

TKM COLLEGE OF ENGINEERING

(Government Aided and Autonomous)

celebrating 60 years of excellence



ROLES AND RESPONSIBILITIES

of Faculty Members at various positions,
Cells and Committees

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Introduction

Thangal Kunju Musaliar College of Engineering (TKMCE), the first Government-Aided Engineering College in Kerala, is situated in the cashew hub of Kerala, Kollam, India. It was established in the year 1958 by the late Thangal Kunju Musaliar, a leading industrialist, philanthropist and a great visionary. Over the years, TKM College of Engineering has emerged as a centre of excellence, offering a wide spectrum of graduate and post graduate disciplines in Engineering and related areas. This institution has been in the forefront of imparting quality education to students from within the country and abroad. The institution is keen in molding its students into competent and confident professionals and in inculcating in them a passion to work wisely and effectively for their better future and for the society at large.

To get the best out of faculty and to promote Institutional effectiveness, productivity, accountability, efficiency, collaboration, and professional development it is necessary to fix the roles and responsibilities of faculty and staff. It helps to create and maintain a positive working environment and supports the institution in achieving its educational and operational goals effectively.

This document specifies the guidelines that all faculty members are required to adhere to while fulfilling their professional responsibilities. These rules are comprehensive, faculty members must also comply with additional instructions issued periodically and any necessary revisions made to ensure their effectiveness and relevance.

Responsibilities of Faculty

1. CURRICULAR RESPONSIBILITY

A. Teaching and Learning

A faculty is responsible for,

- Teach both core and elective courses in the field of specialization as allocated by the Head of the Department for various programmes offered by the Institution.
- Conduct laboratory courses, tutorials and seminars effectively to enhance the practical knowledge of students.
- Provide proper guidance and supervision for student project works, developing a good rapport with the industry/organization if the project is industry related.
- Make the teaching learning process more effective and interesting to students by using multi-media teaching tools and innovative methods.
- Make the laboratory and seminar classes more purposeful by assessing student preparedness either before or after the experiment/seminar to enhance their understanding of the course.
- Conduct core / elective course as project based, experimental, or activity-based learning.
- Support peer-assisted learning.
- Ensure that the teaching learning process is learner centric and that the learning outcomes of different courses are achieved.

B. Course Planning and Material Preparation

- Plan and prepare thoroughly in advance to effectively teach both theory and practical courses.
- Prepare a schedule of lectures with topics, tests, assignments, demonstrations, and screening of video or power point presentation etc., in advance, ensuring students are informed accordingly.
- Design experiments for laboratory classes so as to enhance students' creative skills and understanding of physical phenomena or concepts.
- If associated with the lab:
 - i) Design new experiments as needed
 - ii) Prepare lab manuals/workbooks
 - iii) Ensure availability and proper functioning of required lab equipment.
 - iv) Recommend procurement of equipment, if necessary for the smooth conduct of all experiments

C. Examination, evaluation and grading

Faculty member must:

- Set standard question papers to assess students' knowledge and analytical thinking of students and evaluate the answer scripts of courses not only taught in the current semester, but also that assigned to by the Head of Department/Controller of Examinations of the Institution.
- Conduct and invigilate exams/test in the Institution as assigned by the Head of Department/Controller of Examinations of the institution.
- Prepare question papers and scheme of valuation for the series test/unit test and share the scheme with students immediately after the completion of valuation.
- Evaluate answer scripts, project works and conduct oral examination objectively to ensure students are graded based on their current performance.
- Develop and implement assessment plans for the CO and PO evaluation.

D. Maintenance of Records

- Maintain the course files for the theory/ laboratory/ project/ seminar courses according to the format specified by the IQAC and this should be produced to the (HOD)/DQAC/ Subject group coordinator, or other designated authorities as required for verification and academic audit purposes.
- If the faculty member is assigned as Class Advisor by the HOD, he/she should :
 - Keep the list of students under him / her, their parent/local guardian contact address/phone no./mail ID etc., so that the students' progress could be monitored and communicated to them at regular intervals or when and where the need arises.
 - Maintain cumulative course wise attendance records for the courses undergone by students.
 - Prepare and keep the class wise result analysis after internal exams and ESE results are announced
 - Document co curricular and extracurricular activities attended by the students and their achievements
 - Document the details of MOOC/ Seminars/ Workshops/ Internships/ IV/Projects etc. done by each student.
 - Keep documents related to placement and higher studies
 - Assist the HOD in counseling the students who are performing poorly, implement follow-up actions to improve their academic performance, and documenting these interventions.

- Prepare and maintain minutes of class committee and advisory meetings in the appropriate format.
- Document details related to minor and honors courses.

E. Monitoring of students' progress

- Monitor the attendance and academic performance of each student in their course, taking necessary steps to support and improve the student progress. If efforts fail, inform the HOD and Class Adviser to communicate with parents/guardians.
- Attend the Class Committee Meeting as a course faculty and should actively participate in the deliberations there to improve the teaching-learning process.
- Serve as a Faculty Adviser to a group of students, providing guidance and support as required.
- Maintain thorough knowledge of the academic regulations of the programs offered by the institution and adhere to instructions issued from time to time to effectively guide students.

F. Participation in Academic Developments

- Actively participate in curriculum / syllabus preparation for new programmes/ modification of existing programmes.
- Contribute creatively to the introduction of new academic programmes in the emerging areas relevant to society, innovative curriculum and new teaching and evaluation methodology.
- Update knowledge regularly by attending faculty development programmes, short term courses, professional society meetings, national / international conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities.
- Enroll in one or more Professional Societies or associations relevant to their field of expertise

G. Punctuality and regularity

- Ensure that students adhere to the institution's stipulated class timing to maintain punctuality.
- Make alternative arrangements for handling scheduled coursework and other responsibilities when going on leave to ensure continuity and compliance with scheduled classes.

2. RESEARCH AND DEVELOPMENT

- As research is integral to the functions of any technical institution, every faculty member is expected to actively contribute to research in their field of specialization.

A. ACADEMIC RESEARCH

- Identify specific areas within the field of specialization that offer significant potential for further research, encouraging personal exploration or motivating undergraduate and postgraduate scholars or junior colleagues to undertake studies under supervision.
- Allocate sufficient time as a research supervisor to engage scholars in discussions and monitor their progress, aiming to enhance the quality of research and ensure timely completion.
- Engage with industry through interaction and visits to understand their challenges, propose solutions and enable effective guidance on industry-related research projects.
- Take efforts to identify interdisciplinary and collaborative research area(s) by interaction with peers in other departments or researchers in established R&D laboratories for collaborative research purposes.

B. RESEARCH PUBLICATIONS AND BOOKS

To enhance both personal and institutional reputation, every faculty member should aim to publish research in referred journals of international importance.

- Ensure research output is published exclusively in SCI/SCIE/Scopus indexed journals. (publications in non-referred or paid journals which are not SCI/SCIE/Scopus indexed journals will not be considered)
- Present research findings at international or national conferences to disseminate knowledge and gain recognition in the academic community.
- Endeavor to publish research work in the form of books or book chapters with ISBN/ISSN numbers, collaborating with international or national level publishers.
- Explore opportunities to file patents for innovative research outputs that demonstrate novelty and uniqueness.

C. SPONSORED AND FUNDED RESEARCH PROJECTS

Securing sponsored research projects is crucial for both financial support and professional recognition.

To achieve this:

- Regularly monitor websites of various funding agencies and advertisements to stay updated on funding opportunities. Submit research proposals to these agencies to secure financial assistance for research activities, including acquiring necessary equipment and instruments.

- If appointed as Principal Investigator, explore the possibility of employing Project Associates and utilizing the services of students and research scholars, subject to approval by the funding agency, to effectively execute the project.
- Evaluate and submit proposals for departmental or interdisciplinary initiatives aimed at establishing centers of excellence.
- Encourage students to submit proposals for funding assistance from Science and Technology Councils at the state/central levels, universities, and other relevant agencies to support student-projects.
- Monitor and utilize platforms like AICTE's ISTEM portal to check the availability of research equipment not currently available in the institution. Seek funding from AICTE to utilize these equipment for research purposes.

