curriculum Revision	The Syllabus is well designed. Value added courses are there to enrich ethics, human values and core subjects				

2. A. List of the Faculty Members

S. No.	Name	Qualification	Designation	Date of Joining
1	Prof. Asit Kr. Saha	Ph.D.	Professor & Dean (Research)	04.06.97
2	Prof. Radha Das	Ph.D.	07.12.98	
3	Prof. Tapas Kr. Manna	Ph.D.	Professor	30.06.99
4	Prof. Sunil BaranKuila	Ph.D.	Professor & Head	01.10.05
5	Dr. Rabindranath Jana	Ph.D.	Associate Professor	11.01.10
6	Dr. Somak Jyoti Sahu	Ph. D.	Associate Professor	06.09.05
7	Dr.BiswajitMandal	Ph.D.	Associate Professor	01.06.06
8	Dr. Siddhartha SankarBoxi	Ph.D.	Associate Professor	01.09.17
9	Dr.Sutapa Roy	Ph.D	Assistant Professor	30.07.07

10	Ms.KekaRana	M. Tech	Assistant Professor	12.06.09
11	Mrs.SonaliSamanta	M. E.	Assistant Professor	01.08.14
12	Dr.BarnaliBej	Ph.D	Assistant Professor	05.02.16
13	Dr.LipikaDas Samanta	Ph.D	Assistant Professor	07.03.16
14	Mrs.AditiSinha	M. Tech	Assistant Professor	01.08.18
15	Mrs.TanushreeGhosh	M. Tech	Assistant Professor	01.08.22
16	Sri Sukhen Das	M. Tech	Assistant Professor	17.05.22
17	Dr.Anoar Ali Khan	PhD	Assistant Professor	17.05.22
18	Ms.SusmitaMaity	M. Tech	Assistant Professor	08.06.22
19	Sri BiswajitMaity	M. Tech	Assistant Professor	13.06.22
20	Sri Tanmoy Manna	M. Tech	Assistant Professor	13.06.22
21	Sri KrishnenduDolai	M. Tech	Assistant Professor	20.05.22
22	Sri DipkinkarMaity	M. Tech	Assistant Professor	20.05.22
23	Sri UttamPanja	M. Tech	Assistant Professor	21.05.22
			1	1

2.B. Fa	culty Information and their Contribution							
Sr. No	Criterion	Observations						
1.	Teacher Students Ratio (B.Tech)	16.52						
	1 Faculty is dedicated for PG course							
2.	Faculty Contribution							
	a) Book Publication	a) 0						
	b) Book Chapter	b) 1						
	c) Workshop/FDP/STP attended for	c) 72						
	enriching teaching learning process							
	d) Conference Publication	d) 38						
3.	Members in Editorial Board	2						
4.	Membership in Professional Organisation	Indian Institute of Chemical Engineers						
		(IIChE)-15						
		Institution of Engineers India (IEI)-10						
		Indian Science Congress Association-1 Indian Chemical Society(ICS)-1						
		Indian Society for Technical Education						
		(ISTE)-2						
		Enviro Media-1						
		Haldia Vigyan Parisad-1						

		Indian Society for Technical Education-1
		Society for Polymer Science (SPS), India-1
		Materials Research Society of India (MRSI)-1
5.	Awards/ Rewards Received	0
6.	Faculty as resource person in workshop/	5
	training activities	
7.	Industrial Collaborative projects	3
8.	National Level Event Organised	
	a) Conference	1
	b) Seminar/ workshop	5
	c) FDP	1
9.	International Level Event Organised	0
10.	Departmental Level Committee	Yes (Annex 3)
11.	Committee members in Institution Level	yes
12.	Functional MoU with Industries	3
13.	Industry Sponsored In-house Internship on	1
	Entrepreneurship / Start-up	
14.	Multi-disciplinary Consortium	2

Name of the	Project Title	Project Type	Funding	Amount (Rs)	Duration
faculty		Research/Co nsultancy	Agency		
Siddhartha SankarBoxi, Sunil BaranKuila, Somak Jyoti Sahu, BarnaliBej	Preparation of DPR and Setting up of a Caustic Soda Plant	Consultancy	Grow Capital for Trading Estd.	2,00,000/-	01.06.2022- Continuing
ŭ	Machine learning of real time images analysis of solar modules	Consultancy	Sunkonnect Pte	40,000/- (1st phase) out of total 80000/- sanction	04.01.2022 - continuing
Radha Das	Production of SiO ₂ Nano Powder from Rice Husk Ash(Crop Residue)for its Industrial Uses :Waste to Wealth		MSME (Govt. of India)	15,00,000	23.07.22- Continuing
Sunil BaranKuila, BiswajitMandal	Synthesis and Characterization of Novel Nano Filled Polymeric Ion		IICHE	20,000	03.02.22 to 03.02.23

