# 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,		
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	Lao Assistants	HOD
27.	Consultancy	SPS,SVN,		ПОБ
28.	Control ,Measurement and instrumentation lab	MJM,RJP	RT	HOD
	Course file collection	,		
29. 30.		APSR,KRJ AC	-	-
31.	Course outcome survey	JM,AMJ,NVRV	Subject Handlers	SV, KG
51.	Course outcomes, mapping, attainment calculation	JIVI, AIVIJ, IN V K V	Subject Handlers	3V, KU
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		HOD
	, , ,	SMK,SV,KG SMK,SV,KG,SPS, SVN	Clerks	PRINCIPAL
36.	Department Advisory committee	, , , , ,	Clerks	
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	T 1 4	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
JJ.		AC	Class coordinators	HOD
56.	Handbook materials-assignment/Tutorial etc	At	[ ]ass coordinators	I H() )

58.	IDCA	RJR	JS	
59.	IERIG	SPS	0.5	
60.	IIPC	SPS	_	_
61.	Imprest Amount Collection and settlement	MJ,MB,	Lab Assistants	HOD
62.	Industrial Visit	Class Coordinators	Lab Assistants  Lab Assistants	HOD
63.	Industrial Visit  Industry Institute Interaction	SPS SPS	Lab Assistants	пор
			- Classian	-
64.	Infrastructure requirement proposal	SMK,SV,KG	Clerks	HOD
65.	Inplant training, Internship	SRL,TG	Cl. 1	HOD
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	1	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,M	IM	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	_	ПОВ
98.	Proposals To Principal	SMK	Clerks	HOD
99.	Question Papers	LS	CICIKS	HOD
100.	Quality Circle(QE,SG,PE,ARD)	AM,SVN,MJ,JM,NVRV,SV,KG,EJ	-	HOD
100.	Quality assessment of TLP	SMK,SV,KG	Clerks	HOD
101.	Research and Development laboratory	SPS SPS	RT	HOD
102.	Research and development/research proposal	SV,KG	CVR	HOD
103.	Research Co-Ordinator	SMK,KG	CVIX	ווטט
104.	Result Analysis – Anna University	AMJ	-	-
105.		AC & Class Coordinators	Clerks	HOD
	Result Analysis – Class test/CIT Stationary Requirement	Clerks	CICIKS	ווטט
107.	• •		I oh Assistant	HOD
108.	Student Counselor Students feedback on feedback	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	-	-
		- C11 1 T 1 A 1	1	-
115.	Vacation schedule preparation	Clerks, Lab Assistants	-	
116.	Value added courses	NVRV,CMS,SPS	Clerks	HOD

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

#### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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

28.06.2016

## 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
<ul> <li>Professional society activities(IEEE)-i/c</li> </ul>	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  2 Dr. C. VENNY A TEESAN DEPOSITION	Consultancy-i/c
2. Dr.S.VENKATESAN, PROFESSOR	Department Advisory committee-Incharge  Education I Print Incharge
Accreditation – Incharge  ACCTE Repulsions, Justiness	Educational Fair-Incharge      Engage and the Incharge
AICTE Regulations—Incharge  Annu University regulations Incharge	Energy audit-Incharge  Count I active (apport halls Incharge)
Anna University regulations—Incharge  Attandance Shortens, Intimation to constant II Va M.E.	Guest Lecture/expert talk-Incharge     MADITESTA Incharge
Attendance Shortage – Intimation to parents-II Yr M.E	MADITSSIA-Incharge  MODDOD V. 1
Best outgoing students-committee	MODROB- Incharge
Content beyond syllabus delivery details	MOU- Incharge  Proof: //
Class Committee     Class Coordinator-III Semester M.E/PSE	Patent-i/c     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  Only Girls (OF GG PE APP)
Department Advisory committee-Incharge     Faculty Marting Incharge	Quality Circle(QE,SG,PE,ARD)      6. A.MARIMUTHU, ASP 1
Faculty Meeting-Incharge	, , , , , , , , , , , , , , , , , , ,
• Leave letter collection from students	Academic coordinator III Yr EEE
Guest Lecture/expert talk-i/c     Industrial Visit-i/c	Association – Incharge     Attendance Shortage – Intimation to parents-III Yr EEE-C
Infrastructure requirement proposal- Incharge	Attendance Shortage – Infilination to parents-III 11 EEE-C     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 Condinate     Class Coordinator-V Semester EEE C
Quality Circle(QE,SG,PE,ARD)	Course outcome survey
Quality energ(QE,50s, E,7 Htb)     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
D 1 11 1 ./ 1 1	
Research and development/research proposal	
Research Co-Ordinator	

