

 KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL Roles and Responsibilities	
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Principal

1. To lead the Institute with vision, creativity and excellence.
2. To coordinate the functioning of the Institute as per the strategic plan
3. To ensure that the quality policy is established and communicated to all stakeholders.
4. To ensure that the quality objectives are established for all sections of the Institute.
5. To approve quality and process manuals.
6. To review Quality Management System at regular intervals.
7. To take actions/ decisions for the Quality Management System (QMS) improvement.
8. To strengthen the academic delivery mechanism to enhance students- performance
9. To review and approve purchase requirements.
10. To observe and implement the Acts, Statutes, Ordinances, Regulations, Rules and other orders issued by statutory authorities such as GoI, AICTE, UGC, GoTN, DoTE, AU etc., from time to time.
11. To motivate staff and students towards achieving excellence in the Academic process.
12. Any other work related to the Institute as and when assigned by the competent authority.

Registrar

1. To monitor and record the attendance of all college staff and ensure compliance with leave policies.
2. To oversee the admission process of new students, including reviewing applications, coordinating with academic departments, and ensuring compliance with college policies and Government regulations.
3. To develop and implement marketing and advertising strategies to promote the College and attract potential students.
4. To review and approve financial requests and expenditures, including budget proposals, purchase orders, and reimbursements.
5. To maintain accurate financial records, including receipts, invoices, and other financial documents, and ensure compliance with accounting standards and Government regulations.
6. To maintain accurate records of faculty, non-teaching staff, and student information, including personal and academic details.
7. To coordinate the collection of tuition and other fees from students, including developing payment schedules and managing payment plans.
8. To maintain a Service Register to track the tenure and promotions of faculty and staff.
9. To calculate and distribute financial benefits to faculty, staff, and students, including salaries, bonuses, and other benefits.
10. To manage and award scholarships and other financial aid to eligible students.
11. To liaise with Government agencies, regulatory bodies, and other educational institutions to ensure compliance with rules and regulations.
12. To support college committees and governance structures and facilitate communication between them.
13. Any other work related to the Institute as and when assigned by the competent authority.

Chief Coordinators

Chief Coordinator - Academic

1. To develop and implement academic policies and Regulations, ensuring compliance with Government Regulations and facilitating the approval process for academic programmes and other college initiatives.
2. To develop and update academic programme Regulations and Curricula in consultation with academic departments, industry experts, and regulatory bodies.
3. To convene the meetings of statutory bodies such as Governing council, Academic council and Boards of Studies.
4. Regulating the approval process for online, one and two-credit courses and course exemption activities
5. Developing and ensuring the smooth functioning of the college's ERP system and oversee its maintenance and updates.
6. To act as a Public Relations Officer for the College to interact with the press and the media
7. To supervise the Kongu CRS activities.
8. Any other work related to the Institute as and when assigned by the competent authority.
9. To Monitor the delivery of course content, including syllabus coverage, tutorial sessions, assignments, and practical sessions.
10. To Ensure the quality, of course, content delivery, including the use of appropriate teaching aids and resources.
11. To Identify areas of improvement in the teaching-learning process and implement initiatives to enhance the quality of education.
12. To Maintain academic discipline among students and faculty members.
13. To Provide regular academic progress reviews to the Principal, highlighting areas of achievement and opportunities for improvement.

Chief Coordinator Student Affairs

1. To foster students' personal, social, and academic development through various cells, clubs, and societies.
2. To enforce discipline among students and ensure adherence to college rules and regulations.
3. To promote cultural and extra-curricular activities to enhance student engagement and promote a healthy lifestyle.
4. To provide guidance and support to interested students pursuing higher education, such as post-graduate programs or research opportunities.
5. Any other work related to the Institute as and when assigned by the competent authority.

