ROLES AND RESPONSIBILITIES OF PROGRAM COORDINATORS

1. Prepare Program File for the program containing academic standard, program objectives and intended learning outcomes.
2. Monitor the course file preparation in the respective programs.
3. Support planning and coordination of the program and its activities.
4. To monitor the completion of student registration & orientation
5. Guide students at the time of subject selection.
6. Approve the departmental and open elective selection of the students.
7. To monitor the commencement of classes which includes arrangement of classrooms and other essentials such as Time Table, Lecture Plan, Question Bank etc
8. To monitor teaching and learning activities such as Remedial classes, Google Classrooms, Mentor-Mentee, Industrial Visits , basic skills development and feedback from all the stake holders.
9. Enlists support from program faculty and provides recommendations to the Head of the department for the following:
   a. Course offerings during the semesters.
   b. Adjunct faculty within the discipline.
   c. Updates schedule on semester basis.
   d. Coordinates ongoing review of curriculum and program requirements (i.e., program entrance requirements, alignment of program curriculum to standards).
   e. Coordinates marketing of program as needed (which includes oversight of website, brochure development, and/or outreach to other institutions in the area).
   f. Holding regular meetings with class representatives and course coordinators.
10. Program coordinator will be member of Board of studies.
11. Monitoring of Examination related tasks for sessional exams, makeup exams and end semester exams.