D. CONSULTANCY AND EXTENSION ACTIVITIES

i. Consultancy projects

Executing consultancy works for the state and private organizations is another important source of financial resource to the institution

- Pursue consultancy opportunities within specialized areas from industries, businesses, or state agencies.
- Foster strong relationships with industries to guide student projects that address industry-specific challenges effectively.
- Stay updated on industry trends and challenges by regularly reviewing industry publications, participating in professional society meetings, and attending seminars and conferences organized by esteemed bodies like the Confederation of Indian Industry (CII), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE), and other relevant industrial associations.

ii. Extension activities

- Organize training programs, seminars, workshops, not only for the benefit of faculty members but also for students, participants of industry and society at large, that can be self-supporting or sponsored ones.
- Engage in community-oriented projects and services by utilizing the expertise in the field of science and technology, and address the requirements of weaker sections of the society.

E. DEVELOPMENTAL ACTIVITIES

i. Laboratory Development & Maintenance

- Involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- Design and fabricate or assemble new experimental setup for students use whenever new courses or new topics are introduced in the curriculum, especially in emerging areas.
- Ensure that machinery and equipment in the laboratory and workshops are maintained in working condition and effectively utilized for academic requirement, project works and research related activities through ISTEM or any other central/state agencies.
- Ensure proper maintenance of stock registers (both consumable and non-consumable), periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, and keep the documents under the safe custody of the faculty in charge of laboratory.

ii. Purchase of items for the laboratory

Faculty in charge of laboratory has to:

- Prepare the annual budget by considering academic course requirements and research needs, discuss it with the HOD, and finalize it before inclusion in the overall department budget proposal.
- Prepare proposals for the purchase of consumables and equipment for the laboratory and take follow up action till it is procured and taken into stock.
- Follow the detailed guidelines/procedure issued by the institution with regard to the purchase of consumable and non-consumable items both indigenous as well as imported items.

iii. Co-Curricular activities

- Arrange expert lectures, seminars etc., to supplement regular lectures and help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions etc. organized by the Department or the institution.
- Organize industrial visits and educational tours and accompany the students as and when required by the HOD.
- Perform duties as an office-bearer, such as Treasurer or Adviser of Professional Society activities in the department or institution, if nominated.

- Support professional societies and student clubs in organizing events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. IEI,CSI,ASME, IEEE etc.) to promote the student chapters of the professional bodies.
- Coordinate national / international conferences / seminars / symposium / workshop.
- Submit project proposals to funding agencies for financial assistance to conduct seminars, conferences, etc.

iv. Extra-curricular activities /Co-administrative Activities

- Ensure that class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of persons assigned for this purpose.
- Ensure AC, lights and fans are switched off after the class is over, if there is no lecture class for the students in the next period, to save energy consumption.
- Should interfere in students activities which are of condemnable nature, since the discipline in the campus is very essential.
- Serve as a member of various committees in events organized by the department/ institution such as Sports Day, Annual Day, Technical and Cultural Festivals, Convocation etc.
- Carry out the assigned responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students.
- Participate in activities related to NSS, Alumni Association, PTA etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- Undertake any other activities related to department or institutional development as assigned by higher authorities.
- Assist the HOD in all administrative matters.

F. SOCIETY ORIENTED ACTIVITIES

Support and coordinate students to:

- Engage in meaningful community service and apply their learning to real-world situations.
- Promote civic responsibility and leadership skills among students and foster a deeper understanding of social issues.
- Facilitate the development of partnerships between institution and local communities, and contribute to local development.

- Think critically and creatively about social issues, and develop innovative solutions to address them.
- Promote interdisciplinary learning and collaboration, and provide opportunities for students to apply their knowledge and skills across different fields.

Responsibilities of Principal

Principal is an “Ex-officio member” of the Governing body , “Chairman “, the Academic Council and College Council, IQAC, CQAR, TKM college hostel committees, “Chief Controller of Examinations”, chairman of Grievance Cell, Anti Ragging Committee, and various other committees to monitor AICTE schemes, “President” of the Parent- Teacher Association, “Editor in chief” of the college magazine, Chief warden of TKM hostels etc.

Responsibilities include:

Assist the TKM College Trust in making policies and taking decisions on setting goals and achieving them. He/she is responsible to report to the Chairman of the TKM College Trust and assist them in the following functions of the institute.

A. Assisting the TKM Management

Principal is authorized to:

- Take appropriate actions to implement the provision of acts, statutes, ordinance and regulations as and when issued by Government, Statutory and Regulatory bodies.
- Appoint chairperson/coordinators and members for the functioning of various committees of the college to meet the requirements of Government, Statutory and Regulatory bodies.
- Liaison with governmental, corporate and other academic bodies / institutions, departments within the college and most importantly with the top management of TKMCE
- Organize meetings for the Governing body, Academic Council, College Council, and all other committees established within the Institution.
- Review and approve the college's internal and external correspondence, faculty and staff proposals, project proposals, staff and student applications, certificates, circulars, timetables, meeting minutes, staff and student rules, and other official documents.
- Plan, approve and publish schedules for conducting both internal and external examinations as the “Chief Controller of Examination”
- Make decisions on all college related activities in consultation with the top management team.

- Manage and allocate funds for the administration of the college after obtaining the approval from chairman.

B. Regulation / Monitoring:

One of the key responsibilities of a Principal is the supervision of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University, along with the expectations of the top management, and all the stake holders of the institution. The following are some of the important responsibilities coming under this category.

Monitor the:

- Academic and administrative activities to ensure that they adhere to prescribed functionalities and procedures.
- Implementation of strategic development plan.
- Overall discipline, culture, growth and development of the Institution.
- Teaching learning process as per the prescribed curriculum.
- Conduct of periodic meetings on behalf of the institution, which include the meetings of HoDs and Deans, Coordinators, and College Academic Council etc.
- Procurement and purchase of the necessary infrastructure requirements in accordance with prescribed procedures.
- Status of the institution's infrastructure with the assistance of concerned staff.
- Audits and inspections conducted by various regulatory bodies such as AICTE, government, and university.
- Alumni activities

C. Developmental Functions:

- Plan for the holistic development of the institution, prepare the annual budget, and monitor the institute's progress and development to elevate its status as an institute of high potential and excellence.
- Foster a positive working and learning culture and enhance the environmental conditions to transform the institute to meet national and international standards.

- Carry out the mission, goals and the policies of the institute, giving top priority for discipline and quality education.
- Identify and analyze the institution's future needs and recruit appropriate human resources in coordination with TKM College management.
- Empower faculty, staff and students by giving necessary guidance and support.
- Define and document the job descriptions and responsibilities of all faculty and staff, and effectively communicate the same.
- Identify institution's core competencies and plan activities to highlight these strengths, thereby enhancing perception.
- Ensure compliance to various accreditation and ranking frame works such as NBA, NAAC, NIRF, AQAR, KIRF etc.
- Encourage project and consultancy work, and identify the training needs of employees.
- Allocate academic and institutional/departmental responsibilities to faculty and staff, provide/recommend funds for their tasks, and identify resource persons for every institution specific activities like Founders Day.
- Conduct events like Annual Alumni Meet, Industrial Conclave, Founders Day, Graduation Day, College Day, Sports Day and Fresher's Induction Day functions and any such activities with the approval of management.

D. Strategic Functions

- Interact with industries, leading institutions and research organizations at the national/ international levels to establish strong associations and sign Memorandum of Understandings through departments, the placement cell and research coordinators.
- Build strong industry support and avail the service of industrialists and business leaders on various advisory bodies of the institute.
- Collaborate with various governmental and non-governmental agencies to provide necessary technical support for mutual benefit.
- Develop strong alumni support for the technical activities and the overall development of the Institution.

E. Planning:

- Develop the short term and long term plans, prioritize them and collaborate closely with the top management to make these plans a reality.
- Establish necessary systems, procedures, and policies facilitating towards realizing the vision of the institution.

F. Execution and Reporting:

- Take necessary steps to execute all the activities with prior permission from top management and present reports at regular intervals

G. Leadership Functions:

The Principal must exemplify true leadership qualities by serving as a role model for all colleagues.

Key leadership functions include:

- Take-up research, publication, consultancy and training to establish credentials as an academic leader of international standards, so as to gain acceptability among faculty members being a true academic leader.
- Set high standards of discipline, commitment and involvement in work pattern.
- Inspire colleagues to achieve the organization's goals and their own professional goals, leading them from the forefront.
- Encourage cooperation and collaboration among teachers, staff, and students by understanding their problems and concerns and addressing their needs.

Responsibilities of Vice Principal Administration

1. Facilitate Principal for
 - Identifying core competencies of the Institution.
 - Developing strong industry support for Collaborative Learning.
 - Conducting committee meetings like Governing Council, College Development Committees etc .
2. Officiate as Principal in the absence of Principal.
3. Ensure academic discipline among the students.
4. Take measures to encourage cooperation and collaboration among faculty, staff, and students.
5. Conduct regular meetings with department heads, deans and various committees to assess progress of activities planned and address difficulties, if any.

