

**PART-III (V)**  
**MADHUSUDAN INSTITUTE OF ACCOUNTS**  
**& FINANCE**

O. O. No. Trg. 12-LXVIII/82-1201/M. Dated, Bhubaneswar  
the 8th April 82

For proper coordination of the training programme it has been decided to appoint a Course Director for each batch of trainees. The function and duties of the Course Director will be as follows :

(a) He will suggest the names of guest lecturers and the subject, date and time for inviting the concerned persons to deliver the lecture.

(b) He will be responsible for maintenance of routine and discipline in the batch allotted to him for which he may check up attendance in the classes from time to time including surprise inspections.

(c) He will review the progress of trainees and if he finds that the progress in a particular subject is not upto mark he will report the matter to the Principal for necessary action.

(d) He will see that the periodical examination are conducted from time to time regularly.

e) He will draw the practical training programme of the batch in consultation with the concerned Instructors and will also appoint a group leader from the trainees for the purpose.

(f) He will hear the grievances of the trainees, if any, and will try to redress them or report to the Principal for necessary action.

(g) He will permit a trainee to remain absent during particular period, if an application is made to him and after considering the merit of the application.

(h) He will requisition the office vehicle for use of the trainees whenever he finds it necessary. The log book in such case will either be signed by him or the concerned instructor who accompanies the trainees during training.

Sd/-

**N. Mishra**

*Principal*