Chief Coordinator Accreditation and IQAC

1. To lead the college's accreditation efforts and ensure compliance with regulatory bodies such as the National Board of Accreditation (NBA), International Organization of Standardization (ISO) and National Accreditation and Assessment Council (NAAC).
2. To oversee the college's internal quality assurance processes, including the development and implementation.
3. To develop a plan for accreditation and quality assurance and coordinate with various departments to ensure its successful implementation.
4. To facilitate the college's self-assessment process and ensure that all relevant data is collected and analyzed to improve the college's performance.
5. To identify and benchmark against best practices in higher education and make recommendations for improvement.
6. To analyze data related to academic and administrative processes and use it to make data-driven decisions and recommendations.
7. To encourage a culture of continuous improvement throughout the college and ensure that faculty and staff are committed to ongoing improvement.
8. To maintain comprehensive documentation related to accreditation and quality assurance processes, including self-assessment reports, peer review reports, and compliance documentation.
9. To organize and facilitate peer review visits, and ensure that all necessary documentation and evidence is provided to peer reviewers.
10. To provide faculty and staff training and professional development opportunities related to accreditation and quality assurance.
11. To review existing policies and procedures related to academic and administrative processes and recommend updates or revisions as necessary to ensure compliance with accreditation and quality assurance standards.
12. To collect and upload the data required for AQAR in HEI Portal every year.
13. To facilitate the NBA, NAAC and ISO visits and audits.
14. Any other work related to the Institute as and when assigned by the competent authority.
15. To Apply for rankings in forums such as the NIRF, and ARIIA and work towards obtaining ranking from regulatory bodies.

Chief Coordinator Research

1. To develop and implement research policies for the college to ensure that research activities are aligned with the college's mission and goals.
2. To identify and pursue funding opportunities for research activities and guide faculty and students on securing research funding.
3. Establish and maintain collaborations with industry partners, government agencies, and other academic institutions to promote research collaborations and partnerships.
4. To ensure that research activities comply with ethical and legal standards and oversee the college's Institutional Ethics Committee.
5. To promote a research culture within the college that encourages innovation, collaboration, and dissemination of research findings.
6. To oversee the protection and management of intellectual property resulting from research activities, including patents, copyrights, and trademarks.
7. To encourage and support faculty and students in publishing research papers and scholarly articles in reputed national and international journals.
8. To develop and oversee research centers within the college and ensure they align with institutes' research goals and objectives.
9. To ensure that the college's research facilities, including laboratories and equipment, are properly maintained and updated to meet the needs of research activities.
10. To develop and track research metrics, including publications, citations, and research funding, and use this data to assess the college's research performance and identify areas for improvement.
11. To develop and implement strategies to promote the college's research activities, including conferences, workshops, and other events.
12. To foster partnerships with industry partners to promote collaborative research projects, industrial training programs, and sponsored research activities.
13. To set up and chair research advisory committees that guide research activities within the college.
14. To develop and oversee research training programs for faculty and students and ensure they can access resources and training to support their research activities.
15. To develop and implement strategies to recognize and appreciate research accomplishments and achievements of faculty such as awards, financial rewards, grants, certificates, and other forms of recognition.
16. Any other work related to the Institute as and when assigned by the competent authority.

Chief Coordinator Placement and TBI

1. To oversee the operations of the placement cell, including organizing placement drives, inviting companies for recruitment, coordinating with the HR teams of companies, and ensuring maximum placements for students.
2. To build and maintain partnerships with industry organizations to foster collaborations, internships, and job opportunities for students.
3. To develop and provide career counselling services to students to help them make informed career decisions and prepare for job interviews.
4. To develop and organize training programs for students to prepare them for campus recruitment drives, including aptitude tests, group discussions, and interview skills.
5. To develop and organize skill development programs and workshops for students to enhance their employability and professional skills.
To oversee the operations of the Entrepreneurship and Management Development Centre (EMDC), including organizing entrepreneurship events, providing mentorship and support to student entrepreneurs, and promoting innovation and entrepreneurship among students.
6. To oversee the operations of the Institution's Innovation Cell (IIC), including organizing innovation challenges, providing mentorship and support to student innovators, and promoting innovation and entrepreneurship among students.
7. To develop and promote product development initiatives, including product design competitions, research and development projects, and collaborations with industry organizations.
8. To oversee the operations of the incubation centre, including providing resources and facilities for startups, connecting startups with mentors and investors, and promoting the growth and success of startups.
9. Any other work related to the Institute as and when assigned by the competent authority.