6. Coordinate the purchase process, publication of college Annual Magazine, preparation of budget, functioning of office administration and departmental activities for NBA accreditation.
7. Interact with students/Student Councils to understand their issues and take necessary actions.
8. Monitor the discipline and counseling of faculty, staff, and students.
9. Support Dean Industry Institute Interaction for materializing signing of MOUs and consultancy.
10. Prepare and communicate the list of coordinators and committee members for various committees to the principal for approval and issuing orders.
11. Support Dean Alumni Affairs for scaling up Alumni Network and organizing alumni meet.
12. Enforce measures to prevent ragging in the institute premises in accordance with the AICTE guidelines.
13. Monitor students' welfare, hostel related activities, scholarships, extracurricular/co-curricular activities including Industrial visits.
14. Act as nodal officer for redressal of grievances of faculty, staff and students of the institution.
15. Ensure that Grievance / Complaint Box is properly maintained and timely action taken on the complaints / grievances received.
16. Visit and inspect the examination section/hall as needed.
17. Implement the Code of Conduct for students and all college policies as per the stated rules and regulations of the college.
18. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Vice Principal Academics

1. Provide strategic direction and leadership in all academic matters, in line with the institution vision, values, and objectives.
2. Facilitate Principal for developing strong Teaching-Learning environment.
3. Collaborate with the Principal and other senior leaders to develop and implement academic policies, plans, and initiatives.
4. Oversee the design, review, and implementation of the curriculum, ensuring alignment with AICTE curriculum, national standards and educational best practices.
5. Monitor and evaluate the effectiveness of the curriculum, make adjustments as required to meet the needs of students and promote their intellectual, social, and emotional development.
6. Foster innovation and creativity in curriculum design, incorporating diverse perspectives and addressing the needs of a diverse student body.

7. Monitor smooth running of the classes & ensure timely completion of syllabus.
8. Ensure academic discipline among the students.
9. Conduct regular meetings with Department Heads, Dean Research, Dean Academics and various committees to assess progress and address difficulties, if any.
10. Encourage the faculty to attend Conference / FDP etc.
11. Monitor class room teaching of the faculty.
12. Monitor and evaluate academic audit conducted by IQAC and implement corrective actions if required.
13. Ensure that the Dean Academics prepares timetables and the academic calendar before the start of the academic sessions.
14. Devise and maintain system for receiving student feedback on the effectiveness of theory and practical classes.
15. Support IQAC in organizing institute level FDP for faculty quality improvement.
16. Promote research activities under the guidance of the Principal.
17. Periodically assess the academic/ research output of faculty and staff.
18. Review, along with the Principal and Dean Academics, the examination results of each department.
19. Analyse assessment data to identify trends, patterns, and areas for improvement, and use findings to improve teaching and learning strategies.
20. Work closely with Dean Academics, faculty, students, and parents to support individualized learning plans and intervene in the case of students who require additional support or challenge.
21. Monitor the preparation and coordinate the verification of SAR at the end of every semester.
22. Develop and implement system for recording individual pupils' progress and ensures that parents are regularly informed about the progress of their wards in the college on a regular basis.
23. Investigate and respond to the academic complaints obtained from parents and students in a timely and appropriate manner.
24. Communicate effectively with stakeholders about academic matters, including curriculum changes, assessment results, and educational initiatives.
25. Coordinate the activities of OBE coordinators, Program coordinators of all departments.
26. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of IQAC Coordinator

Overall responsibility:

- Develop and maintain quality culture in the institution with the help of IQAC members.
- Actively participate in the policy and decision-making process of the institution, with a futuristic approach.
- Serve as a dynamic system for adapting to the quality changes in Higher Education Institutions (HEIs).
- Develop a monitoring system/ committee for ensuring the quality assurance of the policies.
- Prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/NAAC.
- Establish procedures and modalities to collect data and information on various aspects of institutional functioning to enable easier and faster decision-making, reporting, and quality improvement

1. Responsibilities related to Academic Activities:

- Publish the guidelines for all academic activities before the commencement of every semester.
- Conduct a meeting with higher authorities at the beginning of the academic year to plan the activities based on the academic and administrative policies, for the sustainable growth of the institution.
- Check the quality of the time table before the commencement of each semester to ensure that department's subject allocation adheres to AICTE/DTE and institutional rules.
- Conduct meetings with faculty coordinators of various academic activities to discuss their respective plans of action.
- Conduct interactive sessions with all faculty mentors regarding student mentoring in curricular, cocurricular and extracurricular domains.
- Help the departments in monitoring the mentoring process.
- Coordinate the process of obtaining online feedback from students about Teaching-Learning Process.
- Support the departments in setting quality standards for the following activities based on the Course Outcome and Programme Outcome:
 - Tutorials/Class Test

- Assignments
- Seminars
- Project
- Add on content-Theory & Lab
- Remedial classes
- Internal series test and Make up tests
- Preparation of various templates for collecting feedback from students and different stakeholders, including examination result, course assessment and placement etc.
- Draft and revise survey forms such as Alumni Survey, Employer Survey, Industry Survey, Parent Survey, Exit Survey and other relevant surveys.
- Direct departments to conduct Course Exit surveys from students at the end of every semester.
- Provide guidance for conducting Programme Exit Survey for final year students at the end of eighth semester.
- Plan, create, execute and maintain a system of feedback on institution's processes and policies from students, parents, teachers, alumni, executives of professional bodies like IEEE, IET, CSI, ASME etc., subject experts and industries through annual feedback.
- Suggest various value-added programs to departments and monitor their execution.
- Initiate and coordinate the process of restructuring and upgrading the syllabus periodically based on the feedback to create a progressive curriculum in line with the upcoming demands.
- Arrange training programs for the teachers to enhance their knowledge and skills for teaching the updated/ revised curriculum.
- Facilitate online teaching and encourage blended learning to achieve a global standard and inculcate a value-based education system.
- Assist the institution in conducting faculty and staff appraisals for sustainable quality improvement.
- Coordinate CAS meeting.

2. Act as a nodal agency of the institution for coordinating quality related activities, including the adoption and dissemination of best practices.

3. Coordinate all activities related to autonomous status of the institution and accomplish all mandatory requirement such as organizing finance committee meeting, annual audit etc, insisted by AICTE and UGC in time.
4. Suggest various ways to strengthen the departments for collaboration, setting up and managing incubation centers and center of excellence, to help in enhancing the technical skills of students.
5. Conduct internal and external academic audits of departments to promote quality, accountability and transparency, and present the observations and analysis in the HoD meeting for further enhancement of quality policies and remedial action
6. Coordinate the collection and compilation of self-appraisal forms from faculty members at the end of every academic year.
7. Coordinate the collection, documentation and actions to be taken regarding information about funding agencies.
8. Initiate efforts and encourage all departments to sign more Memoranda of Understanding with leading industries for knowledge sharing, hands on training and job opportunities.
9. Coordinate FDPs and other activities to ensure a quality culture that meets the standards of NBA/NAAC and other regulatory bodies.
10. Preparation of the following reports bi-annually in coordination with corresponding coordinators
 - Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC
 - Autonomous report
 - Report in NBA format
 - NIRF and KIRF
11. Coordinate the development of an exclusive page on the college website to regularly inform the stakeholders about all institutional initiatives and ensure the availability of all the relevant reports, documents, templates and data.
12. Monitor the activities and take measures to collect all information with documentary proof (twice in a year – June and December) related to the events conducted and participated, from
 - Various forums like NSS, student professional organizations/societies and student clubs through faculty coordinators.
 - Placement cell through placement officer.
 - Physical education department through HoD.
13. Take measures to collect the information regarding

- Participation in FDP, seminars, refresher courses, workshops, paper presentation, paper publication, additional qualification etc. from teaching staff with documentary evidence.
 - Conduct of FDPs, expert lectures, workshops, seminars, dept. association activities, educational tour, industrial visits, SWOT analysis, placement details, and alumni details from HOD's of each department.
 - Funding and infrastructure development from administrative section.
14. Publish IQAC newsletter once in every semester.
 15. Conduct seminars, workshops and training programmes once every semester to create awareness about the parameters of OBE/NBA/ NAAC/ NIRF/NEP etc.
 16. Provide training programmes for the members of various mandatory committee like Internal Complaints Cell.
 17. Monitor the utilization of infrastructure facilities (over/under utilization) and formulate an appropriate action plan to address any issues.
 18. Perform additional duties assigned by higher authorities from time to time.

