



प्राचार्य का कार्यालय
मुजफ्फरपुर इंस्टीच्यूट ऑफ टेक्नोलौजी,
मुजफ्फरपुर – 842003

(Under the Department of Science, Technology & Technical Education, Govt. of Bihar, Patna)

पत्रांक _____/

मुजफ्फरपुर, दिनांक:—____/10/2023

कार्यालय आदेश

संस्थान एवं छात्र हित को देखते हुए निम्नलिखित सूची में अंकित सभी संकाय सदस्यों को, नाम के सामने अंकित शैक्षणिक एवं प्रशासनिक दायित्वों को, निर्वहन करने का आदेश दिया जाता है। इस संबंध में सभी पूर्व के कार्यालय आदेश स्वतः संशोधित समझे जायेंगे तथा यह आदेश तत्काल प्रभाव से अगले आदेश तक लागू होगा। सभी संकायों सदस्यों को उनके शैक्षणिक भार के अतिरिक्त दिये गये दायित्वों का निर्वहन समयबद्ध करना सुनिश्चित करेंगे।

सूची में अंकित सभी विभागाध्यक्षों एवं प्रभारी प्राध्यापकों इत्यादि को निम्नलिखित निर्देश दिया जाता है:—

1. प्रत्येक माह में कम से कम एक बार अपने अधीनस्थ पदाधिकारियों के साथ सभा का आयोजन करना सुनिश्चित करेंगे।
2. सभा में लिए गये निर्णयों तथा कृत्य कार्रवाई का प्रतिवेदन प्रतिमाह अद्योहस्ताक्षरी को लिखित रूप से समर्पित करेंगे।
3. सूची में अंकित सभी पदाधिकारी यथाशीघ्र प्रभार हस्तांतरण एवं ग्रहण करना सुनिश्चित करेंगे।

Sr. No.	Role and Responsibility	Name of Faculty
1.	Head, Dept. of Civil Engineering	Dr. Amaresh Kumar Rai
2.	Head, Dept. of Electrical Engineering	Dr. Ramjee Prasad Gupta
3.	Head, Dept. of Mechanical Engineering	Dr. Ashish Kumar Srivastava
4.	Head, Dept. of Appl. Sc. & Humanities	Dr. Rajnish Kumar
5.	Head, Dept. of Pharmacy	Dr. Sanjay Kumar
6.	Head, Dept. of Leather Technology	Dr. Sanjay Kumar
7.	Head, Dept. of Electronics Engineering	Dr. Y.N. Sharma
8.	Head, Dept. of Information Technology	Dr. Y.N. Sharma
9.	Head, Dept. of Biomedical & Robotics Engineering	Dr. Ashish Kumar Srivastava
10.	Prof. Incharge (Academics)	Prof. Chandra Bhushan Rai
11.	Asst. Prof. Incharge (Academics)	Prof. Vijay Kumar (IT)
12.	Prof. Incharge (Research & Development)	Dr. Ashish Kumar Srivastava
13.	Asst. Prof. Incharge (Research & Development)	Prof. Ravi Kumar
14.	Prof. Incharge (Faculty Welfare)	Dr. Prakash Kumar
15.	Asst. Prof. Incharge (Faculty Welfare)	Dr. Kumari Shail Bala
16.	Prof. Incharge (Planning & Development)	Dr. Pallav Kumar
17.	Asst. Prof. Incharge (Planning & Development)	Prof. Shalini Anand
18.	Prof. Incharge (Consultancy)	Dr. Amaresh Kumar Rai
19.	Asst. Prof. Incharge (Consultancy)	One member from each of department (Civil, EE, ECE, Pharmacy, LT, IT & Appl. Sc)
20.	Prof. Incharge (International Affairs & Outreach)	Prof. Ashish Kumar (Civil)
21.	Prof. Incharge (Students Welfare)	Prof. Shadab Rabbani
22.	Asst. Prof. Incharge (Students Welfare)	Prof. Rishi Srivastava
23.	Training and Placement Officer (TPO)	Prof. Deepak Kumar Choudhary
24.	Assistant TPO	Prof. Mithilesh Kr. Rai
25.	Assistant TPO	Prof. Shweta Kumari
26.	Assistant TPO	Prof. Rakesh Kumar

