

Administrative / Institute Support Work by R. K. Jana

Contribution at the Department Level:

1. Contributed significantly for preparing **TEQIP-II proposal for the Department**.
2. Worked as **UG In-charge of Mathematics, Coordinator, Work Load & Time Table of Mathematics, Lab In-charge**, Computer Lab of Mathematics, **Coordinator, Annual Report, Web Site & MIS**, Departmental TEQIP Coordinator etc.
3. Worked as Member of different committees like selection committee of Teaching Assistant in Mathematics, **PhD Admission Committee**, committee for selecting class representatives, Committee to follow up for New Departmental Building etc.
4. Departmental Representative to implement MIS, Departmental (AMHD) Representative in the committee constituted for purchasing MATLAB.
5. Presently working as **PG In-charge of Mathematics, Lab In-charge**, Computer Lab of Mathematics, **Coordinator, Department Examination Cell, Departmental TEQIP Coordinator** etc.
6. **Faculty Advisor of M.Sc.-V** students for 2015-16 and 2016-17 session.

Contribution at the Institute Level:

1. Worked as **Hostel Warden for 6 years at SVNIT**. Nominated as Member Secretary to the Council of Wardens at SVNIT from February 2007 to July 2008.
2. Worked as **Faculty Advisor of SCOSH** (Society for Cultivation of Sciences and Humanities), SVNIT.
3. Worked as Member of different committees like **Institute Software Committee**, committee constituted for implementation of **NPTEL & ISRO's EDUSAT Programme**, Institute level committee for **admission & counseling for M.Sc. (5 year integrated) programme** for the session 2009-10 and 2010-11, Institute Level Committee constituted for finalizing the **department-wise workload and Faculty Strength**, Institute level **Anti Ragging committee** (2011-12 and 2012-13 sessions), Institute level **Anti Ragging Squads** (2011-12 and 2012-13 sessions), **Institute level Committee to study Rules and Regulations for Faculty recruitment, Career Advancement Scheme (CAS), Pay anomalies upon implementation of 6th CPC** etc., **Scrutiny Committee of Students Council Election 2015-16**.
4. Worked as Member of **Hostel Admission Committee, Disciplinary committee of each convocation and cultural events (Sparsh, Kasish etc.)** each year during the Warden ship.
5. Worked as **Executive Member of Staff Club Committee, Teacher's Association of SVNIT**.
6. **Coordinator of Orientation Programme (2015) for First year M.Sc. (Mathematics) students**.

Contribution at the National Level:

1. **Appointed as Observer** of AIEEE 2008 and AIEEE 2009 Examination by Central Board of Secondary Education (CBSE).
2. Act as a **Presiding Officer** of General Election 2009 at Surat.
3. Act as an **Observer** of SMC Election 2015 at Surat.
4. **Panel of Examiner and Paper Setter** of Different Universities.

Co-Curricular Activities

Sports Related Activities

Played cricket in the Inter Dept. Championship 2002 and 2003 at Vidyasgar University and win Silver Medel on 2002.

Member of Board of Sports of SVNIT (2007-2010).

Act as a **Coordinator** of All India Inter Engineering Sports Tournament COMPETE 2007 from 09.02.07 to 11.02.07 at SVNIT, Surat.

Contributed significantly in organizing Manoj Memorial Night Cricket Tournament at SVNIT as **Co Coordinator** in 2008-09, 2009-10 sessions.

Contributed significantly in organizing Ganesh Memorial Volley Ball Tournament at SVNIT as **Co Coordinator** in 2008-09, 2009-10 sessions.

Faculty Advisor of 6th Manoj Memorial Night Cricket Tournament during 26-30 January' 2011.

Faculty Advisor of Inter Year Night Football Tournament during February 17-19, 2012 at SVNIT.

Faculty Advisor of All India Inter NIT Sports Tournament COMPETE 2012.

Technical and Cultural Activities

Faculty Advisor to conduct Kite Festival "Patang Utsav '08" on 20th January, 2008 and "Aao Kite Udaao" on 18th January'2009 at SVNIT.

Coordinator of Teacher's day Celebration on 05.09.2011 and 05.09.2012.

Coordinator of National Mathematics Day (Ramanujan's Birthday) Celebration on 22.12.2012.

Faculty Advisor of Sharadotsav 2011 and 2012.

Act as **Chairman** and **Cochairman** of Social & Cultural Committee of Hostel Section in 2007-08 and 2008-09 sessions respectively.

Cochairman of KASISH 09 (the first year welcome) during February 13-14, 2009.

Co-coordiantor of the committee for the preparation of NET/GATE examination for the students of Five year integrated M.Sc. programme in Mathematics.

Faculty Coordinator of Group Discussion and Quiz Competition on 13.10.2012, organized by SCOSH.

Faculty Coordinator of online quiz competition organized during **Workshop on "Life of Srinivasa Ramanujan and his contribution in the field of Mathematics"** (celebration of National mathematics Year 2012) during October 26-27, 2012.

Faculty Coordinator of the event **Science Hunt** organized by SCOSH, on 03.11.2012.

Faculty Coordinator of Ramanujan's Birth day Celebration (National Mathematics Day) on 22.12.12, organized by SCOSH.

Faculty Coordinator of the event **RHEA (Remove Hunger to Eradicate Adversity)** organized by SCOSH during February 02-15, 2013.

Faculty Coordinator of PRAKRITI 2013 during 28th February 28- 1st March, 2013.

Faculty Coordinator of Screening the Movie "**Genius of Srinivasa Ramanujan**" on 26.04.2013, the death anniversary of Ramanujan.

Faculty Coordinator of PRAKRITI 2016 during February 5-6, 2016.

Faculty Advisor of Science Festival **PRAKRITI 2017** during March 17-18, 2017.