



कम्प्यूटर ऐप्लीकेशन विभाग
DEPARTMENT OF COMPUTER APPLICATION
इंटीग्रल विश्वविद्यालय, कुर्सी रोड-226 026 लखनऊ, उ०प्र०
Integral University, Kursi Road-226 026, Lucknow, U.P.



Ref No. IU/CA/2025-26/Roles & Respos. of CC/12

Dated: 19.09.2025

OFFICE MEMORANDUM

ROLES & RESPONSIBILITIES OF CLASS COORDINATORS

In order to ensure the smooth conduct of academic and co-curricular activities, effective monitoring of student performance, and timely communication between students, faculty, and administration, the following **Roles and Responsibilities of Class Coordinators** are hereby defined and must be adhered to by all appointed coordinators of BCA and MCA programs.

- Act as the first point of contact for students regarding academic, attendance, and disciplinary matters.
- Ensure smooth conduct of academic, co-curricular, and extracurricular activities.
- Monitor overall progress, discipline, and well-being of students.
- Function as a bridge between students, faculty, and administration

1. Academic Coordination:

- Maintain and circulate **class timetables**.
- Monitor **syllabus coverage** and report to the Program Coordinator & Head of the Department.
- Keep track of **student performance** in internal assessments, assignments, and projects.
- Coordinate with faculty for remedial classes, bridge courses, or doubt-clearing sessions.
- Encourage students' participation in **seminars, workshops, FDPs, and certification programs**.

2. Attendance & Discipline:

- Maintain **daily attendance records** and monitor irregular students.
- Notify HoD and parents/guardians in case of **shortage of attendance** or continuous absenteeism.
- Ensure classroom discipline and address minor student issues immediately.
- Report serious disciplinary issues to the disciplinary committee & Head of the department.

3. Student Support & Mentorship:

- Act as a **mentor for the academic and personal guidance** of students.
- Identify **slow learners and advanced learners**; recommend academic support measures.
- Encourage and motivate students to actively participate in curricular, co-curricular and extracurricular activities to foster holistic growth and overall personality development.
- Guide students in internships, minor/major projects, and career opportunities.

4. Communication & Reporting:

- Communicate notices, circulars, and important announcements to students.
- Arrange and document **class meetings with students** for feedback.
- Prepare and submit **monthly/semester progress reports** to the competent authority.
- Coordinate with the examination section for smooth conduct of **internal and external exams**.

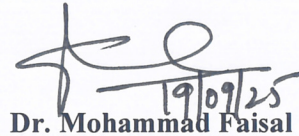
5. Administrative Duties:

- Assist in preparing, organizing, and providing necessary data and documentation for NAAC, NBA, and other accreditation and ranking bodies.

- Support in organizing **departmental events, industrial visits, expert lectures, and alumni interactions.**

6. Registration & Documentation:

- Facilitate and monitor **pre-registration and semester registration** of students.
- Coordinate with the administration for smooth **Students ID Card distribution** and keep a record of issued cards.
- Oversee **Admit Card distribution and tracking** before examinations.
- Maintain updated student records (academic, attendance, and achievements).


19/07/25

Dr. Mohammad Faisal

Professor & Head

Department of Computer Application

HEAD

Department of Computer Application
Integral University
Lucknow