

**ROLES AND RESPONSIBILITY--2016-2017 (EVEN SEMESTER)**

S.No.	Roles and responsibilities	Faculty in charge	Assistants	Reporting person
1.	Academic schedule	SMK	Clerks	Principal
2.	Academic coordinators (AC)	SR,PLT,AM,ASSM	Class Coordinators	HOD
3.	Accreditation	SMK,SV,KG	CMS,EJ	HOD
4.	AICTE regulations	SMK,SV,KG	Clerks	HOD
5.	Alumni data & survey collection	VS, EJ,RSD	-	SV, KG
6.	Anna University regulations	SMK,SV,KG	Clerks	HOD
7.	Association (ELITE)	AM,PLT	-	HOD
8.	Attendance cum assessment record collection	APSR,KRJ	Clerks	SV,KG,AM
9.	Attendance Shortage – Intimation to parents	Class coordinators	Clerks	AC
10.	Best outgoing students-committee	SV,KG,AM,PLT	Clerks	HOD
11.	Biodata-faculty	MJM,RJPP	Clerks	SVN
12.	Biodata-supporting staff	MJM,RJPP	Clerks	SVN
13.	Budget	PLT,ASSM,MJ,SM,MJM,AM,SR,RSD	Lab Assistants	HOD
14.	Bulletin	APSR,KRJ	Clerks	SVN
15.	Canteen committee	-	-	-
16.	Content beyond syllabus delivery details	All faculty	Clerks	AC/HOD
17.	Certificate collection-staff	EJ	Clerks	HOD
18.	Certificate collection-students	SRL,MBL	Lab Assistants	HOD
19.	Civil Maintenance	PLT,ASSM,MJ,SM,MJM,AM,SR,RSD	Lab Assistants	HOD
20.	Class Committee	Class coordinators	Clerks	HOD
21.	Class Coordinators	SPS, SR,PLT,AMJ,JM,AM, MJM,MML,ASSM,MJ,SVN		
22.	Co curricular and extra curricular activities	SRL,MBL	Lab Assistants	HOD
23.	Coaching Classes – GATE / TANCET	SV, MJM, APSR	Clerks	HOD
24.	College facility survey	MGK,APSR,KRJ	Clerks	HOD
25.	Compliance Report – AICTE/AU	SV,MJM	Lab Assistants	HOD
26.	Conference paper collection	VS,CVR,JM		HOD
27.	Consultancy	SPS,SVN,		
28.	Control ,Measurement and instrumentation lab	AM,APSR	RT	HOD
29.	Course file collection	APSR,KRJ	-	-
30.	Course outcome survey	Academic coordinators	-	-
31.	Course outcomes, mapping, attainment calculation	JM,AMJ,NVRV	Subject Handlers	SV, KG
32.	Course Committee	Subject Handlers	-	-
33.	Corporate and Social Responsibility	PLT	-	HOD
34.	Cultural and literal Committee	SPS,VS	Clerks	HOD
35.	Curriculum and syllabus	SMK,SV,KG	Clerks	HOD
36.	Department Advisory committee	SMK,SV,KG,SPS, SVN	Clerks	PRINCIPAL
37.	Disciplinary Committee	PLT,MJ,APSR	Clerks	HOD
38.	Educational Fair	SVN, RD	Clerks	HOD
39.	Electric Circuits Laboratory	RSD,RD	LS	HOD
40.	Electrical Machines Laboratory	PLT,JS,MB	SM,PV	HOD
41.	Electrical Maintenance	PLT, Dinesh, Raman	Electricians	HOD
42.	Employer survey	EJ,RSD,VS		HOD
43.	Energy audit	SVN	Lab Assistants	HOD
44.	Establishment	SMK	Clerks	HOD
45.	Event consolidation	SRL,TG	Clerks	HOD
46.	Faculty Development Programme –certificate, document collection	EJ,RD	Clerks	HOD
47.	Faculty Meeting	SV,KG	Clerks	HOD
48.	Finance committee	RJR, VS	Clerks	HOD
49.	Leave letter collection from students	Class coordinators	Clerks	HOD
50.	Faculty self appraisal, QC report	APSR,KRJ		
51.	Furniture	MB	SM, Clerks	HOD
52.	GATE/TANCET data	MJ,ASSM	Lab Assistants	HOD
53.	Graduate exit survey	MJ,ASSM		HOD
54.	Grievance redressal	KRJ	-	-
55.	Guest Lecture/expert talk	MGK, Class coordinators	Clerks	HOD
56.	Handbook materials-assignment/Tutorial etc	Academic coordinators	Class coordinators	HOD
57.	Higher studies data	ASSM,MJ,NVRV	Clerks	HOD