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27.	Assistant TPO	Prof. Vipul Kumar
28.	Controller of Examination	Prof. S. K. Choudhary
29.	Asst. Controller of Examination (BEU)	Prof. Manhar Kumar Sah
30.	Asst. Controller of Examination (AKU & BUHS)	Prof. Atul Kumar Gupta
31.	Gem Team, DDO	Prof. Chandra Bhushan Rai
32.	Gem Team, Buyer	Prof. Manikant Kumar
33.	Gem Team, Consignee	Dr. Shashikant Kumar
34.	Gem Team, PAO	Prof. Ankit Kumar Singh
35.	Assistant Registrar (Academics-I)	Dr. Pallav Kumar
36.	Assistant Registrar (Academics-II)	Prof. Vikash Kumar
37.	Assistant Registrar (Academics-III)	Prof. Umesh Kumar
38.	Assistant Registrar (Academics- IV & Outreach)	Dr. Manoj Kumar
39.	Assistant Registrar (Accounts)	Prof. Vipul Kumar
40.	Assistant Registrar (Audit) cum Bursar	Prof. Ankit Kumar Singh
41.	Assistant Registrar (Scholarships)	Prof. Ajay Kumar
42.	Nodal Officer- NIRF	Dr. Pallav Kumar
43.	Nodal Officer-ARIA, AISHE, QS Rankings	Dr. Akash Priyadarshree
44.	Nodal Officer- NAAC/NBA & IQAC Cell	Dr. Sanjay Kumar
45.	Coordinator Start-UP	Dr. Sanjay Kumar
46.	Nodal Officer (Legal)	Dr. Amaresh Kumar Rai
47.	Prof. Incharge, Office	Prof. Faiz Ahmad
48.	Prof. Incharge, Time Table	Prof. Faiz Ahmad
49.	Asst. Prof. Incharge, Time Table	Prof. Umesh Kumar
50.	Asst. Prof. Incharge, Time Table	Dr. Rajesh Kumar
51.	Estate Officer	Prof. Hemant Kr Choudhary
52.	Proctor	Prof. Irfan Haider
53.	Asst. Proctor	Prof. Arti Kumari
54.	Asst. Proctor	Prof. Manoj Kumar (Civil)
55.	Chief Vigilance Officer (CVO)	Prof. Rishabh Sharma
56.	Prof. Incharge, BBAS & POP-1 to 7	Dr. Shashikant Kumar
57.	Prof. Incharge, POP-11 & POP-12	Prof. Deepshikha Yadav
58.	Prof. Incharge Care Taking-I	Prof. S. K. Choudhary
59.	Prof. Incharge Care Taking- II	Dr. Manoj Kumar
60.	Prof. Incharge Library	Prof. Vijay Kumar (IT)
61.	Asst. Prof. Incharge Library	Prof. Ankit Kumar Singh
62.	Asst. Prof. Incharge Library	Dr. Kumari Shail Bala
63.	Prof. Incharge EMS	Prof. Shahzad Ahsan
64.	Prof Incharge AICTE	Prof. Shahzad Ahsan
65.	Prof. Incharge MSME	Prof. Rajeev Kumar
66.	Prof. Incharge AICTE-360 Feedback	Prof. Rajeev Kumar
67.	Prof. Incharge CISCO	Prof. Pawan Kumar Jaiswal
68.	Prof. Incharge E-Yantra	Prof. Umar Farooque
69.	Prof. Incharge GATE Coordinator	Prof. Hemant Kr Choudhary
70.	Prof. Incharge NSS	Prof. Pappu Kumar
71.	Prof. Incharge Spoken Tutorial	Prof. Pappu Kumar

