

## Administrative / Institute Support Work by Dr. Ranjan Kumar Jana

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<b>Contribution at the Department Level</b>	<p>Contributed significantly for preparing <b>Syllabus for Five year Integrated M. Sc. Programme, TEQIP-II proposal</b> for the Department.</p> <p>Worked as <b>PG In-charge, UG In-charge</b> of Mathematics, <b>Coordinator, Work Load &amp; Time Table</b> of Mathematics, <b>Lab In-charge, Computer Lab</b> of Mathematics, <b>Coordinator, Annual Report, Web Site &amp; MIS, Departmental TEQIP Coordinator</b> etc.</p> <p>Worked as <b>Coordinator, Departmental Examination Cell</b> and member of different committees like <b>selection committee of Teaching Assistant in Mathematics, PhD Admission Committee, committee for selecting class representatives</b> etc.</p> <p>Departmental Representative to <b>implement MIS</b>, Departmental (AMHD) Representative in the committee constituted for <b>purchasing MATLAB</b>.</p> <p><b>Faculty Advisor of M.Sc.-V</b> (Math.) students for 2015-16, 2016-17 session.</p> <p><b>Coordinator of Orientation for first year M.Sc. (Math.)</b> students 2015-16, 2016-17, 2017-18 sessions.</p> <p><b>Member Secretary</b>, Departmental Academic &amp; advisory Committee (<b>DAAC</b>), AMHD, SVNIT since July 2017-August 2019.</p> <p>Member of different committees like <b>Purchase Committee, Finance Committee</b> (DOC &amp; Annual Plan Grant), <b>New Building of AMHD, Students Innovation, Entrepreneurship and Startup Club of AMHD</b>.</p> <p><b>Coordinator</b>, Services to Community and Tribal Development of AMHD.</p> <p><b>Faculty Advisor of M.Sc.-IV</b> (Math.) students for 2018-19 and for M.Sc.-V (Math.) students for 2019-20 session.</p> <p><b>Faculty Coordinator of the weekly seminar InterAct</b> (Internship Experience and Research Activities), so far 30 seminars have been conducted.</p>
<b>Contribution at the Institute Level</b>	<p>Worked as <b>Hostel Warden</b> for 6 years at SVNIT. Nominated as <b>Member Secretary</b> to the Council of Wardens at SVNIT from February 2007 to July 2008.</p> <p>Worked as <b>Faculty Advisor of SCOSH</b> (Society for Cultivation of Sciences and Humanities), SVNIT (April 2015 to July 2019).</p> <p>Worked as Member of different committees like <b>Institute Software Committee</b>, committee constituted for implementation of <b>NPTEL &amp; ISRO's EDUSAT Programme</b>, Institute level committee for <b>admission &amp; counseling for M.Sc. (5 year integrated)</b> programme for the session 2009-10 and 2010-11, Institute Level Committee constituted for finalizing the <b>department-wise workload and Faculty Strength</b>, Institute level <b>Anti Ragging committee</b> (2011-12, 2012-13, 2013-14, 2015-16, 2016-17, 2017-18 sessions), Institute level <b>Anti Ragging Squads</b> (2011-12 and 2012-13 sessions), Institute</p>

level Committee to study **Rules and Regulations for Faculty recruitment, Career Advancement Scheme (CAS), Pay anomalies** upon implementation of 6 th CPC etc

Member of Committee for evaluation of **Ph.D. report** of several students of SVNIT.

Worked as Member of **Hostel Admission Committee, Disciplinary committee** of each **convocation** and cultural events (**Sparsh, Kasish** etc.) each year during the Warden ship.

Worked as **Executive Member** of **Staff Club** Committee, Teachers Association of SVNIT.

Member of **scrutiny Committee** of application for Students Council Election 2015, 2016 and Presiding Officer for 2016, 2018 election.

**Faculty Advisor of Society for the promotion of Indian Classical Music and Culture Amongst Youth (SPICMACAY)** (Jan 2018 to Jan 2019).

**Member** of the Committee constituted to propose the **revised structure of UG/PG program of SVNIT, Surat as Member Secretary, DAAC.**

**Contribution at the National Level**

Appointed as **Observer of AIEEE 2008 and 2009** Examinations conducted by Central Board of Secondary Education (CBSE).

Act as a **Presiding Officer** of General Election 2009, 2019 at Surat.

Act as an **Observer/Zonal Officer** of SMC Election 2015 at Surat.

**Panel of Examiner and Paper Setter** of several University and Institute in the subject of Mathematics.

Act as a **Subject Expert** for Ph.D. admission in the subject of Mathematics at **Gujarat Technological University, Gandhinagar.**

Nominated as a **Mentor in the subject of Mathematics for Science India.**

Act as an **Observer for UGC NET Exam** held on 8th July, 2018 conducted by Central Board of Secondary Education (CBSE).

Act as an **expert in the subject of Mathematics** to write item for **Joint Entrance Examination (JEE)** conducted by **National Testing Agency (NTA)** during 20.08.2018 to 25.08.2018.

Act as an **expert** in the subject of **Mathematics** for **Thesis Advisory Committee** of a PhD student at **Mukesh Patel School Technology Management and Engineering, Mumbai.**

Act as a **Presiding Officer** of General Election 2019 at Surat.

**Invited** to teach and act as a **Course Coordinator of Engineering Mathematics (AS 105)**, for odd semester and **Discrete Mathematics (AS 205)** for even semester of 2017-18, 2018-19 and 2019-20 sessions of **IIIT, Surat.**

## 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**.

**Faculty Coordinator** to organize **Cricket match between Students XI vs Faculty XI** of Mathematics Department, SVNIT on 15.03.2020.

### 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 **Teachers day Celebration** on 05.09.2011 and 05.09.2012.

Coordinator of **National Mathematics Day** (Ramanujans 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 Ramanujans 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.

**Faculty Coordinator** to organize **Teachers Day** on 07.09.2017.

**Faculty Coordinator** to organize **Inquest 2.0** (a 10 hour long Research Marathon) on 11.11.2017.

**Faculty Coordinator** to organize **Homecoming 2k17**: Reunion of pass out M.Sc. Students to commemorate the 10 year existence of M.Sc. integrated programme on 23.12.2017.

**Faculty Coordinator** to organize **Kathak Workshop** during 29.01.2018-02.02.2018 under **SPICMACAY**.

**Faculty Coordinator** to organize **SwarTarang: A tryst with Classical Music** on 31.01.2018.

**Faculty Coordinator** to organize **Science Festival PRAKRITI 2018** during March 17-18, 2018 at SVNIT. 11. **Faculty Coordinator** to organize National Mathematics Day on 23.12.2017.

**Faculty Coordinator** to organize **Teachers Day** on 05.09.2018 at AMHD, SVNIT, Surat.

**Faculty Coordinator** of the **Tree Plantation Drive** held on 05.09.2018 at AMHD, SVNIT, Surat.

Member of **Advisory Committee of VIRASAT 2020** by SPICMACAY, held at SVNIT during 28.01.2020-01.02.2020.

**Faculty Coordinator** to organize **Mathematics Colloquium** on the occasion of **International Day of Mathematics** on 14.03.2020 at AMHD, SVNIT, Surat. <sup>1</sup>

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<sup>1</sup>Last updated on April, 2020