Chief Coordinator Alumni Affairs

1. To develop and implement programs and initiatives to engage alumni with the college, including alumni events, reunions, and networking opportunities.
2. To manage and maintain an updated database of alumni information, including contact information, employment details, and personal data.
3. To develop and publish alumni newsletters, magazines, and other communications to inform alumni about the college's latest developments, alumni achievements, and other relevant news.
4. To develop and oversee mentoring programs that connect alumni with current students to provide guidance, support, and career advice.
5. To develop and manage alumni awards programs to recognize alumni for their professional achievements, community contributions, and college service.
6. To manage the college's alumni social media to engage alumni and promote alumni events and initiatives.
7. To communicate regularly with alumni to keep them informed about the college's initiatives, news, and opportunities for engagement.
8. To build and maintain positive relationships with alumni and work closely with the alumni association to foster a sense of community among alumni and promote their involvement with the college.

Chief Coordinator Planning & Development

1. To develop and implement the college's strategic plan, including short-term and long-term goals, and monitor progress toward achieving those goals.
2. To develop and oversee the college's budget, including revenue projections, expense management, and resource allocation.
3. To assess the college's resource needs and develop and implement plans to acquire and allocate resources effectively, including staff, faculty, infrastructure, and technology.
4. To develop and implement plans for facility maintenance, including renovations, upgrades, and repairs.
5. To assess and project the requirements to the management for infrastructure and staff, including classroom space, equipment, and faculty positions.
6. To facilitate faculty and staff development programs, including training, workshops, and mentoring programs.
7. To monitor and ensure optimal utilization of academic resources, including library, laboratory equipment, and IT infrastructure.
8. To implement a 360-degree feedback mechanism to assess the quality of teaching and learning in the college and take corrective action as necessary.
9. To design and implement an effective faculty appraisal system to evaluate faculty performance and provide constructive feedback.
10. To develop and establish Centers of Excellence (CoE) in key areas of research and teaching in consultation with faculty and industry experts.
11. To promote and facilitate online learning resources such as NPTEL and Swayam among faculty and students.

Chief Coordinator IIPC

1. Foster and maintain strong partnerships with industry leaders and organizations to create opportunities for faculty, staff, and students to engage in industry-oriented research and development.
2. Develop and execute collaborative research projects with industry partners in alignment with the college's strategic goals.
3. Establish and maintain effective communication channels with industry partners, including regular meetings and engagement opportunities.
4. Promote industry-academic collaboration by organizing workshops, seminars, conferences, and other relevant events.
5. Explore and pursue funding opportunities for research and development projects with industry partners, including government grants and private-sector funding.
6. Identify industry trends and industry opportunities relevant to the college's academic programs and research focus.
7. Facilitate industry consultancy, testing, and training activities through the Institute.
8. Organize industrial visits for students to enhance their practical knowledge.
9. Organize IPT programs for students to provide them with real-time industry experience.
10. Facilitate internships and projects for students in reputed industries to enhance their employability skills.
11. Facilitate faculty members with opportunities for industrial training to keep them updated with the latest industry trends and practices.
12. Work with the placement cell to ensure maximum industry collaborations and placements.

