



## **TERMS OF REFERENCE FOR THE** **POSTGRADUATE ACADEMIC COORDINATOR**

Bhiksu University recognizes the importance of having terms of reference for the Academic Coordinator attached to the Unit of Postgraduate, External Degrees and Extension Courses (UPEDEC) to work closely with the academics/ Higher Degree Committee and students to assure smooth running of the study programmes. Academic Coordinator shall be appointed by the Vice Chancellor on the recommendation of the Higher Degree Committee.

### **Terms of Reference of the Academic Coordinator**

1. Assisting the Director UPEDEC in planning, organizing and controlling the programme for its smooth functioning.
2. Maintaining the smooth running of the subject component by preparing timetables, appointing resource persons, identifying other logistic details etc.
3. Identify and recommend resource persons for courses/ workshops/ seminars conducted by the UPEDEC for relevant programmes.
4. Attend activities prescribed by the annual action plan and the action plan of the QAC-UPEDEC for the relevant programmes.
5. Manage deadlines and reviewing the progress of students to ensure the programme is delivered on time.
6. Preparation of course modules with the help of relevant academic departments/ Higher Degree Committee members and getting approvals from the relevant authorities.
7. Liaise with the course coordinators/ lecturers/ supervisors, outside experts and students.

8. Assist Director UPEDEC to conduct promotional programmes to increase new recruitments for the courses.
9. Organize proposal, progress and final presentations of research degree programmes.
10. Directing academic programmes according to approved academic calendar.
11. Attend on activities pertaining to the recruitment and assigning duties to the visiting academic staff.
12. Ensure the smooth functioning of courses and arrange the alternative staff to cover up absent resource persons' duties.
13. Collect and analyze feedback from different stakeholders to gauge satisfaction and success.
14. Assist to review the curriculum from time to time to enhance its standards where necessary.
15. Engage in preparation of study programme budgets with the Bursar/ Senior Assistant Registrar.
16. Engage in appointment of examiners and other duties pertaining to the examinations.
17. Supervise and accelerate all the examination processes of the courses until results are released.
18. Make necessary recommendations on payment vouchers of academic staff.
19. Coordinate all the student issues including academic and student welfare.
20. Assist Director UPEDEC to organize the orientation and inauguration programmes.
21. Provide regular updates of the courses to the Higher Degree Committee for information/ approvals.

-END-