DEPARTMENTAL COORDINATORS

JOB DESCRIPTIONS
Department of Applied Sciences Organizational Structure

APPLIED SCIENCES
HEAD OF DEPARTMENT

ACADEMIC COORDINATORS
- Time Table
- Examination
- Registrar
- Quality Assurance
- OJT
- EPT
- Staff Activity
- Student Activity
- Diploma Year 1
- Student Attendance
- Web
- Safety
- E-learning
- Dept. Assessor
- Academic Advising
- Student Investigation
- Program
- Course
- Department
- Section

BIOLOGY
HEAD OF SECTION
Section Coordinator
Teaching Staff
Biology Supervisor
Technical Staff
Technical Staff

CHEMISTRY
HEAD OF SECTION
Section Coordinator
Teaching Staff
Chemistry Supervisor
Technical Staff
Technical Staff

ENVI SCI
HEAD OF SECTION
Section Coordinator
Teaching Staff
Envi Sci Supervisor
Technical Staff
Technical Staff

PHYSICS
PROGRAM COORDINATOR
Section Coordinator
Teaching Staff
Physics Supervisor
Technical Staff
Technical Staff

Head of Laboratory Supervisor
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ABBREVIATIONS

Academic Advisor  AA
Academic Advising Coordinator  AAC
Asst. Dean for Academic Affairs  ADAA
Asst. Dean for Student Affairs  ADSA
As Soon As Possible  ASAP
Course Coordinator  COC
Cumulative Grade Point Average  CGPA
Department Assessor  DA
Department of Applied Sciences  DAS
Department Coordinator  DC
Department investigation coordinator  DIC
Departmental Registrar  DR
Diploma Year 1 Coordinator  DY1C
Education Technology Center  ETC
E-learning Coordinator  EC
Examination Coordinator  EXC
Head of Department  HoD
Head of Section  HoS
Heads of Section  HoSs
Head of Laboratory Supervisor  HLS
Health, Safety, Security and Environmental Committee  HSSEC
Higher College of Technology  HCT
Lab School Coordinator  LSC
On the Job Training Coordinator  OJTC
Program coordinator  PC
Safety Coordinator  SFC
Section Coordinator  SC
Staff Activity Coordinator  STFAC
Student Activity Coordinator  STUAC
Student Attendance Coordinator  STUATTC
Test of English as a Foreign Language  TOEFL
Time Table Coordinator  TC
Quality Assurance  QA
Quality Assurance Coordinator  QAC
Web Coordinator  WebC
1. Teaching Timetable Coordinator (TC)

The teaching timetable coordinator liaises with the head of department, heads of section, registrar, advisors and college timetable coordinator to prepare a best fit timetable for the students. The teaching timetable is prepared with the information obtained from different sources mentioned above and ensures that the needs of students are considered. The Department Council appoints the teaching timetable coordinator whose responsibilities are to:

- Collect the number of students expected to enroll for each course in the next semester from all advisors using the projection form
- Consolidate the data collected using the TC3 form
- Coordinate with other departments for timetabling common courses like Statistics and IT, Technical writing I and II, Business ethics
- Obtain projections from other departments for courses offered by DAS like Fund of chem. (Engg), Physics I and 2
- Coordinate with HoSs regarding usage of labs, number of sections per course, number of students per section in theory/practical
- Attend meetings with the College teaching timetable coordinator on matters related to timetabling
- Ensure the suitability of venues and assign venues based on projected section strength (number of students)
- Ensure efficient usage of all physical resources
- Prepare the teaching timetable in coordination with the HoSs and other departments
- Email the teaching timetable to HoS's to allocate lecturers
- Upload the teaching timetable in SMS after receiving the timetable with lecturers allotted
- Coordinate with Departmental Registrar and HoSs for any changes in the teaching timetable such as increasing the number of sections, closing sections and catering to the demands of other departments
• Revise the teaching timetable for changes and sorting out clashes with HoSs
• Perform other duties and responsibilities related to timetabling like attending workshops
2. Examination Coordinator (EXC)

The examination committee will have the following responsibilities which are organized into three phases:

A. Before the Examination:

- Provide the following documents containing complete information pertaining to examination and evaluation to all the academic staff:
  - fair conduct of exams by QA and invigilator report form (attachment 1)
  - policy on setting & moderation of final examination question paper (attachment 2)
  - rules for assessment, which also includes the latest changes developed during processing the results
  - attendance sheet template for the examination (attachment 3)
  - envelop pasting template (attachment 4)
  - assessment forms 1.1, 1.2 and 1.3 (attachment 5)
  - course grade report form (attachment 6)

- Coordinate with college examination committee to fix a tentative schedule in terms of total number of days required for completion of exam, submission of results etc

- Download a list of all the courses being offered in the current semester and the clash list from the academic module [The clash list helps in identifying courses which cannot be put together in the same session / day in the examination timetable]

