



**Centre for Distance and Online Education,  
Mangalayatan University, Aligarh**

**Duties and Responsibilities of Programme Coordinators**

In addition to the academic work assigned, the Programme Coordinators shall undertake the following duties and responsibilities:

1. To coordinate with the faculty for the formulation of the syllabi,
2. To coordinate with the faculty for the development of the Prospectus, the Programme Guide, the Programme Project Report (PPR),
3. To coordinate with the course writers for the development of the self – learning material (SLM),
4. To coordinate with the faculty for the development of the audio – video instructional material,
5. Coordinate with the CDOE Coordinator and the Staff for uploading of the SLM and audio – video material on the LMS / website periodically, in consultation of the LMS Development and Monitoring Team and the Director, CDOE,
6. To schedule online counselling sessions and monitor conduct of the online counselling sessions, and submitting a periodic report on conduct of the sessions,
7. To coordinate with the faculty for the development of the assignments, projects and question papers of the end semester examinations,
8. To coordinate with the evaluators for the evaluation of the assignments, project reports and the answer papers of the end semester examinations,
9. Sending information / instructions / guidelines / notifications / alerts to their learners in respect of admissions through email and the website,
10. Attending to the student queries and grievances received through email, telephone and through the student grievance portals of the University, UGC and the PMO,
11. Obtaining semester – wise feedback from the learners on the quality of the SLM, audio – video programmes, online counselling sessions, assignments, project work and the end semester examination, declaration of the results, through a feedback form,
12. Compilation of the feedback, its analysis and reporting,
13. Compilation of remuneration bills of the course writers, audio – video programme developers, academic counsellors for conducting the online counselling sessions and the evaluators for providing academic support to the ODL and the OL learners,
14. Any other work assigned to them by the Director, CDOE,
15. The Programme Coordinators shall discuss issues, if any, with Coordinator, CDOE and the Director, CDOE in undertaking the responsibility assigned to them, and
16. The Programme Coordinators shall report to the Director, CDOE through the CDOE Coordinator.

Director, CDOE