Chief Coordinator S&H

1. To plan and monitor the achievement of quality objectives laid for the department.
2. To plan and support innovative techniques for improvements in the teaching-learning process.
3. To ensure proper utilization and maintenance of the department infrastructure.
4. To plan portfolios and allocate work responsibilities to faculty and staff.
5. To propose the budget of the department to the Principal and get approval.
6. To ensure that the allocated budget is adequately utilized in the department.
7. To propose the library requirement and get procured from Library Section
8. To plan, execute and Monitor the department's curricular, co-curricular and extra-curricular activities.
9. To motivate, plan, perform and monitor various activities for performance improvement of students, Faculty and Staff.
10. To motivate faculty for research and consultancy work by modernizing lab infrastructure and research projects.
11. To ensure the preparation of various reports to be submitted to the University, DoTE and AICTE etc.
12. To propose the staff requirement and assist the Principal in selecting the faculty and staff.
13. To plan, execute and monitor students, staff and parents' feedback.
14. Any other work related to the Institute as and when assigned by the competent authority

Controller of Examinations

- To conduct all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
- To direct superintending control over the examination wing including examination sections, examination stores, examination computer section and records.
- To convene meetings and issue circulars to the Boards of Examiners and committees appointed by the Principal and conduct official communications thereof.
- To make necessary arrangements for the safe custody of office files connected with the conduct of examinations of the university, documents, certificates etc.
- To take special care to see that secrecy and confidentiality are kept in connection with all examinations conducted by the Institute.
- To exercise control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.
- To supervise the office staff of COE's office and manage the assistants and staff to assist the office works, involving physical exertion as and when needed.
- To prepare and print the answer booklets for various examinations.
- To make sure that the question papers are ready before the examinations are scheduled.
- To make sure that the forms relating to examinations are ready in time (Seating Plan, hall tickets etc.)
- To invite external faculty from different colleges & universities for conducting project viva voce and paper valuation.
- To process and analyze the end semester results
- To conduct the Result Passing Board meeting before result declaration.
- To publish the End semester academic results.
- To deal the malpractice cases according to the rules and regulations by the Disciplinary committee constituted by the Principal.
- To issue of Mark sheets /consolidated mark sheets.
- To issue transcripts after complete verification.
- To maintain the credits register
- To Prepare and maintain the academic calendar, ensure adherence to timelines for course completion and examination schedules.
- To Monitor students' performance in internal and university examinations, and implement interventions to improve student outcomes.

Placement Officer

1. To build and maintain relationships with various industries, companies, and recruiters to identify potential placement opportunities for students.
2. To do industry research and stay updated with the latest industry trends, job market demands, and technological advancements to guide students effectively.
3. To plan and coordinate recruitment drives, job fairs, and campus interviews - Collaborate with companies to schedule pre-placement talks, written tests, group discussions, technical and HR interviews, and other selection procedures.
4. To facilitate internships for students who got recruited and help them to gain exposure to real-world engineering scenarios.
5. To arrange for interview facilities at the campus and written test halls.
6. To receive the personnel and provide necessary inputs about the college and to co-ordinate with department placement co-ordinators for smooth functioning at various locations (interview halls, written test halls, canteen etc).
7. To collect the appointment letters or correspond to get them as soon as the interview is over.
8. To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
9. To maintain databases and records of students' academic performances, achievements, and placement outcomes and track the progress of placement activities, compile placement statistics, and generate reports for management and accreditation purposes.
10. To engage with the alumni network to leverage their industry connections and facilitate placement opportunities.
11. To conduct orientation programs for all new students to provide awareness about Placement opportunities

Training Officer

1. To prepares the training calendar and identifies the internal and external resources for the effective implementation of the same
2. To prepare students for the recruitment process by conducting training sessions and workshops on resume writing, aptitude, programming, technical skills, interview skills and overall personality development.
3. To coordinate Professional Skills Training course and Comprehension course across the college
4. To schedules mock interviews and provide feedback on their performance. This helps students to gain confidence and improve their ability to handle interviews effectively.
5. To assesses individual student interests, strengths, and goals, and provide relevant advice on suitable job opportunities.