- Draft the final examination timetable for New Programme and Lab Schools programme in consultation with the college examination timetable coordinator and other departmental coordinators, taking into consideration the number of sections and number of students in each course. Priority is given to common courses and courses with large number of students

- Draft a separate timetable for final examination of technique courses, New Programme and Lab school's Diploma in consultation with HoSs

- E-mail the proposed timetable to be called as student timetable* to all HoSs for their feedback and simultaneously posting it on the notice boards for students to identify any clashes among courses

- E-mail all academic advisors regarding the above matter and they, in turn, after communicating with their advisees via e-mail inform the examination committee about any feedback received from their advisees regarding clashes
• Solve the clashes in the student timetable and post the revised version on the student notice boards

• Submit the 'clash-free' student timetable to the Department Council for approval

• Request for the required number of venues** to the College coordinator for central resources

• Post the approved student timetable with venue on the departmental notice board

• Assign the invigilation duties to all academic staff in consultation with the HoSs*** and assign supervisors for each day as directed by HoD

• Submit the final exam time table**** to HoD for approval and e-mail the final time table both for New Programme and Lab Schools duly signed by HoD and sealed, first for technique courses and then theory courses to all HoSs and staff

• Post the final version of timetable on the college website

• E-mail all lecturers to adhere to the deadline for submission of the required number of exam scripts, with two copies of invigilator report form and two copies of attendance sheet with names of debarred students highlighted

• Ensure that the final exam papers are received by the examination committee 48 hours before the start of each exam

• Ensure the availability of physical resources 24 hours before the start of any examination, report the matter to administration and maintenance department, in case of any deficiencies and get it rectified

• Post the student attendance list on the entrance of the respective examination halls

B. During the Examination:

• Ensure that both the invigilators in the examination venues report to the examination committee 30 minutes before the start of the exam to receive the examination papers

• Distribute final examination papers to the invigilators, get them back and hand over to the lecturers for evaluation with their signature

• Inform the standby invigilators by text messaging them about if and when their services are required
• Ensure that the supervisors and invigilators perform their duties by taking rounds randomly

• Deal with queries raised by students in the exam hall by contacting the moderator concerned

• Ensure that the invigilators report to examination supervisors or examination committee members in case of any irregularity noticed (for eg: absenteeism of co-invigilator, cheating cases, clash among venues). The examination officer will record about such cases in the invigilator report form and intimate the HoD

• Ensure that the debarred students are not allowed in the examination hall

• Collect the list of absentees at the end of each exam session and record them

C. After the Examination:

• E-mail the course coordinator to consolidate the result of all sections of a particular course, seek the approval of the HoSs and submit the course grade report form to the examination committee

• Ensure that all lecturers enter the marks in the academic module after they receive feedback from the course coordinator regarding the approval from HoSs; also ensure that they adhere to the dead line

• Collect hard and soft copies of results of all courses, which include assessment form, course grade report form, and result entered in the student Management System (academic module) from all examiners

• File all the above collected data appropriately

D. After the announcement of results:

• Download the result from the academic module and submit it to HoD for the approval of CAB

• Prepare consolidated result analysis and submit it to the departmental council

• Inform all lecturers to submit valid excuses from students, who were absent during the final examination, to the examination committee which will be approved by the departmental council

• Prepare the makeup exam and re-sit exam examination timetable

• Submit it to the Departmental Council for approval
- Prepare a consolidated data analysis sheet for quality assurance and hand it over to the departmental council and Quality Assurance Coordinator

- Follow up the grades and status of the students after the resit examination

- Update and maintain all the required files related to examinations

**Notes**

* Timetable without invigilator list and venue.

** Specify room size whether big or small depending on student strength.

*** QA coordinator, timetable coordinator, departmental registrar, certificate coordinator and all staff members suggested by HoS’s will be exempted from invigilation duties.

**** Final exam time table with invigilators and venue.
3. Departmental Registrar  (DR)

Under the general directions of the HoD and the College Registrar, the Departmental Registrar, performs a variety of duties and responsibilities which include enrolling and transferring students; creating and maintaining students records; providing student services and other related duties. The Departmental Registrar is authorized to endorse the transcript of all students of the department.

DR has the following responsibilities:

- **Registration Process:**
  a) Ensure that the department plan and department teaching timetable is uploaded in the SMS
  b) Ensure that the registration takes place smoothly
  c) Attend to queries/problems of students regarding registration process from the Registration Control Center
  d) Coordinate with Teaching Timetable Coordinator regarding clashes, opening/closing of sections etc.

