



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
KASHMERE GATE, DELHI-110403

F.No.GGSIPU/SO(AA)/Coordinators/2008-09

Dated: 06th October 2008

“Course Coordinator cum Convener”

Find appended herewith the list of Course Coordinators for the various programmes being conducted by Guru Gobind Singh Indraprastha University alongwith name of University Nominee cum Chairman of each programme, as approved by the Competent Authority of the University from the Academic Session 2008-09 onwards. The functions expected of the Coordination Committee are also detailed in the enclosed Annexure: 1.

(Rajesh Kumar)
Section Officer (Academic Affairs)



Guru Gobind Singh Indraprastha University

Kashmere Gate, Delhi-110403

LIST OF COURSE COORDINATOR CUM CONVENER & UNIVERSITY NOMINEES CUM CHAIRMAN

W.E.F. ACADEMIC SESSION 2008-09

S. No	Programme	Course Coordinator cum Convener	University Nominees cum Chairman
1.	B.Tech.	Dr. Pratima R. Boss Govt. Engg. College, Jafferpur	Dean(USET)
2.	M.Tech	Dr, Arvinder Kaur, USIT	Dean(USIT)
3.	MBA	Dr. S. N. Maheshwari, Delhi Institute of Advanced Studies, Rohini	Dean(USMS)
4.	BBA	Dr. N. K. Kakkar, MAIMS, Rohini	Dean(USMS)
5.	MCA	Prof. M. N. Hoda BVIMR, Paschim Vihar	Dean(USIT)
6.	BCA	Prof. M. P. Singh Ansal Inst. of Technology, Gurgaon	Dean(USIT)
7.	i) Bachelor of Physiotherapy ii) Bachelor of Occupational Therapy iii) B.Sc(MLT) iv) B.Pharma v) Bachelor of Prosthetics & Orthotics vi) Master in Physiotherapy (MPT) vii) Master of Orthotics Therapy viii) Master of Prosthetics & Orthotics ix) Bachelor of Homeopathy Medicine Science	Dr. Y. S. Kothari, Safdarjang Hospital	Dean(USBT)
8.	B.Sc.(Hons) Nursing	Prof. Usha Malik, Laxmi Bai Batra College of Nursing, Mehrauli	Dean(USBT)

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Ref. from prepage:

9.	i) LL.B ii) B.A.LL.B iii) BBA LL.B	Prof. M.K.Balachandran, Amity Law School, Noida	Dean(USLLS)
10.	B.Ed.	Dr. Ranjana Bhatia, Amity School of Education, Gurgaon	Dean(USE)
11.	Bachelor of Journalism (Mass Communication)	Prof. M. B. Julka, Madhu Bala Inst. of Mgt. & Electronic Media, Madangir, Delhi	Director(Acad emic Affairs)
12.	B.Arch	Ms. Shikha Aggarwal, AR(UWD)	Dean(USET)

The programmes for which the coordinators are not appointed, the Director/Principal may be contacted for all academic purposes.



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FUNCTIONS OF THE COORDINATION COMMITTEE

1. To monitor the implementation of the entire syllabus prescribed by the University and the same may be divided/apportioned to be covered in a scheduled time framed by the Class Teacher per week/ fortnightly.
2. To ensure that the prescribed University Academic Calendar is strictly followed.
3. To work out the detail of practicals / experiments to be conducted by the students in a particular course as per the syllabus.
4. To suggest text books, reference books and journals for a particular course.
5. Devise necessary guidelines for setting the External Question Papers by the external papers setters and necessary instructions for the external examiners who have to conduct practicals; develop Model Question Papers in different subjects of the programme; and drawing out the panels of external papers setters/ examiners/ evaluators for theory subjects / practicals/ project reports/conduct of viva-voce examination.
6. To suggest any modification/ improvement in the syllabus for consideration by the University to be incorporated for the subsequent batches, if necessary.
7. To work-out details for setting up of new labs/workshops required as per curriculum
8. To suggest essential softwares, training equipments, raw material and consumable required as per curriculum/programme.
9. To suggest improvements in the institute libraries and work out the details of minimum target of text books, reference books, periodicals and journals, etc. per programme in the library.
10. To discuss any other aspect relating to academic activity in consultation with University nominee of the programme.
11. To suggest mechanism for achievement towards quality parameters as prescribed by the University.