

**K.L.N.COLLEGE OF ENGINEERING**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

Ref: KLNCE/EEE/Roles & Responsibility/2020-2021/Even

04.01.2021.

**ROLES AND RESPONSIBILITY--2020-2021 (EVEN SEMESTER)**

<b>S. No.</b>	<b>Roles and responsibilities</b>	<b>Faculty in charge</b>	<b>Assistants</b>	<b>Reporting person</b>
1.	Academic schedule	SMK	Clerks	Principal
2.	Academic coordinators (AC)	SV,MJ,MGK,MJM,RTS,SM	Class Coordinators	HOD
3.	Accreditation	SMK,KG	MJM,RSD	HOD
4.	AICTE Hand book: SMK, Proposals: CVR/RSD	SMK,SV,KG	Clerks	HOD
5.	Alumni data & survey collection (feedback)	NVRV,SM,RSD	-	SV, KG
6.	Anna University regulations	SMK,SV,KG	Clerks	HOD
7.	Association (ELITE)	AM,PLT	-	HOD
8.	Attendance cum assessment record collection	PLT, AM	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.	Bio-data-faculty	MJM,RJPP	Clerks	SVN
12.	Bio-data-supporting staff	MJM,RJPP	Clerks	SVN
13.	Budget	PLT,NVRV,MJ,SM,MJM,AM,TG,RSD	Lab Assistants	HOD
14.	Bulletin	SM	Clerks	SVN
15.	Canteen committee	-	-	-
16.	Content beyond syllabus delivery details	Course Coordinators, AM,PLT	Clerks	AC/HOD
17.	Certificate collection-staff	MGK, TG	Clerks	HOD
18.	Certificate collection-students	TG, NVRV	Lab Assistants	HOD
19.	Civil Maintenance	SV,MJ	Lab Assistants	HOD
20.	Class Committee	Class coordinators	Clerks	HOD
21.	Class Coordinators	SV,MJ,MGK,MJM,RTS,SM		
22.	Co curricular and extra-curricular activities	TG,NVRV	Lab Assistants	HOD
23.	Coaching Classes – GATE / TANCET	SV, MJM	Clerks	HOD
24.	College facility feedback (Students Satisfaction survey)	MGK,PLT,AM	Clerks	HOD
25.	Compliance Report – AICTE/AU	SV,MJM	Lab Assistants	HOD
26.	Conference paper collection	CVR,RJP		HOD
27.	Consultancy	SPS,SVN,RSD		
28.	Control ,Measurement and instrumentation lab	AM,RJP	LS	HOD
29.	Controller of Examinations(CoE) correspondence	MJ,RJP	Clerks	
30.	Course file collection	PLT, AM	-	-
31.	Course outcome survey	Academic coordinators	-	-
32.	Course outcomes, mapping, attainment calculation	SV,MJ,MGK,MJM,RTS,SM	Subject Handlers	SV,KG
33.	Course Committee meeting minutes	Subject Handlers-Course file	-	-
34.	Corporate and Social Responsibility	PLT,SVN,SPS	-	HOD
35.	Cultural and literal Committee	AMJ,MGK	Clerks	HOD
36.	Curriculum and syllabus	SMK,SV,KG	Clerks	HOD
37.	Department Advisory committee	SMK,SV,KG,SPS,SVN	Clerks	PRINCIPAL
38.	Disciplinary Committee	SV,KG,PLT,MJ	Clerks	HOD
39.	Educational Fair	SVN,MB	Clerks	HOD
40.	Electric Circuits Laboratory	RSD	PV	HOD
41.	Electrical Machines Laboratory	PLT,MB	SM	HOD
42.	Electrical Maintenance	PLT, Dhinesh, Raman	Electricians	HOD
43.	Employer survey (feedback)	NVRV,SM		HOD
44.	Energy audit	SVN,PLT	Lab Assistants	HOD
45.	Establishment	SMK	Clerks	HOD
46.	Organized Events consolidation (FDP, STTP, Workshop, Webinar, Seminar, VAC)	MGK,TG	Clerks	HOD
47.	Faculty Development Programme –certificate, document collection	MGK,TG	Clerks	HOD
48.	Faculty Meeting	KG,MJM	Clerks	HOD
49.	Finance committee	SV,CVR	Clerks	HOD
50.	Leave letter collection from students	Class coordinators	Lab Assistants	HOD
51.	Faculty self appraisal, internal customer feedback, QC report	PLT,AM		
52.	Furniture	MB,SM	SM, Clerks	HOD
53.	GATE/TANCET data	MJ,NVRV	Lab Assistants	HOD
54.	Graduate exit survey (feedback)	NVRV,MJ		HOD
55.	Grievance redressal	PLT,AM	-	-
56.	Guest Lecture/expert talk	MGK,TG, Class coordinators	Clerks	HOD
57.	Handbook materials-assignment/Tutorial etc	Academic coordinators	Class coordinators	HOD
58.	Higher studies data	MJ,NVRV	Clerks	HOD
59.	IDCA	RJPP	AMJ	
60.	IERIG	SPS		

