




CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

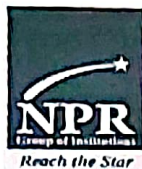
Key Indicator 6.1 - Institutional Vision and Leadership

Metric No 6.1.2 Roles and Responsibilities of Various Council / Committees / Cells / Clubs

Sl. No	Contents	Page Number
1	Various council/committees/cells/clubs & its members & roles and responsibilities	1
2	Responsibilities of various designates	14




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N.P.R. College of Engineering & Technology
Natham, Dindigul (Dt) - 624 401.



6.1.2.1. VARIOUS COUNCIL/COMMITTEES/CELLS/CLUBS & ITS MEMBERS & ROLES AND RESPONSIBILITIES

Committee	Members	Roles & Responsibilities
Governing Council	<p style="text-align: center;">Chair Person</p> <p>Mr. P. Janakar, Managing Trustee, Titan Educational Trust</p> <p>Mr.P.Mohan Kumar, Trustee, Titan Educational Trust</p> <p style="text-align: center;">Industry Professional</p> <p>Mr. V. Saravanakumar, Managing Director, INoble Infoway, Coimbatore</p> <p>Mr. V. Ajay Vishwanathan, CEO & Founder, Superfect solutions, Salem</p> <p>Mr. K. Bhagath Singh, Founder and CEO, Kalycito Infotech Private Limited, Coimbatore</p> <p>Dr. C. Chirstober Asir Rajan, Professor, Department of Electronics and Communication Engineering, Pudhucherry Technological University, Pudhucherry</p> <p style="text-align: center;">Academic expert</p> <p>Dr. M. Bhaskar - Professor, Department of Electronics and Communication Engineering, National Institute of Technology-Trichy</p> <p style="text-align: center;">Secretary</p> <p>-Dr. J. Sundararajan, Principal Member</p>	<ul style="list-style-type: none"> The Council is responsible for formulating the policies of the institution, framing the vision and mission statements and providing the right direction to the institute. The members with their huge academic, administrative and research experience provide the institution right direction from time to time. The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved. Governing council has a duty to enable the college to achieve and develop its mission and primary objectives for learning, teaching and research. This responsibility includes considering and approving the institution's strategic plan, which should set out the academic aims and objectives of the institution and identify the financial, physical and staffing strategies necessary to achieve these objectives. It is the duty of the Governing Council to oversee the creation and delivery of the strategic vision and direction of the institution. This will encompass the purpose and mission of the





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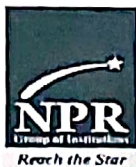
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		institution.
Academic Council	<p>Chairperson Prof. Dr. J. Sundararajan, Principal Dr.A.Gopi Saminathan, HoD – ECE Dr.T.Saravana Kannan, HoD-MECH Dr.A.Hemalatha, HoD- CIVIL Dr.T.Priya, HoD – S&H Dr.B.Velmurugan, HoD- MBA Dr.K.Kanimozhi, HoD – EEE Dr.K.Ramanan, HoD – CSE Mrs.J.Prisca Mary, AP-CSE Mr.J.G.Sabarish, AP-ECE Mr.K.Yogunath, AP-Maths Mr.K.Aruna Senthil Kumar, AP-MECH, IQAC Co-ordinator</p> <p>Academic expert Dr. M. Bhaskar = Professor, Department of Electronics and Communication Engineering, National Institute of Technology-Trichy Dr. C. Chirstober Asir Rajan , Professor, Department of Electronics and Communication Engineering, Pudhucherry Technological University, Pudhucherry</p> <p>Alumni Mr.G.Mohan Raj– Dept. of Civil Mr.K.Selvamani– Dept. of ECE</p> <p>Present students Mr. R. Sachin, IV Year-Civil Ms. A. Lakshimi Priya, IV Year-EEE Ms.T. Asmaroshan, IV Year – ECE Mr.Kirubakaran, IV Year- Mech</p>	<ul style="list-style-type: none">• The Academic Council is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standard softteaching, research, and examinations in the college.• Review and approves academic calendar, value added courses and report submitted by IQAC.• Review the academic activities of the college.• Review and formulate the perspective plan of the college.• Review the value added courses for students.• Review the faculty development programs.• Promote innovation in teaching, sustaining the quality of education and quality improvements initiatives (NAAC & NBA).• Ensure that the academic program is consistent with the institute's mission and is in line with industry requirements.• Helps inculcate a culture of research in the student community.
IQAC Cell	<p>Chair Person: Dr.J.Sundararajan, Principal</p> <p>IQAC Coordinator Mr. K. ArunaSenthil Kumar,</p>	<ul style="list-style-type: none">• Adopts quality system to improve the academic and administrative education growth of the College.• Up gradation of modern





