

K.L.N.COLLEGE OF ENGINEERING
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Ref: KLNCE/EEE/Roles&Responsibility/2016-2017/Odd

28.06.2016.

ROLES AND RESPONSIBILITY--2016-2017 (ODD SEMESTER)

S.No.	Roles and responsibilities	Faculty in charge	Assistants	Reporting person
1.	Academic schedule	SMK	Clerks	Principal
2.	Academic coordinators (AC)	RD,MJM,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	CMS, EJ	VS, RD, 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	Lab In-charge	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	MB,	Lab Assistants	HOD
20.	Class Committee	Class coordinators	Clerks	HOD
21.	Class Coordinators	MSCS, RD, SR, MJM, APSR, JM, AM, NVRV, MJ, CMS, SM, SV		
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	APSR,KRJ	Clerks	HOD
25.	Compliance Report – AICTE/AU	SV,MJM	Lab Assistants	HOD
26.	Conference paper collection	CMS,JM		HOD
27.	Consultancy	SPS,SVN,		
28.	Control ,Measurement and instrumentation lab	MJM,RJP	RT	HOD
29.	Course file collection	APSR,KRJ	-	-
30.	Course outcome survey	AC	-	-
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,CMS,APSR	Clerks	HOD
38.	Educational Fair	SVN, RD	Clerks	HOD
39.	Electric Circuits Laboratory	AM,RD	LS	HOD
40.	Electrical Machines Laboratory	MJ,MB,SPRR	SM,PV	HOD
41.	Electrical Maintenance	PLT, Dinesh, Raman	Electricians	HOD
42.	Employer survey	CMS,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	EJ		
51.	Furniture	MB	SM, Clerks	HOD
52.	GATE/TANCET data	MJ,ASSM	Lab Assistants	HOD
53.	Graduate exit survey	CMS,EJ,RS, VS,		HOD
54.	Grievance redressal	KRJ	-	-
55.	Guest Lecture/expert talk	MGK, Class coordinators	Clerks	HOD
56.	Handbook materials-assignment/Tutorial etc	AC	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	-	-
64.	Infrastructure requirement proposal	SMK,SV,KG	Clerks	HOD
65.	Inplant training, Internship	SRL,TG		
66.	Internal test	TG,VS	Clerks	HOD
67.	IPC, EDC CELL	SM, SRL, NVRV		HOD
68.	ISO	APSR,KRJ	Clerks	HOD
69.	Issues and acknowledgement	Clerks		HOD
70.	Journal paper collection	CMS,JM	Clerks	HOD
71.	Laboratory manual / monograph / record note	AC	Class Coordinators	HOD
72.	Library	RJPP,MBL	Clerks	HOD
73.	MADITSSIA	PLT,SVN	Clerks	HOD
74.	Magazine	KRJ,APSR	-	-
75.	Microprocessor laboratory	SRL,TG	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	SVN,APSR	DS	HOD
85.	Power System Simulation Laboratory – I	ASSM,AMJ	JDV	HOD
86.	Power System Simulation Laboratory– II	CMS,NVRV	-	HOD
87.	Power System Simulation Laboratory –III	SM,VS	MDK	HOD
88.	Practical Examination schedule	MJ,MB	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	CMS,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	ASSM,MJ,CMS,JM,MJM,SRL	-	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,CMS,SPS	-	-
115.	Vacation schedule preparation	Clerks, Lab Assistants	-	-
116.	Value added courses	NVRV,CMS,SPS	Clerks	HOD
117.	Web portal entry	RD,MJM,AM,ASSM,SM	Class Coordinators	HOD
118.	Website updation	Concerned Faculty Incharge	Clerks	HOD

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM-630612.