Documents to be maintained at IQAC and Departments

RESOURCE ALLOCATION	
1. TIMETABLE Class Time Table Faculty and Staff Time table Class Room and Lab Time table Resource allocation report 2. PHYSICAL RESOURCE (Adequacy of resource / maintenance) Master Plan of Campus Class Rooms Library Internet facility 3. INFRASTRUCTURE	4. HUMAN RESOURCES (Quality, Quantity and Experience) Faculty and Staff (FSR, Cadre ratio) Faculty with PhD Research Supervisor Contractual and Adjunct Faculty Mentoring and vetting group for funded research and patents Faculty position vacant Administrative /Staff details 5. FINANCE

<p>ICT Enabled Class rooms, Seminar halls.</p> <p>Laboratories and Workshops</p> <p>Audio Visual recording Room</p> <p>Office</p> <p>Utilities</p>	<p>Budget (allocation and utilization)</p> <p>Internal & External Audit</p>
RESEARCH & RESEARCH COUNCIL	
<p>1. RESEARCH COUNCIL</p> <p>List of research council members</p> <p>Policies of the council</p> <p>Minutes of the meetings</p> <p>2. RESEARCH</p> <p>Details of research initiatives done</p> <p>Research Supervisors</p> <p>Research Scholars</p> <p>3. FINANCE AND OUTCOME</p> <p>Budget for research activities</p> <p>Research in thrust area</p> <p>UG and PG projects</p> <p>Research awards</p> <p>Publications</p> <p>Patent</p> <p>Poster presentation</p> <p>4. FUNDED PROJECT (Timely awareness and monitoring)</p> <p>Major and Minor Projects</p> <p>Industry Sponsored Projects</p> <p>Govt. agency sponsored projects</p> <p>Interdisciplinary projects</p>	<p>6. MOUs (Signing and Monitoring Outcome and keeping documents)</p> <p>Organization</p> <p>Industry</p> <p>National/ International institution</p> <p>Analysing outcome</p> <p>7. PUBLICATION (Monitoring)</p> <p>Q1 and Q2 publications</p> <p>Impact Factor publications</p> <p>Peer reviewed publications</p> <p>Books and Book Chapters</p> <p>Scopus publications</p> <p>Conference publications</p> <p>Collaborative publications</p> <p>8. CONFERENCES</p> <p>No: of conference organized</p> <p>No: of faculty severed as resource person</p> <p>9. PATENT</p> <p>Budget</p> <p>Filed</p> <p>Published</p>

<p>Student research projects (KTU, AICTE etc.)</p> <p>5. CONSULTANCY</p> <p>Domain of consultancy</p> <p>Resource requirement</p> <p>Revenue Estimation</p> <p>Consultancy Client Identification</p> <p>Budget</p>	
TEACHING LEARNING (TL)	
TL- ASSESSMENT AND EVALUATION	
<p>1. MONITORING</p> <p>Attendance</p> <p>Course coverage quantity and quality</p> <p>Tutorials</p> <p>2. ASSESSMENT</p> <p>Assignments</p> <p>QP pattern and Quality</p> <p>Quality of Evaluation</p>	<p>3. EVALUATION</p> <p>Continuous Internal Evaluation – Series test, Assignments , Tutorial</p> <p>End Semester Examination</p> <p>Projects – Major, Minor Projects , Socially relevant Projects</p> <p>Seminars</p> <p>Result Analysis</p> <p>4. ACTIVITY POINT</p> <p>Monitor and direct to submit the proof</p>
TL-PLANNING	
<p>1. ACADEMICS</p> <p>Analysis of existing Programmes/Courses</p> <p>Recommendation New programme /course and closing existing programmes.</p> <p>Academic Calendar</p> <p>Time Table</p>	<p>4. PROJECT</p> <p>(Keeping the list and other documents)</p> <p>Research based</p> <p>Industry</p> <p>Socially relevant</p> <p>Product based</p>

<p>2. CURRICULUM</p> <p>Major revision</p> <p>Minor Revision (Yearly for breadthwise courses)</p> <p>Gap Identification</p> <p>Content beyond Syllabus</p> <p>Innovative teaching methods (at least 2 per department)</p> <p>Minutes of Curriculum revision</p> <p>Feed back of curriculum revision from depts.</p> <p>3. OBE (Monitoring, assisting and documenting)</p> <p>CO formulation</p> <p>CO-PO and CO-PSO Mapping</p> <p>Rubrics for assessment</p> <p>CO-PO and CO-PSO attainment methods</p>	<p>5. NPTEL/SWAYAM MOOC</p> <p>(Keeping the list and other documents)</p> <p>UG/PG Students</p> <p>Faculty attended /Developed</p> <p>6. FDPS/WORKSHOPS/SEMINAR</p> <p>FDPs attended / organized</p> <p>Workshops attended/organized</p> <p>Conference/Seminars attended/organized</p> <p>7. TRAINING – FACULTY AND STAFF</p> <p>Seminars /Programmes on promoting Internal Quality</p> <p>Seminars for promoting Research & Patent Culture</p> <p>Training programmes for the development of MOOC courses</p> <p>Workshop/ Training to enhance teaching learning, assessment, evaluation and OBE</p>
TL -STUDENT SUPPORT	
<p>1. ADMISSION</p> <p>Rank Details</p> <p>Gender</p> <p>SC/ST/Others</p> <p>Financial Details</p> <p>Scholarships and financial support</p> <p>2. ACADEMIC PROGRESS</p> <p>Course Status</p>	<p>5. CONCESSIONS</p> <p>Fees concession</p> <p>Travel Grant</p> <p>6. COUNSELLING</p> <p>Mentoring</p> <p>Anti Ragging squad</p> <p>Anti Drug cell</p> <p>Student Grievance and Redressal</p>

<p>Result Analysis</p> <p>Remedial Action</p> <p>Awards</p> <p>Support for weak students</p> <p>Scholarships/ Financial support</p> <p>MOOC Course Completion Status</p> <p>3. CO-CURRICULUR ACTIVITY (Participation and organizing)</p> <p>Professional Society Activities</p> <p>Tech Fest</p> <p>Hackathons</p> <p>Project Expos</p> <p>ED Cell</p> <p>Industrial Visit/Tour</p> <p>Foreign Language courses</p> <p>4. EXTRA CURRICULAR ACTIVITY</p> <p>Sports</p> <p>NSS</p> <p>Club Activities(Literary, Photography, Music, Dance ,STEPS, Bhoomithrasena)</p> <p>Cultural Fest/ Arts Fest</p>	<p>7. UTILITY</p> <p>Dept. Library</p> <p>Transportation</p> <p>Internet</p> <p>Networking</p> <p>Hostels</p> <p>Health Services</p> <p>Canteen</p> <p>Security CCTV</p> <p>Media Publicity</p> <p>Rain Water harvesting</p> <p>Green campus</p> <p>8. PLACEMENT</p> <p>MoUS</p> <p>Placement Training</p> <p>Soft skill Training</p> <p>Resume Preparation</p> <p>Mock Interview</p> <p>Counselling and carrier guidance</p> <p>Internship</p> <p>Industrial Visit / Tour</p> <p>Industrial Training</p>
SURVEYS &FEEDBACK	
<p>Preparation of forms conduct and analyse</p> <p>1. STAKEHOLDERS</p>	<p>2. ACADEMIC SURVEYS</p>

Alumni Employer Industry Professional society members Academic Experts Parent Student	Course Exit Program Exit 3. OTHER SURVEYS Student satisfaction surveys Higher education Surveys AICTE Surveys
ADMINISTRATION	
1. FINANCE Budget 2. MAINTENANCE Repair and Routine maintenance 3. COMPUTERIZATION & AUTOMATION	4. ADMINISTRATIVE AUDIT - PHYSICAL INFRASTRUCTURE Total Rooms Class Rooms Laboratories Seminar Hall Library Office and Administrative area Utility area Any other resources
ACADEMIC AUDIT - HOD/ADVISORS	
Circulars Rules and Regulation Faculty and Staff List Roll List of Students Time Table Class Time Table Faculty and Staff Time Table of internal exams Report on attendance analysis Report on class work monitoring including minor and honors	Report on Laboratory works Report on Course work Report on series exams- Result analysis Report on remedial action taken Class Committee meeting minutes Cocurricular activity participation and achievement report Extracurricular activity–participation and achievements reports

