
Terms of Reference

Subject Coordinators of Master/ M.Sc. Study Programmes

Description: Subject Coordinator (Biology, Chemistry, Information and Communication Technology (ICT), Mathematics and Physics)

Study Programs: Master of Science Education

Master of Science in Science Education

Duration of the Appointment: 36 months

Purpose: The Subject Coordinators of the Study Programs shall work closely with the Chairperson of the Board of Study in Science Education and Overall Coordinator/s to assure smooth running of the study programs and act as a liaison between the students and the Postgraduate Institute of Science.

Report to: Chairperson, Board of Study in Science Education

Specific Roles and Responsibilities

1. Facilitate and assist the PGIS with administrative tasks such as internal and external communications
2. Maintaining the smooth running of the Subject Component by preparing timetables, appointing resource persons, identifying other logistic details etc.
3. Assisting the Overall Coordinators whenever necessary to ensure smooth running of the programs
4. Identify and recommend resource persons for courses/workshops/seminars conducted by the Board of Study in Science Education (BoSE)
5. Seek necessary approval from the BoSE for documents related to appointment of instructors, examiners, annual budgets, the list of examiners etc.
6. Manage deadlines and reviewing the progress of students to ensure the program is delivered on time
7. Assist PGIS to maintain records related on-going courses, student attendance etc.
8. Report on-going progress of the Subject Component to the BoSE
9. Organize mid-review seminars
10. Organize outreach activities such as workshops, seminars to enhance Science Education in the country
11. Collect and analyze feedback from different stakeholders to gauge satisfaction and success
12. Assist the overall coordinators to review the curriculum from time to time to enhance its standards where necessary