

INTER OFFICE NOTE

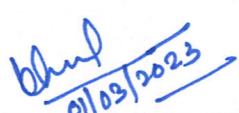
Ref. No.: SRMCEM/ EN&EE/ION/2022-23/13/08

28th, February 2023

As per the guidelines issued by the academic cell in vide letter no. AC/ION/2022-23/58, the coordination committee of department has been framed which is as follows:

| S.No. | Committee Name | Committee Members | Presiding officer |
|-------|---|---|-------------------------|
| 1. | Placement Activities | 1. Er. Jayati Vaish 2. Er. Satyendra Kr. Gupta | Er. Jayati Vaish |
| 2. | Webinars/Seminars/Workshops/Guest Lecturers/Invited Talks | 1. Er. Sandhya Srivastava 2. Er. Jayati Vaish 3. Er. Ankita Khare | Er. Sandhya Srivastava |
| 3. | Committee for Class Conduction | 1. Er. Amit Kumar 2. Er. Sandhya Srivastava | Er. Amit Kumar |
| 4. | Committee for Lab Inspection | 1. Er. Amit Kumar 2. Er. Satyendra Kr. Gupta 3. Er. Jayati Vaish | Er. Amit Kumar |
| 5. | Committee for Maintaining the Achievements Records | 1. Er. Sandhya Srivastava 2. Er. Ankita Khare | Er. Sandhya Srivastava |
| 6. | Committee for Monitoring Department Infrastructure | 1. Er. Amit Kumar 2. Mr. Ashish Sinha 3. Mr. D.D. Gupta | Er. Amit Kumar |
| 7. | Committee for Departmental Library | 1. Er. Satyendra Kr. Gupta 2. Mr. Krishna Pal | Er. Satyendra Kr. Gupta |
| 8. | Committee for ERP | 1. Er. Ankita Khare 2. Er. Amit Kumar | Er. Ankita Khare |
| 9. | Committee for Website Updates | 1. Er. Jayati Vaish 2. Er. Ankita Khare | Er. Jayati Vaish |

The charter of duties is also attached. It is instructed to all committee members submit all required documents timely in the given format. The drop box link/email ids are given in the ION: AC/ION/2022-23/58. The presiding officer of each committee will discuss the issue with HoD if any.


Dr. Khadim Moin Siddiqui
HOD (EN&EE)

Distribution

- (i) List B 4. through drop box
(ii) List C 3. (Office copy)