

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Department of Mathematics & Computing

Date: 16.10.2020

ORDER

Following faculty members are appointed as coordinators for various activities for academic sessions July – Dec 2020:

S. No.	Activity	Name of Coordinators	Responsibility of the coordinators
1.	Time Table Coordinator	Dr. J.K. Muthele	➤ Preparation of Time-Table ➤ Distribution of classes to faculty
2.	Moodle Coordinator	Dr. J.K. Muthele	➤ Preparation of Lecture Plans & Course content on Moodle ➤ Prepare quiz, assignment ➤ Record keeping
3.	Web Coordinator	Dr. J.K. Muthele	➤ Continuous uploading the academic activities of the department on the institute website
4.	Data Resource and information Coordinator	Dr. D.K. Jain	➤ Documented, report & record keeping
5.	Remedial Class Coordinator	Prof. A. S. Ojha	➤ Conduction of classes evaluation, report & record keeping
6.	Research and Development	Prof. A. S. Ojha	➤ Conduct brainstorming session/workshop. ➤ Prepare the report & record keeping



Dr. V.P. Shinde
Professor & Head

Copy to:

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