



# NPR College of Engineering & Technology

NPR Nagar, Natham, Dindigul - 624401, Tamil Nadu, India.  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.  
An ISO 9001:2015 Certified Institution.  
Phone No: 04544- 246 500, 246501, 246502.



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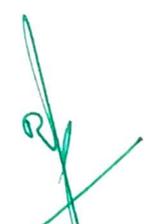
## CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

### Key Indicator 6.1 - Institutional Vision and Leadership

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

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**PRINCIPAL**  
**Dr. J.SUNDARARAJAN,**  
B.E., M.Tech., Ph.D.,  
Principal  
N.P.R. College of Engineering & Technology  
Natham, Dindigul (Dt) - 624 401.



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

Committee	Members	Roles & Responsibilities
Governing Council  2019-20	1. Mr. P. Janakar, Managing Trustee, Titan Educational Trust, Managing Trustee / Chair Person  2. Dr.B.Maruthukannan, Member Secretary - Principal  3. Mr.S.Venkatraman, Member - Former Senior HR, Delphi TVS  4. Dr.R.Sivandi Rajadurai, Member - President and CEO  5. Dr.B.G.Barki, Member, Former Director NITTR Chennai  6. Mr.G.Devanrajane, Member -Professor  7. Mr.S.Sundar, Member - DGM Hr Ranevalves India ltd	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 institution.</li> </ul>
Academic Council  2019-20	<b>Dr.B.Maruthukannan,</b> Principal - Chair Person  <b>HOD's of Department:</b> Dr. A. GopiSaminathan, HoD - ECE Dr. T. Malaichamy, HoD - MECH Dr. B. Velmurugan, HoD - MBA Dr. T. Priya, HoD -S&H	<ul style="list-style-type: none"> <li>• The Academic Council is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standards of teaching, research, and examinations in the college.</li> </ul>





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	<p>Mr. V. Muthu Kumar, HoD - Civil Mr.G.Elangovan, HoD - EEE Mr.Viswanathan, HoD - CSE</p> <p><b>Senior Faculties of College:</b> Mr. K. ArunaSenthil Kumar, AP - MECH Mrs. S.T. Saranya, ASP - EEE Mr. K. Jayaprakasam, AP - ECE Mrs. A. Kanimozhi, AP - Maths</p> <p><b>Academic Experts:</b> Dr.G.Devarajane, Professor, Dept of Auto. Engg, MIT Campus, Anna University</p> <p>Dr.B.G.Barki, Former Director, NITTTR, Chennai</p> <p><b>Industrial Experts:</b> Mr.S.Sundar, DGM-HR, Rane Valves India Ltd,</p> <p>Dr.Sivanandi Rajadurai, President &amp; CEO, Shardha Motors Ltd</p> <p>Mr.S.Venkatraman, Former Senior HR, Delphi TVS, Chennai</p> <p><b>Member Secretary:</b> Mrs.T.Esther, AP-ECE</p>	<ul style="list-style-type: none"> <li>● Review and approves academic calendar, value added courses and report submitted by IQAC.</li> <li>● Review the academic activities of the college.</li> <li>● Review and formulate the perspective plan of the college.</li> <li>● Review the value added courses for students.</li> <li>● Review the faculty development programs.</li> <li>● Promote innovation in teaching, sustaining the quality of education and quality improvements initiatives (NAAC &amp;NBA).</li> <li>● Ensure that the academic program is consistent with the institute's mission and is in line with industry requirements.</li> <li>● Helps inculcate a culture of research in the student community.</li> </ul>
<p>IQAC 2019-20</p>	<p><b>Chair Person:</b> <b>Dr.B.Maruthukannan,</b> Principal</p> <p><b>HoD's:</b> <b>Dr.A.GopiSaminathan,</b> HoD - ECE <b>Dr.Malaichamy,</b> HoD-MECH <b>Dr.T.Priya,</b> HoD – S&amp;H <b>Dr.B.Velmurugan,</b> HoD - MBA <b>Mr.G.Elangovan,</b> HoD - EEE <b>Mr.V.Muthu Kumar,</b> HoD - Civil <b>Mr.J.Viswanath,</b> HoD-CSE</p> <p><b>Administrative Person:</b> <b>Mr.B.Baskaran,</b> Accountant</p> <p><b>Librarian:</b> <b>Mr.Sundaramoorthi</b></p> <p><b>Local society:</b> <b>Mr.Jeya Prakash</b></p>	<ul style="list-style-type: none"> <li>● Adopts quality system to improve the academic and administrative education growth of the College.</li> <li>● Up gradation of modern methods of teaching and learning of teaching and learning.</li> <li>● Arcading of the various Technical program and activities for reference to quality improvement.</li> <li>● Facilitates and regulates the learner-centric environment.</li> <li>● Encourages best practices for higher standard of quality learning.</li> <li>● 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.</li> </ul>





