

## List of Coordinators (Session 2018-19)

Venue for Semester Registration: M.Sc. Chemistry Lab, Academic Block-I

Date of Registration: December 17, 2018 (9.00AM-4.00PM)

|   |                        |            |  |
|---|------------------------|------------|--|
| Ph.D. Programme Coordinator   | Dr. Malik Nasibullah   | 9919695886 | <a href="mailto:malik@iul.ac.in">malik@iul.ac.in</a>         |
| PG Programme Coordinator  | Dr. Minaxi B. Lohani   | 9415080238 | <a href="mailto:minaxi@iul.ac.in">minaxi@iul.ac.in</a>       |
| UG Programme Coordinator  | Dr. Sandeep Gupta      | 8853080464 | <a href="mailto:sandeepg@iul.ac.in">sandeepg@iul.ac.in</a>   |
| <b>Course coordinator</b><br>M.Sc. Industrial Chemistry, 2 <sup>nd</sup> Year     | Dr. Firoz Hassan       | 7275849850 | <a href="mailto:firoz@iul.ac.in">firoz@iul.ac.in</a>         |
| <b>Course coordinator</b><br>M.Sc. Industrial Chemistry, 1 <sup>st</sup> Year     | Dr. Saimah Khan        | 9628414484 | <a href="mailto:saimah@iul.ac.in">saimah@iul.ac.in</a>       |
| <b>Course coordinator</b><br>B.Sc. (H) Industrial Chemistry, 3 <sup>rd</sup> Year | Ms. Tahmeena Khan      | 9793232443 | <a href="mailto:tahmeenak@iul.ac.in">tahmeenak@iul.ac.in</a> |
| <b>Course coordinator</b><br>B.Sc. (H) Industrial Chemistry, 2 <sup>nd</sup> Year | Dr. Qazi Inamur Rahman | 7310004085 | <a href="mailto:qirahman@iul.ac.in">qirahman@iul.ac.in</a>   |
| <b>Course coordinator</b><br>B.Sc. (H) Industrial Chemistry, 1 <sup>st</sup> Year | Dr. Naseem Ahmad       | 9598977349 | <a href="mailto:naseem@iul.ac.in">naseem@iul.ac.in</a>       |
| <b>Course coordinator</b><br>B.Sc. (PCM), 1 <sup>st</sup> Year                    | Dr. Naseem Ahmad       | 9598977349 | <a href="mailto:naseem@iul.ac.in">naseem@iul.ac.in</a>       |

### PROGRAM COORDINATORS

Program coordinators will be nominated by the Deans of respective faculty.

### ROLES AND RESPONSIBILITIES OF PROGRAM COORDINATORS

1. Program coordinator duties include: course planning, course design and development, course delivery, selection of educational resources, assessment, students' outcomes and course
2. Prepare Program File for the program containing academic standard, program outcomes, program specific outcomes and intended learning or course outcomes.
3. Monitor the course file preparation in the respective programs.
4. Support planning and coordination of the program and its activities.
5. Guide students at the time of subject selection.
6. Approve the departmental and open elective selection of the students.
7. Enlists support from program faculty and provides recommendations to the Head of the department for the following:
  - a. Course offerings during the semesters.
  - b. Adjunct faculty within the discipline.
  - c. Updates schedule on semester basis.
  - d. Coordinates ongoing review of curriculum and program requirements (i.e., program entrance requirements, alignment of program curriculum to standards).
  - e. Coordinates marketing of program as needed (which includes oversight of website, brochure development, and/or outreach to other institutions in the area).
  - f. Holding regular meetings with class representatives and course coordinators.

8. Preparation and monitoring of examination related tasks for sessional exams, makeup exams and end semester exams.

### **COURSE COORDINATORS**

Course coordinators will be nominated by the Head of the department.

### **ROLES AND RESPONSIBILITIES OF COURSE COORDINATORS**

1. To monitor the completion of student registration & orientation.
2. To monitor the commencement of classes which includes arrangement of classrooms and other essentials such as Time Table, Lecture Plan etc
3. To monitor teaching and learning activities such as Remedial classes, Google Classrooms, Mentor-Mentee, Industrial Visits , basic skills development and feedback from all the stake holders.
4. Keep the record of all the students and the activities related to slow and advance learner.
5. Regular monitoring of students attendance and remedial measures taken for improvement of attendance.
6. Work in close coordination with program coordinator.
7. Keep the record of all the students and the activities.

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