



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**KASHMERE GATE, DELHI-110403**  
**"Academic Affairs"**

Ref.No. GGSIPU/DAA/2010-11/

Date: 12.10.2010

**NOTICE**

Find appended herewith the list of **Programme Coordinators** for the various programmes being conducted by Guru Gobind Singh Indraprastha University alongwith name of *University Nominee cum Chairman* of each programme, for the Academic Session 2010-11 onwards. The functions expected of the Coordination Committee are also enclosed as Annexure:1.

*Ashayms*  
12/10/2010  
Director, Academic Affairs

**Copy to :**

1. Registrar GGS IP University
2. COE GGS IP University
3. All Deans/All Directors/HOD, GGS IP University
4. All Principal/ Director, Affiliated Institutes/Centre of Learning
5. OSD to Vice Chancellor, GGS IP University
6. Joint Registrar (Academic), GGS IP University
7. Guard File
8. University Website

**LIST OF COURSE COORDINATOR CUM CONVENER & UNIVERSITY NOMINEES  
CUM CHAIRPERSON**

S.No.	Programme	Course Coordinator cum Convener	University Nominee & Chairperson
1.	M.Tech. (Chemical. Engg.)	• Dr. S.K. Sharma (USCT)	Dean USCT
2.	B.Tech./M.Tech. (Dual Degree) Chemical Engg.	• Dr. U.K. Mandal (USCT)	Dean, USCT
3.	M.Tech. (Bio-Technology)	• Dr. Monika Gandhi (USBT) • Dr. Reenu Sharma (USBT) Co-Coordinator	Dean, USBT
4.	B.Tech./M.Tech.(Dual Degree), Bio-Technology	• Dr. Kamal Kr Agrarwal (USBT) • Dr. R. Rampurti (USBT), Co-Coordinator	Dean, USBT
5.	M.Tech. (Engg. Physics)	• Dr. Anu Venugopalan (USBAS)	Dean, USBAS
6.	M.Tech. (Neno Sciences)	• Dr. Vaishali Singh (USBAS)	Dean, USBAS
7.	M.Ed.	• Dr. Amit Ahuja (USE)	Dean, USE
8.	M.Tech. Regular (IT, CSE , Digital & Wireless Communication VLSI Design, Signal Processing, RF & Microwave Enff., Information Security, Digital Communication )	• Dr. Arvinder Kaur (USIT)	Dean, USIT
9.	B.Tech/ M.Tech. (Dual Degree) Information Technology, Computer Science Engg., Electronic & Communication Engg.	• Prof. R. Rama Kishore (USIT)	
10.	M.Tech. (All Weekend Programmes)	• Dr. C.S. Rai (USIT)	
11.	MCA (Software System, Software Engg.)	• Ms. Anjana Gosain (USIT)	
12.	MCA (for Affiliated Institutes)	• Dr. M.N. Hooda, BVIMR, Paschim Vihar	
13.	BCA	• Ms. Meenakshe Narula, JIMS Vasant Kunj	
14.	B.Ed.	• Dr. Anil Prakash Sharma, (Ideal Inst. of Management)	
15.	• MBA • MBA (Consultancy Management) • MBA (Enterprise System)	• Prof. Neena Sinha (USMS) Course Coordinator • Dr. Udita Taneja (USMS) Co-Coordinator • Dr. Meenakshi Handa,	Dean, USMS

