

**MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**


as

Dated : 27/8/24

**Coordinators List (Aug 2024 - July 2025)**

<b>Responsibility</b>	<b>Faculty Incharges</b>
<b>Faculty/Staff Data</b>	Ms Garima Gupta
	Dr Sudha Narang
<b>Student Data</b>	Ms Zameer Fatima
	Mr Saurabh Rastogi
	Ms Karuna Middha
	Ms Sakshi Jha
<b>Alumni Data</b>	Mr Ashish Sharma
	Dr Sandeep Tayal
	Mr Saurabh Rastogi
	Dr Yogesh Sharma
<b>R &amp; D Data</b>	Dr Ashish Khanna (Student Publications)
	Dr Deepak Gupta (Faculty Publications)
	Dr Moolchand Sharma (Patents)
<b>Final Year Major and Minor Project</b>	Prof Namita Gupta
	Ms Garima Gupta
	Dr Sandeep Tayal
	Ms Deepti Gupta
<b>Student's Attendance</b>	Dr Sudha Narang
	Ms Shallu Juneja
	Mr Ajay Tiwari
<b>Student's Marks/OMR /RC</b>	Ms Mini Agarwal
	Dr Prerna Sharma Mann
	Ms Karuna Middha
<b>Student's Result</b>	Mr Alok Sharma
	Ms Ruchi Goel
<b>CO attainment Record</b>	Dr Sudha Narang
	Dr Prerna Sharma Mann
	Mr Akshay Mool
<b>Chief Counselor</b>	Mr Ashish Sharma
<b>Fee Committee</b>	Mr Anupam Kumar
	Counselors
<b>Departmental Library</b>	Dr Jyoti Sharma
	Ms Kajol
<b>Staff Leave Records</b>	Mr Sumit Gupta
	Mr Anish Gupta
<b>Placement Data</b>	Ms Deepti Gupta
	Ms Savita Sharma
	Dr Ankita Gupta
	Ms Sakshi Jha
<b>Time-Table Incharges</b>	Ms Ruchi Goel
	Dr Yogesh Sharma
	Ms Savita Sharma

<b>Responsibility</b>	<b>Faculty Incharges</b>
<b>Course File</b>	Dr Ashish Khanna, Dr Prerna Mann (IV yr) Mr Ajay Tiwari, Ms Ruchi Goel (III yr) Ms Zameer Fatima, Mr Anupam Kumar (II yr) Ms Mini Agarwal, Dr Jyoti Sharma (I yr)
<b>Department Website</b>	Dr Sandeep Tayal Mr Alok Sharma Ms Sakshi Jha Ms Mini Agarwal Respective Coordinators
<b>Social Media</b>	Mr Ashish Sharma Ms Kavita Saxena
<b>YearBook/Department Newsletter/Technical Magazine Editorial Board</b>	Prof Namita Gupta (Editor-in-Chief) Mr Ashish Sharma (Year Book) Ms Garima Gupta (Newsletter) Ms Ruchi Goel (Technical Magazine) Dr Ankita Gupta, Ms Zameer Fatima, Dr Farzil Kidwai, Ms Divya, Mr Akshay Mool, Ms Chesta (members)
<b>Agrani Sankalp editorial team member</b>	Mr Anupam Kumar Dr Farzil Kidwai
<b>Designing</b>	Dr Farzil Kidwai
<b>Moodle and ERP</b>	Mr Alok Sharma
<b>Exam Cell</b>	Dr Moolchand Sharma
<b>Block-1 Nodal officers</b>	Dr Moolchand Sharma Mr Rajesh Gupta
<b>TechCom Society</b>	Ms Kavita Saxena Ms Deepti Gupta Ms Karuna Middha
<b>Institute-Industry Interaction</b>	Dr Nisha Ms Savita Sharma Ms Chesta
<b>Computer Labs</b>	Dr Deepak Gupta Dr Jyoti Sharma Ms Minni Agarwal
<b>Internships and Training (V and VII Sem)</b>	Prof Namita Gupta Dr Ankita Gupta Dr Sandeep Tayal Mr Moolchand Sharma
<b>Degree Data</b>	Mr Alok Sharma Ms Ruchi Goel Ms Divya

