

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

### **General**

Faculty of Graduate Studies (FGS) is responsible for the conduct of all Postgraduate Degree programme for Tri- Services and Police personnel and for public and private sector executive officers. FGS is executing administrative duties of the respective postgraduate programme and academic part done by the respective faculty. It is necessary to appoint a Programme Coordinator for each programme to coordinate the postgraduate programme in liaison with FGS.

### **Duties and Responsibilities**

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

1. Assist the Dean of the own Faculty through HOD in preparation of by-laws and amend the by-laws as per the directions of him/her when required.
2. Preparation of Course Curriculum, Detailed Syllabus, Student Hand Book and Continuous Assessment Guide Lines in consultation with own Faculty Dean and Dean FGS and revision of them time to time when requirement arises.
3. Nomination of suitable lecturers and preparation of programme time table in liaison with Staff Officers of FGS.
4. Initiation of continuous assessment at the beginning of each module through the respective lecturers and assurance of timely return of continuous assessment by candidates through the respective lecturers.
5. Arrangement of practical classes / field visits as per the requirement of the programme in liaison with FGS.
6. Coordination of setting the examination papers through the lecturers and arranging the subsequent moderation.
7. Submission of examination papers to DR (Exam) in time.
8. Initial guidance to commence the dissertation work at the completion of the Research Methodology module.
9. Selection of dissertation topics from the synopsis submitted by the candidates, nomination of supervisors for the dissertations.
10. Nomination of examiners.
11. 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.
12. Initiation of candidates' feedback in liaison with FGS and suitable onward action.