

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM-630612.**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

Ref: KLNCE/EEE/Roles & Responsibility/2017-2018/ODD

28.04.2017

ROLES AND RESPONSIBILITY-FACULTYWISE - 2017-2018 (ODD SEMESTER)

1. Dr.S.M.KANNAN, PROFESSOR & HOD	6. A.MARIMUTHU, ASP 1
• Academic Schedule – Incharge – Website updation	• Association ELITE – Incharge
• Accreditation – Incharge	• Budget – CSM&I Lab
• AICTE Regulations– Incharge	• Civil Maintenance
• Anna University regulations– Incharge– Website updation	• Control ,Measurement and instrumentation lab-i/c
• Curriculum and syllabus-Incharge– Website updation	• Program assessment committee
• Department Advisory committee-Incharge	• Quality Circle(QE,SG,PE,ARD)
• Establishment- Incharge	7. P.LOGANTHURAI, ASP 1
• Infrastructure requirement proposal- Incharge	• Association ELITE – Incharge
• Professional society activities(IEEE)-i/c	• Best outgoing students-committee
• Program coordination committee	• Corporate and Social Responsibility-Incharge– Website updation
• Proposals To Principal	• Disciplinary Committee-Incharge
• Quality assessment of TLP	• Electrical Maintenance-Incharge
• Research Co-Ordinator	• Program assessment committee
• Students feedback on faculty	• Budget
2. Dr.S.VENKATESAN, PROFESSOR	• Civil Maintenance
• Accreditation – Incharge	• Electrical Machines Laboratory-i/c
• Best outgoing students-committee	8. M.JEGADEESAN, ASP 1
• Compliance Report – AICTE/AU–Incharge	• Budget
• Class coordinator – VI EEE B	• Civil Maintenance
• Department Advisory committee-Incharge	• Class Coordinator-VII Semester EEE A
• Professional society activities (IE)- faculty advisor & Website updation	• Disciplinary Committee-Incharge
• Program coordination committee	• Power System Simulation Laboratory – II-Incharge
• Project Coordinator (M.E.) – Incharge	• Imprest Amount Collection and settlement-Incharge
• Research and development/research proposal – Website updation	• Practical Examination schedule-Incharge
3. Dr.K.GNANAMBAL, PROFESSOR	• Program coordination committee
• Accreditation – Incharge	• Project Coordinator (B.E.) –Incharge– Website updation
• AICTE Regulations– Incharge	• Project contest– Website updation
• Anna University regulations– Incharge	• Project laboratory
• Best outgoing students-committee	• Quality Circle(QE,SG,PE,ARD)
• Curriculum and syllabus-Incharge	9. Dr.A.S.S.MURUGAN, ASP 1
• Department Advisory committee-Incharge	• Academic coordinator IV Yr EEE
• Faculty Meeting-Incharge	• Budget
• Class coordinator – VI EEE A	• Result Analysis – Anna University-PG - i/c
• Ph.D. registration, course work- Incharge– Website updation	• Graduate exit survey
• Program coordination committee	• Class Coordinator-VII Semester EEE C
• Accreditation – Incharge	• GATE/TANCET data-Incharge– Website updation
• Quality assessment of TLP	• Higher studies data-Incharge
• Research and development/research proposal– Website updation	• Power System Simulation Laboratory – I-Incharge
• Research Co-Ordinator	• Program coordination committee
• Academic coordinator III Yr EEE	•
4. Dr.S.PARTHASARATHY, PROFESSOR	• Project Coordinator (B.E.) –Incharge– Website updation
• Consultancy-Harmonic Audit– Website updation	• Project contest– Website updation
• Department Advisory committee-Incharge	• Project laboratory
• IERIG-Incharge– Website updation	• Time Table / Workload-Incharge– Website updation
• IIPC- Incharge– Website updation	10. Dr. C. VIMALARARI, ASP 1
• Research and Development laboratory- Incharge	• Conference paper collection
5. Dr.S.VENKATA NARAYANAN, PROFESSOR	• Journal paper collection-i/c
• Consultancy- Energy Audit– Website updation	• Power System Simulation Laboratory – III-Incharge
• Department Advisory committee-Incharge	• Research and development/research proposal - Asst
• Educational Fair-Incharge	11. Dr. J. SANGEETHA, ASP 1
• Industry Institute Interaction- Incharge	• Electrical Machines Laboratory-Asst
• MADITSSIA-Incharge	• IDCA- Asst
• MODROB- Incharge	12. S.MANOHARAN, AP (SR.GR.)
• MOU- Incharge– Website updation	• Budget
• Patent-i/c– Website updation	• Civil Maintenance
• Industry Institute Interaction-Incharge	• Class coordinator - PG
• Professional society activities(ISTE)-i/c– Website updation	• IPC, EDC CELL-Incharge
• Program coordination committee	• Power System Simulation Laboratory –III-Incharge
• Project Coordinator (B.E.) –Incharge	• Web portal entry - PG
• Quality Circle(QE,SG,PE,ARD)	• Value added course– Website updation
• Professional society activities(ISTE)-i/c– Website updation	

