MAHARAJA AGRASEN INSTITUTE OF TECHNOLOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Dated : 01/09/23

List of coordinators (Aug 2023 - July 2024)

Responsibility	Faculty Incharges
Faculty/Staff Data	Ms Garima Gupta
	Dr Sudha Narang
Student Data	Ms Zameer Fatima
	Mr Saurabh Rastogi
	Ms Karuna Middha
	Ms Sakshi Jha
Alumni Data	Ms Neetu Gupta
	Mr Saurabh Rastogi
	Dr Yogesh Sharma
R & D Data	Dr Ashish Khanna (Student)
	Dr Deepak Gupta (Faculty)
Final Year Major and Minor Project	Prof Namita Gupta
	Ms Garima Gupta
	Dr Sandeep Tayal
	Ms Deepti Gupta
Student's Attendance	Dr Sudha Narang
	Ms Shallu Juneja
	Mr Ajay Tiwari
Student's Marks/OMR /RC	Ms Mini Agarwal
	Ms Prerna Sharma Mann
	Ms Karuna Middha
Student's Result	Mr Alok Sharma
	Ms Ruchi Goel
	Ms Neetu Gupta
CO attainment Record	Dr Sudha Narang
	Ms Prerna Sharma Mann
Chief Counselor	Mr Ashish Sharma
Fee Committee	Mr Anupam Kumar
	Counselors
Departmental Library	Dr Jyoti Sharma
	Ms Kajol
Staff Leave Records	Mr Alok Shrama
	Mr Sumit Gupta
	Mr Anish Gupta
Placement Data	Ms Deepti Gupta
	Ms Savita Sharma
	Ms Kajol
	Ms Sakshi Jha
Time-Table Incharges	Ms Ruchi Goel
	Dr Yogesh Sharma

Responsibility	Faculty Incharges
Course File	Dr Ashish Khanna (IV yr)
	Mr Ajay Tiwari (III yr)
	Ms Zameer Fatima (II yr)
	Ms Mini Agarwal (I yr)
Department Website	Dr Sandeep Tayal
	Mr Alok Sharma
	Ms Sakshi Jha
	Ms Mini Agarwal
	Respective Coordinators
Social Media	Mr Ashish Sharma
	Ms Kavita Saxena
YearBook/Department Newsletter/Technical Magazine Editorial Board	Prof Namita Gupta (Editor-in-Chief)
	Mr Ashish Sharma (Editor)
	Dr Farzil Kidwai (Designing)
	Ms Garima Gupta (Faculty Data)
	Ms Ruchi Goel (Result)
	Dr Ankita Gupta (Internship)
	Ms Zameer Fatima(Student Data)
Agrani Sankalp editorial team member	Mr Anupam Kumar
	Dr Farzil Kidwai
Designing	Dr Farzil Kidwai
Moodle	Mr Alok Sharma
Exam Cell	Dr Yogesh Sharma
Block-1 Nodal officers	Mr Moolchand Sharma
	Mr Rajesh Gupta
TechCom Society	Ms Kavita Saxena
	Ms Deepti Gupta
	Ms Karuna Middha
Institute-Industry Interaction	Mr Anupam Kumar
	Ms Shallu Juneja
	Dr R K Choudhury
Computer Labs	Dr Deepak Gupta
	Dr Jyoti Sharma
	Ms Savita Sharma
	Dr R K Choudhury
Internships and Training (V and VII Sem)	Prof Namita Gupta
	Dr Ankita Gupta
	Dr Sandeep Tayal
	Mr Moolchand Sharma
Degree Data	Dr Ankita Gupta
	Mr Saurabh Rastogi
	Dr R K Choudhury

Prof Namita Gupta
HoD CSE

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Dated : 01/09/23

List of coordinators (Aug 2023 - July 2024)

