Duties of the subject coordinator and DCEU regarding the feedback seminar

BA (External) Degree Part I – Repeat Examination 2022

1. Preparing the academic/ lecture time table of the relevant courses of the subject.
2. Informing the lectures allocation, time table and the related information to the teaching panel of the respective subject

3. Monitoring the conducting of relevant lectures according to the time table. In the unavoidable circumstances, if assigned lecturers are in trouble of conducting the lectures at particular day and time, make an alternative arrangement to occupy the students at that time. Same time, re-schedule those lectures with consulting relevant staff member.

4. If the lectures have not been conducted according to the time table, consult respective lectures to know the situation and make cover up arrangement. In such cases, it is necessary to inform to the program coordinator at earliest.

5. In every two weeks a progress report on academic activities needs to be provided to the Program coordinator.

6. Monitoring the uploading lectures (audio/ visual / PPT) and relevant supplementary reading and handouts to the web/ LMS.

7. Maintaining the lecturer's log book with the support of relevant lecturers and get the signature by lecturers for conducting lectures and uploading material every week (for both online and onsite) .

8. Before handing over the clamming vouchers for conducting lecturers, to the DCEU, course unit coordinator should certify the lectures recording book (log book). The vouchers will be prepared assignment based Management Assistant with the guidance from relevant lecturer.

9. Report the problems and difficulties through Head of the department via DCEU program coordinator.

10. Attending monthly meeting with the Program coordinator to discuss any issues / problems and propose solution to overcome such.

11. Subject Coordinator serves as the Chief Examiner of the each Course unit.

12. Consult relevant Head of the Department and the DCEU (AR/ Director) for any issues to get solved without delay