	Membrane for Proton- Exchange Membrane Fuel Cells (PEMFC) and				
	Pervaporative Separation				
BiswajitMandal,	Synthesis and	Research	IICHE		
Sunil BaranKuila	characterization of				
	electrocatalyst for proton-			10,000	03.02.22 to
	exchange membrane fuel			10,000	03.02.23
	cells (pemfc) and				
	regenerative fuel cell				
Somak Jyoti Sahu,	Synthesis and	Research	IICHE		
Sutapa Roy	Characterization of				
	Cashew Nut Shell Oil			20.000	03.02.22 to
	(CNSL) by Solvent			20,000	03.02.23
	Extraction/ Supercritical				
	Fluid Extraction				
Somak Jyoti Sahu	Studies of Water Quality	Research	HIT, Haldia		
	Parameters (Water Quality			1,00,000	01.02.22 to
	Index) around Haldia			1,00,000	01.02.23
	Industrial Region				
BiswajitMandal	Smart sprinkler and smart	Research	Terra Green		
	firefighting strategies on		Technologie	15 000	31.05.22 to
	domestic and industrial		s Pvt. Ltd.,	15,000	30.11.22
	applications		Kolkata		

2. D. Details of the Proposal forwarded for approval

- 1. **Dr. BiswajitMandal along with the other co- principal investigators** (Dr. SubrataMondalpricipal, Dr. SomnathGhosh, CE, Dr. Tapas Kumar Manna, CHE, Dr. Somak Jyoti Sahu, CHE, Dr. Debasish Das Adhikari, ME, Dr. Sunil BaranKuila, CHE, Dr. Sutapa Roy, CHE, Dr. Lipika Das, CHE, Dr. AmitBiswas, Dr. Amiya Kumar Samanta, CE NIT Durgapur, Dr. AvijitGhosh, CHE, HIT Kolkata) of the multi institutional consortium (National consortium to use agricultural residue as Fuel and Construction Materials NCARFCM 22) Submitted a project entitled "Research & Technology Development for Blending of Agro-Residues with Coal in Thermal Power Plants", to the Department of Science and Technology (Technology Mission Division-EWO), Amount Rs. 4.63 Cores, on 31.09.2022.
- 2. **Prof. Radha Das,** Submitted a project, Title: Production of Bio-Ethanol from Waste Fruits & Vegetables: Waste to Wealth to MSME in December 2022 having fund value of 15 Lakhs.

- 3. **Prof. Radha Das**, submitted a project to WB Techathon Hunt on "Removal of Heavy Metals from Industrial Effluent Using Bio-Adsorbent: A Solution for emerging Water Crisis".
- 4. **Dr.Somok Jyoti Sahu,** submitted one theme based proposal to MSME. Title "Studies on Agro based biomass up gradation as energy source A win -win condition for farmers and environment" amount 15 Lakh on October, 2022.
- 5. **Dr. Siddhartha SankarBoxi**, submitted one Project proposal on "Production of Hydrogen by Photocatalytic Water Splitting using Cobalt Oxide (Co₃O₄) Nanocatalyst" to SERB, DST in March, 2022 (Project value is 42 Lakh).
- 6. **Dr.S. B. Kuila**, submitted project proposal under the scheme of 'DST-Sathi' of costing Rs. 1200 Lac.(Approx) during Dec., 2021.
- 7. **Dr. R. Das**, **Dr. S.J. Sahu** submitted one Project proposal on "Effluent Water Treatment for its utilization as Process Water in Petrochemical Industries" to DST in January 2022 (Project value is 45.3 Lakh).
- 8. **Dr.R. Das**, submitted one Project for "Swami Vivekananda Award" Grant from DST West Bengal February 2022 (Project Value: 14.17 Lakh).
- 9. **Dr. S. J. Sahu**, submitted Expression of Interest in STI Policy Research towards establishment of Centre for Policy Research (CPR) to DST, "Formulation and implementation of appropriate Science & Technology Policy in Higher Education", in Haldia Institute of Technology, Amount 100 lakhs, Date 10.12.2021.
- 10. **Dr.BiswajitMandal**, submitted Project proposal on "synthesis and characterization of electrocatalyst for proton-exchange membrane fuel cells (pemfc) and regenerative fuel cell" submitted to IIChE, 2021.
- 11. **Dr.Radharani Das, Dr. R.N. Jana. Ms.AditiSinha**, "Removal of Hazardous Chemicals from Industrial Effluent using Activated Neem Leaf Powder for its Re-use: A Solution for Emerging Water Crisis" submitted to WB DST, 15.2.2022, Rs. 1417000/-.