Responsibility	Faculty Incharge	Tasks To be done
Faculty/Staff Data	Ms Garima Gupta Dr Sudha Narang	Maintain faculty/staff personal file, 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)
Student Data	Ms Zameer Fatima Mr Saurabh Rastogi Ms Karuna Middha	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
Alumni Data	Ms Neetu Gupta Mr Saurabh Rastogi Dr Yogesh Sharma	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, collect Institute feedback, parents feedback, alumni feedback
R & D Data	Dr Ashish Khanna (Student) Dr Deepak Gupta (Faculty)	Maintain record of faculty and students Paper publications, Patents, funded projects, award (if any) with proofs, Prepare year-wise publication booklet
Final Year Major and Minor Project	Prof Namita Gupta Ms Garima Gupta Dr Sandeep Tayal Ms Deepti Gupta	Plan and execute Minor/Major Project assessment semester calender
Student's Attendance	Dr Sudha Narang Ms Shallu Juneja Mr Ajay Tiwari	Keep Record of defaulters and report to concerned authority
Student's Marks/OMR /RC	Ms Mini Agarwal Ms Prerna Sharma Mann Ms Karuna Middha	Collect Internal marks from respective faculties and coordinate OMRs filling
Student's Result	Mr Alok Sharma Ms Ruchi Goel Ms Neetu Gupta	Record of Individual Student Result, Result analysis
CO attainment Record	Dr Sudha Narang Ms Prerna Sharma Mann	Collect data and prepare Co attainment sheet, attainment analysis and next year action plan
Chief Counselor	Mr Ashish Sharma	Maintain Batch-wise students list, Coordinate with all groups counselors, Maintain record of individual counselor meeting, prepare minutes of meeting and action taken
Fee Committee	Mr Anupam Kumar Counselors	Keep track of fee status with proof
Departmental Library	Dr Jyoti Sharma Ms Kajol	Maintain Record of books/resources available in department library
Staff Leave Records	Mr Alok Sharma Mr Sumit Gupta Mr Anish Gupta	Prepare Monthly salary and maintain record of leaves
Placement Data	Ms Deepti Gupta Ms Savita Sharma Ms Kajol Ms Sakshi Jha	Maintain batch-wise record of student placements (on-campus/off-campus) with proofs, Collect Industry expert feedback form
Time-Table Incharges	Ms Ruchi Goel Dr Yogesh Sharma	Prepare, circulate and update time-table (Class/group-wise, faculty-wise, lab-wise, Room-wise)
Course File	Dr Ashish Khanna (IV yr) Mr Ajay Tiwari (III yr) Ms Zameer Fatima (II yr) Ms Mini Agarwal (I yr)	Maintain record of subject-wise learning resource material
Department Website	Dr Sandeep Tayal Mr Alok Sharma Ms Sakshi Jha Ms Mini Agarwal Respective Coordinators	Maintain department website
Social Media	Mr Ashish Sharma Ms Kavita Saxena	Post Department related activities/achievements on Facebook, Instagram, etc
YearBook/Department Newsletter/Technical Magazine Editorial Board	Prof Namita Gupta (Editor-in-Chief) Mr Ashish Sharma (Editor) Dr Farzil Kidwai (Designing) Ms Garima Gupta (Project) Ms Ruchi Goel (Result) Dr Ankita Gupta (Internship) Ms Zameer Fatima (Student Data)	Release next issue of Newsletter half-yearly and Magazine yearly
Agrani Sankalp editorial team member	Mr Anupam Kumar Dr Farzil Kidwai	Responsible for sending Department activities report for publication in Agrani Sankalp
Designing	Dr Farzil Kidwai	Posters/Brouchers/official documents designing
Moodle	Mr Alok Sharma	Manage students and faculties account on Moodle