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ROLES AND RESPONSIBILITY-FACULTYWISE - 2016-2017 (ODD SEMESTER)

1.Dr.S.M.KANNAN, PROFESSOR & HOD	4. Dr.S.PARTHASARATHY, PROFESSOR
• Academic Schedule – Incharge	• Content beyond syllabus delivery details
• Accreditation – Incharge	• Consultancy-i/c
• AICTE Regulations– Incharge	• Cultural and literal Committee-Incharge
• Anna University regulations– Incharge	• Department Advisory committee-Incharge
• Content beyond syllabus delivery details	• IERIG-Incharge
• Curriculum and syllabus-Incharge	• IIPC- Incharge
• Department Advisory committee-Incharge	• Industry Institute Interaction- Incharge
• Establishment- Incharge	• MOU- Incharge
• Infrastructure requirement proposal- Incharge	• Research and Development laboratory- Incharge
• Professional society activities(IEEE)-i/c	• Training and Placement – Incharge
• Program coordination committee	• Value added course
• Proposals To Principal	5. Dr.S.VENKATA NARAYANAN, PROFESSOR
• Quality assessment of TLP	• Budget
• Research Co-Ordinator	• Content beyond syllabus delivery details
• Students feedback on faculty	• Consultancy-i/c
2. Dr.S.VENKATESAN, PROFESSOR	• Department Advisory committee-Incharge
• Accreditation – Incharge	• Educational Fair-Incharge
• AICTE Regulations– Incharge	• Energy audit-Incharge
• Anna University regulations– Incharge	• Guest Lecture/expert talk-Incharge
• Attendance Shortage – Intimation to parents-II Yr M.E	• MADITSSIA-Incharge
• Best outgoing students-committee	• MODROB- Incharge
• Content beyond syllabus delivery details	• MOU- Incharge
• Class Committee	• Patent-i/c
• Class Coordinator-III Semester M.E/PSE	• Power Electronics laboratory- Incharge
• Coaching Classes – GATE / TANCET–Incharge	• Professional society activities(ISTE)-i/c
• Compliance Report – AICTE/AU–Incharge	• Program coordination committee
• Curriculum and syllabus-Incharge	• Project Coordinator (B.E.) –Incharge
• Department Advisory committee-Incharge	• Quality Circle(QE,SG,PE,ARD)
• Faculty Meeting-Incharge	6. A.MARIMUTHU, ASP 1
• Leave letter collection from students	• Academic coordinator III Yr EEE
• Guest Lecture/expert talk-i/c	• Association – Incharge
• Industrial Visit-i/c	• Attendance Shortage – Intimation to parents-III Yr EEE-C
• Infrastructure requirement proposal- Incharge	• Best outgoing students-committee
• Ph.D. registration, course work- Incharge	• Budget
• Professional society activities(IE)-i/c	• Content beyond syllabus delivery details
• Program coordination committee	• Class Committee
• Project Coordinator (M.E.) – Incharge	• Class Coordinator-V Semester EEE C
• Quality Circle(QE,SG,PE,ARD)	• Course outcome survey
• Quality assessment of TLP	• Electric Circuits Laboratory– Incharge
• Research and development/research proposal	• Leave letter collection from students
• Result Analysis – Class test/CIT	• Guest Lecture/expert talk-i/c
• Symposium	• Handbook materials-assignment/Tutorial etc
• Web portal entry-Asst	• Industrial Visit-i/c
3. Dr.K.GNANAMBAL, PROFESSOR	• Laboratory manual / monograph / record note-i/c
• Accreditation – Incharge	• MODROB- Incharge
• AICTE Regulations– Incharge	• Program assessment committee
• Anna University regulations– Incharge	• Quality Circle(QE,SG,PE,ARD)
• Best outgoing students-committee	• Result Analysis – Class test/CIT
• Content beyond syllabus delivery details	• Web portal entry
• Curriculum and syllabus-Incharge	7. P.LOGANTHURAI, ASP 1
• Department Advisory committee-Incharge	• Association – Incharge
• Faculty Meeting–Incharge	• Best outgoing students-committee
• Infrastructure requirement proposal- Incharge	• Content beyond syllabus delivery details
• Ph.D. registration, course work- Incharge	• Corporate and Social Responsibility-Incharge
• Program coordination committee	• Disciplinary Committee-Incharge
• Project Coordinator (M.E.) – Incharge	• Electrical Maintenance-Incharge
• Quality Circle(QE,SG,PE,ARD)	• MADITSSIA-Incharge
• Quality assessment of TLP	• Program assessment committee
• Research and development/research proposal	
• Research Co-Ordinator	
• Symposium	