- Maintain all documents regarding registered and non-registered students depending on the reports in the SMS

- Collect information about non-registered students from advisors and Certificate Coordinator

- Supply the College Registrar with information of the non-registered students for taking the necessary action pertaining to their dismissal and stopping their subsistence allowance

- Obtain record of the students (other than probation and mixing cases) who registered for less than 15 credit hours from the SMS and maintain the record

- Prepare statistics and data pertaining to students who have
  a) Postponed
  b) Transferred to/from other colleges
  c) Probations I and II (and III)
  d) Graduated

- Ensure the issuance of error-free transcripts to students after OJT

- Attend meetings of registrars and workshops

- Present a report of the registration process to the College Registrar after every registration

- Monitor students registered for courses outside the regular degree audit and update it in the SMS, for example:
a) Manual registrations  
b) Transfer from other departments etc.

- Coordinate with the Students Attendance Coordinator to collect and prepare information about students who absent themselves (as reported by their academic lecturers/advisors)

- Submit absenteeism list weekly to the College Registrar for taking necessary measures pertaining to dismissal and depriving them of their financial support

- Maintain records from the SMS about students related to:  
  a) Postponement  
  b) Change of registration  
  c) Transfer to/from other colleges  
  d) Withdrawal, dismissal, debarring from the final exam etc

- Update students data in the SMS related to:  
  a) CGPA (for Semester and Level)  
  b) The courses according to the degree audit

- Conduct a workshop for the academic staff and students to introduce them to changes in the registration process (such as SMS and e-registration system)

- Update any changes and inform the academic advisors about their duties to ensure compliance with college rules and regulations via email

- Communicate the information from the College Registrar to the academic advisors and vice-versa

- Communicate and coordinate with other Departmental Registrars on matters concerning common courses through HoD

- Deal with all student appeals and write a report about these to the HoD and the appeals committee

- Liaise with the Student Affairs Department to produce an error-free graduation list in coordination with the OJT coordinator

- Preparing the lists for awarding students certificates of achievement, excellence as well as the Dean’s honour list
4. Quality Assurance Coordinator (QAC)

The HoD appoints the Department’s Quality Assurance Coordinator (QAC) who, irrespective of other responsibilities shall have responsibility and authority to:

- Ensure that processes needed for quality assurance management are established, implemented and maintained
- Report to HoD issues, concerns, development and any matters requiring improvement related to quality assurance
- Ensure the promotion of awareness of processes, procedures, activities and other matters pertaining to quality assurance throughout the department
- Act as liaison with the College QAEC and QA Steering Committee on matters related to quality assurance
- Schedule and conduct unit internal audit and prepare a report incorporating data from various sections and coordinators in the department
- Perform other duties and responsibilities analogous, germane or related to and/or implied from the above enumeration of duties and responsibilities
5. On the Job Training Coordinator (OJTC)

Before the end of the current semester:

- E-mail the different companies/organizations requesting them for a feedback regarding the availability and number of OJT positions for the following semester

- E-mail the academic advisors for a feedback regarding the potential OJT students among their advisees

- Compile the names of all the students received from the academic advisors and email the expected number per level to the heads of sections concerned

- Send a follow-up email to the companies, the registrar and the heads of sections after the announcement of results regarding the finalized number of students

At the Beginning of the new semester:

- Receive the names of the college assessors from the heads of sections along with their teaching timetable and number of students to be assessed by every assessor.

- Allot the available OJT positions as received from the companies to the students who will proceed for OJT [Priority given to the highest academic level and CGPA and students who have finished all courses].

- Email all the necessary information to the college assessors regarding:
  
  1. Names of the students that will be assessed,
  2. Students’ email addresses and phone numbers
  3. The companies where the students will do the training, and
  4. The contact information of the company supervisor.

  (The geographic location of the companies allotted to each assessor to be considered here.)

- Email the names of the students along with the name and the contact information of the college assessor to the companies

- Meet the students registered for OJT in presence of the college assessors to explain the nature of the OJT program and contents of the OJT booklet which is emailed to them before the meeting [The meeting is to be done by liaising with the timetable coordinator to provide a venue].

- Email the timetable coordinator requesting for a permanent venue of two hours per week to be assigned for OJT presentations and meetings.
• Email the college and the company assessors their expected duties and responsibilities
• Email the list of OJT students to the Departmental registrar and to student Affairs

During the semester:
• Receive a brief report from the college assessor (on the available College Assessors’ Report Form), regarding the progress of every student after 4 weeks of the OJT program

• Attend the central OJT meetings of the HCT OJT committee

At the end of OJT:
• Follow up with college assessors regarding students who have completed OJT and ensure that they have checked whether company assessor has filled the required information in the booklet. Also, email a reminder regarding the presentations to the college assessors who in turn convey the information to the students via email [The heads of sections are carbon copied].