Responsibility	Faculty Incharge	Tasks To be done
Exam Cell	Dr Yogesh Sharma	Handle Exam related enquires
Block-1 Nodal officers	Mr Moolchand Sharma	Handle Floor maintainence related tasks, Follow-up with concerned authority and reporting to higher authorities related to maintenance
	Mr Rajesh Gupta	
TechCom Society	Ms Kavita Saxena	Organize technical workshops/events in department for students
	Ms Deepti Gupta	
	Ms Karuna Middha	
Institute-Industry Interaction	Mr Anupam Kumar	Coordinate with T&P, faculties and students to organize expert lectures from Industry, arrange Industrial visits etc
	Ms Shallu Juneja	
	Dr R K Choudhury	
Computer Labs	Dr Deepak Gupta	Coordinate with LabSubject coordiantors and check all required information is displayed in labs (updated), lab manuals available in labs, maintain stock regusters
	Dr Jyoti Sharma	
	Ms Savita Sharma	Keep the Lab Documents - Lab Manual, List of experiments of all lab subjects, Hardware and software details labwise
	Dr R K Choudhury	
Internships and Training (V and VII Sem)	Prof Namita 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
	Dr Ankita Gupta	
	Dr Sandeep Tayal	
	Mr Moolchand Sharma	
Degree Data	Dr Ankita Gupta	Maintain record of students batch wise and maintain record of PCE, EAE, OAE, NPTEL papers taken
	Mr Saurabh Rastogi	
	Dr R K Choudhury	

Prof Namita Gupta
HoD CSE

Computer Science and Engineering Department (Aug-Dec 2023)
Subject Coordinators

Dated: 01/09/23

S.No.	Subject Name	No. of Classes	Faculty				
1	Programming in C (I)	5			Dr. Himanshu Khanna	Mr. Priyank Saxena	
2	Data Structure (III)	5	Mr. Ajay Kr. Tiwari	Ms. Deepti Gupta	Dr. Ankita Gupta	Ms. Sakshi Jha	Ms. Sakshi Jha
3	OOPC++ (III)	5	Ms. Karuna Middha	Ms. Karuna Middha	Dr. Farzil Kidwai	Ms. Kajol Dahiya	Ms. Kajol Dahiya
4	Discrete Mathematics (III)	5	Ms. Prerna Sharma	Mr.Moolchand Sharma	Mr.Moolchand Sharma	Ms. Shallu Juneja	Ms. Mini Agarwal
5	Compiler Design (V)	5	Ms. Garima Chadha	Ms. Zameer Fatima	Ms. Zameer Fatima	Ms. Garima Chadha	Dr. Deepak Gupta
6	Operating Systems (V)	5	Ms. Kavita Saxena	Ms. Savita Sharma	Dr. Sandeep Tayal	Dr. Sandeep Tayal	Ms. Shallu Juneja
7	Computer Networks (V)	5	Mr. Alok Kr. Sharma	Mr. Anupam Kumar	Mr. Ashish Sharma	Dr. Ashish Khanna	Dr. Pooja Gupta
8	Software Engineering (V)	5	Ms. Ruchi Goel	Dr. Yogesh Sharma	Mr. Saurabh Rastogi	Dr. Jyoti Sharma	Dr. Navneet Yadav
9	Design and Analysis of Algorithm (V)	5	Dr. Sudha Narang	Ms. Neetu Garg	Ms. Nisha Aggarwal	Dr. Deepak Gupta	Ms. Neetu Garg
10	Data Communication & Networking (V)	3	Dr. R.K. Chaudhaury	Dr. Navneet Yadav	Mr. Priyank Saxena		
11	Information Security (VII)	4	Mr. Anupam Kumar	Dr. Farzil Kidwai			
12	Sw. Test. & Quality Assurance (VII)	5	Prof. Namita Gupta	Ms. Ruchi Goel	Ms. Prerna Sharma		
13	Wireless Communication (VII)	4	Mr. Ashish Sharma	Mr. Saurabh Rastogi			
14	Data Mining & Business Intelligence (VII) E-A	5	Dr. Sudha Narang	Dr. Ankita Gupta	Mr. Ajay Kr. Tiwari		
15	Advanced DBMS (VII) E-B	5	Ms. Deepti Gupta	Ms. Mini Agarwal	Ms. Savita Sharma		
16	Block Chain (VII)-CST	1	Dr. Yogesh Sharma				
17	Fuzzy Logic (VII)-CST	1	Dr. Himanshu Khanna				

Prof. Namita Gupta
HOD CSE

	Lab
	Theory