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	<p>AP - MECH</p> <p>Members Faculty</p> <p>Dr. A. Gopi Saminathan, HoD - ECE Dr. T. Saravana Kannan, HoD-MECH Dr. A. Hemalatha, HoD- CIVIL Dr. T. Priya, HoD - S &H Dr. B. Velmurugan, HoD- MBA Dr. K. Kanimozhi, HoD - EEE Dr. K. Ramanan, HoD – CSE Mr. B. Baskaran, Accountant</p> <p>Members Student</p> <p>Mr. R. Sachin, IV Year-Civil Ms. A. Lakshimi Priya, IV Year-EEE Ms.T. Asmaroshan, IV Year - ECE Mr.Kirubakaran, IV Year- Mech</p> <p>Alumni</p> <p>S. Seshan, Dept. of CSE (BATCH 2014-2018) S. Selva Kumar, Dept of EEE (BATCH 2016-2020)</p> <p>Employers</p> <p>Mr. Vaibhav Kulkarni - Creators Technology</p> <p>Industrialist</p> <p>Mr.K.Bhagath Singh, Founder CEO,Kalycito infotech private Limited</p> <p>Stakeholder</p> <p>Mr. N. S. Sakthivel- Parent</p>	<p>methods of teaching and learning of teaching and learning.</p> <ul style="list-style-type: none">• Arcading of the various Technical program and activities for reference to quality improvement.• Facilitates and regulates the learner-centric environment.• Encourages best practices for higher standard of quality learning.• IQAC Student members of IQAC help to propagate quality policies adopted by the institution among the student fraternity and also help in projecting the student view point while taking any quality policy decision.
Research & Development Cell(R &D)	<p>Chair Person:</p> <p>Dr.J.Sundararajan, Principal</p> <p>Faculty Members</p> <p>Dr.S.M.Vijayarajan ASP-ECE Mr.S.Sathyamoorthi AP-EEE Mrs.A.Kanimozhi ASP-S &H Mrs.C.Kalpana AP-CSE Mr.K.Shanthakumar AP-Civil Mr.G.Sundararajan AP-Mech Dr.B.Velmurugan</p>	<ul style="list-style-type: none">• Encouraging faculty and students to engage in research activities.• Providing support for faculty and student research projects.• Identifying funding opportunities and helping faculty members apply for research grants.• Encouraging researchers to publish their work in reputable journals and conferences.• Creating avenues for students to work on real-world industry





