



Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

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OFFICE CIRCULAR

Sub: Program Coordinator Duties & Responsibilities-reg.

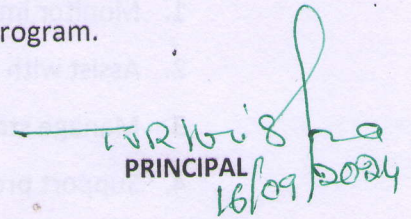
All staff members are hereby informed of the duties and responsibilities of the **Program Coordinator**, as outlined below. The Program Coordinator plays a crucial role in ensuring the smooth functioning of academic and administrative activities related to their program.

Program Coordinator Duties & Responsibilities

1. Monitor implementation of program policies and practices
2. Assist with planning and coordination of programs and their activities
3. Manage staff work assignments, workloads and work schedules
4. Support program growth and development as necessary
5. Coordinate interactions/relationships between staff, clients, administrators and all other program stakeholders
6. Create and maintain program records, reports, presentations and proposal
7. Facilitate positive relations between the program team, the public, and the media. other departments within the organization, and all other involved parties
8. Schedule and organize program-related meetings and events
9. Support program growth and development as necessary
10. Coordinate program communications
11. Writes, edits, and coordinates development of course catalogs, promotional materials, educational materials, training manuals, newsletters, and/or brochures, as appropriate to the program

12. Attending the meetings in connection with the programme development and carrying out the follow-up action;
13. Convening the Programme Design / Expert Committee meeting, preparing the minutes and circulating the same to the members
14. Acts as interface between department and key stakeholders, students, faculties and employer.
15. Evaluates and assess the activities in the program independently with the course coordinators
16. Prepares work plan in accordance with the objectives and outcomes of the program
17. Creation of Program Assessment committee
18. Monitors and coordinates entire activities of the program enforcing appropriate policies and procedures to ensure utmost efficiency.

The Program Coordinator is expected to perform these responsibilities with dedication and professionalism to ensure the continuous improvement and success of the program.


PRINCIPAL
16/09/2024

CC To

Mail & Hard copy to: Hon'ble Secretary, AGTI
Mail & Hard copy to: Hon'ble Executive Director, AGTI
Mail & Hard copy to: Executive Officer, AGTI
Mail & Hard copy to: Principal, SVPEC
Mail & Hard copy to: AO, AGTI
Mail & Hard copy to: Director-ASA, AGTI
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