•	M.JEGADEESAN, ASP 1	12. (	C.MUTHAMIL SELVI, AP (SR.GR.)
	Attendance Shortage – Intimation to parents-IV Yr EEE-B	•	Leave letter collection from students
•	Budget	•	Graduate exit survey-Incharge
•	Content beyond syllabus delivery details	•	Guest Lecture/expert talk-i/c
•	Class Committee	•	Handbook materials-assignment/Tutorial etc-Asst
٠	Class Coordinator-VII Semester EEE B	•	Industrial Visit-i/c
•	Disciplinary Committee-Incharge	•	Journal paper collection-Incharge
•	Electrical Machines Laboratory-Incharge	•	Laboratory manual / monograph / record note-Asst
•	Leave letter collection from students	•	Power System Simulation Laboratory– II- Incharge
•	GATE/TANCET data-Incharge	•	PEO assessment-Incharge
•	Guest Lecture/expert talk-i/c	•	Program coordination committee
•	Handbook materials-assignment/Tutorial etc-Asst	•	Project contest
•	Higher studies data-Incharge  Imprest Amount Collection and settlement-Incharge	•	Result Analysis – Class test/CIT Training and Placement – Incharge
·	Industrial Visit-i/c	+ :	Value added courses
•	Laboratory manual / monograph / record note-Asst	•	Web portal entry-Asst
•	Practical Examination schedule-Incharge		LJEYAMURUGAN, AP (SR.GR.)
•	Program coordination committee	•	Academic coordinator- II Year EEE
•	Project Coordinator (B.E.) –Incharge	•	Attendance Shortage – Intimation to parents-II Yr EEE-B
•	Project contest	•	Biodata-faculty-Incharge
•	Project laboratory	•	Biodata-supporting staff –Incharge
•	Quality Circle(QE,SG,PE,ARD)	•	Budget
•	Result Analysis – Class test/CIT	•	Content beyond syllabus delivery details
•	Web portal entry-Asst	•	Class Committee
9. A	A.S.S.MURUGAN, ASP 1	•	Class Coordinator-III Semester EEE B
•	Academic coordinator IV Yr EEE	•	Coaching Classes – GATE / TANCET–Incharge
•	Budget	•	Compliance Report – AICTE/AU–Incharge
•	Content beyond syllabus delivery details	•	Control ,Measurement and instrumentation lab-Incharge
•	Class Committee	•	Course outcome survey
•	Class Coordinator-VIII Semester EEE A	•	Leave letter collection from students
•	Course outcome survey	•	Guest Lecture/expert talk-i/c
•	GATE/TANCET data-Incharge	•	Handbook materials-assignment/Tutorial etc
•	Handbook materials-assignment/Tutorial etc	•	Industrial Visit-i/c
•	Higher studies data-Incharge	•	Laboratory manual / monograph / record note-i/c
•	Laboratory manual / monograph / record note-i/c	•	Program coordination committee
•	Power System Simulation Laboratory – I-Incharge	•	Project contest
•	Program coordination committee	•	Result Analysis – Class test/CIT
•	Project Coordinator (B.E.) -Incharge	•	Time Table / Workload-Incharge
•	Project contest	•	Web portal entry
•	Project laboratory		K.R.JEYAVELUMANI, AP
•	Time Table / Workload-Incharge Web portal entry	•	Attendance cum assessment record collection-Incharge
10	S.MANOHARAN, AP (SR.GR.)	•	Bulletin-Incharge Content beyond syllabus delivery details
10.	Attendance Shortage – Intimation to parents-I Yr M.E	+:	College facility survey–Incharge
•	Budget	•	Course file collection-Incharge
•	Content beyond syllabus delivery details	•	Grievance redressal-Incharge
