



कम्प्यूटर ऐप्लीकेशन विभाग
DEPARTMENT OF COMPUTER APPLICATION
इंटीग्रल विश्वविद्यालय, कुर्सी रोड-226 026 लखनऊ, उ०प्र०
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Ref No. IU/CA/2025-26/Roles & Respos. of Subject-Mentors/14

Dated: 19.09.2025

OFFICE MEMORANDUM

ROLES & RESPONSIBILITIES OF SUBJECT MENTORS

To ensure academic quality, uniformity in teaching, and effective student support, the following **roles and responsibilities of Subject Mentor / Course Coordinator** are hereby defined for all subjects/courses offered under BCA and MCA programs.

Roles:

- Act as the academic in-charge of the assigned subject/course.
- Ensure uniformity in teaching, assessments, and evaluation across all sections.
- Serve as the first point of contact for subject-specific academic queries.
- Maintain subject-related documentation for departmental, accreditation, and examination purposes.

Responsibilities:

1. Academic Planning & Delivery:

- Prepare Course File including syllabus, course outcomes (COs), PO mapping, lesson plan, and schedule.
- Coordinate syllabus coverage with all faculty handling the subject.
- Recommend textbooks, references, and e-learning resources.
- Ensure innovative and ICT-enabled teaching methods.

2. Assessment & Evaluation:

- Prepare question banks, assignments, and tutorials.
- Maintain uniformity in internal assessments, quizzes, and practical exams.
- Analyze student performance and arrange remedial support where required.
- Maintain subject-wise assessment and evaluation records.

3. Student Mentorship & Support:

- Conduct doubt-clearing and remedial sessions.
- Guide slow learners and motivate advanced learners towards projects, research and certifications.
- Encourage participation in competitions, hackathons, and subject-related activities.

4. Documentation & Reporting:

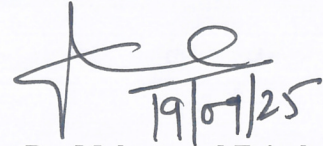
- Maintain updated Course File with teaching and assessment records.
- Document CO-PO mapping and attainment levels.
- Submit progress reports on syllabus coverage and results to HoD/Program Coordinator.
- Assist in preparing, organizing, and providing necessary data and documentation for NAAC, NBA and other accreditation and ranking bodies.

5. Administrative & Collaborative Duties:

- Coordinate with lab in-charges for smooth conduct of lab/practical sessions.

- Support organization of guest lectures, seminars, workshops, and industrial visits related to the subject.
- Recommend curriculum improvements based on feedback and industry needs.

All Subject Mentors/Course Coordinators are directed to diligently perform the above responsibilities to ensure high standards of teaching, effective student learning, and smooth academic functioning of the Department.



Dr. Mohammad Faisal

Professor & Head

Department of Computer Application

HEAD

Department of Computer Application

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Lucknow