



FACULTY OF AYURVED

PARUL INSTITUTE OF AYURVEDA

PG COORDINATOR

Duties and responsibilities

1. The PG coordinator shall monitor the centralized attendance of the PG regularly.
2. He/she shall be strict in the execution of the existing PG rules and regulations.
3. He/she shall make necessary amendments with the advice of Dean as and when required.
4. He/she shall approve the postings and deputations of PG after proper verification.
5. He/she shall strictly monitor for the conduction of the classes, clinics and practicals of PG students and distribution of journals and other study materials.
6. He/she shall be the coordinator for conducting clinical trials of PG students.
7. Conduction of exams and completion of PG course as per the academic calendar also is the duty of PG coordinator.
8. Schedule of synopsis presentation and ethical clearance
9. Issue letters –for not attending duties.