HOD

1. To plan and monitor the achievement of quality objectives laid for the department.
2. To propose new academic programs and the expansion of the department.
3. To propose the requirement of faculty & staff and recommend the selection to the Principal.
4. To plan portfolios and allocate work responsibilities to faculty and staff.
5. To propose the budget of the department to the Principal and get approval.
6. To ensure that the allocated budget is adequately utilized in the department.
7. To propose the purchase of academic requirements and get procured.
8. To propose the library requirement and get procured from Library Section.
9. To prepare and review the curriculum and syllabus for the programs of the department.
10. To implement the academic process in the department and monitor.
11. To plan and support innovative techniques for improvements in the teaching-learning process.
12. To monitor content delivery in the classroom and laboratory sessions.
13. To monitor the completeness of course files at the end of every test of the semester
14. To plan, execute and monitor the department's curricular, co-curricular and extra-curricular activities.
15. To motivate, plan, perform and monitor various activities for performance improvement of students.
16. To plan, motivate, perform and monitor various activities to improve faculty and staff.
17. To motivate faculty for research and consultancy work by modernizing lab infrastructure and research projects.
18. To ensure the preparation of various reports to be submitted to the University, DOTE and AICTE etc.
19. To plan and execute an academic audit of each semester.
20. To plan, execute and monitor students, staff and parents' feedback.
21. To execute responsibilities assigned by the University / Institute from time to time.
22. To plan and execute the collaboration with other reputed universities & industries in India and abroad.
23. Any other work related to the Institute as and when assigned by the competent authority

Year Coordinator

1. To monitor the attendance of students
2. To monitor the academic progress of students.
3. To monitor academic resource utilization.
4. To monitor the execution of co-curricular and extra- curricular activities.
5. To mentor the students.
6. To allocate mentors for weak students and monitor the progress
7. To arrange the special classes/ remedial classes and monitor them
8. Any other work related to the Institute as and when assigned by the competent authority

Research Coordinator

1. To develop and implement research policies for the department to ensure that research activities are aligned with the college's mission and goals.
2. To identify and pursue funding opportunities for research activities and guide faculty and students on securing research funding.
3. To establish and maintain collaborations with industry partners, government agencies, and other academic institutions to promote research collaborations and partnerships.
4. To ensure that research activities comply with ethical and legal standards and oversee the college's Institutional Ethics Committee.
5. To promote a research culture within the department that encourages innovation, collaboration, and dissemination of research findings.
6. To oversee the protection and management of intellectual property resulting from research activities, including patents, copyrights, and trademarks.
7. To encourage and support faculty and students in publishing research papers and scholarly articles in reputed national and international journals.
8. To develop and oversee research centers within the college and ensure they align with institutes' research goals and objectives.
9. To ensure that the college's research facilities, including laboratories and equipment, are properly maintained and updated to meet the needs of research activities.
10. To develop and track research metrics, including publications, citations, and research funding, and use this data to assess the college's research performance and identify areas for improvement.
11. To develop and implement strategies to promote the college's research activities, including conferences, workshops, and other events.
12. To foster partnerships with industry partners to promote collaborative research projects, industrial training programs, and sponsored research activities.
13. To set up and chair research advisory committees that guide research activities within the college.
14. To develop and oversee research training programs for faculty and students and ensure they can access resources and training to support their research activities.
15. Any other work related to the Institute as and when assigned by the competent authority.

Course coordinator

1. To prepare Course outcomes & Program outcomes.
2. To conduct course coordinator meetings and report the action plan.
3. To verify the Teaching Plan as per standard format.
4. To prepare a conduction plan and do mapping with the teaching plan.
5. To motivate, plan, perform and monitor various activities to improve students.
6. To analyze of End Semester Result of the Subject
7. To calculate the co & po attainment level
8. Any other work related to the Institute as and when assigned by the competent authority.

