

I.K.G.P.T.U, Main Campus, Kapurthalla
Department of Computer Science & Engineering

Notice

This is to inform all the students that following class in-charges have been deputed for various classes of department of CSE.

S. No	Name of Class Incharge	Class Allocated	Contact No
1.	Mr Ankur	M.Tech 1 st year M.Tech 2 nd year	9717880558
2	Dr Anshu Bhasin	B.Tech, CSE, 4 th year	9465884833
3	Mr Dinesh Gupta	B.Tech, CSE, 3 rd year	9478098045
4.	Dr Pooja Sharma	B.Tech, CSE, 2 nd Year	9888947360
5	Dr Alok Kumar Khushwaha	B.Tech, CSE, 1 st Year	8090631394
6	Ms. Ezoo Sachdeva	B.Tech, CE, 1 st Year	8971441119
7	Ms. Ketanpreet	B.Tech (Software Engineering) and BCA	9815830543

All the students are directed to contact concerned class in-charge for any academics related activity.

(Signature)
HOD-CSE 24/07/19

CC: Director, For information please
 Concerned faculty member
 Notice Board

I.K.G.P.T.U, Main Campus, Kapurthalla
Department of Computer Science & Engineering

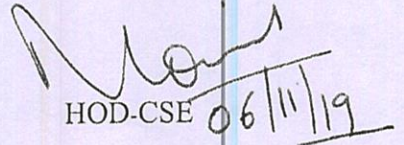
Notice

In continuation to the earlier notice regarding class in charges, following are few amendments:

S. No	Name of Class Incharge	Class Allocated
1.	Dr Anshu Bhasin	B.Tech, CSE, 4 th year
2.	Mr Dinesh Gupta	B.Tech, CSE, 3 rd year
3.	Dr Pooja Sharma	B.Tech, CSE, 2 nd Year
4.	Dr Alok Kumar Khushwaha	B.Tech, CSE, 1 st Year
5.	Ms. Ezoo Sachdeva/Ms. Raman	B.Tech, CoE, 1 st Year
6.	Ms. Ketanpreet/Ms. Navneet	B.Tech (Software Engineering) and BCA
7.	Ms. Raman Randhawa	M.Tech 1 st year M.Tech 2 nd year

All class incharges will be responsible for following examination related activities:

1. Verification of regular/reappear exam forms of their respective classes.
2. Collection of detention lists from subject teachers of their respective classes and to submit compiled list to exam coordinator.
3. Assignment of subjects to subject teachers on exam portal for their respective classes
4. Collection of hard copy of awards from subject teachers of their respective classes and submit to Result coordinator.


HOD-CSE 06/11/19

CC: Director, For information please

10/12/2020

I.K.G PUNJAB TECHNICAL UNIVERSITY, KAPURTHALA
(MAIN CAMPUS)
DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Subject: Allocation of class incharges for various courses of B.Tech (CSE)

Please find below class incharges for various classes running in Department of Computer Science and Engineering

S No	Course	Batch	Name of teacher	Contact No
1	B.Tech CSE	2017	Dr Anshu Bhasin	9465884833
2	B.Tech CSE	2018	Dr Pooja Sharma	9888947360
3	B.Tech CSE	2019	Dr Raman Kumar	9417392229
4	B.Tech COE	2019	Ms Ezoo Sachdeva	8971441119
5	B.Tech SE	2019	Ms Anupriya	6239249922
6	B.Tech CSE	2020	Mr Rajat Khurana	9478784800
7	B.Tech COE-I	2020	Ms Ezoo Sachdeva	8971441119
8	B.Tech COE-II	2020	Mr Ankur	9717880558
9	B.Tech SE	2020	Ms Anupriya	6239249922
10	B.Tech LEET	2020	Mr Rajat Khurana	9478784800
10	BCA	2019	Dr Amanpreet	9988844494
11	BCA	2020	Dr Ajay Dutta	7889260252
12	MCA	2020	Dr Ajay Dutta	7889260252

Class incharges will be responsible for following activities:

- To collect attendance and send detention list to Suptd (exams).
- To allocate teachers on examination portal for submission of internal awards for their respective classes.
- To allocate teachers for conduct of internal reappear examination and ensure that all the allocated teachers have uploaded marks.
- To take up queries of the students related to examination/results.
- To handle tasks related to confirmation of admit cards of their respective classes.
- To ensure that all subject teachers have uploaded marks on examination portal.
- To collect internal and external awards list from subject teachers and submit to Dr Raman, examination coordinator.