•	Class Committee	•	ISO-Incharge
•	Class Coordinator-I Semester M.E/PSE	•	Magazine-Incharge
•	Leave letter collection from students	•	Parents survey-Incharge
•	Guest Lecture/expert talk-i/c	•	Parents –Teachers meeting-Incharge
•	Industrial Visit-i/c	•	Students feedback on faculty
	Laboratory manual / monograph / record note-Asst	•	Supporting staff survey
•	Education of Hamada / Honograph / Tecord note 71881		
	IPC, EDC CELL-Incharge	15.	M.BALAMURUGAN, AP
•	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge	15.	Content beyond syllabus delivery details
•	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT		
•	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry	•	Content beyond syllabus delivery details Civil Maintenance-Incharge Electrical Machines Laboratory-i/c
•	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry M.GANESHKUMARI, AP (SR.GR.)	•	Content beyond syllabus delivery details Civil Maintenance-Incharge Electrical Machines Laboratory-i/c Furniture-Incharge
•	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry M.GANESHKUMARI, AP (SR.GR.) Guest Lecture/expert talk-i/c	•	Content beyond syllabus delivery details Civil Maintenance-Incharge Electrical Machines Laboratory-i/c Furniture-Incharge Imprest Amount Collection and settlement-Incharge
• • • • • • • • • • • • • • • • • • •	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry M.GANESHKUMARI, AP (SR.GR.) Guest Lecture/expert talk-i/c C.MUTHAMIL SELVI, AP (SR.GR.)	•	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
• • • • • • • • • •	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry M.GANESHKUMARI, AP (SR.GR.) Guest Lecture/expert talk-i/c C.MUTHAMIL SELVI, AP (SR.GR.) Accreditation-Assistant	16. 7	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 CGOPU, AP
11.	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry M.GANESHKUMARI, AP (SR.GR.) Guest Lecture/expert talk-i/c C.MUTHAMIL SELVI, AP (SR.GR.) Accreditation-Assistant Alumni data & survey collection –Incharge	16.7	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 C.GOPU, AP Budget
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11.	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry M.GANESHKUMARI, AP (SR.GR.) Guest Lecture/expert talk-i/c C.MUTHAMIL SELVI, AP (SR.GR.) Accreditation-Assistant Alumni data & survey collection –Incharge Attendance Shortage – Intimation to parents-IV Yr EEE-C Budget Content beyond syllabus delivery details	16.7	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 CGOPU, AP Budget Content beyond syllabus delivery details
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11. 12.	IPC, EDC CELL-Incharge Power System Simulation Laboratory –III-Incharge Result Analysis – Class test/CIT Web portal entry M.GANESHKUMARI, AP (SR.GR.) Guest Lecture/expert talk-i/c C.MUTHAMIL SELVI, AP (SR.GR.) 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		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 CGOPU, AP Budget Content beyond syllabus delivery details Event consolidation Inplant training, Internship-i/c Internal test-i/c