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<p>Grievance Redressal Cell</p>	<p style="text-align: center;"><b>Boys</b></p> <p><b>Dr.A.GopiSaminathan</b> - HOD-ECE <b>Mr.K.Arunasenthilkumar</b> - AP-Mech <b>Mr.K.Santhakumar</b> - AP-Civil <b>Mr.J.Viswanath</b> - HOD-CSE <b>Mr.S.Sudhakar</b> - AP - ECE</p> <p style="text-align: center;"><b>Girls</b></p> <p><b>Dr.T.Priya</b> - Prof - S&amp;H <b>Mrs.ST.Saranya</b> - ASP - EEE <b>Mrs.T.Ester</b> - ASP - ECE <b>Mrs.G.Kalpana</b> - AP - CSE <b>Mrs.S.PremaSundari</b> - AP - Civil <b>Mrs.V.Suganthi V</b> - Girls hostel warden</p>	<ul style="list-style-type: none"> <li>• Addresses genuine problems and complaints of students.</li> <li>• Encourages the students to express their grievance without fears.</li> <li>• Suggestion Boxes are provided in the campus and grievance records are placed at library and hostels.</li> <li>• Based on the complaints, necessary actions are taken in consultation with authorities.</li> <li>• Suggestions and complaints of the students are being represented to the authorities immediately for necessary remedial actions.</li> <li>• College assures the students that once a complaint is made, it will be treated with confidentiality.</li> <li>• Deputes faculty members to identify the areas of conflict amount the students and propagate the strength of unity and collaboration.</li> </ul>
<p>Anti-Ragging Committee</p>	<p><b>Anti-Ragging Committee:</b></p> <p><b>Dr.B.Maruthukannan</b>, Principal - Chair person</p> <p><b>Mr.B.Sivakumar</b>, Member - Police Inspector</p> <p><b>Dr. Sheik Abdulla A</b>, Member – BMO</p> <p><b>Mr. Chandrasekaran A</b>, Member - Official of NGO</p> <p><b>Mr. Sakthivel NS</b>, Member- Business</p> <p><b>Mr. Muthu Raman A</b>, Member- student III Year Mechanical</p> <p><b>Ms. Anusuya R</b>, Member- Student IV year EEE</p> <p><b>Mr. Sivakumar S</b>, Member - Reception</p> <p><b>Anti-Ragging Squad:</b></p> <p><b>Dr.Maruthukannan B</b>, Principal - Chairman</p>	<ul style="list-style-type: none"> <li>• Anti-Ragging Committee Student members assist the institution in implementing rigid anti-ragging measures so that the institution becomes ragging-free campus</li> <li>• Institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to 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.</li> <li>• Faculty members for monitoring the premises, includes hostels, food court, parking places, different</li> </ul>