8. M.JECADEESAN, ASP 1	12. C.MUTHAMIL SELVI, AP (SR.GR.)
<ul style="list-style-type: none"> Attendance Shortage – Intimation to parents-IV Yr EEE-B Budget Content beyond syllabus delivery details Class Committee Class Coordinator-VII Semester EEE B Disciplinary Committee-Incharge Electrical Machines Laboratory-Incharge Leave letter collection from students GATE/TANCET data-Incharge Guest Lecture/expert talk-i/c Handbook materials-assignment/Tutorial etc-Asst Higher studies data-Incharge Imprest Amount Collection and settlement-Incharge Industrial Visit-i/c Laboratory manual / monograph / record note-Asst Practical Examination schedule-Incharge 	<ul style="list-style-type: none"> Leave letter collection from students Graduate exit survey-Incharge Guest Lecture/expert talk-i/c Handbook materials-assignment/Tutorial etc-Asst Industrial Visit-i/c Journal paper collection-Incharge Laboratory manual / monograph / record note-Asst Power System Simulation Laboratory– II- Incharge PEO assessment-Incharge Program coordination committee Project contest Result Analysis – Class test/CIT Training and Placement – Incharge Value added courses Web portal entry-Asst
<ul style="list-style-type: none"> Program coordination committee Project Coordinator (B.E.) –Incharge Project contest Project laboratory Quality Circle(QE,SG,PE,ARD) Result Analysis – Class test/CIT Web portal entry-Asst 	13.M.JEYAMURUGAN, AP (SR.GR.)
9. A.S.S.MURUGAN, ASP 1	<ul style="list-style-type: none"> Academic coordinator- II Year EEE Attendance Shortage – Intimation to parents-II Yr EEE-B Biodata-faculty-Incharge Biodata-supporting staff –Incharge Budget Content beyond syllabus delivery details Class Committee Class Coordinator-III Semester EEE B Coaching Classes – GATE / TANCET–Incharge Compliance Report – AICTE/AU–Incharge Control ,Measurement and instrumentation lab-Incharge Course outcome survey Leave letter collection from students Guest Lecture/expert talk-i/c Handbook materials-assignment/Tutorial etc Industrial Visit-i/c Laboratory manual / monograph / record note-i/c Program coordination committee Project contest Result Analysis – Class test/CIT Time Table / Workload-Incharge Web portal entry
<ul style="list-style-type: none"> Academic coordinator IV Yr EEE Budget Content beyond syllabus delivery details Class Committee Class Coordinator-VIII Semester EEE A Course outcome survey GATE/TANCET data-Incharge Handbook materials-assignment/Tutorial etc Higher studies data-Incharge Laboratory manual / monograph / record note-i/c Power System Simulation Laboratory – I-Incharge Program coordination committee Project Coordinator (B.E.) –Incharge Project contest Project laboratory Time Table / Workload-Incharge Web portal entry 	14. K.R.JEYAVELUMANI, AP
10. S.MANOHARAN, AP (SR.GR.)	<ul style="list-style-type: none"> Attendance cum assessment record collection-Incharge Bulletin-Incharge Content beyond syllabus delivery details College facility survey–Incharge Course file collection-Incharge Grievance redressal–Incharge ISO-Incharge Magazine-Incharge Parents survey-Incharge Parents –Teachers meeting-Incharge Students feedback on faculty Supporting staff survey
<ul style="list-style-type: none"> Attendance Shortage – Intimation to parents-I Yr M.E Budget Content beyond syllabus delivery details Class Committee Class Coordinator-I Semester M.E/PSE Leave letter collection from students Guest Lecture/expert talk-i/c Industrial Visit-i/c Laboratory manual / monograph / record note-Asst IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry 	15. M.BALAMURUGAN, AP
11. M.GANESHKUMARI, AP (SR.GR.)	<ul style="list-style-type: none"> Content beyond syllabus delivery details Civil Maintenance-Incharge Electrical Machines Laboratory-i/c Furniture-Incharge Imprest Amount Collection and settlement-Incharge Practical Examination schedule-i/c
12. C.MUTHAMIL SELVI, AP (SR.GR.)	16. T.GOPU, AP
<ul style="list-style-type: none"> Accreditation-Assistant Alumni data & survey collection –Incharge Attendance Shortage – Intimation to parents-IV Yr EEE-C Budget Content beyond syllabus delivery details Class Committee Class Coordinator-VII Semester EEE C Conference paper collection-Incharge Disciplinary Committee-Incharge Employer survey-Incharge 	<ul style="list-style-type: none"> Budget Content beyond syllabus delivery details Event consolidation Inplant training, Internship-i/c Internal test-i/c Microprocessor laboratory-i/c

