



Galgotias College of Engineering and Technology
1, Knowledge Park-II, Greater Noida
Department of Mechanical Engineering

NOTICE

Date: 12/07/2018

Details of class coordinators for the odd semester (academic session 2018-19)

Year	Name of class Coordinator	Contact No.
III - A	Dr. Sudhanshu Sharma	9891635665
III - B	Dr. Anil Kumar Sethi	987122448
V - A	Mr. Amit Kumar Richharia	9953185718
V-B	Mr. Ashish Dewangan	9899804089
VII - A	Mr. Haridwar Prasad	9911300473
VII - B	Mr. Akhileshwar Nirala	9871952508

Dr. Mohd. Asim Qadri

HoD (Mechanical)



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Lab Incharge 2018-19

Date: 12/07/2018

Instructor	Name of Laboratory	Contact No.
Mr. Pramod Tyagi/Mr. Om Prakash Yadav	1. HMT Lab 2. Thermodynamics Lab 3. F.M. Lab	9968113599
Mr. Arvind Kumar	1. CAD/CAM Lab 2. Design and Simulation Lab	8800978983
Mr. Robin Pal / Vivek Kumar	1. Engineering Graphics Lab 2. Elements of Mechanical Engineering Lab	7905165952
Mr. Dori Lal	1. ICE & Automobile Lab 2. Material Science Lab	9457007856

Roles and responsibilities of Technical Staff:

1. Assist the faculty members in conducting the laboratory.
2. Up keeping of Laboratory equipments and space.
3. Maintaining of stock register, laboratory manuals and students records.
4. Any other work assigned by competent authority.

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Academic Session 2018-19

13 July 2018

	Members	Name of Committee	Roles and Responsibilities
1.	Dr. P. K. Arora Mr. S. A.Khan Dr. Sudhanshu Sharma Mr. Dalvir Singh	Outcome assessment Committee	<ul style="list-style-type: none"> Collecting of all relevant data Identification and application of assessment tools Preparing the assessment of outcomes attainment Suggesting actions for improvement
2.	Mr. Sanjay Kumar Dr. P. K. Arora Mr. Dalvir Singh	Discipline Committee	<ul style="list-style-type: none"> Ensuring the discipline among students Resolving the disciplinary issues reported by students / faculty/ staff Counseling of students, if required
3.	Dr. M. K. Lohumi Mr. Hitesh Kr Gupta Mr. Haridwar Prasad	Time-Table Committee	<ul style="list-style-type: none"> Collecting faculty choices for the upcoming semester Collecting students choices for elective courses Preparing the load chart Prepare the time table and disseminate it Coordinate with ERP Arranging substitute in emergency only
4.	Dr. M. K. Lohumi Mr. Hitesh Kr Gupta Mr. Anurag Sharma	Magazine / News letter Committee	<ul style="list-style-type: none"> Collecting articles from students and faculty Preparing reports for various department activity (FDPs/Seminars/Expert Lectures/ Sports / Fest / Industrial Visits / Workshops / for department magazine Collecting all the relevant information from faculty and students for their interaction with outside world
5.	Dr. Anil Kumar Sethi Mr. Manohar Singh Mr. Niranjana Sahoo Mr. A. K. Richharia	Examination Committee	<ul style="list-style-type: none"> Being a part of central examination committee, ensure smooth conduct of examinations Making arrangement for any departmental test / quizzes etc. Coordinate for practical examinations
6.	Mr. Manohar Singh Mr. S. A. Khan Mr. Naveen Kumar Mr. Dheeraj Kr Das	Result analysis Committee	<ul style="list-style-type: none"> Collecting the results data as soon as it is published on AKTU website Preparing the result analysis in prescribed format Collecting Sessional data and analyse it
7.	Mr. Manohar Singh Mr. Dheeraj Kr Das Mr. Ashish Dewangan	Website Committee	<ul style="list-style-type: none"> Updating the departmental web page regularly through central website incharge Make the webpage as interactive as possible
8.	Dr. D. B. Singh Dr. A. K. Sethi Dr. Navneet Kumar Mr. Sanjay Kumar	Research and Development Committee	<ul style="list-style-type: none"> Planning and preparing a proposal for setting up centre of excellence Motivating, guiding and supporting faculty for research activities Keeping Record of publication by faculty and students



