

## **DUTIES AND RESPONSIBILITIES OF PROGRAMME COORDINATOR**

### **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.

**Programme Coordinator must undertake his / her duties and responsibilities given below in consultation with the Dean of the own Faculty at all times.**

1. Preparation of course curriculum, programmes specific By-Laws, detailed syllabus, details for the student handbook and continuous assessment guide lines in consultation with the relevant faculty Dean/ Chairman BOS.
2. Monitoring of the continuous assessment at the beginning of each module via the respective lecturers and assurance of timely completion of the same by candidates.
3. Arrangement of practical classes / field visits as per the requirement of the programme in liaison with FGS.
4. Submission of examination papers to SAR/ DR (Exam) in time.
5. Monitoring the timely commence of the dissertation work by the candidates at completion of the Research Methodology module.
6. Visit the classes under own purview, at least once a month, in order to iron out academic/ administrative issues related to course syllabi/ dissertation/ continuous assessments/ examinations in consultation with respective lecturers/ candidates.
7. Initiation of candidates' feedback in liaison with FGS and suitable onward action.
8. Obtaining relevant approvals from the BOS and Faculty Board of FGS, with regard to the panel of lecturers, examiners, setters, moderators and Dissertation supervisors and Examiners in consultation with FGS.
9. Assisting the FGS to prepare the programme timetable.
10. Notify the matters relating to Continuous Assessments to the respective lecturers.
11. Coordinating the Examination Paper setting and moderation.

12. Submitting Examination Question Papers for printing to the Senior Assistant Registrar (Examination) on time.
13. Giving initial guidance for commencement of the Dissertations and coordinating Research Proposal/Dissertation submissions by the Candidates.
14. Taking any other appropriate measures to ensure the smooth functioning of the Degree Programme, in consultation with the Programme Administrator.