Report on Syllabus Coverage Report on CO assessment, PO assessment questions and rubrics.	NPTEL course – Completion list Events Organized
COURSE FILE – FACULTY	
Vision and mission of the institution and department Student roll list Academic calendar Class time table Syllabus Lesson plan CO-PO and CO-PSO mapping Content beyond syllabus Course diary / subject coverage Attendance statement Marks sheet - sessional report	Student feedback Assignment / tutorial questions (co mapped) Assignment / tutorial sample sheets Series test question papers with scheme Series test sample answer sheets Rubrics, index calculation Instructional material Question bank / university question papers Innovative teaching/ Case study/ Real life example/ Complex problem

Responsibilities of Deans Council

1. Assist the top management and principal in developing and implementing the institution's strategic plan.
2. Formulate policies related to academic, research, and administrative matters, in alignment with the institution's mission and vision.
3. Ensure the overall quality and standards of academic programs across departments and schools.
4. Review and recommend proposals for new programs, courses, or academic initiatives.
5. Monitor the implementation of outcome-based education and adherence to accreditation standards.
6. Collaborate with the Curriculum Committees to review and update academic programs for relevance and rigor.
7. Encourage innovative teaching-learning methods, such as blended learning, project-based learning, and the integration of online courses.
8. Promote a culture of research and innovation within the institution.

9. Oversee the policies related to research funding, collaborations, intellectual property rights, and publications.
10. Monitor the performance of research centers, faculty, and students in achieving research goals.
11. Ensure that academic policies and practices prioritize student success, learning outcomes, and well-being.
12. Provide special accommodations to BoS, Academic Council and Governing Body.
13. Promote collaboration among different departments, and disciplines for interdisciplinary programs, research, and initiatives.
14. Coordinate activities and resources to avoid duplication and optimize efficiency.
15. Advise on the allocation of resources (e.g., funding, infrastructure) to departments.
16. Review the annual budget prepared by the Finance Committee.
17. Review reports on student performance, faculty contributions, and research outputs.
18. Serve as a liaison between schools, departments, and the top administration.
19. Represent the academic and research interests of the institution to external stakeholders, such as industry, alumni, and government bodies.
20. Propose collective decisions on academic and administrative matters.
21. Address the issues related to Grievance cell.
22. Resolve interdepartmental conflicts or addressing challenges related to policies, resource allocation, or governance.

Responsibilities of Dean – Strategic Plan

1. Associate with activities related to the development of the department strategic plans, priorities, and objectives, and ensure their effective implementation.
2. Supervise and ensure compliance with policies and procedures related to the development of new programs.
3. Study the constraints of existing physical resources and compute the future requirements of the same, and prepare financial statements accordingly.
4. Conduct SWOT analysis and strategic committee meetings to develop strategic plans.
5. Prepare institute strategic plan based on the reports of department strategic plan and submit to deans council for finalization and approval.

6. Maintain and build the institutional position and reputation through participation of rankings and ratings.
7. Perform other duties as assigned by the principal/higher authorities.

Responsibilities of Dean-Academics

Develop a dynamic organizational culture that promotes academic excellence, reduces disparities across different pedagogical levels, supports purposeful mentor-mentee relationships, and encourages academic activities.

1. Develop short-term and long-term Academic Strategic Plans aligned with the vision and mission of TKMCE.
2. Support the Principal and Vice Principals in planning and managing the institution's academic affairs holistically.
3. Formulate academic policies and regulations in line with university, government, AICTE, and other statutory and regulatory body guidelines, and update academic regulations accordingly.
4. Design an academic calendar that includes academic terms, vacations, examination schedules, result declaration dates, commencement dates of academic sessions, and so on.
5. Prepare the academic calendar, get approval from higher authorities and publish it in the website and AMS.
6. Monitor the attendance of students, progress of class work in alignment with academic calendar, syllabus coverage, student mentoring, and supervise student activity programs.
7. Liaise with faculty, advisors/mentors, HODs and Principal on students' entire academic matters.
8. Organize interactive sessions with faculty members at the beginning of each semester to enhance the quality of Teaching Learning Process.
9. Work closely with other Deans, IQAC, HODs and professors to address student requirements and ensure resource availability at the beginning of the semester.
10. Prepare and get approval for the budget allocation for academic activities from the management with concurrence of higher authorities.
11. Ensure compliance with AICTE, DTE, NBA, NAAC, NIRF, AQAR, KIRF, and other regulatory authorities while preparing academic documents.
12. Plan and execute orientation programs for the junior faculty members at the beginning of each academic year.

13. Conduct regular meetings (preferably monthly) with advisors to monitor and evaluate academic activities.
14. Maintain healthy working relationships with faculty and administration in all academic and non-academic matters.
15. Ensure effective communication between students and faculty within the institute and with other academic units.
16. Support the Principal in identifying course coordinators for various common courses and prepare orders that are to be issued by the principal.
17. Monitor, review and resolve faculty workload issues.
18. Help faculty in planning effective remedial instructional activities.
19. Monitor the following department level academic activities and take corrective measures in time.
 - Tutorials/Series Tests
 - Assignments
 - Seminars
 - Project
 - Remedial classes
 - Retests
20. Monitor the uploading of academic plans prepared by faculty members on the AMS portal for easy access by the students.
21. Analyze results and plan remedial actions after internal exams and End Semester Examinations (ESE).
22. Develop and propose new under graduate and postgraduate courses, if required.
23. Oversee academic requirements and schedules, including the conduct of internal examinations, liaising with corresponding HoD, departments' academic coordinator and Controller of Examinations.
24. Schedule and monitor project and seminar related activities with the help of concerned HoDs.
25. Identify and communicate information related to Honours / Minor courses of upcoming semester to students at least 15 days before the end of the previous semester.
26. Oversee issues and delays associated with GATE Scholarships of PG students.
27. Arrange final year poster presentation competition and convocation by coordinating with all concerned authorities.

28. Provide necessary inputs to the principal for conducting academic council and other meetings/ external communication.
29. Conduct overall result analysis of final year batches after the declaration of final semester results and report to higher authorities.
30. Undertake additional responsibilities as assigned by the Management and Principal from time to time in the interest of the institute.

Responsibilities of Dean – Research

Key Responsibilities are:

- Manage the college's research programs effectively and efficiently.
- Create an environment that fosters intellectual and research growth.
- Maintain the confidence and cooperation of faculty and students engaged in research activities.
- Provide necessary inputs to the principal for conducting research-related meetings.
- Convene Doctoral Committee meeting on behalf of the principal.

The specific responsibilities of Dean (Research) are as follows:

1. **Planning of research activities, resource mobilization and management of R&D projects:**
 - Identify opportunities for externally funded R&D projects, and encourage faculty members to apply for funding, preliminary screening of project proposals by research council, and follow up with the funding agencies, to secure project approval.
 - Identify R&D projects to be undertaken with institute funding.
 - Prepare an annual plan for R&D activities, both externally funded and institute funded projects.
 - Submit quarterly reports to the Principal/ IQAC on the progress of R&D activities, the status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
 - Identify infrastructure requirements for research work and prototype development, and plan for the procurement and installation of facilities in a phased manner.
 - Identify external facilities where part of research activities and prototype development can be carried out, and establish MoUs with such organizations.
 - Ensure optimal use of lab facilities, other installations, and equipment through R&D and consultancy-related activities.

- Constitute research council composed of distinguished faculty members having aptitude for research.

2. **Promotion of research:**

- Develop and establish a policy to promote research culture within the institution.
- Foster interdisciplinary research among faculty members
- Promote the research abilities, culture and potential of faculty and students with an aptitude for innovation.
- Motivate the eligible faculty members to guide Ph.D scholars.
- Identify and prioritize research areas based on the institution's expertise and current research trends.
- Organize national and international conferences with participation from leading scientists and technologists in specialized and emerging areas.
- Initiate and develop mechanisms to gather research findings relevant to community needs and transfer this knowledge to students and the community.
- Develop plans and coordinate departmental efforts to obtain recognition for research activities from national and international agencies such as UGC, DST, ICSSR, ICHR, and ICPR.

3. **Research Publications:**

- Coordinate the setting of yearly targets for research publications in national and international journals and paper presentations at regional, national, and international conferences, by department faculty. Regularly monitor the progress and take necessary steps to achieve these targets.
- Maintain a database of paper presentations, publications, book publications, patents, and research awards, including recognition received by faculty from reputed professional bodies and agencies.
- Develop and establish policies for instituting research awards and providing incentives to faculty for receiving state, national, and international recognition for their research contributions.

