

Bhilai, Date: 25.01.2024

NOTICE

Subject: Notice for Official Responsibilities Regarding College Activities

As part of our ongoing commitment to fostering a vibrant and organized academic environment, we would like to inform all faculty members and staff about their official responsibilities regarding college activities.

Attendance at Meetings and Events:

All faculty members are expected to attend departmental meetings, group-wide assemblies, and any other official gatherings as deemed necessary by the College administration.

Involvement in College Committees:

Faculty members may be assigned to various committees aimed at enhancing the overall functioning of the college. It is imperative to actively participate in the assigned committees and contribute constructively to the discussions.

Support for Extracurricular Activities:

The college encourages the active participation of faculty members in extracurricular activities such as student clubs, sports events, cultural programs, and community outreach initiatives. Your involvement in these activities is vital for the holistic development of our students.

Timely Submission of Reports and Grades:

Faculty members are reminded to adhere to the deadlines for submitting academic reports, grades, and any other documentation as required by the college administration. Timely submissions contribute to the smooth functioning of academic processes.

Professional Development:

Faculty members are encouraged to engage in continuous professional development activities, including attending workshops, conferences, and pursuing further education. This ensures that our faculty remains well-informed and up-to-date with the latest developments in their respective fields.

Adherence to College Policies:

All faculty members are expected to be familiar with and adhere to the policies and guidelines set forth by the Group. This includes academic integrity, ethical conduct, dress code and any other policies that may be communicated from time to time.

We appreciate your dedication to the success of our group and its mission. Your cooperation in fulfilling these responsibilities is vital for maintaining the high standards we strive for.

This notice aims to communicate the official responsibilities associated with the college/ group activities.

PRINCIPAL
GDRCSST, Bhilai

Copy to:

1. Office copy;
2. HOD's (CS, Comm. & Mgmt., Education, Science, Humanities);
3. Dy.Registrar, GDRCSST; - For information & necessary action
4. Dr.Saurabh Rungta Sir; - The Director (Tech) } For kind information
5. Shri Sonal Rungta Sir; - The Director (F&A) }
6. Shri Santosh Rungta Sir. - The Chairman }