• Arrange for the presentations and email the information to the college assessors who in turn convey the information to the students via email

• Conduct the presentations during the said date and time in presence of the college assessors

• Collection of the OJT booklets from the college assessors

• Inform the students that they can obtain the Certificate of Training from the respective company

• Update all the information in the Student Management system

• Update all records as and when students complete OJT

Irregular cases of OJT students
• Address grievances of students who have an issue/problem with the company allotted with regards to transport, nature of work etc and allot another company if possible

• Email/contact the non-show OJT cases and alert the student affairs to stop the salaries
• Deal with the postponement cases of OJT by finalizing the formalities related to alerting the college assessor, head of section concerned, the company involved, the registrar and the students affairs

• Activate the cases of resumed OJT students by alerting the above mentioned authorities

• Conduct special follow up of students doing OJT outside Muscat with the help of Industrial supervisor

• Arrange guest speakers to enlighten students regarding any specific industry

• For OJT cases outside Muscat: to be liaised with the Head of Section concerned and Head of Department
6. Staff Activity Coordinator (STFAC)

A. Academic activities outside the college
   - Receive from the staff the letter of intent to attend seminar, conference, symposium or other academic activities held outside the college, and the letter of invitation about the academic activity
   - Inform and seek the approval of the Department Council through e-mail, of the intention of a staff member to attend an academic activity and the nature of the said activity
   - Inform the staff concerned if his / her request to attend an academic activity is approved or disapproved.

B. Academic activities inside the college
   - Coordinate between the department conducting the academic activity and DAS staff concerned for their attendance and participation
   - E-mail the schedule and venue to the staff members who need to attend the academic activity. [The HoD and the HoS concerned are also e-mailed]
   - Check with the HoD Coordinator regarding the attendance of the staff in the academic activity, submit the attendance sheet to the HoD and then file the same
   - Coordinate with the HoD Coordinator on the documentation of the activity

C. Academic activities sponsored by the DAS
   - Plan, coordinate and facilitate the academic activity/ies for the DAS Staff, as suggested and recommended by the HoSs and approved by the HoD
   - Inform through e-mail the staff about the academic activity and remind them of their attendance and participation
   - Coordinate and facilitate the preparations and arrangements necessary in conducting academic activities which include informing / inviting the top management, invitation of guest speaker/s and participants, preparation of the venue and facilities needed for the activity etc
   - Coordinate and facilitate the conduct and proceedings of the academic activity and its documentation and evaluation
D. Social activities

- Plan and coordinate social activities that will enhance cooperation between and among the DAS Staff and administrators

- Inform through e-mail the DAS Staff about the social activity and form committees to assist, if necessary

- Coordinate and facilitate the collection of financial contribution for social activities if necessary and upon the approval of the Department Council

- Coordinate and facilitate social activity to welcome new staff members of the DAS

- Coordinate and facilitate farewell party for staff members of the DAS

- Collect staff contributions for social activities

E. Determine through evaluation and survey the views and suggestions of staff on:
   a) how to improve the performance and efficiency of the staff activity coordinator,
   b) other academic and social activities for the DAS staff

F. Perform other duties as required by the HoD
7. Student Activity Coordinator (STUAC)

STUAC will have responsibility to:

- Organize the orientation week, coordinate with senior students to take the new intake for a tour in HCT; arrange for B.Tech students to give presentations regarding their study experience in HCT and coordinate with alumni to give their occupational experience after graduating from HCT

- Coordinate student project exhibitions by which students design their own posters, by first discussing the ideas of projects with students and liaise with private sector regarding sponsoring of the event

- Coordinate Science Club activities by contacting other universities and colleges regarding scientific activities that the Science club might be interested to participate; monitor the Science Club Notice board; Supervise all publications and newsletters issued by the Science Club and coordinate conferences and symposiums organized by the Science Club

- Coordinate school visits by receiving school students who are on official visit to HCT and briefing them about Applied Science Department
8. Diploma Year 1  (DY1 C)

At the beginning of the Diploma Year -I (New Intake)

- Obtain the expected number of new intake students from HoD
- Obtain names of the potential (new) academic advisors from the academic advising coordinator
- Accept the transferred students into the system
- Allot the students to the new advisors
- Coordinate with the departmental registrar to arrange for a meeting with the new academic advisors
- E-mail the timetable coordinator to provide venues for conducting a preliminary meeting of the new academic advisors with their advisees
- Disseminate the above information to all new intake students by sending them SMS with coordination of ETC
- Ensure that notices are posted on the notice boards showing the list of advisees/advisor along with the venue, date and time of meeting
- E-mail the information mentioned above to the new advisors, HoSs and HoD
- Photocopy required number of relevant documents and forms like Student handbook, Safety booklet, Safety declaration form, undertakings etc and distribute to the academic advisors
- Book several venues for the following:
  a. A main venue for the general orientation program
  b. Smaller venues to accommodate the advisees/advisor along with one bilingual staff to elaborate on the orientation presentation
- E-mail college registrar to activate the email accounts of new students
- E-mail the certificate level lecturers of Applied Sciences about the date and venue of the “Student orientation programme” which can be passed on to the new intake students in the class. Also e-mail this information to the academic advisors who in turn will pass it on to their advisees. Send SMS to students with coordination of ETC. A hard copy is also to be placed on the notice boards.
• Present/ distribute a questionnaire to students to know the feedback of the orientation presentation (prepared by QA officer) at the end of the session

