



FACULTY OF AYURVED

PARUL INSTITUTE OF AYURVEDA

INTERN COORDINATOR

Duties and responsibilities

1. The intern coordinator shall monitor the intern's timetable and the scheduled postings.
2. He shall also maintain the attendance register for the interns.
3. Night duty postings shall be perfectly monitored.
4. The leave policies and sanctioning of leaves etc is the sole duty of coordinator.
5. He shall arrange for the regular meeting of interns and attend to their grievances.
6. He shall arrange for the conduction of academic activities during internshi