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9.	Mr. Amit Richhariya	Department Budget / Requirement Committee	<ul style="list-style-type: none"> Preparing the department requirement for consumables/ non consumables/ maintenance/ FDP/seminars etc. Keeping the record of all the purchases and expenditure under various heads for the year
10.	Mr. Manohar Singh Mr. Rajeev Kumar	Alumni affairs Committee	<ul style="list-style-type: none"> Maintaining the alumni records both in soft and hard form Creating a web link on department webpage for alumni registration Collecting alumni feedback Planning and organizing a alumni meet at department level
11.	Dr. Sudhanshu Sharma Mr. N. K. Srivastava Mr. Niranjana Sahoo Mr. Amit Richhariya	Technical / Cultural Fest Committee	<ul style="list-style-type: none"> Planning and organizing technical / cultural fest in line with academic calendar Interacting and Motivating the students for participation Keeping the record for students participation in such events
12.	Mr. Akhileshwar Nirala Mr. Ashish Kumar Mr. Naveen Kumar	Industrial Visits Committee	<ul style="list-style-type: none"> Planning industrial visits for students Interacting with CPDD for arranging the visits Collecting the feedback from students and analyse it Taking care of all the logistics for the visit
13.	Mr. Sanjay Kumar Mr. Ashish Dewangan	Seminar Incharge	<ul style="list-style-type: none"> Coordinating students seminars, maintain the rubric assessment and keeping record of seminar presentations Arranging seminars by faculty on their area of research
14.	Mr. Vivek Singh Mr. Rajaram K. Gupta	Department Library Committee	<ul style="list-style-type: none"> Updating of Library Records Maintaining of books / magazines/ Project reports / Industrial Visit reports / Seminar Reports Preparing books requirement for the library
15.	Dr. Navneet Kumar Mr. Ashok K. Singh Mr. Gajendra Singh	FDP / Expert Lectures/Seminar/Conference Committee	<ul style="list-style-type: none"> Planning and organizing FDP/Workshop/Conference/Expert Lectures Collecting feedbacks from participants for above events Maintaining the all relevant records.
16.	Mr. Manohar Singh Mr. Niranjana Sahoo Mr. Dheeraj Kr Das Mr. N. K. Srivastava	Sports Committee	<ul style="list-style-type: none"> Selecting the department teams for various sports events Planning and organizing sports event at department level Motivating the students for participation in outside sports events Coordinating with central sports committee and keeping the records of students participation in various sports events



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13 July 2018

Academic Monitoring Committee			
Odd Semester (2018-19)			
	09:25-09:45	11:55-12:10	04:00-04:20
Monday	Manohar Singh Dalvir Singh	Gajendra Singh Nagesh Kr Srivastava	Amit Richhariya Manoj Kumar Lohumi
Tuesday	Manish Sanserwal Anurag Sharma	Anil Sethi Niranjan Sahoo	Haridwar Prasad Naveen Kumar
Wednesday	Rajaram K.Gupta Akhileshwar Nirala	K. K. Tiwari Vivek Singh	Dheeraj Kumar Das Ravikant
Thursday	Rajeev Kumar Ashok Kumar	Ashish Dewangan Hitesh Gupta	Sanjay Kumar D.B. Singh
Friday	Ashok Kumar Navneet Kumar	Anil Kumar Shrivastava Ashish Kumar	Shahroz A.Khan Sudhanshu Sharma

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23 Sept 2018

Dear All

Please note following faculty members will be lab coordinators in the current semester w.e.f. today **24 Sept 2018:**

Engineering graphics and design: Mr. Niranjan Sahoo
Workshop Practices: Mr. Manish Sanserwal

Fluid Mechanics Lab: Dr. A. K. Sethi
Material Science & Testing Lab: Mr. N.K. Srivastava
Thermodynamics Lab: Dr. Navneet
Computer Aided Machine Drawing-I Lab: Mr. Dalvir Singh

Heat and Mass Transfer Lab: Dr. D.B. Singh
Manufacturing Technology-II Lab: Mr. Ashok Kumar Singh
Design and Simulation Lab I: Mr. Ashish Dewangan

CAD/CAM Lab: Mr. Vivek Singh
I. C. Engine and Automobile Lab: Mr. K.K. Tiwari
Project Lab: Mr. Naveen Kumar
Industrial Training: Mr. Anurag Sharma

All Lab coordinators are requested to ensure the availability of following items in respective lab:
Stock Register,
Lab manuals
Vision Mission, PEOs, POs, PSOs and COs
Mapping of POs/PSOs with COs
Checked lab record.
CO Attainment for the previous semester.

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