• Evaluate the Questionnaire of student orientation presentation and provide the DC members with a written report regarding the analysis

Before the end of Certificate level

• E-mail specialization forms indicating deadline of submission to the academic advisors concerned who in turn will e-mail to the advisees and submit the filled and signed forms

• Sort out specialization forms showing the number of students/specialization and CGPA of the students to the Departmental Council for their approval

• E-mail the list of students to the HoSs concerned and request them to nominate names for academic advisors as per specializations chosen by students

• Distribute the newly specialized students to the respective Academic Advisors and e-mail the information to the Academic Advisors and furnish copies to the Heads of Section. Hard copies are to be placed on the departmental notice boards
9. **Student Attendance Coordinator (STUATTC)**

- Collect and maintain all documents regarding students who are absent (submitted by their academic lecturers/advisors) which include
  
  a. Medical Certificates*
  b. Any other document that can be treated as a proof of absence
  c. Warning Letters
  d. No Show Letters

- Compile and submit the list of students absent on a weekly basis to the Departmental Registrar

* An Original sick leave referred by College (College form) to a government health center in Al-Khuwair or any other government health center only to be accepted to prevent students from absenting themselves during quizzes, tests and exams.
10. Web Coordinator (WebC)

- Liaise with the ETC-Web Team to publish any material or information pertaining to DAS at the HCT website
- Liaise with the HoSs and HoD to update the posted information for any alteration, modification or adjustment on the department’s webpage
- Coordinate with the ETC-Web Team and offer suggestions on improving the departmental webpage layout
- Convey any information or feedback coming from the ETC-Web Team to the HoD concerning the Webpage requirements.
### 11. Safety Coordinator (SFC)

The SC and the team members of the safety team will be responsible for the overall safety in DAS, especially in the labs. The responsibilities are to:

- Develop a safety culture in the department by adopting various strategies like organizing seminars, ensuring that all staff and students receive a copy of the lab safety manual, conducting a survey among staff and students to check their attitude towards safety and awareness of safety principles.
- Assess the safety in chemical and biological stores and check the functioning of equipment and appliances in all labs.
- Check whether and chemical and biological wastes are being disposed in an appropriate manner.
- Evaluate our workplace accident prevention program and discuss recommendations for improvement, if required.
- Plan for hazard identification, risk assessment and risk control by consulting departmental QAC.
- Conduct fire drills and mock emergency evacuation procedures with the help of the college HSSEC.
- Analyze causes of any incidents and accidents that might have occurred in the labs and take steps to minimize their occurrence.
- Ensure all safety procedures initiated are being implemented.
- Work with staff and technicians of DAS to resolve safety complaints.
- Keep safety bulletin boards in the labs current.
- Maintain a record of all incidents, accidents and near-misses with respect to the time of occurrence, date, place, parties involved, actions taken etc.
- Conduct spot inspections on a regular basis.
- Apprise HoD of current safety concerns.
12. E-Learning Coordinator (EC)

- Attend E-learning meetings held in ETC, and convey the instructions to all staff
- Follow up the staff usage of the portals and solve the problems that they may face in coordination with ETC and present the usage report of the department to the Departmental Council once a month
- Attend to the students problems and solve them if possible, or get the help from ETC staff
- Coordinate with ETC designers for course enhancement
- Coordinate with ETC staff for conducting training workshops for new staff as well as other DAS staff who wish to attend such workshops
13. **Program Coordinator (DC)**

The program coordinator heads the unit offering physics courses to students of DAS as well as Engineering Department.

The responsibilities include and are not restricted to the following:

- Prepare the staff timetable every semester after receiving the department timetable from TC
- Conduct staff meetings and maintain records of all communication with staff
- Solve any problems faced by staff and students
- Map the requirement for resources and submit the same to HoD
- Conduct staff appraisal exercise and give the feedback to the staff
- Maintain a record of any modifications/changes in the outcomes or syllabus of courses
- Ensure the smooth working of the units
- Perform all other tasks as required by HoD
14. **Department Coordinator (DC)**

- Perform a variety of administrative or executive support functions that are highly confidential and sensitive

- Read and screen incoming correspondence and reports addressed to the HoD; make preliminary assessment of the importance of the materials and organize documents; handle some matters personally and forward appropriate material to head of department and staff

- Compose letters and memoranda requested by the HoD

- Review, proofread, and edit documents prepared for signature of the HoD

- Take dictations on technical and confidential matters from the HoD

- Assist HoD in the planning and preparation for the Department Council meetings, staff meetings, quality assurance meetings and any other meetings involving the HoD

- Update HoD on status of issues before scheduled meetings

- Receive, compile, and review documents relating to students’ appeal before they are forwarded to the HoD

- Forward concerns and requests received from HoSs coursed through the head of department’s office to ADAF or ADAA; follow-up continually on the status, get updates on action on said concerns and requests and inform the respective HoSs

- Prepare documents required for full compliance of the Applied Sciences Department to the college’s quality assurance system requirements. This includes ensuring the documents are presented in a consolidated, organized, and presentable format.