17. J.MERLIN, AP	21.A.MANOJ, AP
• Attendance Shortage – Intimation to parents-III Yr EEE-B	• Budget
• Content beyond syllabus delivery details	• Content beyond syllabus delivery details
• Class Committee	• Course outcomes, mapping, attainment calculation-Incharge
• Class Coordinator-V Semester EEE B	• Power System Simulation Laboratory – I-i/c
• Conference paper collection-Incharge	• Program assessment committee– Incharge
• Course outcomes, mapping, attainment calculation-Incharge	• PO, PSO assessment– Incharge
• Leave letter collection from students	• Result Analysis – Anna University-i/c
• Guest Lecture/expert talk-i/c	22. R.JEYA ROHINI, AP
• Handbook materials-assignment/Tutorial etc-Asst	• Content beyond syllabus delivery details
• Industrial Visit-i/c	• Finance committee-Incharge
• Journal paper collection-i/c	• IDCA-i/c
• Laboratory manual / monograph / record note-Asst	23. S.P.RAJARAM, AP
• Program assessment committee– Incharge	• Budget
• PO, PSO assessment– Incharge	• Content beyond syllabus delivery details
• Project contest	• Electrical Machines Laboratory-i/c
• Quality Circle(QE,SG,PE,ARD)	• Newsletter (Dept)-Incharge
• Result Analysis – Class test/CIT	24. E.JAYASRI, AP
• Web portal entry-Asst	• Accreditation-Assistant
18.R.JEYAPANDI PRATHAP, AP	• Alumni data & survey collection-i/c
• Biodata-faculty-Incharge	• Content beyond syllabus delivery details
• Biodata-supporting staff –Incharge	• Certificate collection-staff-Incharge
• Budget	• Employer survey-Incharge
• Content beyond syllabus delivery details	• Faculty development programme –certificate, document collection-Incharge
• Control,Measurement and instrumentation lab-i/c	• Faculty self appraisal, QC report -Incharge
• Library-Incharge	• Graduate exit survey-Incharge
• Time Table / Workload-Incharge	• PEO assessment-Incharge
19.S.RAJALINGAM, AP	• Quality Circle(QE,SG,PE,ARD)
• Attendance Shortage – Intimation to parents-II Yr EEE-A	26. A.P.S.RAMALAKSHMI, AP
• Budget	• Attendance cum assessment record collection-Incharge
• Content beyond syllabus delivery details	• Attendance Shortage – Intimation to parents-III Yr EEE-A
• Certificate collection-students-Incharge	• Budget
• Class Committee	• Bulletin-Incharge
• Class Coordinator-III Semester EEE A	• Content beyond syllabus delivery details
• Co curricular and extra curricular activities-Incharge	• Content beyond syllabus delivery details
• Event Register- Incharge	• Class Committee
• Leave letter collection from students	• Class Coordinator-V Semester EEE A
• Guest Lecture/expert talk-i/c	• Coaching Classes – GATE / TANCET–Incharge
• Handbook materials-assignment/Tutorial etc-Asst	• College facility survey–Incharge
• Industrial Visit-i/c	• Course file collection-Incharge
• Inplant training, Internship-i/c	• Disciplinary Committee-Incharge
• IPC, EDC CELL-Incharge	• Leave letter collection from students
• Laboratory manual / monograph / record note-Asst	• Guest Lecture/expert talk-i/c
• Microprocessor laboratory–Incharge	• Handbook materials-assignment/Tutorial etc-Asst
• Newsletter (College)-Incharge	• Industrial Visit-i/c
• Program assessment committee– Incharge	• ISO-Incharge
• Project contest	• Laboratory manual / monograph / record note-Asst
• Result Analysis – Class test/CIT	• Magazine-Incharge
• Web portal entry-Asst	• Parents survey-Incharge
20.N.VIMAL RADHA VIGNESH, AP	• Parents –Teachers meeting-Incharge
• Attendance Shortage – Intimation to parents-IV Yr EEE-A	• Power Electronics laboratory-i/c
• Budget	• Result Analysis – Class test/CIT
• Content beyond syllabus delivery details	• Students feedback on faculty
• Class Committee	• Supporting staff survey
• Class Coordinator-VII Semester EEE A	• Web portal entry-Asst
• Course outcomes, mapping, attainment calculation-Incharge	27. V.SINDHU, AP
• Leave letter collection from students	• Alumni data & survey collection – Asst
• Guest Lecture/expert talk-i/c	• Budget
• Handbook materials-assignment/Tutorial etc-Asst	• Content beyond syllabus delivery details
• Higher studies data-Incharge	• Cultural and literal Committee-Incharge
• Industrial Visit-i/c	• Employer survey-Incharge
• IPC, EDC CELL-Incharge	• Finance committee-Incharge
• Laboratory manual / monograph / record note-Asst	• Graduate exit survey-Incharge
• Result Analysis – Class test/CIT	• Internal test-Incharge
• Power System Simulation Laboratory– II-i/c	• Power System Simulation Laboratory –III-i/c
• Program assessment committee– Incharge	• PEO assessment-Incharge
• PO, PSO assessment– Incharge	
• Result Analysis – Class test/CIT	
• Quality Circle(QE,SG,PE,ARD)	
• Training and Placement– Incharge	
• Value added courses	
• Web portal entry-Asst	

