



Date: 10/08/2023

**NOTICE**

The list of Faculty coordinators for various activities / work in the current academic year 2023-24 is as follows:

S. No.	Activity/Coordinator	Name of Faculty Members	
1.	M.Sc. EVS- 1 <sup>st</sup> Year Class Coordinator	Dr. Navish Kataria	
2.	M.Sc. EVS- 2 <sup>nd</sup> Year Class Coordinator	Dr. Anita Girdhar	
3.	Ph. D. Coordinator / Research Coordinator	Dr. Somvir Bajar (Data Maintenance, Admission and other related activities)	Co-coordinator: Ms. Himani
4.	Attendance Coordinator	Dr. Navish Kataria (To perform the student attendance related activities of Dept. as per academic calendar)	Support Staff: Mr. Harish Kumar (Departmental Clerk)
5.	Activity Coordinators	Dr. Somvir Bajar/Dr. Anita Girdhar (To conduct workshop, seminar, expert lectures, etc.)	Co-coordinators: Ms. Kajal Ms. Divya Ms. Neha
6.	DRC/BOS Coordinator	Dr. Somvir Bajar (To coordinate the activities related to DRC meetings)	Co-coordinator: Ms. Himani
7.	Class Test/Evaluation Coordinator	Dr. Navish Kataria	Support Staff: Mr. Harish Kumar (Departmental Clerk)
8.	MOOC Coordinator	Dr. Anita Girdhar (To advise the students for MOOC related activities, and data maintenance)	
9.	Examination (CBCS) Coordinator/Co-coordinator	Dr. Somvir Bajar/Dr. Navish Kataria	
10.	Coordinator - Departmental Outreach Activities (To enhance departmental visibility and boost up admissions)	Dr. Anita Girdhar (Planning, making organizing team, execution)	Co-coordinators Mr. Balwinder (GF) Mr. Manjeet Ms. Anjali
11.	IQAC Coordinator of Dept.	Dr. Somvir Bajar (To collect the information, maintenance of the related data record, and other related activities)	
12.	Students Feedback	Dr. Anita Girdhar (To perform the tasks as per	Support Staff: Mr. Harish Kumar

		academic calendar)	(Departmental Clerk)
13.	Summer Internship Coordinator	Dr. Navish Kataria (To notify as per academic calendar, to keep a record of student's internship and other related activities)	Dr. Sahil (GF) ( <i>co-coordinator</i> )
14.	Departmental Website Coordinator	Dr. Somvir Bajar (To upload and update the information related to students, faculty and departmental activities on website from time to time)	Co-coordinators Ms. Divya (GF) Ms. Kavita
15.	PG Dissertation Coordinator	Dr. Navish Kataria (To notify as per academic calendar, to keep a record of student's dissertation and other related activities)	Dr. Sahil (GF) ( <i>co-coordinator</i> )
16.	Mentor/Mentee Coordinator	Dr. Anita Girdhar (Data Maintenance, and other related activities)	
17.	NAAC/NIRF Coordinator of Dept.	Dr. Somvir Bajar (To collect the information, maintenance of the related data record, and other related activities)	
18.	Time Table Coordinator	Dr. Navish Kataria	
19.	Guest Faculty/ Adjunct Faculty Coordinator	Dr. Anita Girdhar (Data Maintenance, and other related activities)	
20.	Alumni Coordinator/Co-coordinator	Dr. Somvir Bajar/Dr. Anita Girdhar (Alumni database, activities to strengthen the bonding with Alumni)	Co-coordinators Ms. Shefali Ms. Mohini
21.	MSc EVS Admission Coordinator	Dr. Navish Kataria	
22.	Library Coordinator/Co-coordinator	Dr. Navish Kataria/Dr. Anita Girdhar	
23.	Industrial Visit Coordinator/Co-coordinator	Dr. Somvir Bajar/Dr. Navish Kataria	
24.	Academic Audit Coordinator	Dr. Anita Girdhar (To perform the tasks as per academic calendar or IQAC schedule)	Mr. Harish Kumar (Departmental Clerk)

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Incharge *12/8/2023*  
Department of Management Sciences  
J.C. Bose University of Science & Technology, YMCA, Faridabad

- All Faculty members
- Other concerned members

Copy to: Dean (Sciences)