

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

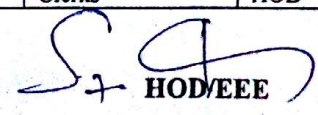
Ref: KLNCE/EEE/Roles & Responsibility/2019-2020/ODD

19.06.2019.

ROLES AND RESPONSIBILITY--2019-2020 (ODD SEMESTER)

S.No.	Roles and responsibilities	Faculty in charge	Assistants	Reporting person
1.	Academic schedule	SMK	Clerks	Principal
2.	Academic coordinators (AC)	MJ,MGK,MJM,VS	Class Coordinators	HOD
3.	Accreditation	SMK,SV,KG	MGK,RD	HOD
4.	AICTE regulations	SMK,SV,KG	Clerks	HOD
5.	Alumni data & survey collection	SM,VS, NVRV,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,MJM,PLT	Clerks	HOD
11.	Biodata-faculty	MJM,RJPP	Clerks	SVN
12.	Biodata-supporting staff	MJM,RJPP	Clerks	SVN
13.	Budget	PLT,NVRV,MJ,SM,MJM,AM,TG,RSD	Lab Assistants	HOD
14.	Bulletin	APSR,KRJ	Clerks	SVN
15.	Canteen committee	-	-	-
16.	Content beyond syllabus delivery details	Course Coordinators, APSR, KRJ	Clerks	AC/HOD
17.	Certificate collection-staff	MGK	Clerks	HOD
18.	Certificate collection-students	TG	Lab Assistants	HOD
19.	Civil Maintenance	PLT,NVRV,MJ,SM,MJM,AM,TG,RSD	Lab Assistants	HOD
20.	Class Committee	Class coordinators	Clerks	HOD
21.	Class Coordinators	MJ,NVRV,MGK,CVR,MJM,VS,AM,SM		
22.	Co curricular and extra curricular activities	TG	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	CVR, RSD, VS		HOD
27.	Consultancy	SPS,SVN,RSD,VS		
28.	Control,Measurement and instrumentation lab	AM,APSR	LS	HOD
29.	Course file collection	APSR,KRJ	-	-
30.	Course outcome survey	Academic coordinators	-	-
31.	Course outcomes, mapping, attainment calculation	AMJ,NVRV,APSR,KRJ	Subject Handlers	SV, KG
32.	Course Committee	Subject Handlers	-	-
33.	Corporate and Social Responsibility	PLT,SVN,SPS	-	HOD
34.	Cultural and literal Committee	AMJ,MGK	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	SV,KG,PLT,MJ,APSR	Clerks	HOD
38.	Educational Fair	SVN	Clerks	HOD
39.	Electric Circuits Laboratory	RSD,KRJ	PV	HOD
40.	Electrical Machines Laboratory	PLT,MB	SM	HOD
41.	Electrical Maintenance	PLT, Dinesh, Raman	Electricians	HOD
42.	Employer survey	SM,NVRV,RSD,VS		HOD
43.	Energy audit	SVN	Lab Assistants	HOD
44.	Establishment	SMK	Clerks	HOD
45.	Event consolidation	TG,MGK	Clerks	HOD
46.	Faculty Development Programme –certificate, document collection	MGK	Clerks	HOD
47.	Faculty Meeting	SV,KG	Clerks	HOD
48.	Finance committee	VS	Clerks	HOD
49.	Leave letter collection from students	Class coordinators	Lab Assistants	HOD
50.	Faculty self appraisal, QC report	APSR,KRJ		
51.	Furniture	MB	SM, Clerks	HOD
52.	GATE/TANCET data	MJ,NVRV	Lab Assistants	HOD
53.	Graduate exit survey	MJ,NVRV		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	MJ,NVRV	Clerks	HOD
58.	IDCA	VS	AMJ	
59.	IERIG	SPS		
60.	IIPC	SPS,AMJ	-	-