- Collate results of appraisal of lecturers and technicians and after review and approval by HoD transmit them to the ADAA’s office

- Coordinate and facilitate the HoD’s calendar to arrange appointments and meetings

- Update continually the chart showing all the department staff members with photographs

- Update the department’s directory of staff bearing important contact information
• Assist the HoD in collating relevant information required for the drafting of the department's annual physical and human resource requirements

• Recommend actions to be taken on office expenditure such as equipment and supply needs; maintain adequate inventory of regularly used office supplies by requesting for them from the Main Store

• Assist in the establishment, revision, and maintenance of office procedures and policies

• Compile and maintain records, statistical information, and reports

• Operate standard office equipment

• Perform other related duties as required
15. **Section Coordinator (SC)**

- Perform a variety of administrative or executive support functions that are highly confidential and sensitive
- Compose letters and memoranda requested by the head of section
- Review, proofread, and edit documents prepared for head of section’s signature
- Take dictations on technical and confidential matters from the head of section
- Assist the head of section in the planning and preparation for the sectional and team meetings and arrange for interviews of prospective lecturers and technicians
- Update head of section on status of issues before scheduled meetings
- Prepare documents required for full compliance of the section to the college’s quality assurance system requirements. This includes ensuring the documents are presented in a consolidated, organized, and presentable format.
- Collate results of staff appraisal and transcribe them into the standard format for reporting appraisal results
- Coordinate and facilitate the head of section’s calendar to arrange appointments and meetings
- Collate documents related to the operation of the labs such as maintenance reports and chemicals consumption reports and forward them to the head of section for review and proper action
- Write reports and related paper works from drafts prepared by the head of section pertaining to curriculum development
- Prepare time tables in standard format from drafts created by the head of section
- Update continually chart showing all the section staff members with photo and reflecting their respective main qualification
- Keep current the section’s directory of staff bearing important contact information
- Assist the head of section in and collate relevant information required for the drafting of the section’s annual physical and human resource requirement
- Recommend actions to be taken on office expenditure such as equipment and supply needs; maintain adequate inventory of regularly used office supplies
• Convey to staff the establishment, revision, and maintenance of section procedures and policies suggested and formalized by the head of section

• Attend to/keep track of day-to-day concerns of the head of section’s office in the absence of the Head of section

• Safeguard the head of section’s office and attend to concerns of the office when the head of section is in a meeting with the Dean and other senior officers of the College, attending the department Council meeting, meeting company representatives, holding interviews, and presiding over section and team meetings

• Compile and maintain records, statistical information, and reports

• Maintain the section’s library

• Prioritize issues for action received from the HoD and prepare related documentation

• Perform other related duties as required
16. Department Assessor (DA)

Before the Start of OJT:

- Brief the OJT Supervisor (i.e. Industrial Supervisor) about the OJT Scheme, explain the different requirements as laid out in the OJT Logbook and discuss the training schedule with the OJT Supervisor
- Prepare the ‘Training Schedule’ in consultation with the OJT assessor and student for 8 weeks of OJT with a minimum of 300 hours of training in consultation with the OJT supervisor
- Brief the student/s about all the general aspects of OJT and the specific nature of work at the selected place
- Inform the student, who will do OJT outside Muscat area (like Nizwa, Sohar, Salalah, etc), that they should report to the College Assessor after 4th week to show his/her progress on OJT

During the Progress of OJT:

- Evaluate the student/s at the OJT places (companies/concerns) once every week (essential during first week of training)
- Discuss with the student/s and the OJT supervisor about the nature and progress of training
- Review of the ‘Training Schedule’ in consultation with the OJT supervisor
- Assess continuously and grade once every two weeks the student/s work along with the entries in the log book and attendance sheet
- Maintain all the records related to industrial visit and forward suggestions if any to the OJT Coordinator

At the end of the OJT:

