



# FACULTY OF AYURVED

## PARUL INSTITUTE OF AYURVEDA

### CLASS COORDINATOR

#### Duties and responsibilities

1. The class coordinator shall prepare the timetable before the beginning of academic year.
2. He/she shall identify the class room with all the required amenities with the help of academic co-coordinator.
3. He/ shall prepare the cumulative attendance of the batch every month and it should be notified in the notice board.
4. He/shall assign the students for the mentors also and regular follow-up should be maintained.
5. The class coordinator shall check the attendance register of each department.
6. He/she shall do the counseling of irregular students and send attendance records to their residence when needed with the help of attendance controller.
7. The copy of all the letters sent to parents should also be maintained by the class coordinator.
8. The data required for NAAC and other rankings such as male, female ratio, scholarship data, caste certificates etc should be duly submitted to NAAC coordinator before the academic year finishes.