3. Te	3. Teaching-Learning Process and Evaluation					
Sl.	Criterion	Observations				
No						
1.	Mechanism and activities for slow learners for their improvement and outcomes	Guidelines for slow learner (Weak Students): • The connotation of academically slow learner (Weak Students) means those who could not keep pace with the classroom teaching needs extra attention so as to bring such students at par with the rest of the students of the class. • Slow learners are identified based on their performance in University Examination of previous semester and internal examinations.				
		Measures taken for improving academic performance of these students as per following: (i) Remedial/Extra classes are conducted with appropriate				

	focus on the subject/topic codes in which the students are found to be slow learners. (ii) Individual academic counselling is done by concerned subject teacher. (iii) Student helpdesk. (iv) Students study groups are formed for peer-to-peer learning. (v) Personal counselling is done through mentoring schemewhich takes care of the students mentors maintain the entire academic record of the student which is also conveyed to the parents time to time by the teacher. Slow learners are counselled and motivated by the mentors.
2. Student counselling mentoring mechanism	The teachers counsel a batch of about 25 students and remain in close contact with the students allotted to them. They cater to their emotional and intellectual needs and convey the progress report and feedback on attendance, examination results, and the overall progress to parents at regular interval. A mentor can always do more for the benefit of the students as per the following mechanism: • Meet the group of students at least twice a month. • Continuously monitor, counsel, guide and motivate the students in all academic matters. • Advise students regarding choice of electives, project, summer training etc. • Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. • Advise students in their career development/professional guidance. • Keep contact with the students even after their graduation. • Intimate HOD and suggest if any administrative action is called for. • Maintain a brief but clear record of all discussions with students
3. Tutorial classes	Whether in-person or online, facilitating tutorials is an opportunity to work closely with students and understand where they are in their learning. For many graduate students, teaching tutorials is often their first and sometimes only chance to apply and develop their technical skills. The most common tutorial types are: • Discussion-based tutorials: these tutorials focus on a deeper exploration of course content through discussions and debates. • Problem-solving tutorials: these tutorials are common in math, science and engineering and focus on problem solving processes and quantitative reasoning. • Review and Q&A tutorials: in these tutorials, students ask

		k c	uestions ey cours onsolidan nstructor	se cor te the	ntent ir lea	in pı arninş	repara g in	atior the	n foi guid	tests o	r ex	kams,	and
4.5.6.	Monitoring of teaching-learning process -Assessment of teaching process in classroomInnovative teaching methods presented if any -Verification of course files Best Practices Training programs	Annexure Annexure 1	HOD										
O.	conducted for students / Guest lecturers / Seminars / workshop:	1											
7.	Student feedback	Satisfacto	orv (Befor	e end	seme	ster e	xamir	atio	n it v	vas collec	cted)	
8.	Scope for Self-learning Certified Online courses	Available	(NPTEL			S etc)	2022-20)23 (C	DD)				
9.	Results Analysis:	-		Kesui	ı Sullili	lary 101	2022-20	J23 (C	(עטי				-
	(Semester / year wise	Semester	Appeared	>4	>5	>6	>7	>8	>9	Withheld	X	Total	-
		3rd	120			120	100	42	4			120	1
		5th	125	125	124			62	11			125	
		7th	120			120	117	99	23			120	
		Total	DEP	PARTMI	ENT O	CHEV	IICAL I	FNGII	VEER	ING]
			DEA		Summ	ary for 2	2022-20	23 (E					
													-
							-						-
							 						1
10.	Placements (with details)	Annexure	21	1		1	1	•	1	ı		ı	1
11.	Higher studies (with		M.Te	ech					7				
	details)	MBA -											
	details)	MSc -											
			Othe						-				
12.	List of student	IIChE an			Chapte	er							
	professional bodies:				•								
13.	Students Publication												
13.		2											
Ī	Journal	3											

