

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

Dated : 3/8/21

List of coordinators (Aug - Dec 2021)

Responsibility	Faculty Incharge	Tasks To be done
Faculty Data	Ms Garima Gupta	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)
	Ms Sudha Narang	
	Mr Nitish Uppal	
Student Data	Ms Zameer Fatima	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
	Ms Prerna Mann	
	Ms Akanksha Kochhar	
	Ms Sakshi Jha	
Alumni Data	Dr Pooja Gupta	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
	Ms Neetu Gupta	
	Ms Zameer Fatima	
R & D Data	Dr Ashish Khanna	Maintain record of faculty and students Paper publications, Patents, funded projects, award (if any) with proofs, Prepare year-wise publication booklet
	Dr Deepak Gupta	
	Ms Akanksha Kochhar	
Minor Project Coordinators	Prof Namita Gupta	Plan and execute Minor Project assessment semester calender
	Mr Ashish Sharma	
	Ms Ruchi Goel	
	Ms Savita Sharma	
Student's Attendance Coordinators	Ms Shallu Juneja	Keep Record of defaulters and report to concerned authority
	Mr Priyank Saxena	
	Ms Karuna Middha	
	Mr Nitish Uppal	
Student's Marks and OMR Coordinators	Mr Ajay Tiwari	Collect Internal marks from respective faculties and coordinate OMRs filling
	Ms Kavita Saxena	
	Ms Prerna Sharma	
	Dr Ashish Khanna	
	Ms Sapna Gupta	
Student's Result	Mr Alok Sharma	Record of Individual Student Result, Result analysis, Record of CO-PO/PSO Attainment sheet
	Ms Ruchi Goel	
	Ms Ankita Gupta	
	Dr Jyoti Kaushik	
Chief Counselor	Mr Ashish Sharma	Maintain Batch-wise students list, Coordinate with all groups counselors, Maintain record of individual counselor meeting, prepare minutes of meeting and action taken
Fee Committee	Mr Anupam Kumar	Keep track of fee status with proof
	Ms Anubha	
	Counselors (Members)	
Departmental Library	Dr Neeraj Garg	Maintain Record of books/resources available in department library
	Ms Neelam Sharma	
Staff Leave Records	Mr Sumit Gupta	Prepare Monthly salary and maintain record of leaves
	Mr Anish Gupta	
Training and Placement Coordinators	Dr Pooja Gupta	Maintain batch-wise record of student placements (on-campus/off-campus) with proofs
	Ms Karuna Middha	
	Ms Deepti Gupta	
	Ms Kajol Dahiya	
Time-Table Coordinators	Ms Savita Sharma	Prepare, circulate and update time-table (Class/group-wise, faculty-wise, lab-wise, Room-wise)
	Ms Deepti Gupta	
	Ms Ruchi Goel	
Lecture Notes, Tutorial Sheets & Lab. Exercises	All Faculties	Prepare subject-wise learning resource material

Responsibility	Faculty Incharge	Tasks To be done
Department Website	Dr. Sandeep Tayal	Maintain department website
	Mr Alok Sharma	
	Respective Coordinators	
Social Media Coordinators	Mr Ashish Sharma	Post Department related activities/achievements on Facebook
	Dr Farzil Kidwai	
	Dr. Sandeep Tayal	
YearBook/Department Newsletter/Technical Magazine Editorial Board	Prof Namita Gupta Editor-in-Chief	Release next issue of Newsletter half-yearly and Magazine yearly
	Mr Ashish Sharma	
	Dr Farzil Kidwai	
	Dr. Sandeep Tayal	
	Ms Garima Gupta	
Agrani Sankalp editorial team member	Mr Anupam Kumar	Responsible for sending Department activities report for publication in Agrani Sankalp
	Dr Farzil Kidwai	
	Ms Sapna Gupta	
Designing Team	Dr Farzil Kidwai	Posters/Brouchers/official documents designing
	Ms Sakshi Jha	
Moodle Coordinator	Mr Alok Sharma	Manage students and faculties account on Moodle
	Ms Ruchi Goel	
MS Teams Coordinator	Dr Deepak Gupta	Create and Manage channels on Teams for online classes
	Ms Neelam Sharma	
Exam Cell	Mr Yogesh Sharma	Handle Exam related enquires
Floor Incharges	Mr. Saurabh Rastogi (LG)	Handle Floor maintainence related tasks, Follow-up with concerned authority and reporting to higher authorities related to maintenance
	Dr Farzil Kidwai (GF)	
	Dr Jyoti Kaushik (FF)	
	Ms Mini Agarwal (SF)	
	Ms Anubha (TF)	
TechCom Society	Ms Kavita Saxena	Organize technical workshops/events in department for students
	Ms Deepti Gupta	
Institute-Industry Interaction	Ms Sudha Narang	Coordinate with T&P, faculties and students to organize expert lectures from Industry, arrange Industrial visits etc
	Mr Moolchand Sharma	
Lab Incharges	Dr Neeraj Garg	Coordinate with Lab coordiantors and check all required information is displayed in labs (updated), lab manuals available in labs
	Ms Sudha Narang	
Training Coordinators (V and VII Sem)	Dr Pooja Gupta	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
	Mr Moolchand Sharma	
	Ms Neetu Gupta	
	Ms Karuna Middha	
	Ms Neelam Sharma	
	Mr Saurabh Rastogi	

Prof Namita Gupta
HoD CSE

Lab Coordinator-Dr. Neeraj Garg/Ms. Sudha Narang

S.No	Sub-code	Subject	Lab-No	Lab Incharge	lab Assistant	Lab Attendant
1	ETCS-157	Programming in C Lab	332-A	Dr. Jyoti Kaushik	Mr. Sachin Tyagi	Sandeep Kumar
2	ETCS-157	Programming in C Lab	332-B	Ms. Kajol Dahiya	Mr. Sachin Tyagi	Sandeep Kumar
3	ETCS 357	Java Lab	111	Dr. Sandeep	Mr. Sanjay	Rakesh Sharma
4	ETCS 353	Software Enggineering Lab	113	Mr. Moolchand Sharma	Mr. Sanjay	Rakesh Sharma
5	ETCS 255	Data Structure Lab	122	Ms. Shallu Juneja	Mr. Rajesh Kumar	Rajneesh Kumar
6	ETCS 451	Information Security Lab	131	Mr. Anupam Kumar	Mr. Yashpal	Sunil Kr. Maurya
7	ETEC 463	Wireless Communication Lab	131	Mr. Saurabh	Mr. Yashpal	Sunil Kr. Maurya
8	ETCS 453	Software Testing and QA Lab	132	Mr. Ajay Tiwari	Mr. Yashpal	Sunil Kr. Maurya
9	ETCS 457	Elective(ADBMS) Lab	132	Ms. Deepti	Mr Yashpal	Sunil Kr. Maurya
10	ETCS 257	Computer Graphics and Multimedia Lab	145	Ms. Kavita Saxena	Mr. Lokesh	Raj kumar
11	ETCS 351	Algorithms Design and Analysis Lab	146	Dr. Deepak Gupta	Mr. Lokesh	Raj kumar
12		Computer Center	114	Mr. Alok Sharma	Mr. Sumit Gupta/Mr. Anish Gupta	Pradeep Kr. Upadhyay
13		E-Yantra/IoT	102	Mr. Alok Sharma/Mr. Anupam Kumar	Mr. Sumit Gupta	Rajesh Meena
14		R&D/Project lab	105	Dr. Ashish Khanna/Dr. Deepak Gupta/Mr. Moolchand Sharma	Mr. Anish Gupta	Rajesh Meena