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	ASP-MBA	<p>problems through internships and projects.</p> <ul style="list-style-type: none">• Providing training programs to enhance research skills among faculty and students. <p>Keeping the research community updated on the latest advancements in their fields</p>
Grievance Redressal Cell	<p>Chair Person: Dr.J.Sundararajan, Coordinator Mr.K.Yogunath ASP-Maths,Coordinator Dr.A.Kanimozli ASP-Maths,Coordinator Faculty Members Mrs.C.Kannika Parameshwari, AP-ECE Mrs.C.Kalpana, AP-CSE Mr.P.Manikandan, AP-Civil Mr.G.Sundararajan, AP-MECH Dr.S.Prakash, ASP-EEE Mr.P.T.J.K.Lilian AP-MBA</p>	<ul style="list-style-type: none">• Addresses genuine problems and complaints of students.• Encourages the students to express their grievance without fears.• Suggestion Boxes are provided in the campus and grievance records are placed at library and hostels.• Based on the complaints, necessary actions are taken in consultation with authorities.• Suggestions and complaints of the students are being represented to the authorities immediately for necessary remedial actions.• College assures the students that once a complaint is made, it will be treated with confidentiality.• Deputes faculty members to identify the areas of conflict amount the students and propagate the strength of unity and collaboration.
Anti-Ragging Committee	<p>Chair Person: Dr.J.Sundararajan, Mr. N.J.Thangamuniasamy, Member-Police Inspector Mr. N. Ramiah, Member – Tahsildar Mr. A. Chandrasekaran, Member - Official of NGO Mrs. N. Saraswathi, Member-Business</p>	<ul style="list-style-type: none">• Anti-Ragging Committee Student members assist the institution in implementing rigid anti-ragging measures so that the institution becomes ragging-free campus• Institution imparting technical education shall constitute a Committee to be known as the Anti- ragging Committee to





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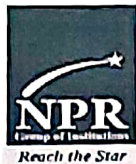
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	<p>Mr. S. Anbuselvam, Member- student III Year Civil Ms. E. Dorothy Bertina, Member-Student I year Mech Dr. T. Saravana Kannan, Member -HoD/Mech Mr. K. Balaji, Member – office clerk Anti-Ragging Squad: Chairman: Dr.B.Marthu Kannan, Principal Faculty Members Dr. T. Saravana Kannan, Member -HoD/Mech Mrs. V. Sujitha,AP-CSE Dr. M. Iyappan, AP-EEE Dr. S. Paulsingarayar, ASP-Mech Mr. K. Yogunath, AP-Maths Mrs. V. Tamilselvi, AP-MBA Mrs. G. Renganayahi,AP-ECE Mr. C. Vijayakumar, AP-Civil Mr. S. Sudhakar, Hostel Warden-Boys Dr. M. Jenifer, Hostel Warden-Girls</p>	<p>be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non- teaching staff and shall have a diverse mix of membership in terms of level as well as gender.</p> <ul style="list-style-type: none">• Faculty members for monitoring the premises, includes hostels, food court, parking places, different buildings, play grounds, buses etc where students assemble and meet one another.• Explains the students about the severity of punishments and the consequences likely to be imposed as per the Government proceedings.• Disseminate about anti-ragging in the forms of circulars, flexes, posters and displaying boards and in and around college premises.
ICC Cell	<p>Chair Person: Dr.J.Sundararajan, Principal Mrs.J.Prisca Mary, Coordinator Faculty Members Dr.S.Paul Singarayar, HoD-Mech Mrs.C.Kannikaparameshwari, AP-ECE Dr.Meenakshi AP-Civil</p>	<ul style="list-style-type: none">• To create a secure physical and social environment to deter any act of sexual harassment• Developing and implementing policies and guidelines to prevent and address sexual harassment and discrimination within the college.• Responsible for gathering evidence, interviewing parties





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	Mrs.C.Kalpana, AP-CSE	involved, and making recommendations for appropriate action. Actively working towards creating a safe, inclusive, and respectful environment within the college by promoting gender equality, diversity, and a culture of mutual respect.
Time Table Committee	Co-Ordinator: Mr.B.Gopi, AP/Mech Faculty Members: Mr.K.Shanthakumar, AP-Civil Mrs.J.Prisca Mary, AP/CSE Dr.S.Prakash, ASP-EEE Mrs.S.Nargees Begam, AP-ECE Mr.T.Kumaresan, AP/MBA Mrs.C.Yogitha, AP – Maths	<ul style="list-style-type: none">• To Prepare the time table• Maintains the Dept. Master/Class Timetable in common template.• Prepares the timetable plan ahead of every semester in consultation with the departments.• Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.
Entrepreneurship Development Cell	Chairperson Dr.J.Sundararajan, Principal Coordinator Dr.B.Velmurugan, HOD – MBA Members – Faculty Mr.K.Shanthakumar AP - CIVIL Mrs.J.Prisca Mary, AP - CSE Mr.K.Jayaprakasam, ASP - ECE Mr.S.Sathyamoorthi,, AP - EEE Mr.T.Balasubramanian, AP – MECH	<ul style="list-style-type: none">• To transform entrepreneurship aspiring students as employment creators immediately after their graduation.• To promote and maintain the spirit of Entrepreneurship amongst our college students.• To provide a platform to convert the students innovative ideas into a viable enterprises• Organize entrepreneurship awareness camps, entrepreneurship development programmes, skill development programmes• Organize Business Plan Competitions• Arrange students-to-entrepreneurs "face to face" programmes• Initiate innovative student projects for innovative





