



**Department of Environmental Sciences**

**Date: 27/07/2020**

**NOTICE**

It is notified that the following faculty members will work as Coordinators for various activities / work in the current academic year 2020-21 as mentioned against each other with immediate effect:

<b>S. No.</b>	<b>Activity/Coordinator</b>	<b>Name of Faculty Members</b>
1	M.Sc. - 1 <sup>st</sup> Year Class Coordinator	Dr. Smita
2	M.Sc. – 2 <sup>nd</sup> Year Class Coordinator	Dr. Navish Kataria
3	Attendance Coordinator	Dr. Smita (To perform the student attendance related activities of Dept. as per academic calendar)
4	Time Table Coordinator	Dr. Navish Kataria
5	Class Test/Evaluation Coordinator	Dr. Smita (To notify as per academic calendar, to keep a record of student attendance, and other related activities)
6	Examination (CBCS) Coordinator/Co-coordinator	Dr. Somvir Bajar/Mrs. Anita Girdhar
7	Students Feedback Coordinator	Mrs. Anita Girdhar (To perform the tasks as per academic calendar )
8	Training and Placement Coordinator	Dr. Smita (To organize campus placement drives, maintenance of data record related to on and off-campus training and placements, and other related activities)
9	Summer Internship Coordinator	Dr. Somvir Bajar (To notify as per academic calendar, to keep a record of students internship, and other related activities)
10	PG Dissertation Coordinator	Dr. Navish Kataria (To notify as per academic calendar, to keep a record of students dissertation and other related activities)
11	Ph. D. Coordinator / Research data Maintenance	Dr. Navish Kataria (Data Maintenance, and other related activities)
12	DRC/BOS Coordinator	Dr. Somvir Bajar

		(To coordinate the activities related to DRC and BOS meetings)
13	EVS Lab Incharge	Dr. Somvir Bajar
14	UGC / AICTE/IQAC/NIRF Coordinator of Dept.	Dr. Somvir Bajar (To collect the information, maintenance of the related data record, and other related activities)
15	Industry Academia Coordinator	Dr. Somvir Bajar (To conduct at least two activities/semester to strengthen the Industry-Academia interaction)
16	Expert Lecture Coordinator	Dr. Smita (To conduct at least two expert lectures/semester for students)
17	Alumni Activities	Dr. Somvir Bajar (Alumni database, activities to strengthen the bonding with Alumni,)
18	MOOC Coordinator	Mrs. Anita Girdhar (To advise the students for MOOC related activities, and data maintenance)
19	Departmental Website	Dr. Navish Kataria (To upload and update the information related to students, faculty and departmental activities on website from time to time)
20	Mentor/Mentee	Mrs. Anita Girdhar (Data Maintenance, and other related activities)

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**Dr Renuka Gupta**  
**Chairperson**  
**Department of Environmental Sciences**

Copy to:  
 Dean (Sciences)