4. **Collaboration and Consultancy:**

i. Develop and establish consultancy policy for

- Identifying, recognizing and publicizing the areas of expertise of the college.

- Encouraging the faculty to utilize their expertise for consultancy services.
 - Revenue sharing between institution and the consultants- including faculty consultants, external consultants, technical services staff of the college.
 - Provide necessary training for faculty and staff at various levels in the emerging areas where consultancy opportunities can be explored.
- ii. Evaluate the impact of the linkages, periodically, on:
- Curriculum development
 - Faculty exchange and development
 - Research and Publication
 - Consultancy
 - Student placement

Responsibilities of Dean - Student Affairs

1. Facilitate
 - Students Counseling other than mentoring
 - Student discipline
 - Anti-ragging activities
 - Student health care
2. Coordinate with college union and staff coordinators of corresponding student clubs in the conduct of cocurricular and extracurricular activities.
3. Serve as a liaison between students and the principal regarding academic and personal grievances, including issues related to students' physical and mental health.
4. Give recommendations to the principal for all cases of violations and appeals related to students.
5. Organize meetings at the request of the principal or as needed based on the situation.
6. Provide necessary inputs to the principal for conducting the meetings.
7. Create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction and recreation to the students.
8. Constitute a senior students committee for organizing induction program for the first year students.
9. Establish student network to interact with professionals.

10. Organize activities to celebrate Special days/weeks/events like AIDS day, Environment Day, Women's day, Engineers day, Yoga day etc. and document it.

Responsibilities of Dean Placement

1. Assist the principal and vice principal in career guidance and placement activities.
2. Prepare a database of top international and national companies, consisting of their addresses, details of operations, their expectations, their HR team etc.
3. Maintain relationships with industry partners to help employers achieve their hiring goals.
4. Develop and propose the annual Training & Placement (T&P) budget.
5. Assist students in developing and clarifying their academic and career interests and goals through individual counseling and group sessions.
6. Work with faculty, department heads, and administration to integrate career planning with the academic curriculum and manage project work, summer training, and internship programs.
7. Arrange expert lectures and training sessions for students on technical or general topics to upgrade their skills and align with industry expectations.
8. Organize placement training to prepare students for interviews and group discussions.
9. Compile and maintain a data bank of student profiles and resumes.
10. Act as a liaison between students, alumni, and the employment community.
11. Forward suitable candidates' resumes to potential employers.
12. Undertake rigorous placement campaign.
13. Monitor job advertisements and match aspirants' profiles to appropriate opportunities.
14. Organize both on-campus and off-campus interviews.
15. Arrange industrial visits and training for students throughout the academic year.
16. Maintain a database of graduates, including those who are placed or pursuing higher studies, for further communication with higher authorities.
17. Ensure suitable placements for candidates so that they excel in their careers.
18. Arrange summer internships and assist students in securing permanent placements by connecting them with prospective employers.
19. Identify two student representatives from each department who will actively participate in placement work by coordinating with department placement coordinator.

20. Provide information on recruitment drive schedules to all department placement coordinators, HoDs, Deans, CoE, Principal, and students well in advance.
21. Inform students, advisors, and HoDs of the date and time of campus interviews and written tests.
22. Share the details of placed candidates to all HoDs, departments' placement coordinators, Deans, Students Affairs immediately after the recruitment drive is completed and placements announced.
23. Reserve resources required for the training and placement activities well in advance and coordinate with the concerned to ensure availability without affecting the regular academic activity.
24. Collect the list of selected students at each phase of placement process and inform the students individually.
25. Share hard copies of appointment orders with the concerned HoDs.
26. Distribute appointment letters to students and collect their acceptance letters.
27. Maintain the association with graduates through alumni programmes.
28. Undertake additional responsibilities as assigned by higher authorities in the interest of the institute.

Responsibilities of Dean - Alumni Affairs

Alumni relations play very important role in coordinating all the functions of the institute that aim towards promotion of alumni.

1. Serve as the liaison between students, alumni, the placements cell, and the institute.
2. Promote the interests and welfare of alumni association.
3. Foster ongoing engagement with alumni and strategize on leveraging their services for the benefit of current students and the institute.
4. Contact alumni to identify potential internship and placement opportunities within their organizations.
5. Update various alumni chapters on the institute's activities.
6. Invite them to deliver lectures or provide career guidance to students.
7. Encourage their participation in alumni association meetings.
8. Maintain and share an up-to-date database of alumni with the placements cell and departments for industrial linkage and knowledge transfer.
9. Stay in regular contact with alumni pursuing higher education, monitor their progress, and share updates with the HoD and placements cell. Provide relevant information to students upon request.
10. Manage the registration of outgoing students as alumni members and upkeep the alumni database.

11. Develop and manage the budget for annual alumni events, programs, or communications, and organize them accordingly.
12. Gather and compile information on distinguished alumni, including their achievements and career successes.
13. Facilitate the establishment of alumni chapters and conduct their annual meets frequently.
14. Collect and forward alumni suggestions on academic reforms and admissions of foreign universities to the relevant HOD.
15. Identify the funding requirements needed for instituting Alumni Scholarships for deserving meritorious students.
16. Raise funds for the development of library resources, equipment, computer centers, and other facilities with alumni support.
17. Promote the exchange of ideas between alumni and current students.
18. Assist current students in achieving their goals through mentorship and scholarships provided by alumni.
19. Highlight alumni success to enhance the institute's credibility and reputation.
20. Attend major alumni events or activities wherever possible.
21. Coordinate additional activities on behalf of the institute as needed.

Responsibilities of Dean - International Collaboration

1. Develop collaboration with prestigious universities around the world.
2. Connect with universities to propose and coordinate international collaborations.
3. Initiate and co-ordinate the signing of MoUs with other institutions, industries, and universities for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
4. Facilitate opportunities for students to attend internships, project work, research, conference presentations, and competitions at international universities.
5. Organize international conferences, seminars, distinguished lectures in association with partner universities.
6. Plan and implement faculty exchanges, short-term student visits, visiting scholar exchanges, and joint workshops and conferences.

7. Promote and motivate students for international internships and summer programs through twinning.
8. Facilitate students in pursuing higher education abroad.
9. Promote joint research initiatives, collaborative publications, and shared patents.
10. Offer workshops, training sessions, and guidance to prepare students for their international experiences, including cultural and logistical aspects.
11. Maintain communication with students during their international experience to ensure that they are adapting well and meeting their objectives.
12. Gather feedback from students and host institutions to evaluate the effectiveness of the program and make improvements for future associates.
13. Perform additional duties assigned by higher authorities from time to time.

Responsibility of Dean - Innovation and Entrepreneurship

1. Explore national and industrial programs aimed at supporting startup development.
2. Organize Entrepreneurship Awareness Camps and Entrepreneurship Development Programs to foster entrepreneurial skills among students.
3. Conduct research and surveys to identify potential entrepreneurial opportunities.
4. Provide guidance and support to aspiring entrepreneurs on aspects such as preparing project reports, securing project approvals, and obtaining loans and facilities from agencies.
5. Arrange guest lectures, seminars, and other events to promote and advance technology-based entrepreneurship.
6. Encourage students and faculty to engage in development programs offered by peer institutions, as well as private and government organizations.
7. Organize industry visits for aspiring entrepreneurs to gain practical insights.
8. Host competitions among students to develop innovative project proposals.
10. Utilize social media platforms extensively to build a positive image of the institute.
11. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Curriculum Committee Coordinator

1. Chair the curriculum committee meetings and ensure active participation from all members

2. Act as the primary point of contact between the Curriculum Committee and other institutional bodies, such as the Academic Council or Board of Studies.
3. Delegate tasks to committee members and oversee their progress.
4. Prepare meeting agendas and ensure that all relevant issues are addressed during discussions.
5. Schedule regular committee meetings and follow up on action items.
6. Ensure that the curriculum remains aligned with institutional goals, accreditation standards, and industry trends.
7. Review course content, program structures, and credit distributions to maintain consistency and quality.
8. Prepare forms to gather input from stakeholders, including faculty, students, alumni, and industry representatives.
9. Formulate steps to incorporate feedback into curriculum proposals or revisions.
10. Ensure that curriculum-related decisions comply with guidelines from accrediting bodies (e.g., AICTE, NBA, ABET).
11. Maintain and provide documents required for audits or inspections.
12. Ensure that innovative teaching methods, interdisciplinary courses, and new programs are introduced in curriculum.
13. Support the inclusion of emerging technologies and trends in the curriculum.
14. Communicate the curriculum committee's decisions and recommendations to higher authorities, such as the Dean, Principal, or Academic Council.
15. Draft detailed reports on curriculum updates, changes, and justifications.
16. Monitor the implementation of approved curriculum changes across departments.
17. Coordinate with faculty and administrative staff to ensure smooth execution of new programs or revisions
18. Give direction to organize training sessions for faculty on outcome-based education, assessment methodologies, or new curriculum features.
19. Provide guidance to faculty on compliance with curriculum frameworks.
20. Maintain comprehensive records of curriculum changes, meeting minutes, and stakeholder feedback.
21. Archive reports and decisions for future reference or audit purposes.