Apart from any above assigned duties, any academic/examination related activity of their respective class need to be taken care by class incharge.

M. Anand
10/12/20
HOD-CSE

CC: All Faculty members

CRs of all classes

Deputy Dean (Engineering): For information please

Director: For information please

IKGPTU/CSE/INT/20/195

10/12/2020

I.K.G.P.T.U, Main Campus, Kapurthalla
Department of Computer Science & Engineering

Ref. No. IKGPTU/CSE/INT/20/121

Dt. 24/01/20

Notice

This is to inform that following faculty members are deputed to monitor the conduct of lecture, tutorial and practical classes of Computer Science and Engineering department.

S. No	Class	Faculty Allocated
1	B.Tech CSE, 3 rd year	Mr Dinesh Gupta
2	B.Tech CSE, 2 nd year	Dr Pooja Sharma
3	B.Tech CSE, 1 st year	Dr Raman Kumar
4	B.Tech COE, 1 st year	Dr Anshu Bhasin
5	B.Tech, SE, 1 st year	Dr Anshu Bhasin
6	B.C.A	Dr Pooja Sharma

All faculty members are requested to monitor the conduct of above-mentioned classes.

Mand
24/01/2020
HOD-CSE

CC: Director, For information Please
Deputy Dean, For information Please
Concerned faculty members

I.K.G Punjab Technical University, Kapurthala
Main Campus
Department of Computer Science & Engineering

Ref. No. IKGPTU/CSE/21/289

Dated 12/05/2021

Subject: Allocation of class In-charges for various courses.


Please find below class-in-charge for various classes running in Department of Computer Science and Engineering:

Sr. No	Course	Batch	Name of Teacher	Contact No
1.	B. Tech (CSE)	2017	Dr. Anshu Bhasin	9465884833
2.	B. Tech (CSE)	2018	Dr. Pooja Sharma	9888947360
3.	B. Tech (CSE)	2019	Mr Puneet Thapar	9501717653
4.	B. Tech (COE)	2019	Ms. Ezoo Sachdev	8971441119
5.	B. Tech (SE)	2019	Ms. Anupriya	6239249922
6.	B. Tech (CSE)	2020	Mr. Rajat Khurana	9478784800
7.	B. Tech (COE)-1	2020	Ms. Ezoo Sachdev	8971441119
8.	B. Tech (COE)-2	2020	Ms. Ezoo Sachdev	8971441119
9.	B. Tech (SE)	2020	Ms. Anupriya	6239249922
10	B. Tech-LEET (CSE)	2020	Mr Puneet Thapar	9501717653
11	B. Tech-LEET (COE)	2020	Ms. Ezoo Sachdev	8971441119
12	BCA	2019	Dr. Amanpreet Singh	9988844494
13	BCA	2020	Dr. Amanpreet Singh	9988844494
14	BCA-LEET	2020	Dr. Amanpreet Singh	9988844494
15	MCA	2020	Ms. Ramandeep Kaur	9988721142

Class incharges will be responsible for following activities:

- Two collect attendance and send detention list to Supdt. (Exam)
- Two allocate teacher on examination portal for submission of internal awards for their respective classes.
- To allocate teachers for conduct of internal reappear examination and ensure that all the allocated teachers have uploaded marks.
- To take up queries of the students related to examination/results and to ensure locking of Exam forms.
- To handle tasks related to confirmation of admit cards of their respective classes,
- To ensure that all subject teachers have uploaded marks on examination portal.
- To collect internal and external awards list from subject teachers and submit to examination coordinator.

Apart from any above assigned duties, any academic/examination related activity of their respective class need to be taken care by class incharge.