  
 Prof Namita Gupta  
 HoD CSE

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

Dated : 27/8/24

**Coordinators List (Aug 2024 - July 2025)**

Responsibility	Tasks To be done
<b>Faculty/Staff Data</b>	Maintain faculty/staff personal file, Record of Workshops/Conferences/Seminars/FDPs organised/attended, Year-wise faculty list as per AICTE/IPU/NBA format ,Professional Society membership details, Lectures delivered in FDP/Seminar/Workshop/Conference etc, Courses completed, Certification/award/achievement (if any)
<b>Student Data</b>	Maintain detail record of Students participating/winning competitions or any other award/special recognition/achievement at National and International level, Record of Industrial visits/Workshops/Seminars/competitions organised by department/Institute for students
<b>Alumni Data</b>	Maintain batch-wise record of students going for higher studies, students registered their startups, Students working in Govt organizations/ at top positions in companies etc , any other achievement, collect Institute feedback, parents feedback, alumni feedback
<b>R &amp; D Data</b>	Maintain record of faculty and students Paper publications, Patents, funded projects, award (if any) with proofs, Prepare year-wise publication booklet
<b>Final Year Major and Minor Project</b>	Plan and execute Minor/Major Project assessment semester calender
<b>Student's Attendance</b>	Keep Record of defaulters and report to concerned authority
<b>Student's Marks/OMR /RC</b>	Collect Internal marks from respective faculties and coordinate OMRs filling
<b>Student's Result</b>	Record of Individual Student Result, Result analysis
<b>CO attainment Record</b>	Collect data and prepare Co attainment sheet, attainment analysis and next year action plan
<b>Chief Counselor</b>	Maintain Batch-wise students list, Coordinate with all groups counselors, Maintain record of individual counselor meeting, prepare minutes of meeting and action taken
<b>Fee Committee</b>	Keep track of fee status with proof
<b>Departmental Library</b>	Maintain Record of books/resources available in department library
<b>Staff Leave Records</b>	Prepare Monthly salary and maintain record of leaves
<b>Placement Data</b>	Maintain batch-wise record of student placements (on-campus/off-campus) with proofs, Collect Industry expert feedback form
<b>Time-Table Incharges</b>	Prepare, circulate and update time-table (Class/group-wise, faculty-wise, lab-wise, Room-wise)
<b>Course File</b>	Maintain record of subject-wise learning resource material
<b>Department Website</b>	Maintain department website
<b>Social Media</b>	Post Department related activities/achievements on Facebook, Instagram, etc

<b>Responsibility</b>	<b>Tasks To be done</b>
<b>YearBook/Department Newsletter/Technical Magazine Editorial Board</b>	Release next issue of Newsletter half-yearly and Magazine yearly
<b>Agrani Sankalp editorial team member</b>	Responsible for sending Department activities report for publication in Agrani Sankalp
<b>Designing</b>	Posters/Brouchers/official documents designing
<b>Moodle and ERP</b>	Manage students and faculties account on Moodle and ERP portal
<b>Exam Cell</b>	Handle Exam related enquires
<b>Block-1 Nodal officers</b>	Handle Floor maintainence related tasks, Follow-up with concerned authority and reporting to higher authorities related to maintenance
<b>TechCom Society</b>	Organize technical workshops/events in department for students
<b>Institute-Industry Interaction</b>	Coordinate with T&P, faculties and students to organize expert lectures from Industry, arrange Industrial visits etc
<b>Computer Labs</b>	Coordinate with LabSubject coordiantors and check all required information is displayed in labs (updated), lab manuals available in labs, maintain stock registers
	Keep the Lab Documents - Lab Manual, List of experiments of all lab subjects, Hardware and software details labwise
<b>Internships and Training (V and VII Sem)</b>	Maintain students training record as per the format ( online,with startups/ Govt organisations/paid/PPO offers etc) and coordinate with counselors for their assessment, get feedback from the trainers
<b>Degree Data</b>	Maintain record of students batch wise and maintain record of PCE, EAE, OAE, NPTEL papers taken