Conferences	46
Awards	28
Patent	1

4. Rese	. Research					
Sl.	Criterion	Observations				
No.						
1	Faculty publications in journals:					
	National –	0				
	International -	8				
2	Publication in conferences:					
	National-	30				
	International-	8				
3	PhDs – Registered:	1				
	Awarded:	0				
	Pursuing:	2				
4	Funded R&D Projects					
	Applied:	11				
	Sanctioned:					
	Ongoing:	3				
	Completed:	5				
5	Patents applier :	1				
	Patents awarded:	0				
6	In-house R&D grants & Projects	1				
7	New research facilities/ laboratory facilities provided :	Apart from previous year instruments, analytical and laboratory facilities we have also few advanced research facilities developed through research project work as well as doctoral research work. We have faculty members regularly conducted research work using facilities created by their own their research activities. The frontline area of interest s are Fuel Cell Research, Hydrogen Energy, Water gas, Pervaporation, Innovative membrane composition for RFC and Finest Separation, Waste Water, Waste Plastic, Artificial Photosynthesis, Catalysis, Alternative Energy Sources, Advance adsorption technologies, Control strategies and Advance separation.				
		Students can do their internship and research project including doctoral research on the said areas and will expand further				

5. Infrastructure and Learning Resources		
Sl.	Criterion	Observations

No.		
1	Adequacy of Infrastructure facilities to improve the	
	teaching learning process	
	Class Rooms :	3
	Laboratories:	9
	ICT class rooms / e-class rooms :	1
	Seminar Halls :	1
2	Internet facilities for faculty & Students:	yes
3	Modern / new equipment added in laboratories	Yes
4	Details of computing facilities and improvement	Already exist
5	Department level library resources	Books – 134
		Project Report -1154

6. Student information, Support and Progression			
Sr. No Criterion Observations		Observations	
1.	Departmental student club	Chem Voice	
2.	Industrial visit and internship	124	
3	Coaching for skill development	Yes given	

Declaration by the Head of the department:

I am aware that the above information provided by the department will be validate by the academic audit committee.

Prof. Sunil BaranKuila HOD, Chemical Engineering.

Annexure 1

Haldia Institute of Technology DEPARTMENT OF CHEMICAL ENGINEERING BATCH-2022

Placement Records

Year	2019-20	2020-21	2021-22	2022-23 (continued)
Total no. of students	60	67	70	124
Total no. of Placed	53	57	64	110
% Percentage	88	85	91	79

Year	Total no. of students	Total no. of Placed	% Percentage
i Cai	Students	Total IIO. Of Flaceu	70 Percentage
2019-20	60	53	88
2020-21	67	57	85
2021-22	70	64	91
2022-23	124	110	88.70967742
(continued)	124	110	00.70307742

Major Companies	Package	No. of Students Placed
Haldia Petrochemicals Ltd.	8.20 LPA	1
JSW Group	6.5 LPA	1
Wood India Ltd.	6 LPA	2
Philips Carbon Black Ltd.	6 LPA	3
Berger Paints	5.5 LPA	4
SHV Energy	4.63 LPA	3
Worley India	4.25 LPA	1
MCPI Private Ltd.	4.25 LPA	1
Indian Oil Tanking Ltd.	4 LPA	3
Finorchem	3.31 LPA	1
Himadri Chemicals	3 LPA	1
Glenmark life sciences	3 LPA	9
NRG Tech	3 LPA	4
Carbon resources	3 LPA	2

12 people are not interested in	
placement	
So the total unplaced are 14	

Annexure 2

Monitoring of teaching-learning process

• Assessment of teaching process in classroom

Frequent internal class tests to evaluate the students, ii) Interactive session before completion of each class iii) Technical Quiz contest, iv) To arrange question answering sessions to develop knowledge and practical concept of the students v) Submission of assignments by the students on each module vi) Arrangement of Surprise test. vii) Arrangement for mock interview for the students to prepare them for solving real problems. viii) Strictly monitoring of the absenteeism of students. ix) Surprise visit of Dean, HOD or senior experienced faculties into the class room to evaluate the effectiveness of the teaching process by the junior faculties.

• Innovative teaching methods presented if any:

- i) Teaching through LCD presentation
- ii) Teaching smart board
- iii) Periodic arrangement of seminar, invited talk and conferences on different subject topic to enhance the knowledge.
- iv) To change the class atmosphere.
- v) Submission of mini project by the students on a given topic and its presentation.
- vi) Arrangement of technical extempore on various topics.
- vii) To arrange brain storming sessions.
- viii) Teaching through animation for better understanding

Best Practices:

• Practice 1: Emphasis on Design based problem solving.