Dr. Raman Kumar
Incharge (CSE)

Cc: All Faculty members
CRs of all classes
Deputy Dean (Engineering): For Information please
Director: For Information please

I.K.G.P.T.U, Main Campus, Kapurthalla
Department of Computer Science & Engineering

Ref. No. IKGPTU/CSE/865

Dt. 31/7/18

CIRCULAR

Computer Science and Engineering is a newly established department of IKGPTU main campus. So, in current state, department has to face many hard challenges for its progress. Keeping in view the same, following additional responsibilities are assigned for smooth operations of the department:

IKGPTU/CSE/INT/73
31/7/18

S. No.	Name of Teacher and staff member	Responsibilities
1.	Dr. Monika Sachdeva, Associate Professor	HOD CSE Coordinating various activities of the department Coordinating interdepartmental activities
2.	Mr. Dinesh Gupta, Assistant Professor	Mid Term and Final Term Exam Coordinator-B. Tech and M.Tech (preparation of datesheet, conduct of exam, compilation of detention list, Preparing External Examiners list and coordination for conduct of practical exam) Admission Coordinator (B.Tech and M.Tech) Award preparation and Submission of results Batch Coordinator -2017 CSE Coordinator, IT BOS Course Coordinator -M.SC. (IT)
3.	Dr Anshu Bhasin, Assistant Professor	Coordinator, CSE BOS Coordinator, B.Tech Software Engineering Incharge, Time Table Incharge, Major Project Lab (Approval and purchase of equipments, software and furniture items of Major Project Lab) Coordinator, Major Project Incharge, Training and Placement To handle equivalence related cases Batch Coordinator -2016 CSE
4.	Dr Pooja Sharma, Assistant Professor	Department Representative Library Maintenance of Course Files Incharge, conduct of workshops for students Incharge, Student Feedback Data Collection Incharge Data Science Lab NAAC Coordinator Batch Coordinator -2018 CSE Coordinator, CA BOS Course Coordinator- MCA
5.	Dr Alok Singh Khuswaha, Assistant Professor	Research Coordinator, Computer Application M.Tech. Project, Seminar & Thesis Coordinator Incharge, Research Lab

		Incharge, Networking Lab (Approval and purchase of equipment, software and furniture items of Networking Lab) Ph.D. Course work coordinator Incharge, Industry Institute Interaction Incharge, MoUs with other industry and academic units Research Coordinator, CSE
6.	Mr Ankit Kapila, Programmer	Incharge, IBM Lab Incharge, Programming Lab Incharge Deptt Society Co-coordinator Major Project Deptt Site Maintenance
7.	Ms. Usha Rani, Senior Assistant	Inventory charge of furniture in department offices and classrooms. Faculty and staff attendance and leave record. Issuing of student certificates and verifications Caretaker of all official records of CSE department. Assistance in all administrative work to HOD-CSE. To supervise complete office work done by clerk.
8.	Mr Sandeep Singh, Clerk	To maintain Teacher and staff Personal file To maintain Student personal file Notice typing To maintain Dispatch Register To maintain Circular file To maintain Internal dak register To maintain office copy file Monthly attendance reports To Maintain leave record All clerical activities of the department under supervision of Senior Assistant.

In addition to above said work, any other work as per need of the department can be given to the faculty and staff. All the faculty and staff members are requested to put their best efforts and skills in order to execute these responsibilities with sincerity and honesty.

M. Anand
HOD CSE 31/07/18

CC: - Director, for information please
All faculty and staff members.

E-6227-2019-12/9/19

I.K.G.P.T.U, Main Campus, Kapurthalla

Department of Computer Science & Engineering

Ref. No. IKGPTU/CS&E/INT/67

Dt. 12/9/19

CIRCULAR

This is to inform all the faculty members that following additional responsibilities are assigned for smooth conduct of the department:-