	Programme	Course Coordinator cum Convener	University Nominee & Chairperson
	<ul style="list-style-type: none"> <li>• MBA (Part Time)</li> <li>• MBA (Weekend)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Meenakshi Handa, (USMS) Co-Coordinator</li> </ul>	
16.	<ul style="list-style-type: none"> <li>• BBA (GEN)</li> <li>• BBA (CAM)</li> <li>• BBA (B&amp;I)</li> <li>• BBA (TTM)</li> <li>• BBA (MOM)</li> <li>• BBA (International Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>• Prof. N.K. Kakkar (MAIMS) Coordinator</li> <li>• Prof. Azad Singh Chillar (MSI) Co-Coordinator</li> </ul>	Dean, USMS
17.	<ul style="list-style-type: none"> <li>• BHMCT</li> </ul>	<ul style="list-style-type: none"> <li>• Prof. R.K. Bandari (Banarsidad Chandiwal Institute of Hotel Management)</li> </ul>	Dean, USMS
18.	<ul style="list-style-type: none"> <li>• B.Sc. (Hons.) (Nursing)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Radha Rani Tiwari (Dept/ of Nursing) VMCC</li> </ul>	Dean, USM&PMS
19.	<ul style="list-style-type: none"> <li>• B.Pharm</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Sushma Drapu, Dept of Pharmacy, Maharaja Surajmal Institute of Pharmacy</li> </ul>	Dean, USM&PMS
20.	<ul style="list-style-type: none"> <li>• BPT</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. D. Malhotra, (IRMAS)</li> </ul>	Dean, USM&PMS
21.	<ul style="list-style-type: none"> <li>• BPO</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. S.Y. Kothari (PMR), VMCC</li> </ul>	Dean, USM&PMS
22.	<ul style="list-style-type: none"> <li>• B.Sc. (MLT)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Shefali Walia, Dept. of Neurology, (ISIC Inst. of Rehabilitation)</li> </ul>	Dean, USM&PMS
23.	<ul style="list-style-type: none"> <li>• B.Sc. Medical Technology (Radiotherapy)</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Gurvinder Singh Wadhvan, (Rajiv Gandhi Cancer Hospital)</li> </ul>	Dean, USM&PMS
24.	<ul style="list-style-type: none"> <li>• 'MPT (N)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Shefali Walia, Dept. of Neurology, (ISIC Inst. of Rehabilitation)</li> </ul>	Dean, USM&PMS
	<ul style="list-style-type: none"> <li>• MPT (M)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Chitra Kataria, Dept. of Musculoskeletal (Banarsidas Chandiwalal Inst. of Physiotherapy)</li> </ul>	
	<ul style="list-style-type: none"> <li>• MPT (S)</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Piyush Singh. Dept. of Sports, (ISIC Inst. of Rehabilitation)</li> </ul>	
25.	<ul style="list-style-type: none"> <li>• MOT (N)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Ruby Aikat, Dept. of Neurology, (ISIC Inst. of Rehabilitation)</li> </ul>	Dean, USM&PMS
	<ul style="list-style-type: none"> <li>• MOT (M)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Sonia Goel, Dept. of Musculoskeletal, (ISIC Inst. of Rehabilitation)</li> </ul>	
26.	<ul style="list-style-type: none"> <li>• MPO</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Ranjit Kumar, (ISIC Inst. of Rehabilitation)</li> </ul>	Dean, USM&PMS

	<b>Programme</b>	<b>Course Coordinator cum Convener</b>	<b>University Nominee &amp; Chairperson</b>
27.	• MBBS	<ul style="list-style-type: none"> <li>• Prof. B.P. Guliani Associate Prof. Eye, (VMMC &amp; Safdarjang Hospital) Coordinator</li> <li>• Prof. Gyatri Rath, Anatomy-Prof. &amp; HOD (VMMC &amp; Safdarjang Hospital) Co-Coordinator</li> <li>• Prof. Geetika Khanna Prof Pathology, (VMMC &amp; Safdarjang Hospital) Co-Coordinator</li> </ul>	Dean, USM&PMS
28.	• B..Arch.	• Ms. Shikha Aggarwal (USA&P)	Dean, USA&P
29.	• B. A LL.B • BBA LL.B	• Dr. Aprajita (USLLS)	Dean, USL&LS
30.	• LL.M	• Dr. A.P.Singh (USLLS)	Dean, USL&LS
31.	• Master in Journalism & Mass Communication	• Prof. C.P. Singh (USMC)	Dean, USMC
32.	• Bachelor of Journalism (Mass Communication)	• Prof. M.B. Julka (Madhubala Inst. of Mgt & Electronic Media)	Dean, USMC
33.	• M.A. English & Communication	• Dr. Ashutosh (USHSS)	Dean, USHSS
34.	• B.Tech, (All Streams) Affiliated Institutes	• V.K. Manocha , (Ch. Barmprakash Govt. Engg. College)	Dean, USET
35.	• M.Sc (Environment Management)	• Dr. N.C. Gupta (USEM)	Dean, USEM
36.	• M.Sc. (Biodiversity & Conservation)	• Dr. Rita Singh (USEM)	
37.	• MBA (Disaster Management)	• Prof. Amarjeet Kaur	Director, CDM
38.	• BHMS	• Prof. Anil Kr. Malhotra	Dean, USM&PMS

**The Programmes for which being run at Standalone Institutes, the Director/Principal shall be the Course Coordinator and the Dean of the concerned University School of Studies shall be the University Nominee & Chairperson.**

  
O/o Director Academic Affairs



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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 practical / 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 practical; 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.
12. Course coordinator nominated by Director Academic Affairs out of a panel of faculty (Form the list of University approved teachers) proposed by Dean of the relevant University School of Studies.
13. The course coordinator shall be the convener of the coordination committee and Dean of the relevant University School of Studies shall be the chairperson.
14. By default **Standalone** programmes i.e. the programme those are conducted at only **One** institute/college, the Director of the Institute/college shall be the course coordinator.
15. The course coordinator shall be coordinate with Examination Division for the effective implementation of the scheme of examination.
16. Coordination committee must meet at least once in a semester and this minutes be circulated.