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	TG		
66.	Internal test	TG,KRJ	Clerks	HOD
67.	IPC, EDC CELL	SM, NVRV		HOD
68.	ISO	APSR,KRJ	Clerks	HOD
69.	Issues and acknowledgement	Clerks		HOD
70.	Journal paper collection	CVR, MJM , VS	Clerks	HOD
71.	Laboratory manual / monograph / record note	Academic coordinators	Class Coordinators	HOD
72.	Library	RSD,RJPP,APSR	Clerks	HOD
73.	MADITSSIA	PLT,SVN	Clerks	HOD
74.	Magazine	KRJ,APSR	-	-
75.	Microprocessor laboratory	TG, RJPP	GN	HOD
76.	MODROB	Lab In-charge	Lab Assistants	HOD
77.	MOU	SVN,SPS	-	-
78.	Newsletter	RJPP(Dept), TG (College)	-	-
79.	NSS	SM	-	-
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	KK	HOD
85.	Power System Simulation Laboratory – I	NVRV,	GN	HOD
86.	Power System Simulation Laboratory– II	MJ,	MDK	HOD
87.	Power System Simulation Laboratory –III	SM,CVR	MDK	HOD
88.	Practical Examination schedule	MJ,MB	Clerks	HOD
89.	Professional society activities (IEEE/ISTE/IE)	SMK,RSD,SV,SVN	-	-
90.	Program assessment committee	AM,PLT,NVRV,AMJ		HOD
91.	PEO assessment	NVRV,RSD,VS		HOD
92.	PO, PSO assessment	NVRV,AMJ,VS		HOD
93.	Program coordination committee	SMK,SV,KG,NVRV,MJ,SVN,MJM		HOD
94.	Project Coordinator (B.E.)	MJ,SV,NVRV	-	-
95.	Project Coordinator (M.E.)	SV,KG	-	-
96.	Project contest, innovative projects	MJ,SV,NVRV		HOD
97.	Project laboratory	SV, MJ,NVRV	-	
98.	Proposals To Principal	SMK	Clerks	HOD
99.	Question Papers	LS	-	-
100.	Quality Circle	(QE:RSD,VS,SG:MJ,RJPP,TG,PE:SV,NVRV,MJ,ARD:KG, APSR)		HOD
101.	Quality assessment of TLP	SMK,SV,KG	Clerks	HOD
102.	Research and Development laboratory	SV	SM	HOD
103.	Research and development/research proposal	SV,KG	CVR	HOD
104.	Research Co-Ordinator	SMK,KG	-	-
105.	Result Analysis – Anna University	AMJ(UG),SM(PG)	-	-
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	MJM,RJPP	-	-
114.	Training and Placement	NVRV,AMJ,SV,MJ	-	-
115.	Vacation schedule preparation	Clerks, Lab Assistants	-	-
116.	Value added courses	AMJ,PLT,MJM,SV,MJ,NVRV,CVR,	Clerks	HOD
117.	Web portal entry	NVRV,RSD,MGK,CVR,MJM,VS,SM	Class Coordinators	HOD
118.	Website updation	Concerned Faculty Incharge	Clerks	HOD
119.	NPTEL	VS, SV	Clerks	HOD
120.	TI	AMJ, TG	Clerks	HOD
121.	NI Labview	SM	Clerks	HOD
122.	Spoken Tutorial	RJPP,VS	Clerks	HOD


HOD/EEE
 25/6/15

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ROLES AND RESPONSIBILITY-FACULTYWISE - 2019-2020 (ODD SEMESTER)

1. Dr.S.M.KANNAN, PROFESSOR & HOD

Academic schedule
Accreditation
AICTE regulations
Anna University regulations
Curriculum and syllabus
Department Advisory committee
Establishment

Infrastructure requirement proposal
Professional society activities (IEEE/ISTE/IE)
Program coordination committee
Proposals To Principal
Quality assessment of TLP
Students feedback on faculty

2. Dr.S.VENKATESAN, PROFESSOR

Accreditation
Anna University regulations
Coaching Classes – GATE / TANCET
Curriculum and syllabus
Disciplinary Committee
Infrastructure requirement proposal
Professional society activities (IEEE/ISTE/IE)
Project Coordinator (M.E.)
Project laboratory
Research and development/research proposal
Training and Placement

AICTE regulations
Best outgoing students-committee
Compliance Report – AICTE/AU
Department Advisory committee
Faculty Meeting
Ph.D. registration, course work.
Project Coordinator (B.E.)
Project contest, innovative projects
Research and Development laboratory
Symposium
NPTEL

3. Dr.K.GNANAMBAL, PROFESSOR

Accreditation
Anna University regulations
Curriculum and syllabus
Disciplinary Committee
Infrastructure requirement proposal
Project Coordinator (M.E.)
Research and development/research proposal
Symposium

AICTE regulations
Best outgoing students-committee
Department Advisory committee
Faculty Meeting
Ph.D. registration, course work.
Quality assessment of TLP
Research Co-Ordinator

4. Dr.S.PARTHASARATHY, PROFESSOR

Consultancy
Department Advisory committee
IIPC
MOU

Corporate and Social Responsibility
IERIG
Industry Institute Interaction

5. Dr.S.VENKATA NARAYANAN, PROFESSOR

Corporate and Social Responsibility
Energy audit
MADITSSIA
Patent

Department Advisory committee
Industry Institute Interaction
MOU
Professional society activities (IEEE/ISTE/IE)

6. A.MARIMUTHU, ASP 1

Association (ELITE)
Class Coordinators III ME
Program assessment committee

Civil Maintenance
Control, Measurement and instrumentation lab

7. Dr.P.LOGANTHURAI, ASP 1

Association (ELITE)
Budget
Corporate and Social Responsibility
Electrical Machines Laboratory
MADITSSIA
Value added courses