S. No.	Name of Teacher and staff member	Designation	Responsibilities	Guest faculty attached
1.	Dr. Monika Sachdeva	Associate Professor	HOD CSE Coordinating various activities of the department Coordinating interdepartmental activities	
3.	Mr. Dinesh Gupta	Assistant Professor	Mid Term and Final Term Exam Coordinator-B. Tech, BCA and M. Tech (preparation of date sheet, conduct of exam, compilation of detention list) Admission Coordinator (B.Tech, BCA and M.Tech) Result Coordinator (B.Tech, BCA and M.Tech) Incharge, Open Source Lab ((Approval and purchase of equipment, software and furniture items of Lab) Member, administrative committee of CSE department Batch Coordinator -2017 CSE Coordinator, Fresher and Farewell party	Mr Ankit
4	Dr Anshu Bhasin	Assistant Professor	Preparation of External Examiners list and coordination for conduct of practical exam Coordinator B.Tech, Software Engineering Incharge, Time Table Incharge, Training and Placement To handle equivalence related cases Incharge, Major Project Lab ((Approval and purchase of equipment, software and furniture items of Lab) Member, Technical Committee of CSE department Member, administrative Committee of CSE department Batch Coordinator -2016 CSE Minor coordinator MOOCS coordinator	Ms. Ezoo
5	Dr Pooja Sharma	Assistant Professor	Coordinator, Technical workshops and expert lectures for students Incharge Department Society Maintenance of Course Files Incharge, Student Feedback Data Collection Incharge Data Science Lab NAAC Coordinator Batch Coordinator -2018 CSE Coordinator, BOS-Computer Application	Ms Katanpreet

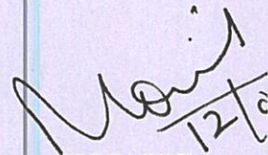
M. Anshu
12/09/19

			Member, Research Advisory Committee of CSE department Coordinator, BCA	
6	Dr Alok Singh Khuswaha	Assistant Professor	M.Tech. Project, Seminar & Thesis Coordinator Incharge, Research Lab Incharge, Networking Lab (Approval and purchase of equipment, software and furniture items of Networking Lab) Ph.D. Course work coordinator Member, Technical committee Incharge, MoUs with other industry and academic units Member, Research Advisory Committee of CSE department Batch Coordinator- B.Tech 2019 batch, M.Tech 2018 batch Coordinator, CSE BOS Major Project coordinator MOOCs coordinator	Mr Rajat
7	Dr Raman Kumar	Assistant Professor	Department Representative Library Department Site Maintenance Coordinator B.Tech, Computer Engineering Incharge, Software Purchase Incharge, Department Newsletter	Ms. Navneet

In addition to above said work, any other work as per need of the department can be given to the faculty members. Moreover, guest faculty members are associated with all the faculty members so that they can take services of guest faculty members to execute their responsibilities. All the faculty members are requested to put their best efforts and skills in order to execute these responsibilities with sincerity and honesty.

✓ CC: - All faculty and staff members.
✓ Director, for information please

- E-office & E-mail sent
- E-office


12/12
HOD-CSE

I.K.G.P.T.U, Main Campus, Kapurthalla

Department of Computer Science & Engineering

Ref. No. IKGPTU/CSE/20/1364

Dt. 21/07/2020

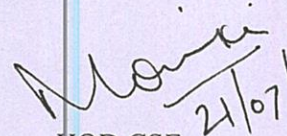
CIRCULAR

This is to inform all the faculty members that following additional responsibilities are assigned for smooth conduct of the department: -

S. No.	Name of Teacher	Responsibilities
1.	Dr. Monika Sachdeva, Associate Professor	HOD CSE Coordinating various activities of the department Coordinating interdepartmental activities
2	Dr Raman Kumar, Assistant Professor	Mid Term Exam Coordinator-All courses running under department of CSE (preparation of date sheet, conduct of exam, compilation of detention list etc.) Result Coordinator Incharge, Open Source Lab, Software Engineering Lab (Approval and purchase of equipment, software and furniture items of Lab) Incharge, Programming Lab Member, Research committee of CSE department Member, Technical committee of CSE department Honors and Minor degree coordinator Department Representative Library Department Site Maintenance Incharge, Software Purchase Incharge, MoUs with other industry and academic units Coordinator, B.Tech, Computer Engineering and Computer Science and Engineering Batch Coordinator, 2019 CSE Coordinator, BOS University Campuses
3	Dr Anshu Bhasin, Assistant Professor	Incharge, Time Table Incharge, Training and Placement Coordinator B.Tech, Software Engineering Coordinator, M.Tech Preparation of External Examiners list and coordination for conduct of practical exam To handle equivalence related cases Incharge, Major Project Lab, Cloud Computing Lab, Networking Lab (Approval and purchase of equipment, software and furniture items of Lab) Member, Technical Committee of CSE department Member, Administrative Committee of CSE department M.Tech. Project, Seminar & Thesis Coordinator Batch Coordinator -2017 CSE Minor coordinator MOOCS coordinator Incharge, Department Newsletter Coordinator, BOS Affiliated Colleges Alumni Coordinator
4	Dr Pooja Sharma, Assistant Professor	Admission Coordinator (All courses running under Department of CSE) Coordinator, Major Project for B.Tech courses NAAC Coordinator