		<p>product development</p> <ul style="list-style-type: none"> • Organize E-week celebrations • Guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture • Arrange guest lectures by successful entrepreneurs and provide a platform for interaction between professional entrepreneurs and student entrepreneurs • Mentor student who have business ideas by placing them under the supervision of entrepreneurs, under a mentorship scheme
Placement and Training cell	<p style="text-align: center;">Coordinator Mr.P.T.J.K.Lilian, AP / MBA</p> <p style="text-align: center;">Members Faculty Mr.P.Manivel Pandian , AP –CSE Mr.T.Sivakumar, AP –EEE Mr.J.Jayaprakasam, AP –ECE Mr.T.Balasubramani, AP – MECH Mr.K.Selvam, AP –CIVIL Mrs.V.Tamilselvi, AP- MBA</p>	<ul style="list-style-type: none"> • Developing the students to meet the Industries' recruitment process • To motivate students to develop Technical knowledge and soft skills in terms of career planning, goal setting • To motivate students aspire for higher studies and guiding them to take competitive exams such as CAT, GATE, TOEFL, GRE, IES,UPSC,TNPSC etc • Aiming to Place the maximum number of students through campus & off-campus interviews conducted by the top companies
Examination Cell	<p style="text-align: center;">Dr.T.Priya, Controller of Examinations Mr.K.Shanthakumar AP - CIVIL Deputy CoE-I</p> <p style="text-align: center;">Members Faculty Mr.S.Sathyamoorthi,AP/EEE Mr.K.Selvam,AP/CIVIL Mrs.V.Sujitha,AP/CSE</p>	<ul style="list-style-type: none"> • Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He works with exam cell of the institute to complete the examination process smoothly • COE office announces the





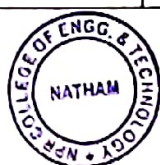
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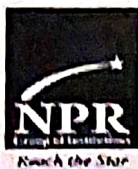
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	<p>Mr.P.Abdul Samad,AP/ECE Mr.D.Kumaresan,AP/MBA</p>	<p>academic schedule as given by Controller of Examination, Anna University, and Chennai.</p> <ul style="list-style-type: none">• Conducts the Internal tests and end semester examinations. <p>Internal Tests :</p> <ul style="list-style-type: none">• Conducts and monitor the internal exams.• Takes care of the internal examination time table preparation, invigilation duties and seating arrangement plan etc.• Monitors the evaluation of the answer scripts and uploads the marks and attendance in the Anna university web portal as per schedule given by University.• Maintains the records of the examinations like attendance particulars, invigilation duties, supporting staff etc. <p>End semester Examinations :</p> <ul style="list-style-type: none">• Conducts the end semester theory and practical examinations.• Appoints the internal examiners for conducting the practical examinations.• Takes care of the conducting University examination as scheduled by University, invigilation duties and seating arrangement plan etc.
IPR Cell	<p>Chairperson Dr.J.Sundararajan, Principal Coordinator Dr.A.Ameena Banu, Professor-ECE Faculty Members Mr.P.Manikandan, AP-Civil</p>	<ul style="list-style-type: none">• Developing and implementing policies related to intellectual property rights within the institution• Assisting researchers in the preparation and filing of patent applications to protect inventions and discoveries.• Encouraging and