61.	IIPC	SPS,RJPP	-	-
62.	Imprest Amount Collection and settlement	MJ,MB	Lab Assistants	HOD
63.	Industrial Visit	MGK,TG	Lab Assistants	HOD
64.	Industry Institute Interaction	SPS,SVN	-	-
65.	Infrastructure requirement proposal	SMK,SV,KG	Clerks	HOD
66.	Inplant training, Internship	TG,NVRV	Class Coordinators	-
67.	Internal test	TG,PLT,AM	Clerks	HOD
68.	IPC, EDC CELL	SM, NVRV		HOD
69.	ISO	PLT,AM	Clerks	HOD
70.	Issues and acknowledgement	Clerks		HOD
71.	Journal paper collection	CVR,RJP	Clerks	HOD
72.	Laboratory manual / monograph / record note	Academic coordinators	Class Coordinators	HOD
73.	Library	RSD,RJPP	Clerks	HOD
74.	MADITSSIA	PLT,SVN	Clerks	HOD
75.	Magazine	PLT,AM	-	-
76.	Microprocessor laboratory	TG, AMJ	GN	HOD
77.	MODROB:PLT,SV,MJM	Lab In-charge	Lab Assistants	HOD
78.	MOU	SVN,SPS	-	-
79.	Newsletter	RJPP(Dept), TG (College)	-	-
80.	NSS	SM	-	-
81.	Parents survey (feedback)	PLT,AM	-	-
82.	Parents –Teachers meeting	PLT,AM	-	-
83.	Patent	RSD,SVN,SPS		
84.	Ph.D. registration, course work.	RSD,SV,KG	Clerks	HOD
85.	Power Electronics laboratory	MJM,MGK	KK	HOD
86.	Power System Simulation Laboratory – I	NVRV	GN	HOD
87.	Power System Simulation Laboratory– II	MJ	MDK	HOD
88.	Power System Simulation Laboratory –III	SM,	MDK	HOD
89.	Practical Examination schedule	MJ,MB	Clerks	HOD
90.	Professional society activities (IEEE/ISTE/IE)	SMK,RSD,SV,SVN	-	-
91.	Program assessment committee(NBA)	AM,PLT,NVRV,AMJ		HOD
92.	PEO assessment(NBA)	NVRV,RSD		HOD
93.	PO, PSO assessment	NVRV,AMJ		HOD
94.	Program coordination committee(NBA)	SMK,SV,KG,NVRV,MJ,SVN,MJM		HOD
95.	Project Coordinator (B.E.)	MJ,SV,NVRV	-	-
96.	Project Coordinator (M.E.)	AM,SM	-	-
97.	Project contest, innovative projects	MJ,SV,NVRV		HOD
98.	Project laboratory	SV, MJ,NVRV	-	
99.	Proposals To Principal	SMK	Clerks	HOD
100.	Question Papers-CIT	Clerks	-	-
101.	Quality Circle	(QE:RSD,MGK SG:MJM,RJPP PE:NVRV,SV,MJ ARD: CVR,KG)		HOD
102.	Quality assessment of TLP	SMK,SV,KG	Clerks	HOD
103.	Research and Development laboratory	SV	SM	HOD
104.	Research and development/research proposal	SV,KG	CVR	HOD
105.	Research Co-Ordinator	SMK,KG	-	-
106.	Result Analysis – Anna University	AMJ(UG),SM(PG)	-	-
107.	Result Analysis – Class test/CIT	TG,AC & Class Coordinators	Clerks	HOD
108.	Stationary Requirement	Clerks	-	
109.	Student Counselor:SV	Concerned Faculty	Lab Assistants	HOD
110.	Students feedback on faculty	PLT,AM	Clerks	HOD
111.	Supporting staff survey	PLT,AM	-	-
112.	Symposium	MGK,RJP	-	-
113.	Theory question papers-AU	S.Murugesan	-	-
114.	Time Table / Workload	MJM,RJPP	-	-
115.	Training and Placement	NVRV,AMJ,SV,MJ	-	-
116.	Vacation schedule preparation	Clerks, Lab Assistants	-	-
117.	Value added courses	MGK,AMJ	Clerks	HOD
118.	Web portal entry		Class Coordinators	HOD
119.	Website updation	Concerned Faculty Incharge	Clerks	HOD
120.	NPTEL	RSD,MGK	Clerks	HOD
121.	Texas Instruments Lab	AMJ, TG	Clerks	HOD
122.	National Instruments Labview	SM	Clerks	HOD
123.	Spoken Tutorial	RJPP, RSD, Class Coordinators	Clerks	HOD
124.	NAAC:IQAC:SV	C1:RJP,TG C2:MJM,KG C3:CVR,RSD C4:AM,PLT C5:NVRV,AMJ C6:MGK C7:MJ,MB		
125.	Bridge Course	NVRV,MJM,MGK		
126.	Renewable Energy Systems Laboratory	MJ, NVRV		