Objectives of the Practice:

- 1. To inculcate innovative thinking and problem solving ability.
- 2. To undertake challenges of providing solution to real-life problems
- 3. To apply the theoretical knowledge and innovative ideas to solve the industrial problems satisfactorily.

The Context:

- 1. Professional core courses are considered for implementation
- 2. Design based problem solving and use of modern tools

The Practices:

• In congruence with the present industry requirements of highly efficient and productive man power, it is the need of the hour that the fresh graduates would be able to contribute significantly in solutions to the ever increasing industrial problems. Problem-based learning is becoming increasingly popular in educational institutions as an approach to mitigate the gaps of traditional teaching. In comparison to the traditional approaches, the students participate actively to respond to a real-life problem. This is why problem-based learning is envisaged as

an innovative measure to encourage students to learn how to self-educate via real-life problems. In this direction, the institute emphasis on problem-based learning as a solution to produce graduates who are creative and can think critically, analytically to solve the problems. This process is introduced gradually and it is expected to grow to cover every area of engineering disciplines. Complex engineering problems solving, mini projects, data analysis etc. are undertaken to hone this ability.

- Small groups are formed combining bright and weak students. The faculty members act as the
 facilitator and mentor. Open source resources are consulted to aid the problem solving.
 Collaborative and Cooperative teaching learning is adopted for this purposes. A particular
 problem is dealt with due considerations to the system components, constraints, operating
 environments, solutions required, and multiple approaches in the solution and their relative
 merit and demerits.
- The result analysis is also an important component of such problem solving. Possibility or suggestions, if any, for the improvement of the process performance or the system performance or the product are also investigated and discussed as a part of the proposed problem solving approach.

Evidence of Success:

- 1. Improved grade points in End semester examination
- 2. Higher placement

Annexure 3

DEPARTMENT OF CHEMICAL ENGINEERING

The Departmental Sub-Committees for the various responsibilities of the Session 2022-2023

Sub-Committee	Responsibilities	Name of the Faculty and Staff Member
B.TechProgramme Coordinator	Admission of students; Syllabus; Monitoring of PO-CO mapping; Interaction with the B.Tech students in formal and nonformal way; Circulate the academic information; Co-ordination with Placement In-charge, Faculty, Mentor & HOD	Dr. Somak Jyoti Sahu Dr. BiswajitMandal
M.TechProgramme Coordinator	Admission of students; Syllabus; PO-CO mapping; Interaction with the M.Tech students in formal and non-formal way; Circulate the academic information; Co-ordination with Placement In-charge, Faculty, Mentor & HOD	Dr. Tapas Kumar Manna
Departmental Meeting Convener	Call the departmental meeting & Keeping the meeting minutes	Dr. BarnaliBej
Exam Coordinator	Coordinate; Schedule; Collection & submission of internal / external marks on date; Result analysis; Faculty tagging for question moderation / examination / subject tagging; Coordinate with B.Tech coordinator, M.Tech coordinator & HOD	Dr. Sutapa Roy Mrs. TanushreeGhosh
Feedback System	Structured feedback, Arrangement (Semester wise / Year wise), Review, Analysis, Documentation of feedback report (Student, Faculty, Parents and Alumni etc.), Student satisfaction survey	Dr. Somak Jyoti Sahu Dr. Sutapa Roy Dr. Lipika Das
Placement	Contacts; Arrangement; Record keeping; Coordination with Placement Cell & Industry; Coordinate with Poker, Mentor & HOD	Dr. Lipika Das Mrs. SonaliSamanta
Summer Training / Internship / Industrial Visit	Contacts / Arrangement / Record keeping / Recommendation; Internship report collection / Evaluation; Organize Industrial visit & report preparation; Coordinate with Mentor, Placement coordinator & HOD	Dr. BiswajitMandal Dr. Rabindranath Jana
Departmental Library	Coordination with Central Library / Records / Regulation of activities	Ms. AditiSinha Mr. Anupam Seth
Finance Management	Record of expenses & saving	Dr. Sunil BaranKuila Dr. BarnaliBej Mrs. SanchitaMaity

