



FACULTY OF AYURVED

ADMISSION COORDINATOR

Duties and responsibilities

1. The admission wing shall arrange for the timely advertisements for PG seats in social websites and newspapers.
2. He/she shall do proper counseling to the students during the admission time.
3. They shall try to ensure the proper filling of all the PG seats before the academic year begins.
4. After finishing of the admission procedure, the students list should be submitted to academic coordinator and PG coordinator.
5. The necessary data required for NAAC and other rankings regarding admission should be duly submitted to the NAAC coordinator.