

K.L.N.COLLEGE OF ENGINEERING

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Ref: KLNCE/EEE/Roles & Responsibility/2022-2023/ODD

05.08.2022.

ROLES AND RESPONSIBILITY--2022-2023 (ODD SEMESTER)

S. No.	Roles and responsibilities	Faculty in charge	Assistants	Reporting person
1.	Academic schedule	SMK	Clerks	Principal
2.	Academic coordinators (AC)	SV,MGK,MJM,RSD,AM	Class Coordinators	HOD
3.	Accreditation	SMK,KG	MJM,RSD	HOD
4.	AICTE Hand book: SMK, Proposals: CVR/RSD	SMK,SV,KG	Clerk	HOD
5.	Alumni data & survey collection (feedback)	NVRV,RSD	-	SV, KG
6.	Anna University regulations	SMK,SV,KG	Clerk	HOD
7.	Association (ELITE)	AM,PLT	-	HOD
8.	Attendance cum assessment record collection	PLT, AM	Clerk	SV,KG,AM
9.	Attendance Shortage – Intimation to parents	Class coordinators	Clerk	AC
10.	Best outgoing students-committee	SV,KG,MJM,PLT	Clerk	HOD
11.	Bio-data-faculty	MJM	Clerk	SVN
12.	Bio-data-supporting staff	MJM	Clerk	SVN
13.	Budget	PLT,NVRV,MJ,SM,MJM,AM,RSD	Lab Assistants	HOD
14.	Bulletin	SM	Clerk	SVN
15.	Canteen committee	-	-	-
16.	Content beyond syllabus delivery details	Course Coordinators, AM,PLT	Clerk	AC/HOD
17.	Certificate collection-staff	MGK	Clerk	HOD
18.	Certificate collection-students	NVRV, Class coordinators	Lab Assistants	HOD
19.	Civil Maintenance	SV,MJ	Lab Assistants	HOD
20.	Class Committee	Class coordinators	Clerk	HOD
21.	Class Coordinators	SV,MGK,MJM,RSD,AM		
22.	Co curricular and extra-curricular activities	NVRV	Lab Assistants	HOD
23.	Coaching Classes – GATE / TANCET	SV, MJM	Clerk	HOD
24.	College facility feedback (Students Satisfaction survey)	MGK,PLT,AM	Clerk	HOD
25.	Compliance Report – AICTE/AU	SV,MJM	Lab Assistants	HOD
26.	Conference paper collection	CVR		HOD
27.	Consultancy	SPS,SVN,RSD		
28.	Control, Measurement and instrumentation lab	AM	LS	HOD
29.	Controller of Examinations (CoE) correspondence	MJ	Clerk	
30.	Course file collection	PLT, AM	-	-
31.	Course outcome survey	Academic coordinators	-	-
32.	Course outcomes, mapping, attainment calculation	SV,MJ,MGK,MJM,RSD,AM	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	MJ	Clerk	HOD
36.	Curriculum and syllabus	SMK,SV,KG	Clerk	HOD
37.	Department Advisory committee	SMK,SV,KG,SPS,SVN	Clerk	PRINCIPAL
38.	Disciplinary Committee	SV,KG,PLT,MJ	Clerk	HOD
39.	Educational Fair	SVN,MB	Clerk	HOD
40.	Electric Circuits Laboratory	RSD	LS	HOD
41.	Electrical Machines Laboratory	PLT,MB	SM	HOD
42.	Electrical Maintenance	PLT, Raman	Electricians	HOD
43.	Employer survey (feedback)	NVRV		HOD
44.	Energy audit	SVN,PLT	Lab Assistants	HOD
45.	Establishment	SMK	Clerk	HOD
46.	Organized Events consolidation (FDP, STTP, Workshop, Webinar, Seminar, VAC)	MGK	Clerk	HOD
47.	Faculty Development Programme –certificate, document collection	MGK	Clerk	HOD
48.	Faculty Meeting	KG	Clerk	HOD
49.	Finance committee	SV,CVR	Clerk	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, Clerk	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, Class coordinators	Clerk	HOD
57.	Handbook materials-assignment/Tutorial etc	Academic coordinators	Class coordinators	HOD
58.	Higher studies data	MJ,NVRV	Clerk	HOD
59.	IDCA	MB	AMJ	
60.	IIPC	SPS,MB	-	-

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

HOD/EEE