

**K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM-630612.**  
**(An Autonomous Institution, Affiliated to Anna University, Chennai)**  
**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

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

10.08.2022

**ROLES AND RESPONSIBILITY-FACULTYWISE - 2021-2022 (EVEN SEMESTER)**

<b>1.Dr.S.M.KANNAN, Professor &amp; HOD</b>	
Department Administration	Curriculum and syllabus
Academic schedule preparation	Department Advisory committee
NAAC-C2 – Teaching Learning Process	Infrastructure requirement proposal
Accreditation	Professional society activities (IEEE/ISTE/IE)
QC-QE Students	Program coordination committee
BOS	Proposals to Principal
CTE Handbook	Quality assessment of TLP
AICTE Handbook	Establishment
Anna University regulations	Research Co-Ordinator
<b>2. Dr.S.VENKATESAN, Professor</b>	
Disciplinary Committee	Best outgoing students-committee
Degree Recommending Comitty	Compliance Report – AICTE/AU
Project Coordinator (B.E.)	Professional society activities (IEI)
Program coordination committee	Project contest, innovative projects
Research and Development laboratory	Project laboratory
IQAC/NAAC	Research and development/ funding proposal
EMC	Class Coordinator IV Year – VAC, IV
Academic coordinators (AC) – IV Year	Web portal entry-IV Year
AICTE Handbook	Anna University regulations
Attendance Shortage – Intimation to parents– IV Year	Best outgoing students-committee– IV Year
Civil Maintenance	Coaching Classes – GATE / TANCET
Curriculum and syllabus	Department Advisory committee
Finance committee	Infrastructure requirement proposal
Ph.D. registration, course work.	Quality Circle: PE
Quality assessment of TLP	Training and Placement
<b>3. Dr.K.GNANAMBAL, Professor</b>	
<b>NBA coordinator</b>	<b>Library Convenor</b>
<b>Autonomous core team</b>	<b>Disciplinary Committee</b>
<b>Curriculum and syllabus</b>	<b>Quality assessment of TLP</b>
<b>Research and development/ funding proposal</b>	<b>NAAC - C2-SPOC</b>
Anna University regulations	Department Advisory committee
Infrastructure requirement proposal	Faculty Meeting
AICTE Handbook	Ph.D. registration, course work.
Best outgoing students-committee	Quality Circle: ARD
Program coordination committee	Research Co-Ordinator
Quality assessment of TLP	
<b>4. Dr.S.PARTHASARATHY, Professor</b>	
Consultancy	Patent
IIPC	Corporate and Social Responsibility
Department Advisory committee	Industry Institute Interaction
MOU	
<b>5. Dr.S.VENKATA NARAYANAN, Professor</b>	
Energy audit - Consultancy	Professional society activities (ISTE)
MADITSSIA	Educational Fair
Consultancy	Corporate and Social Responsibility
Department Advisory committee	Industry Institute Interaction
MOU	Patent
Program coordination committee(NBA)	
<b>6. A.MARIMUTHU, ASP 1</b>	
Program assessment committee	Control, Measurement and instrumentation lab