28. R.DIVYA, AP	30.M.BHARANILAKSHMI, AP
• Academic coordinator-First Year EEE	• Content beyond syllabus delivery details
• Alumni data & survey collection – Asst	• Certificate collection-students-Incharge
• Attendance Shortage – Intimation to parents-I Yr EEE-B	• Co curricular and extracurricular activities-Incharge
• Content beyond syllabus delivery details	• Library-i/c
• Class Committee	31. J. SANGEETHA, AP
• Class Coordinator-I Semester EEE B	• Content beyond syllabus delivery details
• Course outcome survey	32. M. MAHALAKSHMI, AP
• Educational Fair-Incharge	• Content beyond syllabus delivery details
• Electric Circuits Laboratory-i/c	33. C. VIMALARARI, AP
• Faculty development programme –certificate, document collection-Incharge	• Content beyond syllabus delivery details
• Leave letter collection from students	34. M.S.C.SUJITHA, AP
• Guest Lecture/expert talk-i/c	• Attendance Shortage – Intimation to parents-I Yr EEE-A
• Handbook materials-assignment/Tutorial etc	• Class Coordinator-I Semester EEE A
• Industrial Visit-i/c	• Class Committee
• Laboratory manual / monograph / record note-i/c	• Leave letter collection from students
• Result Analysis – Class test/CIT	• Guest Lecture/expert talk-i/c
• Web portal entry	• Industrial Visit-i/c
29. R.SRIDEVI, AP	• Laboratory manual / monograph / record note
• Alumni data & survey collection – Asst	• Result Analysis – Class test/CIT
• Content beyond syllabus delivery details	• Web portal entry
• Employer survey-Incharge	
• Graduate exit survey-Incharge	
• PEO assessment-Incharge	

HOD/EEE