



LIST OF PROGRAM COORDINATORS-COURSE COORDINATORS (SESSION, 2022-23)

S.No	Name of Program Coordinators	Course/Year	Phone No.	Email ID	Responsibility
1.	Dr. Mohd Javed Iqbal (PT)	B.P.T.	9582248557	javedphy@iul.ac.in	As per the attached letter by Pro Vice Chancellor.
2.	Dr. Neeraj Kumar Maurya (PT)	M.P.T.	9897804465	nkmaurya@iul.ac.in	
3.	Prof. (Dr.) Abdur Raheem Khan	PhD	9616739965	abdurraheem@iul.ac.in	

S.No.	Name of Course Coordinators	Course/Year	Phone No.	Email ID	Responsibility
1.	Dr. Shohaim Shaikh Mohd (PT)	B.P.T. 1 st Year	8318527823	shohaim@iul.ac.in	As per the attached letter by Pro Vice Chancellor.
	Dr. Hera Naeem (PT)		9554032077	hera@iul.ac.in	
2.	Dr. Taufish Ahmad (PT)	B.P.T. 2 nd Year	7905706818	taufish@iul.ac.in	
	Dr. Ghufranjaleel (PT)		9582248557	ghufranj@iul.ac.in	
3.	Dr. A. M. H. Inam (PT)	B.P.T. 3 rd Year	9335967194	meraj@iul.ac.in	
	Dr. Mohd Javed Iqbal (PT)		9889209490	javedphy@iul.ac.in	
4.	Dr. Ammar Faisal Khan (PT)	B.P.T. 4 th Year	9719140141	afkhan@iul.ac.in	
	Dr. Sadiya Begum (PT)		8318527823	bsadiya@iul.ac.in	
5.	Dr. Namrata Suri (PT)	M.P.T. 1 st Year	9628232353	nsuri@iul.ac.in	
	Dr. Aafreen (PT)	M.P.T. 2 nd Year	9919586664	aafreen@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. (Dr.) Abdur Raheem Khan
HOD, Physiotherapy