



Faculty of Management Sciences

CLASS MONITOR JOB DESCRIPTIONS

A class monitor is in charge of taking attendance in their classroom and is also asked to offer comments on how things may be improved during faculty development or other activities they attend in conjunction with their lectures. The class monitor is responsible for the following responsibilities:

1. To help your fellow students in line during the university day.
2. Help your lecturer maintain a smart and organized classroom and assist with special projects.
3. Work with faculty staff to promote and facilitate class needs.
4. Class monitor to keep track of students who are absent and to report this to the faculty secretary.
5. The class monitor will need to manage the class during the lecturer's absence or delay.
6. Class monitors record the name of students who are not cooperating in the class for further action from the lecturer or faculty.
7. Class monitor supervises the classroom facilities and the cleanliness of the classroom.
8. Welcoming the new students and Organizing or supervisor extracurricular activities
9. Any other duty requested/ordered by the faculty /University.