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72.	Prof. Incharge Parakh Portal	Dr. Atul Kumar Rahul
73.	Prof. Incharge Nehru Yuva Kendra	Prof. Vijay Kumar (civil)
74.	Prof. Incharge Samarth Portal	Prof. Shadab Rabbani
75.	Prof. Incharge NCC	Prof. Ravi Kumar
76.	Prof. Incharge Centre of Excellence (Industrial and Building Automation)	Prof. Ravi Kumar
77.	Prof. Incharge VNS Lab	Prof. Pramod Kumar
78.	Prof. Incharge Student Credit Card	Prof. Shalini Anand
79.	Prof. Incharge Virtual Lab	Prof. Pawan Kumar Jaiswal
80.	Prof. Incharge Store	Prof. Gulshan Kumar
81.	Prof. Incharge Vehicle	Prof. Gulshan Kumar
82.	Prof. Incharge, Super I-Way	Prof. Manikant Kumar
83.	Asst. Prof. Incharge, Super I-Way	Prof. Ashish Kumar (IT)
84.	Prof. Incharge, Hackathon	Prof. Ashish Kumar (IT)
85.	Nodal Officer NPTEL	Prof. Ashish Kumar (IT)
86.	Prof. Incharge AVH & Conference Room	Prof. Hemant Kr Choudhary
87.	Prof. Incharge Medical Amenities	Prof. Aparajita
88.	Prof. Incharge Security	Prof. Rishabh Sharma
89.	Chief Warden	Prof. Manikant Kumar
90.	Deputy Chief Warden	Prof. Mithilesh Kumar Rai
91.	Warden (Hostel – 01)	Prof. Atul Kumar Gupta
92.	Assistant Warden (Hostel – 01)	Prof. Shashikant Kumar
93.	Assistant Warden (Hostel – 01)	Prof. Rishabh Sharma
94.	Warden (Hostel – 02)	Prof. Irfan haider
95.	Assistant Warden (Hostel – 02)	Prof. Pappu Kumar
96.	Warden (Hostel – 03)	Prof. Jigesh Yadav
97.	Assistant Warden (Hostel – 03)	Prof. Ajay Kumar
98.	Warden (Hostel – 04)	Prof. Gulshan Kumar
99.	Assistant Warden (Hostel – 04)	Prof. Vikash Kumar
100.	Warden (Hostel – 05)	Prof. Atul Kumar Rahul
101.	Assistant Warden (Hostel – 05)	Prof. Rakesh Kumar
102.	Warden (Hostel – 06)	Prof. S. K. Choudhary
103.	Assistant Warden (Hostel – 06)	Prof. Deepak Kumar Choudhary
104.	Warden (Hostel – 07)	Prof. Faiz Ahmad
105.	Assistant Warden (Hostel – 07)	Prof. Hemant Kr Choudhary
106.	Warden (Girls Hostel)	Prof. Sweta Kumari
107.	Assistant Warden (Girls Hostel)	Prof. Kumari Shail Bala
108.	Assistant Warden (Girls Hostel)	Prof. Deepshikha Yadav
Professional Societies		
109.	Institution of Engineers	Prof. Chandra Bhushan Rai
110.	Indian Society of Technical Education	Prof. Manoj Kumar (Civil), Dr. Pramod Kumar, Prof. Shivangi Utkarsh
111.	Computer Society of India	Prof. Vijay Kumar (IT), Prof. Shweta Kumari
112.	IEEE	Prof. Ravi Kumar, Prof. Shahzad Ahsan
113.	SPIC MACAY	Prof. Pappu Kumar
114.	Institute of Mechanical Engineers	Dr. Ashish Kr. Srivastava

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Sr. No.	Committee	Designation		Name of the Faculty
115.	Institute Development Committee	Chairman		Prof. Chandra Bhushan Rai
		Members		All HoDs
				Registrar
				OSD
116.	Website Management & Development	Chairman		Prof. Umesh Kumar
		Management	Coordinator	Prof. Ashish Kumar (IT)
			Co-Coordinator	Prof. Rajeev Ranjan
		Development	Coordinator	Prof. Deepak Kumar Choudhary
			Co-Coordinator	Prof. Priyanka Chopra
117.	Social Media	Chairperson		Prof. Sweta Kumari
		Members		Prof. Aparajita
				Prof. Shalini Anand
118.	Print, Digital Media & Newsletter	Chairman		Prof. Md. Irshad Alam
		PRO		Prof. Deepshikha Yadav
		APRO		Prof. Chetna Sagar
		Coordinator (Newsletter)		Dr. Kumari Shail Bala
		Co-Coordinator (Newsletter)		Prof. Vipul Kumar
119.	Faculty/ Staff Grievances Cell	Chairman		Principal
		Members		Dr. Y.N. Sharma, Asso Prof, EED
				Dr. Bijendra Kumar, COE, BEU
				Mr. Santosh Kr Rai, Asst. Director (DSTTE)
120.	Student Grievances Cell	Chairman		Principal
		Members		Prof. R. C. Das Vikal, Prof.(Mech), Retd.
				Registrar
				Dr. Y.N. Sharma, EED
				Prof. Sweta Kumari
121.	Internal Complaints Committee (ICC)	Presiding Officer		Dr. Kumari Shail Bala
		Members		Mr. Vijay Kumar, CED
				Mrs. Shweta Kumari, ITD
				Prof. Arti Kumari, LT
				Mrs. Kumud Sinha, Office Attendant
122.	SC/ST Cell	Chairman		Principal
		Member Secretary		Registrar
		Liaison Officer/Faculty Incharge		Prof. Vijay Kumar, IT
		Members		Prof Ajay Kumar, ECE
				Prof Shweta Kumari, IT

