

Government of West Bengal
Office of the Principal
Jalpaiguri Government Engineering College
Jalpaiguri-735102, West Bengal, India



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No.140-P (Course coordinator)/2024

Office order

Date:30.09.2024

All concerned are informed that the following faculty members have been assigned as the course coordinators w.e.f.27.09.2024 :

Sl.No.	Course	Name of the Coordinators	Department
1	2 nd Year CSE	Sri.Dhiman Mondal	CSE
2	3 rd Year, CSE	Smt. Jhuma Dutta	
3	4 th Year, CSE	Sri. Animesh Hazra	
5	2 nd Year, ME	Sri Ashim Mahaptra	ME
6	3 rd Year, ME	Sri Shubhendu Pal	
7	4 th year, ME	Sri.Satyajit Das	

Responsibilities:

1. Coordinate with the class teacher to complete the syllabus, remedial classes etc.
2. Submission of monthly attendance report to the controlling officer
3. Meeting with the controlling officer before the examination form fillup
4. Display the attendance record on the departmental notice board and website.
5. Result analysis of internal marks

Please note that departmental information must be submitted to the controlling officer through the Head of the Department.

Principal

Copy to:

1. All Heads/Section in charge
2. All concerned
3. Office Copy