Responsibility of Curriculum Committee

1. Design and update the curriculum to align with AICTE model curriculum, industry standards, accreditation requirements (e.g., ABET, NBA), and technological advancements.
2. Ensure that courses provide a balance between theoretical knowledge and practical skills.
3. Periodically review and revise syllabi for relevance and rigor.
4. Ensure that the curriculum aligns with the institution's mission, vision, and Program Educational Objectives (PEOs).
5. Incorporate interdisciplinary and emerging areas into the curriculum, such as AI, IoT, sustainability, and ethics.
6. Collect analysis report on feedback from stakeholders such as students, faculty, alumni, and industry partners from departments.
7. Improve course content, teaching methodologies, and assessment patterns based on the analysis report submitted by departments.
8. Develop curriculum that meets national and international accreditation standards.
9. Document the compliance with regulatory bodies like AICTE, UGC, or NBA.
10. Define Program Outcomes (POs) and mapping them to course outcomes (COs).
11. Align assessments and evaluations to measure achievement of learning outcomes.
12. Evaluate and propose new undergraduate or postgraduate programs based on industry demand and academic trends.
13. Design specializations or electives in cutting-edge areas.
14. Facilitate workshops or training sessions to help faculty adapt to curriculum changes.
15. Encourage innovative teaching methods like project-based learning or flipped classrooms.
16. Ensure the inclusion of courses or modules on soft skills, communication, and ethics.
17. Support the initiatives that integrate co-curricular and extracurricular activities into the learning experience.
18. Introduce industry-driven courses, internships, or live projects to enhance employability.
19. Collaborate with industry professionals to co-design or co-deliver courses.

Responsibilities of Accreditation (NBA/NAAC) Coordinators

1. Raise awareness about outcome-based education and accreditation among faculty and students.
2. Train departments in preparing Self-Assessment Reports (SAR) and Self-Study Reports (SSR)
3. Review and compile SAR/SSR documentation throughout the accreditation process.
4. Integrate and implement best practices as recommended by NBA/NAAC.
5. Attend NBA/NAAC workshops organized by the accrediting bodies.
6. Ensure that quality management system processes are established, implemented and maintained and suggest modifications to IQAC if required.
7. Communicate quality policies to internal stakeholders.
8. Provide advice regarding accreditation procedure and needs, to the faculty & staff members as and when required.
9. Recommend corrective actions, if required.
10. Ensure that targets and benchmarks are achieved.
11. Apply the quality benchmarks for various academic and administrative activities of the institution.
12. Foster a learner-centric environment within the institution.
13. Arrange for feedback response from students, parents and other stakeholders on quality-related institutional processes.
14. Dissemination of information to all stakeholders on various quality parameters in higher education.
15. Document programs and activities that contribute to quality improvement.
16. Act as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of best practices.
17. Develop, maintain, and communicate the institutional database through the Learning Management System (LMS) to support and enhance institutional quality.
18. Cultivate a quality culture within the institution.
19. Support the preparation of the **Annual Report** as per guidelines and parameters of NAAC/NBA in coordination with department programme/NBA/NAAC coordinators.
20. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Institute level OBE Coordinator

1. Assist departments in defining and aligning PEOs with the institution's mission and vision.
2. Ensure POs are aligned with graduate attributes specified by accreditation bodies (e.g., NBA, ABET).
3. Guide faculty in developing COs that align with POs and meet the needs of the curriculum.
4. Standardize the process for mapping Course Outcomes (COs) to Program Outcomes (POs) and PEOs.
5. Develop and document an institutional framework for implementing OBE principles across all programs.
6. Ensure consistency and quality in the formulation of outcomes across departments.
7. Design and implement mechanisms for measuring the attainment of COs, POs, and PEOs.
8. Assist faculty in developing rubrics, assessment tools, and evaluation methods aligned with OBE principles.
9. Monitor and analyze the assessment data to ensure outcomes are met effectively.
10. Organize training sessions, workshops, and capacity-building programs for faculty on OBE practices, including CO-PO mapping, assessment techniques, and attainment calculations.
11. Provide continuous guidance to faculty in implementing OBE methodologies in teaching, learning, and assessment.
12. Ensure the institution's academic processes comply with the requirements of accreditation bodies such as NBA or ABET.
13. Coordinate the preparation of documentation and reports related to OBE for accreditation audits.
14. Facilitate periodic reviews to align institutional practices with the latest accreditation guidelines.
15. Prepare detailed reports on the achievement of outcomes for internal and external stakeholders.
16. Identify gaps in outcome attainment and recommend corrective actions to improve performance.
17. Develop mechanisms for identifying gaps between actual and expected outcome attainment.
18. Collaborate with faculty and department heads to implement improvement measures in curriculum, pedagogy, or assessments.
19. Promote a culture of continuous quality enhancement through periodic reviews and feedback loops.
20. Implement and manage software tools or Academic Management Systems (AMS) for CO-PO mapping, attainment tracking, and reporting.
21. Train faculty and staff on the effective use of such tools to simplify OBE processes.

22. Educate students about the importance of OBE and how it relates to their learning journey and career goals.
23. Involve students in feedback processes and provide insights into their role in achieving outcomes.
24. Act as the primary contact for OBE-related discussions with external stakeholders, including industry partners and alumni, to ensure PEOs and POs are relevant to societal and industry needs.
25. Collaborate with academic leaders and department heads to integrate stakeholder inputs into the OBE framework.

Responsibilities of Accreditation and Ranking Framework Criteria Coordinator

Criteria Coordinators play a crucial role in ensuring that the institution or program complies with the specified accreditation/ranking criteria.

1. Familiarize with NBA's/NAAC's/ NIRF's accreditation criteria (e.g., Vision, Mission, Program Outcomes, Curriculum Design, Faculty Contribution, etc.)
2. Analyze how each criterion is relevant to the institution's goals and objectives.
3. Ensure accurate data collection and maintain comprehensive records related to their assigned criterion.
4. Gather evidence to substantiate claims made under the criterion, such as student performance, faculty achievements, or infrastructure details.
5. Compile Self-Assessment Report (SAR)/SSR details for their specific criterion.
6. Collaborate with other coordinators to ensure a unified approach across all criteria.
7. Communicate with faculty, administrative staff, and students to obtain required information and support.
8. Conduct regular meetings to review progress and resolve challenges.
9. Analyze the data to identify strengths, weaknesses, and areas of improvement within the assigned criterion.
10. Evaluate the program's performance against accreditation and ranking framework standards.
11. Draft detailed reports and summaries related to the assigned criterion for submission to the appropriate body.
12. Prepare presentations and demonstrate compliance during NBA's/NAACs' peer team visit.

13. Participate in internal audits to assess the readiness for the accreditation process.
14. Suggest improvements to enhance program quality in line with accreditation and ranking criteria.
15. Interact with stakeholders, including students, alumni, and employers, to gather feedback relevant to the criterion.
16. Highlight how their feedback is used for continuous improvement.
17. Educate faculty and staff about their roles in meeting the assigned criterion.
18. Conduct workshops or training sessions to ensure everyone is aligned with NBA standards.
19. Propose actionable steps for continuous improvement based on the analysis of past performance.
20. Monitor the implementation of these steps to ensure effective outcomes.