- Assess/grade the student/s work, final project report and map the attainment of all the objectives and outcomes as per the training schedule related to the skills, knowledge and occupational competences
- Conduct a power point presentation for each student. The presentation may be just by conducting presentation by the student followed by question/answer session. This is to assess the student’s ability and confidence related to the nature of work performed and skills gained during the OJT.
- Collect all the assessment records from the OJT supervisor
- Submit the final grades for the allotted OJT student/s in the prescribed form to the OJT Coordinator
- Submit the final report and suggestions, if any, after critically analyzing the training process and work done during OJT.
- Maintain all the records related to the OJT of the allotted students
17. **Academic Advising Coordinator (AAC)**

**General Responsibilities include**

- Assisting academic advisors in their role as student mentors by clarifying any issues related to academic advising.
- Dealing with the day-to-day problems faced by advisors with the assistance of the Advising Committee members.
- Communicating with staff about changes and other relevant information related to academic advising.
- Organizing advising workshops and training sessions for staff.
- Designing and circulating forms and template needed for advising as required by the Department Council.
- Assisting the HoD in dealing with appeals from students.
- Maintaining a record of the number of advisees per advisor and updating it each semester.
- Assigning new advisors in place of staff that leave the college.
- Consulting with the Department Year I Coordinator regarding choice of new intake advisors as well as newly specialized advisors.
- Meeting with members of the Advising Committee periodically to discuss problems or queries about academic advising.
- Making recommendations for improvements in the advising process in consultation with the members of the Advising Committee and submitting them for approval by the Department Council.
- Assessing the maintenance of record by advisors in consultation with members of the Advising Committee and Heads of Section.
- Suggesting modifications in maintenance of records by advisors.
- Coordinating with Heads of Sections and members of the Advising Committee in staff appraisal based on academic advising.
- Coordinating with the registrar on various issues dealing with advising & registration.
Review of advising process includes:

- Collecting all critical or complicated cases including probation, mixing, etc. from academic advisors

- Discussing each case with members of the academic advising committee with respect to the appropriateness of advising

- Clarifying the discrepancies found in the advising form with the academic advisors by meeting him/her on the same day. This is done with all academic advisors concerned on individual basis.

- Submitting a report of the findings and suggestions for improvement of the process
18. Course Coordinator (CSC)

A. Theory course

The theory course coordinator will:

- E-mail all lecturers teaching that particular course before the start of the semester and arrange for a meeting at a mutually convenient time and venue
- Meet with all lecturers teaching that particular course and decide the week-wise schedule for coverage of outcomes
- Assign lecturers for the preparation of test, mid-term exam, final exam, homeworks and pop up quizzes as well as the schedule and the moderators for each
- Finalize the assessment criteria for the course
- Prepare the minutes of the meeting and e-mail a copy to all members requesting their feedback
- E-mail the finalized version of the minutes to HoS for approval
- E-mail all members the approved copy of the minutes for filing
- Approve test, mid exam, home-works etc before photocopying
- Conduct random checking of test and exam papers of all sections after marking to ensure uniformity
- Consolidate and analyze the final results of all sections for submission to exam coordinator
- Keep in touch with all members through e-mail to check delivery of outcomes and also to pass on any information regarding schedule changes etc
- Coordinate with the practical coordinator of the course and suggest a tentative schedule for the practical classes which includes the experiments as well as any theoretical aspects that have to be covered
- Update the relevant teaching materials for the course like handout, power-points, extra notes etc
- Update the coordinator file at the end of the semester with all documents completed as per requirement of QA
B. Practical course

The Practical course coordinator will:

- Meet with the theory course coordinator of that particular course and discuss the schedule of experiments and theoretical topics to be covered in the practical class
- E-mail all lecturers teaching the practical part of that particular course before the start of the semester and arrange for a meeting at a mutually convenient time and venue
- Meet with all lecturers teaching that particular course and decide the week-wise schedule which should be in-line with the plan of the theory coverage
- Prepare the minutes of the meeting and e-mail a copy to all members requesting their feedback
- E-mail the finalized version of the minutes to HoS for approval
- E-mail all members the approved copy of the minutes for filing
- Prepare a detailed marking scheme for all experiments
- Finalize the marks for each component like safety, class-work, final practical exam (if any)
- Contact theory course coordinator on regular basis and appraise him/her of the practical schedule
- Provide the technician in-charge with lab requests for all experiments every week
- Ensure that all apparatus/equipment/solutions are adequate at the beginning of the week
- Update the practical manual by adding new experiments/modify existing ones wherever possible
- Check with all members on regular basis via e-mail to check if the schedule is on track
C. Technique course

The Technique course coordinator will:

- E-mail all lecturers teaching that particular course before the start of the semester and arrange for a meeting at a mutually convenient time and venue

- Meet with all lecturers teaching that particular course and decide the week-wise schedule for coverage of outcomes and the experiments for each class

- Assign lecturers for the preparation of tests and final exam as well as the schedule and the moderators for each

- Finalize the assessment criteria for the course

- Prepare the minutes of the meeting and e-mail a copy to all members requesting their feedback

