



# Aishwarya College (AUTONOMOUS)

Affiliated to Jai Narain Vyas University, Jodhpur, Accredited with 'A' Grade by NAAC, Approved by UGC U/s 2(f) & 12(B)

ACE/CS/25-26/003

21/8/2025

## Department of Computer Science

### Class Coordinator

Faculty Name	Class
Dr. Sumit Purohit	BCA 1 <sup>st</sup> Sem (Autonomous)
Dr. Prabhat Mathur	BCA 3 <sup>rd</sup> Sem JNVU
Mr. Naveen Purohit	BCA 5 <sup>th</sup> Sem JNVU
Miss Jaya Gangwani	IMCA 3 <sup>rd</sup> Sem
Mr. Atish Rai	MCA 1 <sup>st</sup> Sem
Mr. Joseph dikension	MCA 3 <sup>rd</sup> Sem

### Role of a Class Coordinator

The Class Coordinator acts as a vital link between the students and the faculty/administration. Their primary responsibility is to oversee the academic and administrative functioning of a particular class or batch, ensuring smooth communication and efficient handling of student-related matters.

### Key Responsibilities:

- Academic Monitoring:**
  - Track students' academic progress, attendance, and performance.
  - Coordinate with subject teachers to address academic issues and provide necessary support to students.
  - Ensure timely completion of syllabus and academic activities.
- Communication Bridge:**
  - Serve as the point of contact between students and faculty or administration.
  - Relay important information such as schedules, notices, deadlines, and policy updates.
  - Collect feedback from students and convey concerns or suggestions to higher authorities.
- Administrative Coordination:**
  - Maintain class records including attendance, internal marks, and student details.
  - Help organize internal assessments, assignments, and class tests.
  - Support examination-related duties like invigilation or coordination.
- Student Support & Guidance:**
  - Act as a mentor to students, guiding them in academic and behavioral matters.
  - Assist in resolving conflicts or disciplinary issues when necessary.
  - Encourage student participation in academic and extracurricular activities.
- Event and Activity Coordination:**
  - Facilitate student involvement in workshops, seminars, and departmental events.
  - Coordinate guest lectures or industrial visits, where applicable.
- Reporting and Documentation:**
  - Prepare periodic reports on student performance and class activities.
  - Submit required data and updates to department heads or academic coordinators.

NB/WB  
HOD-LL

20/8/25

Head

Department of Computer Science