Faculty

1. To ensure effective content delivery through the conduction of classroom and laboratory sessions.
2. To report Head of the Department and perform as per responsibilities assigned by the authority from time to time.
3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extra-curricular activities.
4. To mentor staff and students.
5. To prepare and maintain the records/ files for assigned responsibilities.
6. To respond and perform for College responsibilities assigned.
7. To motivate, plan, perform and monitor various activities for the overall development of students.
8. To make alternative adjustments before proceeding on leave and inform the concerned authority.
9. To find laboratory requirements, hand them over to the Head of the Department.
10. To adhere to the Institute's quality policies and work towards achieving goals.
11. To work towards the research and development activities.
12. To counsel the students on attendance, academic performance and overall development.
13. To address the students' queries, try to resolve them and inform the respective authority.
14. Any other work related to the Institute as and when assigned by the competent authority.

Class advisor

1. To address the student on the first day of each semester regarding academic processes undertaken throughout the semester.
2. To guide the students about attendance rules (general), industrial visits, sports, medical leave etc.
3. To address the students' queries, try to resolve them and inform to the respective authority.
4. To meet the parents of students, especially defaulters and toppers.
5. To inform the Head of the Department about making alternate arrangements for lectures and practicals when a faculty is absent.
6. To Generate attendance reports for every month in every Academic semester.
7. To display the defaulter list and counsel them to improve attendance. To update attendance in case of medical leave, sports leave etc.
8. To collect information regarding slow learners (in terms of Academic and personal problems) from the subject teachers and arrange remedial classes and counseling sessions in consultation with the Head of the Department.
9. To identify advanced learners and motivate them to excel.
10. To update data regarding students' academic achievements, sports, extra-curricular activities etc.
11. To maintain the class-teacher record containing class details.
12. To send progress report after CAT test and midterm submission to the parents
13. To give personal counseling to the students who are on the final detention list and their parents
14. To monitor the discipline among students.
15. To analyse of previous semester's results
16. To send messages to students as per requirement.
17. To collect views from students about the quality of their educational experiences and suggestions for improvements.
18. To communicate with the students about the feedback system and its relationship with continuous improvement will help them fill out the feedback form.
19. To collect feedback based on each criterion
20. To analyze the feedback, consolidate and send it to the Head of the department after analysis.
21. To communicate the actions taken to the students on their feedback.
22. Any other work related to the Institute as and when assigned by the competent authority.

Mentor

1. To prepare and maintain the records of the students of the assigned batch.
2. To conduct meetings with the assigned batch of students and maintain records.
3. To monitor the student's performance throughout the semester.
4. To communicate regarding the absence of the student to the parents.
5. To communicate students' performance and overall development to their parent/guardian.
6. To maintain the student progress record.
7. To communicate with other faculty members regarding performance issues.
8. To motivate the students to improve their overall performance.
9. To encourage students to participate in curricular, co-curricular and extra-curricular activities.
10. To maintain a record of participation/award-winning in the form of certificates and other relevant documents.
11. To ensure discipline is maintained by the students throughout the events/functions to be organized on campus.
12. To initiate disciplinary actions (if any) in consultation with authorities.
13. Any other work related to the Institute as and when assigned by the competent authority.

Technical Assistant

1. To open and close of Laboratory.
2. To plan and monitor laboratory cleanliness.
3. To perform tests/trials on all laboratory equipment before the start of the semester and check its result's conformance with the lab in charge.
4. To calibrate all laboratory equipment/measuring instruments calibrated yearly/timely.
5. To arrange a set of required instruments before the start of the session.
6. To issue laboratory equipment with a manual to students and collect it back.
7. To ensure student entry in the logbook of the laboratory/computer center for internet access.
8. To assist the lab in charge and faculty for the smooth conduction of lab sessions.
9. To maintain updated laboratory manual, furniture register, purchase details, equipment history card, dead stock register and consumable register.
10. To carry out routine maintenance of equipment in Laboratory.
11. To report and maintain the record of equipment theft/damage/breakages to the lab in-charge/Head of Department.
12. To recommend laboratory requirements and consumables.
13. To put notices on the Laboratory's notice board, remove outdated notices from the notice board.
14. To ensure the safety rules and regulations are displayed at the prominent location in the Laboratory.
15. To ensure all the students must follow safety rules and regulations.
16. Any other work related to the Institute as and when assigned by the competent authority.

