

## **ROLES AND RESPONSIBILITIES OF DEPARTMENT COORDINATOR**

### **ACADEMIC PLANNING AND COURSE MANAGEMENT**

- **Timetable Management**  
Design and oversee the timetable for theory and practical classes to ensure their smooth and efficient conduct across all programs.
- **Curriculum Design and Review**  
Coordinate the design and periodic revision of course syllabi; organize and conduct Board of Studies (BoS) meetings in compliance with university norms.
- **Scheme Preparation and Portal Management**  
Prepare course schemes and ensure their accurate uploading on the University DAVIS portal in a timely manner.
- **Faculty Workload Allocation**  
Assign and manage teaching and administrative workload equitably among faculty members to optimize departmental functioning.
- **Classroom Oversight**  
Monitor the day-to-day conduct of classes to ensure consistent academic delivery and student engagement.

### **B. Faculty Development and Academic Events**

- **Academic Enrichment Activities**  
Organize and oversee Faculty Development Programs (FDPs), seminars, workshops, educational trips, guest lectures, and industrial visits in coordination with department members.

### **C. Discipline and Student Management**

- **Discipline Oversight**  
Maintain discipline and a positive academic environment within the department through timely intervention and preventive measures.
- **Mentorship Assignment**  
Appoint and monitor mentoring in-charges to ensure academic and emotional support for students through structured mentoring processes.
- **Student Attendance and Leave**  
Supervise student attendance tracking and manage the approval of leave requests as per academic guidelines.

## **D. Placement, Training, and Industry Interface**

- **Internship and Placement Facilitation**  
Coordinate with the Training and Placement Officer (TPO) and departmental placement in-charges to support student internships and placements.
- **On-the-Job Training (OJT)**  
Oversee and resolve matters related to On-the-Job Training (OJT) including allocation, performance monitoring, and feedback.

## **E. Financial and Resource Planning**

- **Departmental Budgeting**  
Prepare the annual departmental budget, ensuring alignment with institutional goals and financial regulations and submission to the competent authority for approvals..
- **Library Resource Planning**  
Assess and recommend book and journal requirements for departmental courses to the library in coordination with faculty.

## **F. Examination and Evaluation Oversight**

- **Examination Management**  
Oversee the complete examination process within the department, including internal assessments, practicals, and end-semester evaluations.

## **G. Admission and Enrollment**

- **Admissions Supervision**  
Coordinate and manage all activities related to student admissions in the department, from inquiry to enrollment and orientation.