	Conduct BOS meeting; Keeping record of BOS documents	Dr. Tapas Kumar Manna
Academic Council Coordinator	Preparation and keeping record of departmental Academic Audit Report; Preparation of Departmental Academic Audit Committee (DAAC) report	Dr. Somak Jyoti Sahu
	Preparation of Departmental Core Committee (DCC) report	Dr. Rabindranath Jana
Students Activities	Record keeping Job / Higher Study / Competitive exam / any other achievement like awarded in co- curricular activities etc.	Ms. KekaRana
(Sports Activity / Cultural Activity / Achievements)	Encouragement in sports; Keeping the related records; Prepared the students for annual pared	Ms. AditiSinha Mr. Sridam Das
	Cultural activity; Keeping the related records	Ms. AditiSinha
Departmental Magazine	Non-Technical Articles Editing / Collection / Management	Dr. Siddharth S. Boxi
(ChemVoice)	Technical Articles Editing / Collection / Management	Dr. BiswajitMandal
Wall Magazine (Excess Entropy) &Photography Club	Editing / Collection / Management	Ms. KekaRana Mrs. SonaliSamanta Mrs. TanushreeGhosh
Alumni Representative	Contacts / Record keeping / Arrange annual alumni meet / Coordination with Placement In-charge for placement information; Coordinate with institute alumni association	Dr. Somak Jyoti Sahu Dr. Lipika Das Mrs. SonaliSamanta
IQAC Representative	Initiate & Coordinate activities like Seminar, Workshop, Webinar, Community service, FDP, Staff development program, Lecture series etc.; Coordinate with institute IQAC	Dr. Siddharth S. Boxi Dr. BarnaliBej
News Bulletin / Brochure	Institutional publication representative; Preparation of Prospectus / Year Book etc.	Dr. BarnaliBej
Prospectus / Year Book	Preparation of News Bulletin / Banner / Brochure / Leaflet etc.	Dr. Rabindranath Jana
Research and Development	Record keeping all the ongoing and submitted project; List of projects and grand details (Sanction letter, UC etc.); PhD student details (with registration certificate, Award certificate, Thesis); External UG / PG summer & winter project details; Departmental research club activities; Coordinate with Supervisor; Coordinate with institute R&D cell	Dr. BiswajitMandal Dr. Siddhartha S. Boxi Dr. Sutapa Roy

Departmental Activities Record	Record keeping of Seminar / Webinar / Workshop / QIP / Guest lecture / FDP / Community service etc. other activities organized by the Department	Dr. Siddharth S. Boxi Dr. BarnaliBej
Faculty Activities Record	Record keeping & up-gradation of publication (Research, Review, Book, Book Chapter etc.) database of the faculty members and students; Collect all the first page; Record keeping of FDP / Workshop / Short Term Course / Conference / Seminar / Webinar participated by the faculty; Record keeping of Faculty as Resource persons / Editorial board member / Professional society member; Collect all the certificates	Dr. Siddharth S. Boxi Dr. BarnaliBej
Media Development	Development / Up gradation / Maintenance of departmental website; Social media (Facebook, Youtube etc.)	Ms. KekaRana Mr. Sridam Das
Departmental Class Routine	Subject load distribution for each semester, Preparation of Time table for the classes of UG & PG.	Mrs. SonaliSamanta Ms. AditiSinha
National Service Scheme (NSS)	Institutional representative; Organizing events; Preparation of record keeping	Dr. Rabindranath Jana Ms. KekaRana
Maintenance of Instruments	Checking, Reporting the damage or malfunction; Initiate for repairing; Note sheet preparation; Coordinate with HOD	Dr. Rabindranath Jana Dr. Siddhartha S. Boxi Mr. PremjitKar Mr. Muktibrata Mishra Mr. Sridam das Mr. KashinathGiri
Stock verification Instruments / Chemicals	Semester wise verify the stocks / Record keeping / Coordinate with Procurement In charge for new procurement; Coordinate with HOD	Mr. Muktibrata Mishra
Procurement of New Instruments / Chemicals	Initiate for procurements / Contacts / Compare; Coordinate with Purchase Officer / Registrar to pursuing the order; Keeping the records	Dr. Sunil BaranKuila Dr. Somak Jyoti Sahu Dr. BiswajitMandal
Student's Chapter Activities	Framing & Monitoring of Students activities under student's Chapter	Dr. Sunil BaranKuila Dr. Somak Jyoti Sahu Dr. BiswajitMandal
Departmental Maintenance	Coordinate with institute Engineering Cell / Estate for repair and maintenance	Mr. SwapanNayak