58.	IDCA	RJR	JS	
59.	IERIG	SPS		
60.	IIPC	SPS	-	-
61.	Imprest Amount Collection and settlement	MJ,MB,	Lab Assistants	HOD
62.	Industrial Visit	Class Coordinators	Lab Assistants	HOD
63.	Industry Institute Interaction	SPS,SVN	-	-
64.	Infrastructure requirement proposal	SMK,SV,KG	Clerks	HOD
65.	Inplant training, Internship	SR,TG		
66.	Internal test	TG,VS	Clerks	HOD
67.	IPC, EDC CELL	SM, SR, NVRV		HOD
68.	ISO	APSR,KRJ	Clerks	HOD
69.	Issues and acknowledgement	Clerks		HOD
70.	Journal paper collection	CVR,MML,JM	Clerks	HOD
71.	Laboratory manual / monograph / record note	Academic coordinators	Class Coordinators	HOD
72.	Library	RJPP,MBL	Clerks	HOD
73.	MADITSSIA	PLT,SVN	Clerks	HOD
74.	Magazine	KRJ,APSR	-	-
75.	Microprocessor laboratory	SR,JM	KK	HOD
76.	MODROB	Lab In-charge, SVN,AM	Lab Assistants	HOD
77.	MOU	SVN,SPS	-	-
78.	Newsletter	SPRR(Dept), SRL (College)	-	-
79.	NSS	-	-	-
80.	Parents survey	APSR,KRJ	-	-
81.	Parents –Teachers meeting	APSR,KRJ	-	-
82.	Patent	SVN		
83.	Ph.D. registration, course work.	SV,KG	Clerks	HOD
84.	Power Electronics laboratory	MJM,MGK	DS	HOD
85.	Power System Simulation Laboratory – I	ASSM,AMJ	JDV	HOD
86.	Power System Simulation Laboratory– II	MJ,MML	-	HOD
87.	Power System Simulation Laboratory –III	SM,CVR	MDK	HOD
88.	Practical Examination schedule	MJ,RJP	Clerks	HOD
89.	Professional society activities (IEEE/ISTE/IE)	SMK,SVN,SV	-	-
90.	Program assessment committee	AM,PLT,SRL,NVRV,AMJ,JM		HOD
91.	PEO assessment	EJ,RS,VS		HOD
92.	PO, PSO assessment	NVRV,AMJ,JM		HOD
93.	Program coordination committee	SMK,SV,KG,ASSM,MJ,SVN,CMS,MJM		HOD
94.	Project Coordinator (B.E.)	ASSM,MJ,SVN	-	-
95.	Project Coordinator (M.E.)	SV,KG	-	-
96.	Project contest	PLT,AMJ,JM,AM,MJM,MML,ASSM, MJ,SVN	-	HOD
97.	Project laboratory	ASSM, MJ	-	
98.	Proposals To Principal	SMK	Clerks	HOD
99.	Question Papers	LS	-	-
100.	Quality Circle(QE,SG,PE,ARD)	AM,SVN,MJ,JM,NVRV,SV,KG,EJ	-	HOD
101.	Quality assessment of TLP	SMK,SV,KG	Clerks	HOD
102.	Research and Development laboratory	SPS	RT	HOD
103.	Research and development/research proposal	SV,KG	CVR	HOD
104.	Research Co-Ordinator	SMK,KG	-	-
105.	Result Analysis – Anna University	AMJ	-	-
106.	Result Analysis – Class test/CIT	AC & Class Coordinators	Clerks	HOD
107.	Stationary Requirement	Clerks	-	
108.	Student Counselor	Concerned Faculty	Lab Assistants	HOD
109.	Students feedback on faculty	SMK,APSR,KRJ	Clerks	HOD
110.	Supporting staff survey	KRJ,APSR	-	-
111.	Symposium	SV,KG	-	-
112.	Theory question papers-AU	LS	-	-
113.	Time Table / Workload	ASSM,MJM,RJPP	-	-
114.	Training and Placement	NVRV, SPS, SPRR,MML	-	-
115.	Vacation schedule preparation	Clerks, Lab Assistants	-	-
116.	Value added courses	NVRV,SM,AMJ,MML,SPS	Clerks	HOD
117.	Web portal entry	SR,JM,MJM,NVRV,SM	Class Coordinators	HOD
118.	Website updation	Concerned Faculty Incharge	Clerks	HOD