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	<p><b>Mr. Kanimozhi A.</b> Member - AP - MATHS  <b>Mrs. Viswanath J.</b> Member- HOD-CSE  <b>Ms. Ranjitha R.</b> Member - Assistant Professor  <b>Mr. Sethuraj G.</b> Member - Assistant Professor  <b>Mr. Vijayakumar C.</b> Member - Assistant Professor  <b>Mr.Arunasenthilkumar K,</b> Member - AssistantProfessor  <b>Mr. Sudhakar S.</b> Member - Deputy Wardan</p>	<p>buildings, play grounds, buses etc where students assemble and meet one another.</p> <ul style="list-style-type: none"> <li>Explains the students about the severity of punishments and the consequences likely to be imposed as per the Government proceedings.</li> <li>Disseminate about anti-ragging in the forms of circulars, flexes, posters and displaying boards and in and around college premises.</li> </ul>
<p>Time Table Committee</p>	<p><b>Mr.Jeya Prakasam,</b> AP/ECE - Convener  <b>Mrs.V.Sujitha,</b> AP/CSE - Member  <b>Mr.Sathyamoorthi,</b> AP/EEE - Member  <b>Mr.Suresh,</b> AP/MECH - Member  <b>Mr.RajaRajeshwaran,</b> AP/MBA - Member  <b>Mrs.A.Kanimozhi,</b> AP - Maths - Member</p>	<ul style="list-style-type: none"> <li>To Prepare the time table</li> <li>Maintains the Dept. Master/Class Timetable in common template.</li> <li>Prepares the timetable plan ahead of every semester in consultation with the departments.</li> <li>Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.</li> </ul>
<p>Placement and Training cell</p>	<p><b>Mr.Jyothi Venkadesan.</b> Placement Officer  <b>Mr.J.Dinesh,</b> AP/CSE-Member  <b>Mr.Bala Subramani,</b> AP/MECH-Member  <b>Mr.J.G.Sabarish,</b> AP/ECE-Member  <b>Mr.N.Rajarajeshwaran.</b> AP/MBA</p>	<ul style="list-style-type: none"> <li>Developing the students to meet the Industries recruitment process</li> <li>To motivate students to develop Technical knowledge and soft skills in terms of career planning, goal setting</li> <li>To motivate students aspire for higher studies and guiding them to take competitive exams such as CAT, GATE, TOEFL, GRE, IES,UPSC.TNPSC etc</li> <li>Aiming to Place the maximum number of students through campus &amp; off-campus interviews conducted by the top companies</li> </ul>
<p>Examination Cell</p>	<p><b>Mr.S.M.Vijayarajan.</b> AP-ECE, Exam cell Coordinator  <b>Mr.S.Sathyamoorthi,</b> AP EEE. Joint Coordinator</p>	<ul style="list-style-type: none"> <li>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</li> </ul>





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	<p><b>Mrs.C.Kalpana,</b> AP/CSE - Member</p> <p><b>Mr.S.Sudhakar,</b> AP/ECE - Member</p> <p><b>Ms.C.Tamil selvi,</b> AP/EEE - Member</p> <p><b>Mrs.K.Muthukuamri,</b> AP/S&amp;H - Member</p>	<ul style="list-style-type: none"> <li>• COE office announces the academic schedule as given by Controller of Examination, Anna University, and Chennai.</li> <li>• Conducts the Internal tests and end semester examinations.</li> </ul> <p><b>Internal Tests :</b></p> <ul style="list-style-type: none"> <li>• Conducts and monitor the internal exams.</li> <li>• Takes care of the internal examination time table preparation, invigilation duties and seating arrangement plan etc.</li> <li>• 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.</li> <li>• Maintains the records of the examinations like attendance particulars, invigilation duties, supporting staff etc.</li> </ul> <p><b>End semester Examinations :</b></p> <ul style="list-style-type: none"> <li>• Conducts the end semester theory and practical examinations.</li> <li>• Appoints the internal examiners for conducting the practical examinations.</li> <li>• Takes care of the conducting University examination as scheduled by University, invigilation duties and seating arrangement plan etc.</li> </ul>
<p>Women Empowerment Cell / Anti-Sexual Harassment committee</p>	<p><b>Dr.B.Maruthukannan,</b> Principal – Chairperson <b>Dr.T.Priya</b>-Convener <b>Mrs.J.Prisca Mary</b>-Member <b>Mrs.T.Esther</b>-Member <b>Mrs.S.T.Saranya</b>-Member <b>Mrs.S.Prema Sundari</b>-Member <b>Ms.Premia.S</b>-Student member <b>Ms.Naveena.K</b>-Student Member <b>Ms.Preetha.T</b>-Student Member <b>Ms.Kamli.B</b>-Student Member <b>Ms.Abdulla Bee.A</b>-Student member</p>	<ul style="list-style-type: none"> <li>• Addressing the issues related to well-being of women students and lady faculty members.</li> <li>• Inviting experts and doctors to address women related issues.</li> <li>• Conducting various women enrichment programs to the students.</li> <li>• Demonstration the talent of girl students.</li> <li>• Preventing any act of sexual harassment.</li> </ul>





