



# SHRI MATA VAISHNO DEVI UNIVEDR. RAHUL SHARMAITY

## SCHOOL OF CIVIL ENGINEERING

(Faculty of Engineering)

Sub Post Office, Katra-182320, Jammu & Kashmir, INDIA

Ref. No. SMVDU/SOCE/ 24 / 1307

Dated: 24 / 07 / 2024

### Notification

#### Assignment of various Duties for the Academic Year 2024-2025

Ref. Academic Affairs Committee (AAC) Meeting of SOCE held on 27.06.2024

With reference to above, the various duties are assigned for efficient functioning of academic and other allied activities for the academic year (AY) 2024-2025 in the School of Civil Engineering as per the following details.

S.No.	Responsibility	Coordinator	Co-Coordinator	Secretary	Member	Support Staff
1	Samarth Portal	Dr. Srijan	Mr. Gautam Narula	-	-	Mr. Love Sharma
2	Time Table	Dr. Vaibhav Rajiv Sapkal	-	-	-	-
3	School Examination	Dr. Rahul Sharma	-	-	1. Mr. Gautam Narula 2. Dr. Vaibhav Rajiv Sapkal	Mr. Love Sharma
4	Workshop/ Seminar/ FDP/ Industrial visits	Dr. Bharat Bhushan Jindal	Mr. Gautam Narula	Dr. Srijan	-	-
5	Alumni Affairs	Dr. Bharat Bhushan Jindal	Dr. Srijan	-	-	-
6	School NBA/ NAAC	Dr. Bharat Bhushan Jindal	Dr. Srijan	-	-	-
7	Quality Circle	Dr. Bharat Bhushan Jindal	-	Mr. Gautam Narula	All Faculty of SOCE + 2 nominated students from each Batch	-
8	School Training and Placement	Dr. Bharat Bhushan Jindal	Dr. Srijan	-	All Faculty of SOCE	-
9	Classroom and Lab Maintenance	Mr. Gautam Narula	Dr. Vaibhav Rajiv Sapkal	-	-	Mr. Love Sharma
10	Sponsored Research and Consultancy	Dr. Rahul Sharma	Mr. Gautam Narula	-	-	-
11	School Newsletter/ Monthly Data and Publication	Dr. Srijan	Mr. Gautam Narula	-	-	-
12	Professional Club	Dr. Rahul Sharma	Mr. Gautam Narula	-	-	-
13	Cultural Club	Dr. Rahul Sharma	Dr. Srijan	-	-	-



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14	GATE/ Competitive Exams	Dr. Srijan	Mr. Gautam Narula	-	-	-
15	Website	Dr. Rahul Sharma	Mr. Gautam Narula	-	-	Mr. Love Sharma
16	School Promotional Activities	Dr. Bharat Bhushan Jindal	Dr. Srijan	-	-	Mr. Love Sharma
17	Student Mentoring	Mr. Gautam Narula Dr. Vaibhav Sapkal Dr. Rahul Sharma Dr. Srijan	2021 Batch 2022 Batch 2023 Batch 2024 Batch	-	-	-
18	School Result Review and identification of slow learners and backlog students	Dr. Rahul Sharma	Mr. Gautam Narula	-	-	Mr. Love Sharma
19	Thesis, Dissertation, Minor Project, Major Project and Internship Training (for Final Year)	Dr. Rahul Sharma	Dr. Vaibhav Rajiv Sapkal	-	-	Mr. Love Sharma

The above designated faculty / staff members shall ensure the smooth execution of activities for their concerned assignment from time to time and submit the same within due course of time.



Dr. V. K. Dogra  
Head, SOCE

Copy to:

1. Dean, Academic Affairs for information.
2. Dean, FOE for information
3. Concerned for information and necessary action.
4. Record File / Concerned File