

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

Dated : 19/02/2022

List of coordinators (Jan - June 2022)

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	
Alumni Data	Ms Sakshi Jha	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
	Dr Pooja Gupta	
	Ms Neetu Gupta	
R & D Data	Ms Zameer Fatima	Maintain record of faculty and students Paper publications, Patents, funded projects, award (if any) with proofs, Prepare year-wise publication booklet
	Dr Ashish Khanna	
	Dr Deepak Gupta	
Minor Project Coordinators	Ms Akanksha Kochhar	Plan and execute Minor Project assessment semester calender
	Prof Namita Gupta	
	Mr Ashish Sharma	
	Ms Ruchi Goel	
Student's Attendance Coordinators	Ms Savita Sharma	Keep Record of defaulters and report to concerned authority
	Ms Shallu Juneja	
	Mr Priyank Saxena	
	Ms Karuna Middha	
Student's Marks and OMR Coordinators	Mr Nitish Uppal	Collect Internal marks from respective faculties and coordinate OMRs filling
	Mr Ajay Tiwari	
	Ms Kavita Saxena	
	Ms Prerna Sharma	
	Dr Ashish Khanna	
Student's Result	Ms Sapna Gupta	Record of Individual Student Result, Result analysis, Record of CO-PO/PSO Attainment sheet
	Mr Alok Sharma	
	Ms Ruchi Goel	
	Ms Ankita Gupta	
Chief Counselor	Dr Jyoti Kaushik	Maintain Batch-wise students list, Coordinate with all groups counselors, Maintain record of individual counselor meeting, prepare minutes of meeting and action taken
	Mr Ashish Sharma	
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)	
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

**Computer Science and Engineering Department
Theory and Lab Coordinators (Even Semester 2022)**

S.No.	Subject Name	No. of Classes	Faculty Name			
1	Introduction to Programming (II)	4	Kajol Dahiya	Saurabh Rastogi	Dr Jyoti	Shallu Juneja
2	Comp.Org. & Architecture (IV)(CSE)	4	Kavita Saxena	Neetu Garg	Deepti Gupta	Dr. Deepak Gupta
3	Theory of Computation (IV)	4	Zameer Fatima	Dr. Ankita Gupta	Sudha Narang	Dr. Ankita Gupta
4	Database Management Systems (IV) (CSE)	4	Prof. Namita Gupta	Mool Chand Sharma	Kajol Dahiya	Akanksha Kochhar
5	Object Oriented Programming (IV)	4	Yogesh Sharma	Yogesh Sharma	Karuna Middha	Karuna Middha
6	Comp.Org. & Architecture (IV)(ECE)	3	Kavita Saxena	Mini Agarwal	Dr. Jyoti Kaushik	
7	Communication Systems (IV)	4	Sapna Gupta	Nitish Uppal	Sapna Gupta	Nitish Uppal
8	Comp.Org. & Architecture (IV)(CST)	1	Dr. Deepak Gupta			
9	Theory of Computation (IV)(CST)	1	Sudha Narang			
10	Database Management Systems (IV) (CST)	1	Neelam Sharma			
11	Linux Programming & Administration (IV) (CST)	1	Dr. Farzil Kidwai			
12	Principles of Programming Languages(CST)	1	Sakshi Jha			
13	Compiler Design (VI)	4	Garima Gupta	Zameer Fatima	Akanksha Kochhar	Garima Gupta
14	Operating Systems (VI)	4	Dr. Sandeep Tayal	Savita Sharma	Nisha Aggarwal	Shallu Juneja
15	Computer Networks (VI)	4	Mr Alok Sharma	Ashish Sharma	Anupam Kumar	Dr. Pooja Gupta
16	Web Engineering (VI)	4	Ajay Kr. Tiwari	Dr. Farzil Kidwai	Anubha	Ajay Kr. Tiwari
18	Microprocessor and Microcontroller (VI)	4	Priyank saxena	Priyank saxena	Abhilasha Ghokle	Abhilasha Ghokle
19	Artificial Intelligence (VI)	4	Dr. Neeraj Garg	Ruchi Goel	Prerna Sharma	Sakshi Jha
20	Data Communication & Networks (VI) (ECE)	3	Saurabh Rastogi	Dr Ashish Khanna	Dr Ashish Khanna	
21	Mobile Computing (VIII)	4	Anupam Kumar	Ashish Sharma	Neelam Sharma	Neelam Sharma
22	Machine Learning (VIII)	4	Dr. Pooja Gupta	Prerna Sharma	Mini Agarwal	Dr. Neeraj Garg
23	Soft Computing (Elective) (VIII) Part-A	4	Dr Sandeep Tayal	Neetu Garg	Neetu Garg	Anubha
24	Principles of Programming Languages (Elective) (VIII) Part-B	4	Savita Sharma	Ruchi Goel	Deepti Gupta	Mool Chand Sharma

Overall Lab Faculty Incharges - Ms Sudha Narang and Ms Zameer

Theory Coordinator
Lab Coordinator

Prof Namita Gupta
HoD CSE

Lab Coordinator-Ms. Sudha Narang & Ms Zameer Fatima

S.No	Sub-code	Subject	lab-No	Faculty Lab Incharge	lab Assistant	Lab Attendant
1	ETCS-154	Programming In C Lab	332-A	Dr. Jyoti Kaushik	Mr. Sachin Tyagi	Sandeep Kumar
2	ETCS-154	Programming In C Lab	332-B	Ms. Kajol Dahiya	Mr. Sachin Tyagi	Sandeep Kumar
3	ETCS 356	Web Engineering Lab	111	Dr. Farzil Kidwai	Mr. Sanjay	Rakesh Sharma
4	ETCS 456	Soft Computing Lab	113	Ms. Anubha	Mr. Sanjay	Rakesh Sharma
5	ETCS 254	Computer Organization and Architecture	113	Ms. Kavita Saxena	Mr. Sanjay	Rakesh Sharma
6	ETCS 352	Operating System Lab	122	Ms. Shallu Juneja	Mr. Rajesh Kumar	Rajneesh Kumar
7	ETIT-452	Mobile computing Lab	131-132	Mr. Ashish Sharma	Mr. Yashpal	Sunil Kr. Maurya
8	ETCS-458	PPL Lab	131-132	Ms. Savita Sharma	Mr. Yashpal	Sunil Kr. Maurya
9	ETCS-454	Machine Learning Lab	131-132	Ms. Prerna Sharma	Mr. Yashpal	Sunil Kr. Maurya
10	ETCS 256	Database Management Systems Lab	145	Mr. Moolchand Sharma	Mr. Lokesh	Raj kumar
11	ETCS 258	Object Oriented Programming Lab	145	Ms. Karuna Middha	Mr. Lokesh	Raj kumar
12	ETCS 354	Computer Networks Lab	146	Mr. Alok Sharma	Mr. Lokesh	Raj kumar
13	ETEC 358	Data Communication Network Lab	146	Mr. Saurabh Rastogi	Mr. Lokesh	Raj kumar
14		Computer Center	114	Mr. Alok Sharma	Mr. Sumit Gupta/Mr. Anish Gupta	Pradeep Kr. Upadhyay
15		e-Yantra/IoT	102	Mr. Alok Sharma/Mr. Anupam Kumar	Mr. Sumit Gupta	Rajesh Meena
16		R&D/Project lab	105	Dr. Ashish Khanna/Dr. Deepak Gupta/Mr. Moolchand Sharma	Mr. Anish Gupta	Rajesh Meena