

## **DUTIES AND RESPONSIBILITIES OF PROGRAMME COORDINATOR FOR MPhil/ PhD PROGRAMME**

### **General**

Faculty of Graduate Studies (FGS) is responsible for the conduct of all Postgraduate Degree programmes at KDU. The student population includes tri- services and police personnel and for public and private sector executive officers. FGS is executing administrative duties of the respective postgraduate programmes. Whereas a Programme Coordinator appointed for each programme from the respective faculty to coordinate the postgraduate programmes in liaison with FGS, for the smooth functioning of the academic programme.

### **MPhil/ PhD Programme - Duties and Responsibilities**

**Programme Coordinator for MPhil & PhD must undertake his / her duties and responsibilities given below in consultation with the Dean of FGS at all times.**

1. Participate in the selection interviews of MPhil and PhD to assist FGS to select the candidates according to FGS By-Laws.
2. Involve in the inaugural session of MPhil and PhD students to brief FGS guidelines.
3. Prepare a list of research areas and supervisors available at KDU, each year for recruiting new students for MPhil and PhD degrees, after obtaining necessary information from the BOS Chairmen.
4. Regularly check the progress of students and report to BOS/ Dean - FGS. (Particularly on progress report submission on time).
5. Regularly check the student supervisor meetings to ensure the progress of the research work and prepare a suitable format to report this information to BOS/ Dean - FGS.
6. Assist the students with necessary guidance for the smooth conduct of their degree programme.
7. Assist FGS in Quality Assurance work related to conduct of MPhil/ PhD programmes.
8. Assist the FGS with student matters with necessary recommendation and guidance.
9. Assist the FGS with appointing examiners for thesis evaluation.
10. Assist the FGS to ensure the fulfillment of criteria by the candidates to award the degree.

11. Recommend to Dean FGS of action to be undertaken for the improvement of the conduct of MPhil and PhD degrees.
12. Assist the FGS with any other matters pertaining to the MPhil PhD degree as directed by the relevant authorities.
13. Plan and Organize Workshops and Seminars for the MPhil/ PhD students as necessary.
14. Required to be present for the PRC and the thesis defence of candidates on the date and time given by FGS.