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123.	RTI	Joint Appellate Authority		Dr. Amaresh Kumar Rai
		PIO		Registrar
		APIO		Prof. Faiz Ahmad
		Hindi officer		Prof. Shivangi Utkarsh
124.	Hindi Cell	Hindi officer		Prof. Arti Kumari
		Asst. Hindi officer		Dr. Pramod Kumar
125.	Energy Club	Prof. Incharge		Prof. Rakesh Kumar
		Asst. Prof. Incharge		Prof. Manoj Kumar (Civil)
		Asst. Prof. Incharge		Prof. Md. Shah Azam
126.	Horticulture Club	Prof. Incharge		Prof. Vijay Kumar (Civil)
127.	"MOXIE"- The Technical Club of MIT Muzaffarpur.	Prof. Incharge		Prof. Ankit Kumar Singh
128.	SPORT's Club	Prof. Incharge Sports,		Prof. Ravi Kumar
		Prof. Incharge Sports (Girls)		Prof. Shivangi Utkarsh
129.	JUNOON- The Arts & cultural club	Chairman		Dr. Ramjee Prasad Gupta
130.	PRAKRITI- The nature's club	Prof. Incharge		Prof. Vijay Kumar (Civil)
131.	MITRA- Mitigation Resilience and Awareness	Prof. Incharge		Prof. Ashish Kumar (Civil)
132.	MIT Higher Education Club	Prof. Incharge		Prof. Umar Farooque
133.	MIT SMART- Soft skills club	Prof. Incharge		Dr. Shashikant Kumar
134.	MIT IT Working Group	Prof. Incharge		Prof. Vijay Kumar (Civil)
135.	MIT Finance Club	Prof. Incharge		Prof. Nitish Kumar
136.	Photography Club	Prof. Incharge		Prof. Rishabh Sharma
137.	Faculty Club	Prof. Incharge		Dr. Sanjay Kumar
138.	Ladies Club	Prof. Incharge		Prof. Priyanka Chopra
139.	Staff Club	Prof. Incharge		Mr. RoshanRaj
140.	BIS Club	Prof. Incharge		Prof. Chetna Sagar
141.	Heartfulness Club	Prof. Incharge		Prof. Vijay Kumar (Civil)
142.	MITMAA	President		Prof. Manikant Kumar

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143.	Central Purchase Committee	
	Chairman	Principal
	Members	Dr. Ashish Kumar Srivastava
		Prof. Manikant Kumar
		Prof. Vijay Kumar (IT)
		Dr. Pallav Kumar
		Prof. Ankit Kumar Singh
		Prof. Rishabh Sharma

144.	Disciplinary Committee	
	Chairman	Dr. Y.N. Sharma
	Members	All HODs
		Registrar
		Controller of Examination
		Chief Warden
		Proctor
		Prof. Incharge (Students Welfare)

Sd/-

प्राचार्य
एम.आई.टी. मुजफ्फरपुर।

Memo No. 1703

Muzaffarpur, date:- 07/10/2023

Copy to:-

- 1) Concerned faculties and staff, M.I.T. Muzaffarpur.
- 2) Prof. Incharge, Institute Website, M.I.T. Muzaffarpur.
- 3) H/C, M.I.T. Muzaffarpur.

07/10/23

प्राचार्य
एम.आई.टी. मुजफ्फरपुर।
07.10.23