

**राष्ट्रीय प्रौद्योगिकी, संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref No.: NITUK/CSE/25/011

Date: 03.01.2025

**Notice**

The Department of Computer Science and Engineering has identified the following responsibilities. The duties are in addition to Institute wide responsibilities allocated to an Individual w.e.f. 21.01.2025.

S. No	Assigned Departmental Responsibility	Faculty Name
1.	Degree Recommendation Committee	Dr. Maroti Deshmukh – Chairman Dr. Sneha Chauhan –Member Dr. Vivek Kumar- Member
2.	(TR + Grade) Verification Committee	Dr. Maroti Deshmukh – Chairman Dr. Sneha Chauhan –Member Dr. Vivek Kumar - Member
3.	Grade Moderation Committee	Dr. Maroti Deshmukh – Chairman Dr. Sneha Chauhan –Member Dr. Vivek Kumar- Member
4.	Convener, DUGC and Member, SUGB	Dr. Sneha Chauhan
5.	Coordinator, Time-Table	Dr. Maroti Deshmukh
6.	Coordinator, Student Technical & Cultural Activates	Dr. Sneha Chauhan
7.	Coordinator, Annual Report & Departmental Brochure	Dr. Sneha Chauhan
8.	Hindi Coordinator	Dr. Sneha Chauhan
9.	Coordinator, Alumni Affairs	Dr. Maroti Deshmukh
10.	Coordinator, NBA/NIRF and MHRD	Dr. Maroti Deshmukh
11.	Coordinator MOOC/NPTEL/SWAYAM Courses	Dr. Maroti Deshmukh
12.	Convener, DPGC and Member, SPGB	Dr. Sneha Chauhan
13.	Coordinator, social media & Dept. website	Dr. Sneha Chauhan
14.	Coordinator, Department NEP	Dr. Maroti Deshmukh
15.	Coordinator, C2P	Dr. Sneha Chauhan
16.	Coordinator, Examinations	Dr. Maroti Deshmukh
17.	Coordinator, R&C and Innovation	Dr. Sneha Chauhan
<b>Responsibilities of laboratory Incharges</b>		
1.	Project Lab	Dr. Maroti Deshmukh
2.	Programming Lab	Dr. Maroti Deshmukh
3.	Machine Learning Lab	Dr. Maroti Deshmukh
4.	Linux Lab	Dr. Sneha Chauhan
5.	Network Lab	Dr. Sneha Chauhan
6.	Software Lab	Dr. Sneha Chauhan

*Dr*  
03/01/25

**Dr. Maroti Deshmukh**  
HoD, CSE

**Copy to:**

- 1) Director's Office (for kind information)
- 2) Registrar's Office (for kind information)
- 3) Dean (Academic Affairs), AD (PG & PhD) & AD (UG)
- 4) All HoDs
- 5) Concerned Faculty Members
- 6) Office record

**Head**  
Department of Computer Science & Engineering  
National Institute of Technology, Uttarakhand