		Member, Administrative Committee of CSE department Member, Research Advisory Committee of CSE department Incharge Data Science and Research Lab Incharge, Student Feedback Data Collection and Analysis Batch Coordinator -2018 CSE Coordinator, BCA and MCA Ph.D. Course work coordinator Maintenance of Course Files Coordinator, BOS-Computer Application Coordinator, Technical workshops and expert lectures for students
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In addition to above said work, any other work as per need of the department can be given to the faculty members. Moreover, guest faculty members will be associated with all the faculty members and they can take services of guest faculty members to execute above said responsibilities. All the faculty members are requested to put their best efforts and skills in order to execute these responsibilities with sincerity and honesty.


21/07/20
HOD-CSE

CC: - All faculty and staff members.
Director, for information please
Associate Dean, For Information please

I.K.G.P.T.U, Main Campus, Kapurthalla

Department of Computer Science & Engineering

Ref. No. IKGPTU/CSE/21/176

Dt. 12/03/2021

CIRCULAR

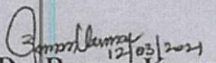
This is to inform all the faculty members that following additional responsibilities are assigned for smooth conduct of the department: -

S. No.	Name of Teacher	Responsibilities
1.	Dr Raman Kumar, Assistant Professor	Incharge CSE Coordinating various activities of the department Coordinating interdepartmental activities Incharge, Open Source Lab, Software Engineering Lab (Approval and purchase of equipment, software and furniture items of Lab) Incharge, Programming Lab Member, Research committee of CSE department Member, Technical committee of CSE department Honors and Minor degree coordinator Department Representative Library Department Site Maintenance Incharge, Software Purchase Incharge, MoUs with other industry and academic units Coordinator, B.Tech, Computer Engineering Batch Coordinator -2019 CSE
2.	Dr Anshu Bhasin, Assistant Professor	Preparation of External Examiners list and coordination for conduct of practical exam Coordinator B.Tech. Software Engineering Incharge, Time Table Incharge, Training and Placement To handle equivalence related cases Incharge, Major Project Lab, Cloud Computing Lab, Networking Lab (Approval and purchase of equipment, software and furniture items of Lab) Member, Technical Committee of CSE department Member, Administrative Committee of CSE department M.Tech. Project, Seminar & Thesis Coordinator Batch Coordinator -2017 CSE Minor coordinator MOOCS coordinator Incharge, Department Newsletter
3.	Dr Pooja Sharma, Assistant Professor	Mid Term Exam Coordinator-All courses running under department of CSE (preparation of date sheet, conduct of exam, compilation of detention list and all examination related work. Result Coordinator Coordinator, Technical workshops and expert lectures for students Admission Coordinator (All courses running under Department of CSE) Ph.D. Course work coordinator Coordinator, Major Project for B.Tech courses Incharge Department Society Maintenance of Course-Files Incharge, Student Feedback Data Collection and Analysis

Signature

		Batch Coordinator -2018 CSE Coordinator, BOS-Computer Application Member, Research Advisory Committee of CSE department Coordinator, BCA and MCA
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In addition to above said work, any other work as per need of the department can be given to the faculty members. Moreover, guest faculty members will be associated with all the faculty members so that they can take services of guest faculty members to execute their responsibilities. All the faculty members are requested to put their best efforts and skills in order to execute these responsibilities with sincerity and honesty.


12/02/2021
Dr. Raman Kumar
HOD-CSE

CC:- All faculty and staff members.
Director, for information please
Associate Dean, For Information please