| S. NO | NAME OF FACULTY MEMBER | ROLE | SIGNATURE |
|-------|------------------------|---|-----------|
| 1 | DR NEEMA SAJJU BALAN | PRINCIPAL | |
| 2 | Dr.JYOTI UPADHYAY | Dean (Academics) , HOD (Computer Science) , RSDC - R1 Infinity Coders (Programming) | |
| 3 | Ms. FARHAT ANJUM | Dean (Student Section) | |
| 4 | Mrs.JYOTI TIWARI | Dean (Exam Section) & HOD (Humanities & Social Sciences) | |
| 5 | Dr.VIJAYALAKSHMI GHOSH | Dean R&D , RSDC - MBSI , I/C Girls Hostel | |
| 6 | Dr.AMIT SHRIVASTAVA | HOD (Sciences) , RSDC RunVijay (Games & Sports) | |
| 7 | Dr.SEEMA VERMA | RSDC RISE - (Social Responsibility & NSS) | |
| 8 | Ms.ASHA MANIKPURI | RSDC Rangmanch (Music, Dance and Dramatics) | |
| 9 | Ms.AACHAL LONHARE | CDC SPOC Other | |
| 10 | Ms.PRERNA MEHTA | RSDC - Beacon / Campus Vani (Student/Campus magazine) | |
| 11 | Mrs. NIKITA NIGAM | RSDC - R Connect (Alumni) | |
| 12 | Mrs.MANJUSHA TAMRAKAR | RSDC RAG - Rungta Art Gallery (Fine Arts & Photography) | |
| 13 | Ms.SANDHYA CHANDRAKAR | I/C Student Section | |
| 14 | Mrs.KIRAN TIWARI | RSDC - R Connect (Alumni) | |
| 15 | Ms.SONALI GODBOLE | RSDC Radiance (Women Empowerment) | |
| 16 | Mr.BHUPENDRA KUMAR | I/C Exams Section | |
| 17 | Mrs.BRIJLATA SHARMA | RSDC RAG - Rungta Art Gallery (Fine Arts & Photography) | |
| 18 | Mrs.GOURI KUMBHARE | RSDC Radiance (Women Empowerment) | |
| 19 | Mrs. MANGLA SAO | CDC Spoc BCA BSC CS Pgdca | |
| 20 | Mrs. CHETNA SAHU | I/C Academics | |
| 21 | Mrs.BINDU KASHYAP | I/C Academics | |
| 22 | Mrs.RITIKA AWASTHI | RSDC - R1 Infinity Coders (Programming) , I/C Tech (E-Mail + Social + ERP + Ticket) | |
| 23 | Mrs.VARSHA YADAV | RSDC - Infinity E Sports (Computer Gaming) | |
| 24 | Mr.VINAY KUMAR SAHU | RSDC - Infinity E Sports (Computer Gaming) | |
| 25 | Ms. C. SWATI IYER | RSDC - R1 Infinity Coders (Programming) | |
| 26 | Ms. JASPREET KAUR | RSDC - Infinity E Sports (Computer Gaming) | |
| 27 | Dr.SUSHMA SHRIVASTAVA | HOD (Education) , RSDC - COPE - (Mental Health) | |
| 28 | Mrs.VANI KAPSE | RSDC - R Connect (Alumni) | |
| 29 | Mrs.GEETIKA AGRAWAL | I/C Girls Hostel | |
| 30 | Mr.TUMAN LAL | RSDC RAG - Rungta Art Gallery (Fine Arts & Photography) | |
| 31 | Mrs.PRABHARANI SIKDAR | RSDC Radiction (Language) | |
| 32 | Dr.RANJANA PATEL | RSDC Radiction (Language) | |
| 33 | Dr.SUSHIL PUNWATKAR | HOD (Management and Commerce) , I/C Boys Hostel | |
| 34 | Ms.NEHA YADAV | CDC Spoc MBA BCOM , I/C ECS | |
| 35 | Mr.SOURABH GUHA | I/C Rubi / RSDC - RUBI - (Entrepreneurship & Innovation) | |
| 36 | Mrs.ADITI BHANDAKKAR | CDC SPOC BBA | |
| 37 | Ms.DIKSHA SINGH | RSDC - Beacon / Campus Vani (Student/Campus magazine) | |

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| 38 | CA AKASH JASWANI | I/C Rubi / RSDC - RUBI - (Enterpreneurship & Innovation) | |
| 39 | Ms.DIMPLE | I/C Student Section - Fees | |
| 40 | Mr.VIJAY MISHRA | RSDC RunVijay (Games & Sports) | |
| 41 | Ms.UTKARSHA MISHRA | RSDC - Beacon / Campus Vani (Student/Campus magazine) | |
| 42 | ADITYA SINGH | RSDC RunVijay (Games & Sports) , I/C Boys Hostel, I/C EXAMS | |
| 43 | Mrs.PINAKI SWAR | RSDC Rangmanch (Music, Dance and Dramatics) | |
| 44 | Ms.SAKSHI VERMA | RSDC - Carpediem (English literary) | |
| 45 | Mr.ADITYA KUMAR - MSW | I/C Exams Section | |
| 46 | Ms.SHRUTI HARIHARNO - MSW | RSDC RISE - (Social Responsibility & NSS) | |
| 47 | Mr.SATYAVEER RATHORE | I/C Exams Section | |
| 48 | Ms.SAVITA PANDEY | I/C ECS | |
| 49 | Mrs.SANGEETA CHOUHAN | RSDC Radiction (Language) | |
| 50 | Ms.TEJAS CHHABRA | RSDC - Carpediem - Toastmaster | |
| 51 | Mrs.NAVJOT DHILLON | RSDC Rangmanch (Music, Dance and Dramatics) | |

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GDR CST, Bhilai