**Prof Namita Gupta**  
**HoD CSE**


Dated: 27/08/2024

**MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**Lab Incharge (Odd Sem, Aug-Dec 2024)**

**Lab Coordinators - Dr. Deepak Gupta and Dr. Jyoti Sharma**

S.No	Sub-code	Subject	Lab-No	Faculty Lab Incharge	Lab Assistant	Lab Attendant
1	ES-153	Programming in C Lab	332-A	Ms. Mini Agarwal,	Mr. Sachin Tyagi	Mr. Sandeep Kumar
2	ES-153	Programming in C Lab	332-B	Mr Priyank		
3	CIC-353	Operating Systems Lab	111	Ms. Kavita Saxena	Mr. Sanjay Kumar	Mr. Rakesh Sharma
4	CIC-355	Computer Network lab	111	Mr. Ashish Sharma		
5	CIC-257	OOPS Lab	113	Mr. Akshay Mool		
6	CIC-357	Software Engineering Lab	113	Dr. Jyoti Sharma		
7	CIC-255	Data Structure Lab	122	Ms. Deepti Gupta	Mr. Rajesh Kumar	Ms. Khushboo
8	CIC-351	Compiler Design Lab	122	Ms. Zameer Fatima		
9	CIE-405P	Data Science Lab	131	Ms. Kajol Dahiya	Mr. Yashpal	Mr. Sunil Kr. Maurya
10	CIE-425P	Data Warehousing and Data Mining Lab	131	Ms. Garima Gupta		
11	CIE-421P	Machine Learning Lab	131	Dr. Sudha Narang		
12	ML-463P	Supervised and Deep Learning Lab	131	Dr. Yogesh Sharma		
13	FSD-435P	PHP Programming and MySql Lab	132	Dr. Farzil Kidwai		
14	ML-409P	Reinforcement Learning and Deep Learning Lab	132	Mr. Ajay Tiwari		
15	ML-465P	Unsupervised Learning Lab	132	Dr. Prerna Sharma		
16	ML-411P	Pattern Recognition and Computer Vision Lab	145	Mr. Anupam Kumar		
17	FSD-43P	Web and Mobile Application and Deployment Lab	145	Mr. Alok Sharma	Mr. Lokesh	Mr. Rajesh Meena
18	FSD-437P	Mobile APP Development Lab	146	Dr. Sandeep Tayal		
19	CIC-359	Design and Analysis of Algorithm Lab	146	Dr. Deepak Gupta		
20		Computer Center	114	Mr. Alok Sharma	Mr. Sumit Gupta, Mr. Anish Gupta	Mr. Pradeep Kr. Upadhyay
21		E-Yantra	102	Mr. Anupam Kumar	Mr. Sumit Gupta	Mr. Rakesh Sharma
22		IoT	102	Dr Farzil Kidwai, Dr Yogesh Sharma		
23		Project Lab	105	Ms Garima Gupta, Dr Sandeep Tayal	Mr Anish Gupta	Mr. Rajesh Meena
24		R&D Lab	105	Deepak Gupta, Dr. Moolchand Sharma		
25		Intel COE (AI)	112	Mr Anupam Kumar, Dr Prerna Mann Sharma	Mr. Anish Gupta	Mr. Pradeep Kr. Upadhyay

  
Dr. Namita Gupta  
(HoD CSE)

## Events Coordinator list

(Academic Year: Aug 2024 to July 2025)