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	<p>Mrs.M.Ummuguluthum Natchiar, AP-Civil Mr.M.Mathan Raj, AP-MEH Mr.T.Sivakumar, AP-EEE Dr.K.Binith Muthukrishnan, AP-MBA</p>	<p>supporting innovation among students and faculty by helping them identify and protect their intellectual property.</p> <ul style="list-style-type: none">• Providing legal guidance and support in case of intellectual property disputes
<p>Women Empowerment Cell</p>	<p>Chairperson Dr.J.Sundararajan, Principal - Coordinator Mrs.V.Sujitha,AP-CSE Faculty Members Mrs.KannikaParameshwari-,AP-ECE Mrs.G.Angelin Liney,AP-Civil Mrs.P.Geetha-AP-MBA Dr.A.Kanimozhi-AP-S&H</p>	<ul style="list-style-type: none">• To encourage female students to be self-reliant and economically independent.• To instill positive self-esteem and confidence in the female students so they can make the right decisions in and for their lives• Spreading awareness among the students about the social, legal, and constitutional rights of women to prevent exploitation based on gender.• Making females cognizant of different kinds of violence: sexual, physical, and mental and to further equip them with the knowledge and strength to fight against them.• Creating awareness about the need for gender equality.• Eliminating deep-rooted beliefs of gender bias and discrimination• To ensure personality along with academic development of students.
<p>Alumni Association</p>	<p>Mr.M.Madhan Raj President Mr.K.Prasath Vice president Mr.S.Madhamohan Secretary Mr.A.Saminathan Joint Secretary Ms.Aiswarya Treasurer</p>	<ul style="list-style-type: none">• Every department attends to the coordination and contact activity with alumni through the appointed students.• Provides an opportunity for all the alumni to reunite every year.• Provides opportunities to share their experience, knowledge and innovative





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	Mr.B.Velmurugan Joint Treasurer	ideas through alumni lecture series. <ul style="list-style-type: none">• Supports students for the area of training and internship• Career guidance, job opportunities, industrial visit and projects.
NSS	Dr.J.Sundararajan, Principal - Chairperson Dr. V.Joseph Paulraj NSS Zonal Co-ordinator, Dr.C.Balamurugan, NSS Programme Officer Mr.M.Mathanraj NSS Co-Programme Officer -1 Mr.T.Sivakumar NSS Co-Programme Officer – 2	<ul style="list-style-type: none">• NSS to instruct awareness of social problems by the students.• NSS activities are coordinated with large participation by students every year.• Organize camps and conducts various social service activities• Need to protect the environment and assist weaker section of the society for their upliftment.• Conducting orientation programs and refresher courses.
SC/ST Committee	Chairperson Dr.J.Sundararajan, Principal Coordinator Mr.K.Jeyaprakasam-AP/ECE Dr.A.Kanimozhi-ASP/MATHS Dr.S.Prakash, AP-EEE, Mr.P.Manival Pandian, AP-CSE Mr.M.Prakash, AP-Mech	<ul style="list-style-type: none">• SC/ST Committee looks into the complaints and grievances of SC/ST employee and students.• The committee provides information about the scholarship and resolves any problems faced by the SC/ST students and employees.• Encourages the students to express their grievance without fears.
Professional Society Chapter / Department Associations	IETE- Mr.J.G.Sabarish, AP/ECE ISO- Mr.K.Aruna Senthil Kumar, AP/MECH	<ul style="list-style-type: none">• Updating the professional skills of students.• Organizing technical events, competitions and Preparation of project proposals• Arranging industrial visits and technical training• Facilitate to get scholarship and grants• Conduct department events and competitions