13. M.GANESHKUMARI, AP (SR.GR.)	21.A.MANOJ, AP
<ul style="list-style-type: none"> College facility survey-Incharge Guest Lecture/expert talk-i/c Power Electronics laboratory -Incharge 	<ul style="list-style-type: none"> Class Coordinators -III Semester EEE A Project contest- Website updation Course outcomes, mapping, attainment calculation-Incharge
14.M.JEYAMURUGAN, AP (SR.GR.)	<ul style="list-style-type: none"> Power System Simulation Laboratory – I-Asst Program assessment committee- Incharge PO, PSO assessment- Incharge Result Analysis – Anna University-UG - i/c Value added course
<ul style="list-style-type: none"> Academic coordinator II Yr EEE Biodata-faculty-Incharge Biodata-supporting staff -Incharge Budget Class Coordinator-III Semester EEE B Compliance Report – AICTE/AU-Incharge Power Electronics laboratory -Incharge Program coordination committee Project contest- Website updation Time Table / Workload-Incharge- Website updation Web portal entry 	22. R.JEYA ROHINI, AP
15. K.R.JEYAVELUMANI, AP	<ul style="list-style-type: none"> Finance committee-Incharge IDCA-i/c
<ul style="list-style-type: none"> Attendance cum assessment record collection-Incharge Bulletin-Incharge Faculty self appraisal, QC report 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 	23. S.P.RAJARAM, AP
16. M.BALAMURUGAN, AP	<ul style="list-style-type: none"> Newsletter (Dept)-Incharge
17. T.GOPU, AP	24. E.JAYASRI, AP
<ul style="list-style-type: none"> Event consolidation-Asst Inplant training, Internship-Asst Internal test-i/c 	<ul style="list-style-type: none"> Accreditation-Assistant Alumni data & survey collection Certificate collection-staff-Incharge- Website updation Employer survey-Incharge Faculty development programme –certificate, document collection-Incharge PEO assessment-Incharge Quality Circle(QE,SG,PE,ARD)
18.R.JEYAPANDI PRATHAP, AP	25. Dr.A.P.S.RAMALAKSHMI, AP
<ul style="list-style-type: none"> Biodata-faculty-Incharge Biodata-supporting staff -Incharge Practical Examination schedule-Incharge Library-Incharge Time Table / Workload-Incharge- Website updation 	<ul style="list-style-type: none"> Attendance cum assessment record collection-Incharge Bulletin-Incharge Faculty self appraisal, QC report College facility survey-Incharge Course file collection-Incharge ISO-Incharge Magazine-Incharge Parents survey-Incharge Parents –Teachers meeting-Incharge Control ,Measurement and instrumentation lab-i/c Students feedback on faculty Supporting staff survey
19.S.RAJALINGAM, AP	26. V.SINDHU, AP
<ul style="list-style-type: none"> Budget Certificate collection-students-Incharge Event consolidation & Website updation - Students Co curricular and extra-curricular activities-Incharge- Website updation Inplant training, Internship-i/c IPC, EDC CELL-Incharge Microprocessor laboratory-Incharge Newsletter (College)-Incharge Program assessment committee- Incharge 	<ul style="list-style-type: none"> Alumni data & survey collection – Website updation Conference & Journal paper collection- Website updation Employer survey-Incharge Finance committee-Incharge Internal test-Incharge
20.N.VIMAL RADHA VIGNESH, AP	27. R.DIVYA, AP
<ul style="list-style-type: none"> Course outcomes, mapping, attainment calculation-Incharge Program assessment committee- Incharge PO, PSO assessment- Incharge Quality Circle(QE,SG,PE,ARD) Training and Placement- Incharge- Website updation Web portal entry-Asst 	<ul style="list-style-type: none"> Alumni data & survey collection Class Coordinator-I Semester EEE B Electric Circuits Laboratory-Asst Faculty development programme –certificate, document collection-Incharge Library-Asst
	28. R.SRIDEVI, AP
	<ul style="list-style-type: none"> Budget Electric Circuits Laboratory-i/c
	29. Dr.M. MAHALAKSHMI, AP
	<ul style="list-style-type: none"> Power System Simulation Laboratory – II-Incharge Project contest Training and Placement- Incharge Value added course

HOD/EEE