S. No	Name of the Event	Committee Members	Name of the Faculty Coordinator(s)	Tentative Date/Month
1	SIH (Internal)	Ms. Karuna Middha, Ms. Divya Arora, Ms Neetu Garg	Dr. Ankita Gupta, Ms. Garima Gupta	Aug/ September 2024
2	Pitch Your Idea	Dr. Yogesh Sharma, Mr. Alok Sharma, Ms. Savita Sharma, Ms. Ruchi Goel, Dr. Sandeep Tayal, Ms. Shallu Juneja	Mr. Ashish Sharma, Dr. Nisha Aggarwal	19-20, September 2024
3	Workshop for Non- Teaching Staff	Ms. Kajol Dahiya, Ms Chesta, Mr. Akshay Mool	Ms. Shallu Juneja, Ms. Karuna Middha	3rd/4th Week of September 2024 (during Mid-term exam)
4	HackwithMAIT	Ms. Garima Gupta, Dr. Ankita Gupta, Ms. Savita Sharma, Ms. Karuna Middha, Mr. Ajay Kumar Tiwari, Ms. Divya Arora, Ms Neetu Garg, Ms Zameer Fatima, Dr Prerna, Ms Deepti, Mr Anupam, Dr Sudha, Ms Shallu	Dr. Moolchand Sharma, Dr. Farzil Kidwai, Ms Kavita Saxena	24th-25th October 2024
5	Symposium (SCCTT)	Mr. Ashish Sharma, Mr. Alok Sharma, Ms. Savita Sharma, Ms. Ruchi Goel, Dr. Nisha Aggarwal, Ms. Mini Aggarwal	Dr. Yogesh Sharma, Dr. Sandeep Tayal	29th November 2024
6	Internship Fair	Dr. Yogesh Sharma, Mr, Alok Sharma, Ms. Savita Sharma, Ms. Ruchi Goel, Dr. Sandeep Tayal, Ms. Deepti Gupta, Ms. Karuna Middha, Dr. R.K Choudhury, Mr. Saurabh Rastogi, Dr. Jyoti Kaushik, Ms Neetu Garg, Mr. Akshay Mool, Dr Ankita Gupta	Dr. Nisha Aggarwal, Mr. Ashish Sharma	3rd/ 4th Week of January 2025
7	Innovation Mela	Ms. Karuna Midha, Dr. Deepak Gupta, Mr. Anupam Kumar, Ms. Divya Arora, Dr. Nisha Aggarwal, Mr. Saurabh Rastogi, Ms Neetu Garg, Mr. Akshay Mool, Dr Ankita Gupta	Ms. Garima Gupta, Ms. Ruchi Goel	3rd/ 4th Week of February 2025
8	Symposium / Conference (SNSFAIT)	Dr Moolchand Sharma, Ms Kavita Saxena, Dr Farzil Kidwai, Mr ajay Tiwari, Dr Sandeep Tayal, Dr Prerna Mann Sharma	Mr. Anupam Kumar, Dr. Deepak Gupta	May 2025
9	FDP	Ms. Sakshi Jha , Ms. Karuna Middha, Ms. Shallu Juneja, Ms Zameer Fatima	Dr. Deepak Gupta, Dr. Moolchand Sharma	July/ August 2025
10	Industrial Visit	Ms. Ruchi Goel, Dr. Sandeep Tayal, Dr. Nisha Aggarwal , Dr. R.K Choudhury, Ms. Kavita Saxena, Ms. Shallu Juneja, Ms Kavita Saxena	Ms. Savita Sharma, Dr. Yogesh Sharma	Quarterly
11	Student Bootcamp	Dr. Farzil Kidwai, Ms. Karuna Middha, Ms. Divya Arora, Ms. Sakshi Jha, Ms Garima Gupta, Dr Ankita Gupta, Ms Deepti Gupta, Ms Zameer, Ms Sakshi	Dr. Ashish Khanna, Ms Kavita Saxena	Half yearly
12	Competition/ Events organized under Intel CoE (AI)	Ms. Garima Gupta, Mr. Ajay Kumar Tiwari, Dr. Jyoti Kaushik, Ms. Mini Agarwal, Dr. Ankita Gupta, Ms Ruchi Goel, Dr. Sudha Narang	Mr. Anupam Kumar, Dr. Prerna Mann	Throughout the Year

*Gupta*