

**DEPARTMENT OF CHEMISTRY**  
**List of Coordinators (Session 2025-26)**

<b>Program Coordinators</b>			
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UG Programme Coordinator	Dr. Naseem Ahmad	9598977349	<a href="mailto:naseem@iul.ac.in">naseem@iul.ac.in</a>
<b>Course Coordinators</b>			
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**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.

**(Professor Abdul Rahman Khan)**  
**Head, Department of Chemistry**