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Content beyond syllabus delivery details Class Committee Class Content beyond syllabus delivery details Class Content seems a standard concurrence in the content of the co	17. J.MERLIN, AP	21.A.MANOJ, AP
Class Committee Class Concion Y-Remoster EEE 8 Conces controvers, mapping, attainment calculation-incharge Conces controvers, mapping attainment calculation-incharge Leave letter collection from students Concert features per studie of the control of the contro		E
Conference per collection fechages Conference per	, , ,	
. Concre contexts. paper, collection-Incharge  1. Lore leter collection from students  2. Revel leter collection from students  3. Revel leter collection from students  4. Revel leter collection from students  5. Haddbook materials-assignment Tutorial etc-Asst  6. Haddbook materials-assignment Tutorial etc-Asst  7. Haddbook materials-assignment Tutorial etc-Asst  8. Laborator manual / monograph / record note-Asst  9. Laborator manual / monograph / record note-Asst  9. Junial pager collection it:  9. Dumil pager collection it:  9. Project content  9. Revel Analysis − Class reserved.  9. Project content  9. Revel Analysis − Class reserved.  9. Revel Reveloper of the Class of Committee.  9. Reveloper of the Reveloper of the Class of Committee.  1. Reveloper of th		
Course outcomes, mapping, attainment calculation lackages		
Conset Description students     Conset Description and consequent pala-vie     Handbook materials-assignment Tutorial etc-Asst     Industrial Visit-vie     Domand pages collection ic     Industrial Visit-vie     Pour pages collection ic     Pour pages consequent committees behavior     Pour pages assessment committees behavior     Pour pages assessment inchange     Pour pages assessment inchang		· · ·
Gosta Lecture/expect table/icie   2	- 11 U	,
Hadrook materiale-sesignment/toroial etc-Asst   Content byword syluhus delivery details		
Finance committee Incharge	*	,
Internal paper collection its   Laboratory manual / monograph / record note-Asst   23.PRAJARAM, AP	<u> </u>	· · · ·
Library Incharge		
PO, POS assessment committee		
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<ul> <li>Attendance Shortage – Intimation to parents-IV Yr EEE-A</li> <li>Budget</li> <li>Content beyond syllabus delivery details</li> <li>Students feedback on faculty</li> <li>Class Committee</li> <li>Class Coordinator-VII Semester EEE A</li> <li>Web portal entry-Asst</li> <li>Course outcomes, mapping, attainment calculation-Incharge</li> <li>Leave letter collection from students</li> <li>Guest Lecture/expert talk-i/c</li> <li>Budget</li> <li>Handbook materials-assignment/Tutorial etc-Asst</li> <li>Guest Lecture/expert talk-i/c</li> <li>Budget</li> <li>Higher studies data-Incharge</li> <li>Industrial Visit-i/c</li> <li>Employer survey-Incharge</li> <li>Industrial Visit-i/c</li> <li>Employer survey-Incharge</li> <li>Laboratory manual / monograph / record note-Asst</li> <li>Graduate exit survey-Incharge</li> <li>Result Analysis – Class test/CIT</li> <li>Internal test-Incharge</li> <li>Power System Simulation Laboratory – III-i/c</li> <li>Program assessment committee- Incharge</li> <li>PeO, PSO assessment ommittee- Incharge</li> <li>PeO, assessment ommittee- Incharge</li> <li>PEO assessment-Incharge</li> <li>Result Analysis – Class test/CIT</li> <li>Quality Circle(QE_SG_PE_ARD)</li> <li>Training and Placement- Incharge</li> </ul>		, ,
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<ul> <li>Result Analysis - Class test/CIT</li> <li>Power System Simulation Laboratory - II-i/c</li> <li>Program assessment committee - Incharge</li> <li>PO, PSO assessment - Incharge</li> <li>Result Analysis - Class test/CIT</li> <li>Quality Circle(QE,SG,PE,ARD)</li> <li>Training and Placement - Incharge</li> </ul>		
Power System Simulation Laboratory—II-i/c     Program assessment committee—Incharge     PO, PSO assessment—Incharge     PO, PSO assessment—Incharge     Result Analysis—Class test/CIT     Quality Circle(QE,SG,PE,ARD)     Training and Placement—Incharge	, ,	, c
<ul> <li>Program assessment committee—Incharge</li> <li>PO, PSO assessment—Incharge</li> <li>Result Analysis – Class test/CIT</li> <li>Quality Circle(QE,SG,PE,ARD)</li> <li>Training and Placement—Incharge</li> </ul>	· · · · · · · · · · · · · · · · · · ·	Ü
PO, PSO assessment– Incharge Result Analysis – Class test/CIT Quality Circle(QE,SG,PE,ARD) Training and Placement– Incharge	Power System Simulation Laboratory– II-i/c	Power System Simulation Laboratory –III-i/c
<ul> <li>Result Analysis - Class test/CIT</li> <li>Quality Circle(QE,SG,PE,ARD)</li> <li>Training and Placement- Incharge</li> </ul>		PEO assessment-Incharge
<ul> <li>Result Analysis - Class test/CIT</li> <li>Quality Circle(QE,SG,PE,ARD)</li> <li>Training and Placement- Incharge</li> </ul>	PO, PSO assessment– Incharge	
<ul> <li>Quality Circle(QE,SG,PE,ARD)</li> <li>Training and Placement–Incharge</li> </ul>	Result Analysis – Class test/CIT	
Training and Placement–Incharge		
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Value added courses	Value added courses	
Web portal entry-Asst	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	Content beyond syllabus delivery details	
collection-Incharge		
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