Best outgoing students-committee
Civil Maintenance
Disciplinary Committee
Electrical Maintenance
Program assessment committee

8. Dr.M.JEGADEESAN, ASP 1

Academic coordinators (AC)
Class Coordinators VII B
GATE/TANCET data
Higher studies data
Power System Simulation Laboratory– II
Project Coordinator (B.E.)
Project laboratory
Training and Placement

Civil Maintenance
Disciplinary Committee
Graduate exit survey
Imprest Amount Collection and settlement
Practical Examination schedule
Project contest, innovative projects
Quality Circle
Value added courses

9. Dr. C. VIMALARARI, ASP 1

Class Coordinators V A
Journal paper collection
Value added courses

Conference paper collection
Power System Simulation Laboratory –III

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10. Dr.A.P.S.RAMALAKSHMI, AP(SG)
Attendance cum assessment record collection
Content beyond syllabus delivery details
College facility survey
Course file collection
Disciplinary Committee
ISO
Magazine
Parents -Teachers meeting
Students feedback on faculty

11. S.MANOхарAN, AP (SR.GR.)
Alumni data & survey collection
Class Coordinators I ME
NSS
Result Analysis - Anna University
NI Labview

12. M.GANESHKUMARI, AP (SR.GR.)
Academic coordinators (AC)
Cultural and literal Committee
Event consolidation
Guest Lecture/expert talk
Web portal entry

13. M.JEYAMURUGAN, AP (SR.GR.)
Academic coordinators (AC)
Biodata-faculty
Budget
Class Coordinators III
Compliance Report - AICTE/AU
Program coordination committee
Value added courses

14. K.R.JEYAVELUMANI, AP
Attendance cum assessment record collection
Content beyond syllabus delivery details
Course file collection
Electric Circuits Laboratory
Grievance redressal
ISO
Parents survey
Students feedback on faculty

15. M.BALAMURUGAN, AP
Electrical Machines Laboratory
Imprest Amount Collection and settlement

16. T.GOPU, AP
Certificate collection-students
Co curricular and extra curricular activities
Inplant training, Internship
Microprocessor laboratory
TI

17. R.JEYAPANDI PRATHAP, AP
Biodata-faculty
Library
Newsletter
Time Table / Workload

18. N.VIMAL RADHA VIGNESH, AP
Alumni data & survey collection
Civil Maintenance
Course outcomes, mapping, attainment calculation
GATE/TANCET data
Higher studies data
Program assessment committee
PO, PSO assessment
Project Coordinator (B.E.)
Project laboratory
Training and Placement
Web portal entry

Bulletin
Coaching Classes - GATE / TANCET
Course outcomes, mapping, attainment calculation
Control, Measurement and instrumentation lab
Faculty self appraisal, QC report
Library
Parents survey
Quality Circle
Supporting staff survey

Civil Maintenance
IPC, EDC CELL
Power System Simulation Laboratory -III
Web portal entry

Class Coordinators V B
Certificate collection-staff
Faculty Development Programme -certificate, document collection
Power Electronics laboratory

Best outgoing students-committee
Biodata-supporting staff
Civil Maintenance
Coaching Classes - GATE / TANCET
Power Electronics laboratory
Time Table / Workload
Web portal entry

Bulletin
College facility survey
Course outcomes, mapping, attainment calculation
Faculty self appraisal, QC report
Internal test
Magazine
Parents -Teachers meeting
Supporting staff survey

Furniture
Practical Examination schedule

Civil Maintenance
Event consolidation
Internal test
Newsletter

Biodata-supporting staff
Microprocessor laboratory
Quality Circle
Spoken Tutorial

Budget
Class Coordinators VII A
Employer survey
Graduate exit survey
IPC, EDC CELL
PEO assessment
Program coordination committee
Project contest, innovative projects
Quality Circle
Value added courses

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19.A.MANOJ, AP

Course outcomes, mapping, attainment calculation
IPC
PO, PSO assessment
Training and Placement
TI

Cultural and literal Committee
Program assessment committee
Result Analysis – Anna University
Value added courses

20. V.SINDHU, AP


Academic coordinators (AC)
Class Coordinators I A
Consultancy
Finance committee
Journal paper collection
PO, PSO assessment
Web portal entry
Spoken Tutorial

Alumni data & survey collection
Conference paper collection
Employer survey
IDCA
PEO assessment
Quality Circle
NPTEL

21. R.SRIDEVI, AP

Alumni data & survey collection
Civil Maintenance
Consultancy
Employer survey
Professional society activities (IEEE/ISTE/IE)
Quality Circle

Budget
Conference paper collection
Electric Circuits Laboratory
Library
PEO assessment
Web portal entry

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