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<p>Alumni Association</p>	<p><b>Mr.M.Madhan Raj</b> President  <b>Mr.K.Prsath</b> Vice president  <b>Mr.S.Madhamohan</b> Secretary  <b>Mr.A.Saminathan</b> Joint Secretary  <b>Ms.Aiswarya</b> Treasurer  <b>Mr.B.Velmurugan</b> Joint Treasurer</p>	<ul style="list-style-type: none"> <li>• Every department attends to the coordination and contact activity with alumni through the appointed students.</li> <li>• Provides an opportunity for all the alumni to reunite every year.</li> <li>• Provides opportunities to share their experience, knowledge and innovative ideas through alumni lecture series.</li> <li>• Supports students for the area of training and internship</li> <li>• Career guidance, job opportunities, industrial visit and projects.</li> </ul>
<p>YRC</p>	<p><b>G.Sundararajan</b>, AP-MECH Program Officer  <b>C.Vijaya Kumar</b>, AP-CIVIL Assistant  <b>J.Amanulla</b>, LA-MECH Assistant</p>	<ul style="list-style-type: none"> <li>• To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth</li> <li>• To foster better friendly relationship with all without any discrimination.</li> <li>• Conducting Eye camp</li> <li>• Organize camps and conduct the Blood Donation</li> </ul>
<p>NSS</p>	<p><b>G.Sundararajan</b>, AP-MECH Program Officer  <b>C.Vijaya Kumar</b>, AP-CIVIL Assistant  <b>J.Amanulla</b>, LA-MECH Assistant</p>	<ul style="list-style-type: none"> <li>• NSS to instruct awareness of social problems by the students.</li> <li>• NSS activities are coordinated with large participation by students every year.</li> <li>• Organize camps and conducts various social service activities</li> <li>• Need to protect the environment and assist weaker section of the society for their upliftment.</li> <li>• Conducting orientation programs and refresher courses.</li> </ul>
<p>SC/ST Committee</p>	<p><b>Dr.B.Maruthukannan</b>, Principal – Chairperson  <b>Mr.S.Suresh Kumar</b>-AP/MECH Convener  <b>Mrs.A.Kanimozhi</b>-AP/S&amp;H Member  <b>Mrs.R.Muthukumari</b>-AP/S&amp;H Member</p>	<ul style="list-style-type: none"> <li>• SC/ST Committee looks into the complaints and grievances of SC/ST employee and students.</li> <li>• The committee provides information about the scholarship and resolves any problems faced by the SC/ST students and employees.</li> <li>• Encourages the students to express their grievance without fears.</li> </ul>





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	<p><b>Mr.Ponarsu-AP/CIVIL</b></p> <p><b>Mr.Vasudevan-III/MECH-Member</b>  <b>Mr.V.M.Surayprakash-II/ECE</b>  <b>Ms.Roopika-II/CSE</b>  <b>Mr.M.Shandru-III/ECE</b></p>	
Professional Society Chapter / Department Associations	<p>IETE - <b>Mr.J.G.Sabarish, AP/ECE</b></p> <p>ICI - <b>Mr.A.Manikandan, AP/CSE</b></p> <p>ISO - <b>Mr.K.Aruna Senthil Kumar, AP/MECH</b></p>	<ul style="list-style-type: none"> <li>Updating the professional skills of students.</li> <li>Organizing technical events, competitions and Preparation of project proposals</li> <li>Arranging industrial visits and technical training</li> <li>Facilitate to get scholarship and grants</li> <li>Conduct department events and competitions</li> </ul>
Library Committee/ NPTEL – Swayam Chapter	<p><b>Dr.B.Velmurugan, HoD, MBA</b> SPOC-NPTEL - Swayam Chapter</p> <p><b>Mr.Jeyaprakasam, AP-ECE</b> Library Committee Coordinator</p>	<ul style="list-style-type: none"> <li>One of the roles of SPOC is to identify mentors from the various departments' who will motivate students to enroll for the respective courses</li> <li>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</li> <li>Library has more than eleven thousands of technical documents consisting of text book, CD- ROMS, Audio Visual Educational Cassettes and journals.</li> <li>Encourage more students to participate in this initiative programme.</li> <li>Mentors for various courses to encourage the students</li> </ul>
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"> <li>Review the academic and non-academic activities of the students periodically.</li> <li>Discuss problems concerned with curriculum and syllabus, conduct of classes and non- academic issues concerned with students.</li> <li>Prepare minutes of meeting and submitted to HoD &amp;Principal</li> </ul>