Attendance cum assessment record collection	Parents –Teachers meeting
ISO	NAAC – C4- SPOC
Parents survey	Course file collection
College facility feedback (Students Satisfaction survey)	Supporting staff survey
Students feedback on faculty	Grievance redressal
Faculty self appraisal, internal customer feedback,	QC report
Class Coordinator I&II Year M.E-PSE	Web portal entry I&II Year M.E-PSE
Project Coordinator (M.E.)	Result Analysis –PG
Academic coordinators (AC) – I&II Year M.E-PSE	Association (ELITE)
Attendance Shortage – Intimation to parents– IV Year	Best outgoing students-committee– I&II Year M.E-PSE
Budget	Content beyond syllabus delivery details
Internal test, Question Papers-CIT	Magazine
<b>7. Dr.P.LOGANTHURAI, ASP 1</b>	
Electrical Maintenance –KLNCE, KLNCIT and KLNASC	Electrical Machines Laboratory-i/c
KLN Co- Curricular clubs- Energy Management and Power Quality	Department ISO -Assistant
CSR -activity for supporting staff and village people	NAAC – C4- SPOC
Attendance cum assessment record collection	Parents survey
College facility feedback (Students Satisfaction survey)	Supporting staff survey
Faculty self appraisal, internal customer feedback	Parents –Teachers meeting
Course file collection	Association (ELITE)
Budget	Content beyond syllabus delivery details
Disciplinary Committee	Energy audit
Grievance redressal	Internal test, Question Papers-CIT
MADITSSIA	Magazine
Program assessment committee	Students feedback on faculty
<b>8. Dr.M.JEGADEESAN, ASP 1</b>	
Civil Maintenance	NAAC – C7- SPOC
Cultural & Literary Association	Disciplinary Committee
Power System Simulation Laboratory– II – i/c	Imprest Amount Collection and settlement
Renewable Energy Systems Laboratory – i/c	Practical Examination schedule
IPE member	Budget
Controller of Examinations (CoE) correspondence	GATE/TANCET data
Graduate exit survey (feedback)	Higher studies data
Program coordination committee(NBA)	Project contest, innovative projects
Project laboratory	Quality Circle: PE
<b>9. Dr.C.VIMALARANI, ASP 1</b>	
Quality Circle: ARD	Conference paper collection
Grievance Redressal cell	Journal paper collection
Funded Projects	Research and development/research proposal-ASST
Research Scholar details	NAAC – C3 SPOC
AICTE Handbook-Proposal	Finance committee
ARIIA –SPOC (Innovation, IPR & Entrepreneurship – for both Students & Faculty)	
<b>10. Dr.S.MANOHARAN, AP (Sr.Gr.)</b>	
Hostel warden	Result Analysis –PG
IIC, IPC, EDC CELL	Power System Simulation Laboratory –III – i/c
Budget	Bulletin
Project Coordinator (M.E.)	
<b>11. Dr.M.GANESHKUMARI, AP (Sr.Gr.)</b>	
Organized Events Consolidation (FDP, Expert Talk / Guest Lecture, Seminar) & Website updation	
Events attended by Staff (FDP, Workshop, NPTEL, Seminar, Guest lecture delivered) - Consolidation & Website certificate collection Updation	
AICTE 360 degree Feedback - SPOC	NAAC C6-SPOC
Industrial Visit-website updation	Power Electronics Laboratory-i/c
Course Era & Tejas Network-ICT academy-Dept member	Women Empowerment Cell-Member
Academic coordinators (AC) – III Year	Attendance Shortage – Intimation to parents– III Year

Best outgoing students-committee– III Year	Certificate collection-staff
College facility feedback (Students Satisfaction survey)	Guest Lecture/expert talk
Newsletter-DEPT	Quality Circle: QE(Staff)
Symposium	Value added courses
NPTEL	Bridge Course
<b>12. M.JEYAMURUGAN, AP (Sr.Gr.)</b>	
NAAC – C2-SPOC	Time Table / Workload
Power Electronics laboratory - Asst	Compliance Report – AICTE/AU
Biodata-faculty	Biodata-supporting staff
Class Coordinator - II Year EEE - VAC, Competency Development Program, Industrial visit	
Academic coordinators (AC) – II Year	Attendance Shortage – Intimation to parents– II Year
Budget	Coaching Classes – GATE / TANCET
Program coordination committee(NBA)	Quality Circle: SG
Bridge Course	Best outgoing students-committee– II Year
<b>13. M.BALAMURUGAN, AP</b>	
Electrical Machines Laboratory-Asst	NAAC – C7 - SPOC
SOP – Dept i/c	Educational Fair
Furniture	IDCA
IIPC Executive committee member	Imprest Amount Collection and settlement
Practical Examination schedule	
<b>14. N.VIMAL RADHA VIGNESH, AP</b>	
Training and Placement	NAAC – C5- SPOC
Power System Simulation Laboratory –I – i/c	Quality Circle: PE
Higher studies data	GATE/TANCET data
Program assessment committee	Alumni data & survey collection (feedback)
Budget	Certificate collection-students
Co curricular and extra-curricular activities	Employer survey (feedback)
Graduate exit survey (feedback)	Inplant training, Internship
IPC, EDC CELL	PEO assessment(NBA)
PO, PSO assessment	Program coordination committee(NBA)
Project contest, innovative projects	Project laboratory
Result Analysis – Anna University	Bridge Course
Renewable Energy Systems Laboratory	
<b>15.A.MANOJ, AP</b>	
PO Attainment book preparation	Result Analysis – UG
TI LAB	NAAC – C5- SPOC
Microprocessor laboratory	Value added courses
Program assessment committee	PO, PSO assessment
Training and Placement	Value added courses
<b>16. R.SRIDEVI, AP</b>	
NPTEL	Department Library-i/c
Consultancy collection of data	NAAC – C1-SPOC
Spoken Tutorial – Dept i/c	Quality Circle: QE(Staff)
Renewable Energy Systems Laboratory – Asst	Electric Circuits Laboratory-i/c
POSH-Member	Professional society activities (IEEE)
Patent - consolidation	Academic coordinators (AC) – I Year
AICTE Handbook-Proposal	Alumni data & survey collection (feedback)
Attendance Shortage – Intimation to parents– I Year	Best outgoing students-committee– I Year
Budget	Internal test
Newsletter-COLLEGE	Ph.D. registration, course work.
PEO assessment(NBA)	Question Papers-CIT, Result Analysis – Class test/CIT

**HOD/EEE**