Office Assistant

1. To open and close classrooms, staff rooms and other chambers.
2. To monitor the cleanliness of classrooms, staff rooms and other chambers.
3. Cleaning of furniture/instruments.
4. Provide help during examinations.
5. To circulate notices and other documents given by the higher authority. (Teaching / Non-Teaching).
6. To display and remove the notice from the notice board.
7. To protect the college property.
8. To ensure that all electrical equipment is switched off when not in use.
9. Any other work related to the Institute as and when assigned by the competent authority.

DEO

1. To maintain office records and files of the department.
2. To maintain records of leave, vacation etc. of the departmental staff.
3. To prepare circulars issued by the Department Head and circulate the same among the staff and students.
4. To keep inward/outward records.
5. To maintain and keep the record of the departmental stationery.
6. To issue necessary teaching materials from the store, such as attendance records, duster, chalk, etc., and distribute them to the staff.
7. To issue necessary stationery like files, pages, index, certificates etc., from the store and distribute it to the students.
8. To prepare and maintain result analysis and daily student attendance.
9. To plan and monitor the cleanliness work of the department and classroom.
10. To assist the Head of the Department & faculty members in carrying out the department's day-to-day work.
11. To receive notices and circulars from the Principal's office, other departments etc., and put them before the Head of the Department for necessary actions.
12. To maintain coordination with the Principal office (Admin/Account), society office, examination section, training and placement section, central store etc.
13. Any other work related to the Institute as and when assigned by the competent authority.

Lab In-Charge

1. To ensure the availability, proper functioning, and equipment calibration required to perform experiments/practicals in the Laboratory.
2. To prepare and submit laboratory equipment and consumables requirements to the Head of the Department.
3. To ensure the maintenance of dead stock in the Laboratory.
4. To ensure maintenance and cleanliness of the Laboratory.
5. To ensure the maintenance and preventive maintenance of equipment.
6. To perform physical stock verification.
7. To ensure the availability of laboratory manuals for the experiments performed in the Laboratory.
8. To monitor the performance of practicals as per timetable and maintain a logbook.
9. To report damages/breakages/thefts of equipment to the Head of the Department and ensure subsequent recovery of equipment from students if necessary.
10. To ensure that safety rules and instructions are displayed at prominent laboratory places.
11. To prepare the opportunities for industry tie-ups and consultancy.
12. To ensure effective utilization of the Laboratory.
13. Any other work related to the Institute as and when assigned by the competent authority.

Department Test In-charge

1. To conduct continuous assessment tests as per the academic calendar
2. To prepare the class test timetable in advance as per the academic calendar of the department.
3. To circulate the timetable for class tests into the various classes and among the faculties.
4. To circulate the notice to set the question papers to respective subject faculty in the prescribed format before 10 days of commencement of the test.
5. To give the stationery requirements for CAT, 15days before the commencement of the test
6. To get the total count of the regular strength of the classes.
7. To get the question papers photocopied before the three-day test starts, ensuring utmost confidentiality.
8. To facilitate the scrutiny of the QP.
9. To allocate the faculty for the invigilation duty with the approval of the Head of the department and circulate it.
10. To allocate the seating arrangement for the student & display it.
11. To make the availability of answer books.
12. To inform staff members to check the papers and submit the marks for their test subjects after three days of the final test paper.
13. To get the result of CAT test and analyze the results.
14. To moderate for smooth conduction of test without disturbing the regular academics.
15. To schedule retest for absent (with prior permission) and failed students.
16. Any other work related to the Institute as and when assigned by the competent authority.