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<p>Sports/ Fine-Arts Club</p>	<p><b>Mr.Suresh AP/MECH</b> <b>Mr.Selvam AP/CIVIL</b> <b>Mr.Thangapandiyan AP/MECH</b></p>	<ul style="list-style-type: none"><li>• Responsible to conduct sports events in the college.</li><li>• Recommend the student to participate in the inter-intra college sports events.</li><li>• Maintain the records of sports events conducted in the college and student participated/won outside the college</li><li>• Fine Arts committee shall be responsible for all intra and inter collegiate cultural events in the college.</li><li>• To plan and schedule cultural events for the academic year.</li><li>• The committee shall display on the Notice Board/website information about festivals to be celebrate.</li></ul>
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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"><li>➤ Responsible for administration of the campus.</li><li>➤ Responsible for transport, canteen, hostel mess.</li><li>➤ Maintain records and documentation pertaining to the work area.</li><li>➤ To look after the maintenance of the services and ensure optimization.</li><li>➤ Acts as a coordinator for all the activities relating to the maintenance of the college.</li><li>➤ Sanctioning of the financial activities</li></ul>
2	Principal	<ul style="list-style-type: none"><li>➤ 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.</li><li>➤ Organize appointments of faculty members according to the norms of the AICTE and affiliating University. Monitors admission, regular class works and placement activities</li><li>➤ 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.</li><li>➤ General administration and overall supervision of teaching programmes.</li><li>➤ Recruitment of staff and admission of students.</li><li>➤ Responsibility for conduct of examinations.</li><li>➤ Supervision of students' welfare, health and security services.</li><li>➤ Maintenance of permanent records of students.</li><li>➤ Preparation of reports like College reports, progress reports etc.,</li><li>➤ Review and revision of policies, rules and regulations.</li><li>➤ Performing public relations duties for the College.</li><li>➤ Purchase of College equipment, supplies, stationery.</li><li>➤ Supervision of hostel and office staff.</li><li>➤ Participation in the College's committee work.</li><li>➤ Supervision of library services.</li><li>➤ Planning for development of the college.</li><li>➤ Motivates faculty to apply for research grants and carry out in-house research.</li></ul>
3	Head of the Department	<ul style="list-style-type: none"><li>➤ Responsible for all the academic affairs of the Department.</li><li>➤ Looks after day to day activities relating to teaching and other workloads of teaching and non-teaching staff.</li><li>➤ Reports to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipment, books &amp; journals, maintenance etc.</li></ul>





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An ISO 9001:2015 Certified Institution.

Phone No: 04544- 246 500, 246501, 246502.

Website : [www.nprcolleges.org](http://www.nprcolleges.org), [www.nprcet.org](http://www.nprcet.org), Email [nprcetprincipal@nprcolleges.org](mailto:nprcetprincipal@nprcolleges.org)



