



Faculty & Staff Deputation

In supersession of all previous notification, the Faculty & staff deputation has been reconstituted as follows:

A. Faculty Incharge - Outcome Report

Dr. Goldi Soni, Asst. Professor (ASET) – Faculty In-charge (AUC Outcomes)

Mr. Gulab Chand Sahu (Executive- IQAC/Amizone)

Responsibilities:

- Outcomes Faculty In charge will be responsible for providing assistance and support to faculty and staff in charges of various events/activities for the development, assessment, and review of outcome Reports.
- Faculty In-charge shall act as SPOC for collecting the all kinds of Outcome Reports from all the Schools/Depts/Units/Cells etc.
- Communicating & coordinating with all HoIs/ Faculty In-charges for submission of the Outcome Reports of all Events/Activities as per the event calendar.
- Verification of contents/format of the Outcome reports.
- Reporting to IQAC & Registrar Office on outcome related matters.

B. AUC Website

Mr. Narendra Kumar Dewangan, Asst. Professor (ASET) – Faculty In-charge

Mr. Sanjay Kumar Patel, Manager (ASCO Studio)

Responsibilities:

- A website Faculty In charge will be responsible for publishing content, maintaining continuity of themes, designing layout, streamlining navigation and increasing online presence to potential stake holders.
- Faculty In-charge shall act as SPOC for updating the AUC Website
- Shall work under the guidance & supervision of the IQAC-Chairman.
- Communicating & coordinating with all HoIs, Heads, Faculty In-charges to collect the requisite information to upload on Website.
- Collaborating with all University Authorities/HoIs/Faculty Members to ensure that the website aligns with brand strategy and meets the organization's standards.
- Coordination with Central Website Team for periodical updates on websites and uploading of contents

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- troubleshooting all website issues in coordination with Central Website/IT Team
- Building a tracker and keeping track of all items across the site important dates, links that need updating etc. and making sure we have all up-to-date content on the sites
- Conducting content audits to eliminate redundant and/or duplicate information

This has the approval of the Competent Authority.


Registrar