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NPTEL – Swayam Chapter	Dr.B.Velmurugan, HoD, MBA SPOC-NPTEL - Swayam Chapter	<ul style="list-style-type: none">• One of the roles of SPOC is to identify mentors from the various departments' who will motivate students to enroll for the respective courses• Monitor the course work week wise, and motivate students to submit assignments, to register for the exam and assist the students towards successful completion of the registered Course• Library has more than eleven thousands of technical documents consisting of text book, CD- ROMS, Audio Visual Educational Cassettes and journals.• Encourage more students to participate in this initiative programme.• Mentors for various courses to encourage the students
Class Committee	<p>Convener –HoD</p> <p>Chairperson- Class advisor of that class</p> <p>Members - Faculties handling the class Student Representatives</p>	<ul style="list-style-type: none">• Review the academic and non-academic activities of the students periodically.• Discuss problems concerned with curriculum and syllabus, conduct of classes and non-academic issues concerned with students.• Prepare minutes of meeting and submitted to HoD & Principal
Sports/ Fine-Arts Club	<p>Coordinator</p> <p>Mr.Haribabu, AP-Civil Mrs.R.vasuki, AP-CSE Mr.S.Allwyn Anand ,AP-ECE Mr.S.Dinesh, AP-EEE Mr.K.Sathish Kumar, AP-MECH, Mrs.V.Tamilselvi, AP-MBA Mrs.K.Kavitha, AP-English</p>	<ul style="list-style-type: none">• Responsible to conduct sports events in the college.• Recommend the student to participate in the inter-intra college sports events.• Maintain the records of sports events conducted in the college and student participated/won outside the college• Fine Arts committee shall be





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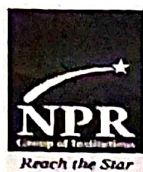
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		<p>responsible for all intra and inter collegiate cultural events in the college.</p> <ul style="list-style-type: none">• To plan and schedule cultural events for the academic year.• The committee's hall display on the Notice Board/website information about festivals to be celebrate.
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6.1.2.2. RESPONSIBILITIES OF VARIOUS DESIGNATES

Sl.No	Designation	Responsibilities
1	Administrative Officer	<ul style="list-style-type: none">➤ Responsible for administration of the campus.➤ Responsible for transport, canteen, hostel mess.➤ Maintain records and documentation pertaining to the work area.➤ To look after the maintenance of the services and ensure optimization.➤ Acts as a coordinator for all the activities relating to the maintenance of the college.➤ Sanctioning of the financial activities
2	Principal	<ul style="list-style-type: none">➤ The Principal is responsible for the co-ordination of all the Academic activities, Co-curricular and Extra-curricular activities in accordance with the norms and standards prescribed by AICTE, Anna University and the Government of Tamil Nadu.➤ Organize appointments of faculty members according to the norms of the AICTE and affiliating University. Monitors admission, regular class works and placement activities➤ Looks after all the Administrative and Academic activities falling in line with the AICTE, Anna University and the Government of Tamil Nadu norms, in all aspects.➤ General administration and overall supervision of teaching programmes.➤ Recruitment of staff and admission of students.➤ Responsibility for conduct of examinations.➤ Supervision of students' welfare, health and security services.➤ Maintenance of permanent records of students.➤ Preparation of reports like College reports, progress reports etc.,➤ Review and revision of policies, rules and regulations.➤ Performing public relations duties for the College.➤ Purchase of College equipment, supplies, stationery.➤ Supervision of hostel and office staff.➤ Participation in the College's committee work.➤ Supervision of library services.➤ Planning for development of the college.➤ Motivates faculty to apply for research grants and carry out in-house research.
3	Head of the Department	<ul style="list-style-type: none">➤ Responsible for all the academic affairs of the Department.➤ Looks after day to day activities relating to teaching and other workloads of teaching and non-teaching staff.



		<ul style="list-style-type: none"> ➤ Reports to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc. ➤ Represents the department and will report to the Principal all the requirements / shortcomings for the development and proper functioning of the Department, during HoD's meetings. ➤ Prepares department budget. ➤ Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc. ➤ Responsible for innovative programmes including collaboration with other institutions, Universities and different industries. ➤ Responsible for student's proctor's system. ➤ Arranges for value added courses, industry visits, internships for the students ➤ Ensures faculties submit research proposals and publish research papers in reputed journals.
4	Professor/ Associate Professor	<ul style="list-style-type: none"> ➤ Stay well-informed with the recent advances and developments in education as well as research. ➤ Keep in constant touch and interaction with other scientists or professors around the world to know about the current trends in their area of expertise. ➤ Participate in broader community as committee and club members, consultants, content speakers and experts. ➤ Organize conferences and seminars for the professional development of students in their group. ➤ Guide, direct and mentor students/research scholars in their research projects. ➤ Submits research proposals and publish research papers in reputed journals.
5	Assistant Professor	<ul style="list-style-type: none"> ➤ Follows innovative instructional methods. ➤ Prepares student materials ➤ Builds up professional relationships with students and provide guidance for their career development. ➤ Evaluates, supervises and mentors the academic progress of the students. ➤ Participates in various activities at the department and college level. ➤ Publish their research works or findings in academic books or