Departmental Student Association In-charge

1. To prepare the constitution for the departmental student association and get it approved in consultation with the Head of the Department and Principal.
2. To formulate departmental student association members every year through election/selection.
3. To prepare the annual budget and yearly report maintenance
4. To create awareness about the purpose of forming the departmental students association.
5. To generate funds for the association through registration fees etc.
6. To identify and organize activities under the association with the help of students.
7. To encourage students to participate actively in every activity
8. To distribute prizes and certificates to organizing participants & winners
9. To prepare reports of every event organized
10. Any other work related to the Institute as and when assigned by the competent authority.

Parents Meeting In-charge

1. To plan the schedule of parent meetings per the academic calendar in consultation with the Head of the Department.
2. To maintain parents' contact details (Phone Numbers/Email IDs) for further communication.
3. To invite parents for parents meet by sending letters/messages mails as well as through telephone calls and taking the acknowledgment
4. To record registrations of parents on the day of the parent's meet.
5. To interact personally with parents to solve their queries along with concerned faculty.
6. To get feedback and suggestions from the parents for further improvement.
7. To prepare a report of parents' meeting and submit it to the Head of the Department.
8. Any other work related to the Institute as and when assigned by the competent authority.

Industrial Visit In-charge

1. To collect the information regarding industrial visits prescribed in the syllabus.
2. To search reputed industries for visits and collect information about the industry
3. To seek permission from the industry for industrial visits.
4. To obtain approval from the Principal through the Head of Department and Chief Coordinator IIPC.
5. To create awareness among students about industrial visits.
6. To get consent from parents for industrial visits of students.
7. To prepare the visit schedule.
8. To get the undertaking from parents and students.
9. To monitor and take care of students in all respects during such visits and tours.
10. To submit visit report to Head of Department after completion of visit.
11. Any other work related to the Institute as and when assigned by the competent authority.

Librarian

1. To Procure books as per norms by UGC, AICTE and AU
2. To set the rules for the issue and return of the books and fines.
3. To maintain the following four registers :
 - Book register- A list of books available in the library.
 - Issue register- To issue and return the books from staff and students.
 - Fine record- To collect the fine.
 - Seminar/Project/Paper Publication register of last three years.
4. To prepare a list of books and display the updated list per semester.
5. To make a new entry of books as available in the library.
6. To arrange the books or copies of books subject-wise on the bookshelf and make the entry accordingly.
7. To prepare a report of books issued, returned or misplaced at the end of the semester.
8. To prepare a requirement for new books according to the latest syllabus and submit a proposal accordingly through the Head of the Department.
9. Any other work related to the Institute as and when assigned by the competent authority.

Physical Director

1. To plan and schedule selection trials to select the students under the sports quota.
2. To organize Inter-Collegiate/ Inter class Sports Championships.
3. To prepare proposals and estimates for organizing Sports Championships and events.
4. To maintain accounts of expenditure for Inter-Collegiate/ Inter class Championships.
5. To maintain the records of participation and results of Inter-Collegiate/ Inter class Championships.
6. To plan and schedule selection trials and coaching camps for College students.
7. To organize and coordinate the sports activities for Students/Staff.
8. To finalize the selection of the students' team for the Inter-Collegiate Championship.
9. To accompany the students' teams as coach/ manager for the Inter-Collegiate and Inter–University Championship.
10. To supervise the work of subordinate staff, including periodic checks of the work carried out by them.
11. To attend meetings of College Directors of Physical Education and Sports
12. To maintain the file/s and registers of the Department of Physical Education & Sports.
13. To submit the monthly report of the activities to the Principal.
14. To procure the equipment required for the department by following necessary procedures according to the allocated budget.
15. To report non-working equipment and repair them after seeking necessary permissions from higher authorities.
16. To conduct the sports day at the end of every academic year.
17. Any other work related to the Institute as and when assigned by the competent authority.