- E-mail the finalized version of the minutes to HoS for approval

- E-mail all members the approved copy of the minutes for filing

- Approve tests, pre-labs, home-works etc before photocopying

- Conduct random checking of test and exam papers of all sections after marking to ensure uniformity

- Consolidate and analyze the final results of all sections for submission to exam coordinator

- Keep in touch with all members through e-mail to check delivery of outcomes and also to pass on any information regarding schedule changes etc

- Send lab requests every week to the technician in-charge

- Ensure that all apparatus/equipment/solutions are adequate at the beginning of the week

- Arrange for the final technique examination in totality- making of question paper, photocopying required number, giving lab request and checking if everything is ready before the start of the exam

- Update the lab manual/handout by adding new experiments/modify existing ones wherever possible and also the power-points, pre-labs etc

- Check with all members on regular basis via e-mail to check if the schedule is on track
- Update the coordinator file at the end of the semester with all documents completed as per requirement of QA

**D. Project**

- E-mail all lecturers teaching that particular course before the start of the semester and arrange for a meeting at a mutually convenient time and venue
- Meet with all lecturers teaching that particular course and decide the week-wise schedule for the student discussion, mid-semester presentation, final viva/final presentation etc
- Finalize the assessment criteria
- Prepare the minutes of the meeting and e-mail a copy to all members requesting their feedback
- E-mail the finalized version of the minutes to HoS for approval
- E-mail all members the approved copy of the minutes for filing
- Arrange for the final viva/presentation in totality- making a list of all students and the projects section-wise; displaying the schedule on the notice board; arranging for examiners; arranging the venues
- Update the coordinator file at the end of the semester with all documents completed as per requirement of QA
19. Departmental investigation coordinator (DIC)

The departmental investigation committee is established with purpose of carrying out investigations within the department, whenever required, as per the request of HoD. The team would work in collusion with the college investigation committee and the college disciplinary committee.

The course of action is expected to follow the steps outlined in the flow chart shown below:

The duties and responsibilities are to:

- establish and maintain a system wherein all students and staff of the department can request an investigation into matters related to student indiscipline, untoward incidents, theft, missing items, damage to property etc

- receive and read e-mails or written complaints from staff or students and also matters requiring investigation which are forwarded by HoD or HoSs

- e-mail the academic advisor concerned with copy to HoD/HoS concerned regarding the case

- e-mail the student and lecturer (if applicable) regarding the time and venue arranged for questioning the complainant as well as the lecturer

- investigate the matter, establish the veracity of the complaint and report the facts to HoD for further action
• follow-up of each case, if required, and closure

• try to settle disputes arising among students and those between lecturers and students and in general any matter brought under the purview of the committee

• maintain a record of all violations, complaints and actions taken

• meet with all members once a month to check the progress of cases submitted
20. Head of Laboratory Supervisor (HLS)

- Review and finalize together with the Laboratory Supervisors the timetabling of courses in the laboratories of the Department

- Check work load distribution of Technical Staff prepared by the Laboratory Supervisors. This is to ensure the work load is equally distributed and the Technical Staff assigned in a particular lab or course can be relied upon to render satisfactorily the technical assistance required.

- Unify the Department’s system for reporting incidences of glass wares breakage, laboratory coats loss, equipment and furniture damage in the laboratories

- Collate semester-end summary of incidents from the Laboratory Supervisors and come up with a Department-wide laboratory incidents summary to be submitted to the Head of Department

- Develop and communicate to all Laboratory Supervisors a uniform system for lab requisitions preparation and submission deadline

- Ensure through the Laboratory Supervisors that all laboratories are not left unmanned or unattended when not tabled for regular laboratory classes and Technical Staff are engaged in productive work at these timings

- Meet with Technical Staff regularly to identify and resolve problems

- Arrange for or coordinate staff training

- Oversee along with the Safety Coordinator the implementation and maintenance of the Department safety program in all the laboratories

- Participate in the annual preparation of the Department and sectional budgets

- Forecast petty cash funds requirement of the Department with reference to laboratory materials, supplies, and technical services needed per semester in one academic year

- Monitor sectional expenditures along with the respective Heads of Sections and recommend adjustments if necessary

- Receive, evaluate, and address requests for use of laboratory facilities for project presentations, exams paper marking, and for requests to use the Department facilities made by other Departments of the college
• Coordinate with the respective Laboratory Supervisors the arrangements to be made to address requests of Project students to use the facilities of another section

• Monitor incidences of equipment damage in every section of the Department and refer them promptly to suppliers’ Service Engineers for troubleshooting and repair

• Monitor instruments and equipment that are deemed obsolete and beyond repair and arrange for their transfer to the college’s Main Store

• Prepare laboratory performance reports periodically and forward them to the Heads of Sections and the Head of the Department. The report shall include recommendations for correction and improvement of laboratory operations and work flow.