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		<p>journals.</p> <ul style="list-style-type: none">➤ Grade papers and tests: prepare exercises, lessons and lab experiments for the students
6	Technical staff	<ul style="list-style-type: none">➤ Assists the faculty in conducting laboratory classes.➤ Provide all the technical support and set up the laboratory equipment.➤ Arrange all the specimens that are necessary for the laboratory classes and examinations.➤ Arrange and maintain all the records, stock register and breakage register of the laboratory.➤ Works under the supervision and instruction of the faculty in charge of the laboratory.➤ Maintains the laboratory equipment and hardware, making sure it is properly cared for, performing maintenance and repairs, and replacing equipment when necessary.➤ Laboratory Technicians prepare and organize all data and findings, inputting all data in necessary files and systems and creating documents and presentations to communicate results with other staff members
7	Office Staff	<ul style="list-style-type: none">➤ Takes care of student scholarships like first graduate, BC, SC, ST & MBC scholarships.➤ Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.➤ Implements HR policy of the institution.➤ Assists in conducting interview as per HoD's requirement with College constituted selection committee support.➤ Takes care of all admission approval procedure and communicating with universities in person.➤ Maintains the student fees collection and process payroll for the faculty and staff.
8	Training & Placement Officer	<p>The placement officer is responsible for all the activities relating to the students placement like training programmes, interacting with various companies, industries, corporate and organising drives.</p> <ul style="list-style-type: none">➤ Provides the list of students eligible for placements from time-to-time to the Placements Cell➤ Identifies and provides training as per the needs of students➤ Arranges campus interviews➤ Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some



		<p>students could be utilized</p> <ul style="list-style-type: none"> ➤ Assists students develop/clarify their academic and career interests and their short and long-term goals through individual counseling and group sessions. ➤ Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs. ➤ Generation of awareness among the students regarding the future career options available to them ➤ Provides right placement to the right candidate so that students excel in their future life
9	System Administrator	<ul style="list-style-type: none"> ➤ Manages all the activities relating to the Computer systems and networking. ➤ Looks after the repair and maintenance of Computer system and its networking. ➤ Prepares a schedule for providing computer service to all concerned. ➤ Arrange for availability of Internet connection wherever required. ➤ Arranges computer training /refresher courses for the staff to update their knowledge.
10	Librarian	<ul style="list-style-type: none"> ➤ Responsible for the overall in charge of the library. ➤ Maintains documentations of books, journals, magazines, newspapers, CD's & library materials ➤ Prepares a periodical requirement of books and journals to students and Faculty Member. ➤ Responsible for maintaining and updating e-journals and all teaching aids ➤ Keeps record of library materials and report to the Principal for any discrepancy.
11	Physical Education Director	<ul style="list-style-type: none"> ➤ Responsible for all the activities related to the Physical Education. ➤ Arranges a physical fitness camp (yoga) for the students and staff. ➤ Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education. ➤ Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.



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12	Hostel Warden	<ul style="list-style-type: none">➤ Assists Principal (Chief Warden) in all the hostel related activities.➤ Responsible for allotment of rooms to the students.➤ Responsible for maintenance for Hostel.➤ Looks after the quality of food served in the hostels.➤ Keeps strict discipline in incoming and outgoing of students from the hostels.➤ Reports to the Principal in case of any indiscipline or misbehavior by the students.➤ Looks into the grievances/complaints of the students if found genuine.➤ Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.
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