

SILIGURI INSTITUTE OF TECHNOLOGY



OFFICE OF THE PRINCIPAL

OFFICE DIRECTIVE

Date: 20.08.2024

Ref. No. Admin/2024/Off. Dir/04

This is to inform to all concerned that the following are the key responsibility of Class Coordinators as derived and to be followed with immediate effect.

Responsibilities of Class Coordinators:

- 1) Should be in regular touch with the students and also Class Representative.
- 2) Monitor the conduction of classes for the dedicated section /class on each day.
- 3) Be present in the CR Meet with the Principal, SIT
- 4) Conduct regular meeting with students to understand their mental health and report the same to the Principal for any irregularity and also convey counseling session.
- 5) Be in touch with the mentor of students of allotted sections.
- 6) Send a weekly/ fortnightly report to the Principal regarding overall teaching learning of that particular section.



Dr. Mithun Chakraborty
Principal
Siliguri Institute of Technology