		<ul style="list-style-type: none"><li>➤ 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.</li><li>➤ Prepares department budget.</li><li>➤ Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.</li><li>➤ Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.</li><li>➤ Responsible for student's proctor's system.</li><li>➤ Arranges for value added courses, industry visits, internships for the students</li><li>➤ Ensures faculties submit research proposals and publish research papers in reputed journals.</li></ul>
4	Professor/ Associate Professor	<ul style="list-style-type: none"><li>➤ Stay well-informed with the recent advances and developments in education as well as research.</li><li>➤ 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.</li><li>➤ Participate in broader community as committee and club members, consultants, content speakers and experts.</li><li>➤ Organize conferences and seminars for the professional development of students in their group.</li><li>➤ Guide, direct and mentor students/research scholars in their research projects.</li><li>➤ Submits research proposals and publish research papers in reputed journals.</li></ul>
5	Assistant Professor	<ul style="list-style-type: none"><li>➤ Follows innovative instructional methods.</li><li>➤ Prepares student materials</li><li>➤ Builds up professional relationships with students and provide guidance for their career development.</li><li>➤ Evaluates, supervises and mentors the academic progress of the students.</li><li>➤ Participates in various activities at the department and college level.</li><li>➤ Publish their research works or findings in academic books or journals.</li><li>➤ Grade papers and tests; prepare exercises, lessons and lab experiments for the students</li></ul>
6	Technical staff	<ul style="list-style-type: none"><li>➤ Assists the faculty in conducting laboratory classes.</li><li>➤ Provide all the technical support and set up the laboratory equipment.</li><li>➤ Arrange all the specimens that are necessary for the laboratory classes and examinations.</li><li>➤ Arrange and maintain all the records, stock register and breakage register of the laboratory.</li></ul> <p>Works under the supervision and instruction of the faculty in charge of</p>





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		<p>the laboratory.</p> <ul style="list-style-type: none"> <li>➤ Maintains the laboratory equipment and hardware, making sure it is properly cared for, performing maintenance and repairs, and replacing equipment when necessary.</li> <li>➤ 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</li> </ul>
7	Office Staff	<ul style="list-style-type: none"> <li>➤ Takes care of student scholarships like first graduate, BC, SC, ST &amp; MBC scholarships.</li> <li>➤ Maintains the Faculty Member leave records like casual leave, vacation, on duty &amp; permission.</li> <li>➤ Implements HR policy of the institution.</li> <li>➤ Assists in conducting interview as per HoD's requirement with College constituted selection committee support.</li> <li>➤ Takes care of all admission approval procedure and communicating with universities in person.</li> <li>➤ Maintains the student fees collection and process payroll for the faculty and staff.</li> </ul>
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"> <li>➤ Provides the list of students eligible for placements from time-to-time to the Placements Cell</li> <li>➤ Identifies and provides training as per the needs of students</li> <li>➤ Arranges campus interviews</li> <li>➤ 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 students could be utilized</li> <li>➤ Assists students develop/clarify their academic and career interests and their short and long-term goals through individual counseling and group sessions.</li> <li>➤ 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.</li> <li>➤ Generation of awareness among the students regarding the future career options available to them</li> <li>➤ Provides right placement to the right candidate so that students excel in their future life</li> </ul>
9	System Administrator	<ul style="list-style-type: none"> <li>➤ Manages all the activities relating to the Computer systems and networking.</li> <li>➤ Looks after the repair and maintenance of Computer system and its networking.</li> </ul>





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		<ul style="list-style-type: none"><li>➤ Prepares a schedule for providing computer service to all concerned.</li><li>➤ Arrange for availability of Internet connection wherever required.</li><li>➤ Arranges computer training /refresher courses for the staff to update their knowledge.</li></ul>
10	Librarian	<ul style="list-style-type: none"><li>➤ Responsible for the overall in charge of the library.</li><li>➤ Maintains documentations of books, journals, magazines, newspapers, CD's &amp; library materials</li><li>➤ Prepares a periodical requirement of books and journals to students and Faculty Member.</li><li>➤ Responsible for maintaining and updating e-journals and all teaching aids</li><li>➤ Keeps record of library materials and report to the Principal for any discrepancy.</li></ul>
11	Physical Education Director	<ul style="list-style-type: none"><li>➤ Responsible for all the activities related to the Physical Education.</li><li>➤ Arranges a physical fitness camp (yoga) for the students and staff.</li><li>➤ Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.</li><li>➤ Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.</li></ul>
12	Hostel Warden	<ul style="list-style-type: none"><li>➤ Assists Principal (Chief Warden) in all the hostel related activities.</li><li>➤ Responsible for allotment of rooms to the students.</li><li>➤ Responsible for maintenance for Hostel.</li><li>➤ Looks after the quality of food served in the hostels.</li><li>➤ Keeps strict discipline in incoming and outgoing of students from the hostels.</li><li>➤ Reports to the Principal in case of any indiscipline or misbehavior by the students.</li><li>➤ Looks into the grievances/complaints of the students if found genuine.</li><li>➤ Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.</li></ul>

