

DEPARTMENT OF CHEMISTRY
List of Coordinators (Session 2023-24)

Program Coordinators			
Ph.D. Programme Coordinator	Dr. Malik Nasibullah	9919695886	malik@iul.ac.in
PG Programme Coordinator	Dr. Saimah Khan	9628414484	saimah@iul.ac.in
UG Programme Coordinator	Dr. Naseem Ahmad	9598977349	naseem@iul.ac.in
Course Coordinators			
M.Sc. Industrial Chemistry, 2 nd Year	Dr. Malik Nasibullah	9919695886	malik@iul.ac.in
M.Sc. Chemistry, 2 nd Year	Dr. Naseem Ahmad	9598977349	naseem@iul.ac.in
M.Sc. Industrial Chemistry, 1 st Year	Dr. Saimah Khan	9628414484	saimah@iul.ac.in
M.Sc. Chemistry, 1 st Year	Dr. Firoz Hassan	7275849850	firoz@iul.ac.in
B.Sc. (H) Industrial Chemistry, 3 rd Year	Dr. Qazi Inamur Rahman	7310004085	qirahman@iul.ac.in
B.Sc. (H) Industrial Chemistry, 2 nd Year	Dr. Nafees Ahmad	9627663362	anafess@iul.ac.in
B.Sc. (H) Industrial Chemistry, 1 st Year	Dr. Iqbal Azad	9450911786	iqbal@iul.ac.in
B.Sc. (PCM), 3 rd Year	Dr. Tahmeena Khan	9793232443	tahmeenak@iul.ac.in
B.Sc. (PCM), 2 nd Year	Dr. Jamal Akhtar Ansari	9454607719	jamalakhtar@iul.ac.in
B.Sc. (PCM), 1 st Year	Dr. Qazi Inamur Rahman	7310004085	qirahman@iul.ac.in

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' and course outcomes.
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. Guide the students for departmental and open elective selection.
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. Hold regular meetings with class representatives and course coordinators.
8. Preparation and monitoring of examination related tasks for continuous assessment, improvement and end semester exams.

ROLES AND RESPONSIBILITIES OF COURSE COORDINATORS

1. To monitor and help the students during the orientation program and in the semester registration.
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 classroom as well as ILI app, teaching and learning activities, Mentor-Mentee activities, Industrial Visits, basic skills development and feedback from all the stakeholders.
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.

(Prof. Abdul Rahman Khan)
Head
Department of Chemistry