# Samrat Ashok Technological Institute (Engg. College), Vidisha (M.P.)

## Department of Artificial Intelligence

## Office Order

No/AI/Office/

Date: -16/07/2025

Following are the assignment of responsibilities in the Department for Session 2025-26

### A. Course Coordinator

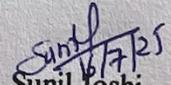| S. No. | Course Coordinator | Name of Faculty |
|---|---|---|
| 1. | B.Tech. CSE-AIADS - Course Coordinator | Dr. Rashi Kumar<br>Prof. Sheena Kumar |
| 2. | B.Tech. CSE-AIML - Course Coordinator | Dr. Shaila Chugh<br>Prof. Smriti Dubey |

### B. Class Coordinator

| S. No. | Class Coordinator | Name of Faculty |
|---|---|---|
| 1. | B.Tech. CSE-AIADS I Year - Class Coordinator | Prof. Sheena Kumar |
| 2. | B.Tech. CSE-AIADS II Year - Class Coordinator | Prof. Apporva Yadav |
| 3. | B.Tech. CSE-AIADS III Year - Class Coordinator | Prof. Shaila Chugh |
| 4. | B.Tech. CSE-AIADS IV Year - Class Coordinator | Prof. Rashi Kumar |
| 5. | B.Tech. CSE-AIML I Year –Class Coordinator | Prof. Smriti Dubey |

### C. Department Responsibilities

| S. No. | Responsibilities | Name of Faculty |
|---|---|---|
| 1. | Website Work | Dr. Rashi Kumar<br>Prof. Sheena Kumar |
| 2. | Admission Promotion Work, Placement Record, Internship Record, Students Achievement Record | Prof. Smriti Dubey<br>Prof. Apporva Yadav |
| 3. | Create Student Directory with Photograph | Prof. Apporva Yadav |

| S. No. | Office Responsibilities | Name of Faculty |
|---|---|---|
| 1. | Office Work, Lab Record | Sh. Vinay Mishra<br>Sh. Prateek Pandey |

All are hereby instructed to take charge of their responsibilities with immediate effect.

Dr. Sunil Joshi

Head, Dept. of AI

Copy to: Director Sir
    Dean Academic
    Dean Student Welfare
    Registrar
    All Concerned