



# श्री फणीश्वर नाथ रेणु अभियंत्रण महाविद्यालय, अररिया

(विज्ञान एवं प्रावैधिकी विभाग, बिहार सरकार)-854318

Ref. No. SPNREC/ECE/02

Date: 27/04/2023

## DEPARTMENTAL DUTY

The following duties are assigned to the faculties of Electronics and Communication Department.

S.No.	Duty	Faculty
1.	Attendance and Leave Record	Mr. Amit Ranjan
		Mr Raj Kumar Sharma
2.	NBA and Data Record	Dr. Ritesh Kumar
3.	Departmental student activities	
	(a) Technical activities	Mr. Raj Kumar Sharma
	(b) Sports activities	Mr. Dharmendra Kumar
4.	Departmental newsletter	Dr. Ritesh Kumar
		Mr. Kumar Vimal
5.	GATE Co-ordinator	Mr. Dharmendra Kumar
		Mr. Priyatam Kumar
6.	Placement Incharge	Mr. Kumar Vimal
7.	Exam related activities	Ms. Shaheen

*K.Vims1*

**HOD (ECE)**  
SPNREC, Araria.

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**Principal**  
SPNREC, Araria.

**All concerned**

**Copy to:-**

1. Head of all Departments.
2. All Faculty Members.
3. Website.
4. Notice Board.

*K.Vims1*

**HOD (ECE)**  
SPNREC, Araria.

*AK*  
27/04/2023  
**Principal**

SPNREC, Araria.