

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

Department of Mathematics & Computing

Ref.:

Date: 03.12.2021

ORDER

Following faculty members are appointed as coordinators for various activities:

S. No.	Activity	Name of Coordinators	Responsibility of the coordinators
1.	Class Co-ordinator B. Tech. Ist Year 2021 admitted batch	Dr. Atul Ku. Ray	➤ Conduction of classes evaluation, report & record keeping
2.	Moodle Coordinator	Dr. Atul Ku. Ray	➤ Preparation of Lecture Plans & Course content on Moodle ➤ Prepare quiz, assignment ➤ Record keeping
3.	News Letter	Dr. Atul Ku. Ray	➤ Preparation of NEWS letter after every three month
4.	Data Resource and information Coordinator	Dr. Minakshi Dahiya Dr. Divya Chaturvedi Will assist Dr. D.K. Jain and Dr. Jitendra Ku.	➤ Documented, report & record keeping
5.	Remedial Class Coordinator	Dr. Divya Chaturvedi	➤ Conduction of classes evaluation, report & record keeping
6.	Gender Sensitization	Prof. A. S. Ojha and Dr. M. Dahiya	➤ Conduct awareness programme such as workshop/ Seminar on Gender Sensitization



Dr. V.P. Shinde
Professor & Head

Copy to:

- All Concern Faculty
- Departmental File
- Registrar Office for information

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Following faculty members are appointed as coordinators for Club activities:

S. No.	Activity	Name of Coordinators	Responsibility of the coordinators
1.	Club Coordinator	Dr. Divya Chaturvedi look after Analytic Club Dr. Minakshi Dahiya look after Financial Club	➤ Organize the event ➤ Increase the participation of the students in club activity



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