Responsibilities of ISTEM Coordinator

1. Manage and coordinate access to scientific equipment and resources available in the ISTEM portal for both internal and external users.
2. Facilitate sharing of institute-level equipment with other institutions, ensuring efficient utilization.
3. Act as the point of contact between ISTEM central teams, other institutions, and TKMCE.
4. Foster collaborations for joint research projects and promote resource sharing among stakeholders.
5. Ensure proper registration and updating of equipment details from the institute on the ISTEM Portal.
6. Train faculty, researchers, and students on how to use the ISTEM portal effectively for booking and accessing equipment.
7. Keep records of equipment utilization, resource bookings, and user feedback.
8. Prepare periodic reports on the equipment usage, resource allocation, and maintenance schedules.
9. Conduct awareness workshops, training sessions, and seminars about ISTEM initiatives, platform usage, and benefits.
10. Promote interdisciplinary research by connecting scientists, researchers, and students to shared equipment and expertise.
11. Support the development of new proposals for funding or research by leveraging ISTEM resources.
12. Implement and enforce institute-level policies for equipment usage, sharing, and booking.
13. Ensure compliance with ISTEM guidelines and best practices for resource sharing.

Responsibilities of Institution level SWAYAM/NPTEL Coordinator

1. Conduct awareness programs, workshops, and seminars to encourage students and faculty to enroll in SWAYAM/NPTEL courses.
2. Educate stakeholders about the benefits of these platforms, including certification, skill enhancement, and credit transfer policies.
3. Guide students and faculty in selecting relevant SWAYAM/NPTEL courses aligned with their academic curriculum, interests, or professional development.
4. Assist with the enrollment process, ensuring compliance with timelines and requirements.
5. Coordinate with the academic council to ensure SWAYAM/NPTEL courses are integrated into the institution's credit system as per UGC/AICTE guidelines.
6. Verify successful completion of courses for credit transfer and report the same to the examination/academic cell.
7. Track the enrollment, attendance, and completion rates of registered students and faculty.
8. Provide ongoing support to resolve technical issues or challenges related to course access and participation.
9. Facilitate the examination and certification process for SWAYAM/NPTEL courses.
10. Liaison with SWAYAM/NPTEL authorities by acting as the point of contact between the institution and SWAYAM/NPTEL authorities for all communications.
11. Ensure timely submission of reports, enrollment data, and feedback, as required by the authorities.
12. Collaborate with departments to identify SWAYAM/NPTEL courses that can complement the academic curriculum or be offered as electives.
13. Promote the inclusion of online courses in the teaching-learning process.
14. Motivate faculty members to act as mentors for students taking SWAYAM/NPTEL courses.
15. Encouraging faculty to create and contribute courses on the SWAYAM platform.
16. Maintain records of enrollment, participation, and completion statistics.
17. Prepare periodic reports on the institution's engagement with SWAYAM/NPTEL, for internal and external stakeholders.
18. Recognize and reward high-achieving students and faculty for their performance in SWAYAM/NPTEL courses.

19. Highlight success stories to motivate wider participation.

Responsibilities of Internship/ Industrial Visit Coordinator

1. Facilitate the students to participate in Industry/Research internship programme.
2. Support the faculty mentors of the students for internship.
3. Maintain the contact details / information of domain specific Industries/other research organizations.
4. Resolve any issues or problems encountered by students during their internship.
5. Mentor students in coordination with other faculty members for writing reports in the specified format.
6. Support students in securing internships from relevant industries or research organizations.
7. Coordinate with T& P Cell and to maintain students' records (list of students organization wise, assessment report, impact analysis, organizations' feedback).
8. Prepare/update appropriate evaluation forms for the assessment of internship activities.
9. Conduct the assessment and evaluation of internship.
10. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Course Coordinators

1. Coordinate the course committee meeting at least thrice in every semester.
2. Monitor and evaluate the academic standards and effectiveness of the course and evolve necessary action plans.
3. Review resources required for the course and make recommendations to the higher authorities.
4. Discuss about the conduct of the courses, preparation of assignments/tutorials, and/or review course revisions when necessary, with faculty who are assigned to teach the course.
5. Coordinate the preparation of the question papers for internal examination.
6. Provide course-related documents, such as meeting minutes and question paper details, to the Heads of Departments (HoDs) upon request.
7. Assist in leading the course assessment efforts, when required.
8. Convene additional committee meetings to address issues related to the proper conduct of the course.
9. Plan remedial classes based on the result analysis and perform impact analysis.

10. Perform additional duties assigned by higher authorities from time to time.

Responsibility of Institute level AMS Coordinator

The responsibilities of an AMS (Accademic Management System) Coordinator at an institutional level include managing, supporting, and optimizing the AMS platform to ensure seamless functionality.

1. Oversee the implementation, configuration, and maintenance of the AMS.
2. Create and manage user accounts, roles, and permissions for faculty, staff, students and parents.
3. Manage the activities such as:
 - Subject allotment and management of UG, PG and PhD courses, global and departmental electives, honors and minor courses
 - Faculty registration in ETlab
 - Feedback surveys
 - Important announcements
4. Coordinate with the AMS vendor or IT team to apply updates, patches, and upgrades.
5. Facilitate the provision to upload and organize learning materials, assessments, and multimedia resources.
6. Conduct training sessions for faculty, students, and staff to effectively use the AMS features.
7. Identify and resolve technical issues, such as login problems, course content errors, or technical issues faced by users.
8. Provide and maintain user guides, FAQs, and instructional documents in association with AMS vendor.
9. Track and analyze AMS usage statistics to ensure effective utilization.
10. Ensure the AMS complies with institutional policies, data protection regulations, and educational standards.
11. Explore and recommend new tools or integrations to enhance the LMS capabilities.
12. Ensure regular backups of AMS data and facilitate recovery during data loss incidents.

Responsibilities of Physical Education HoD

1. Oversee all activities related to physical education.
2. Develop the syllabus for sports-related courses.

3. Organize physical fitness camps for students and staff.
4. Manage the procurement, maintenance, and proper use of sports equipment, playfields, facilities, and other physical education items.
5. Coordinate intra-college, inter-college, inter-university, and inter-state sports competitions.
6. Ensure the continuous and smooth conduct of sports activities.
7. Propose the annual sports budget.
8. Encourage student participation in zonal and university tournaments.
9. Collect and document student participation and achievements in sports, and submit monthly reports to IQAC and HoDs of all departments.
10. Organize and conduct the institution-level annual sports meet.
11. Maintain discipline among students in the campus.
12. Ensure that no ragging activities happen in the campus.
13. Manage the medical facilities in the campus.
14. Organize training camps, involve students in these activities, and report to the Dean of Student Affairs/IQAC, with a copy forwarded to the principal on a monthly basis.
15. Perform any other duties assigned by the head of the institution for the benefit of the institute.
16. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of NSS Programme Officer

1. Assist and guide the students in the implementation of NSS programmes.
2. Help in organizing camps, training and orientation programmes.
3. Visit the places of activities under NSS for monitoring and evaluation.
4. Visit different NSS units and camps for supervision, consultancy, guidance etc.
5. Ensure implementation of NSS regular activities and special camping programmes.
6. Submit the documents and reports on the achievements of NSS to Programme Officer/IQAC/Departments.
7. Ensure that the NSS programme is implemented as per rules and administrative instructions.

8. Arrange discussions and workshops for group of students on a regular basis on issues of social importance, ethical relevance and moral values.
9. Organize social service groups and clubs as well as outdoor field activities, to encourage and involve students in social service activities.
10. Organize extension and outreach programmes including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organized in collaboration with industry, community and NGOs.

Responsibilities of Institute Time-Table Coordinator

1. Act as a mentor to prepare the institute timetable in accordance with AICTE/government rules, university norms, course curriculum, and the institute's academic calendar.
2. Maintain the Dept. Master/Class Timetable in common template.
3. Prepare the timetable plan well ahead of commencement of classes in each semester, in consultation with the departments.
4. Schedule arrangement of classrooms, laboratory and seminar hall based on availability.
Resolve the disputes that are related to time table preparation.
5. Submit the signed final time table to IQAC and publish it on the website.
6. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Institute Website Coordinator

1. Regularly update the website with accurate and current information about the institution, departments, accreditation, meeting minutes, and other items, removing incorrect or irrelevant data.
2. Ensure that the mandatory disclosures on the website are correct and up-to-date.
3. Continuously strive to improve the website in terms of design and usability.
4. Provide all academic and professional development materials on the department webpage, including the curriculum, syllabus, timetable, academic calendar, activities calendar, and information brochure.
5. Update and maintain the profiles of all teaching staff in the website on a monthly basis.
6. Collect information about the latest events, achievements, and other news from the institute/department, and ensure that they are posted in the website with proper write-ups and pictures.
7. Regularly update all communications, notices, and announcements in the website.

8. Develop and maintain the department webpage in coordination with the department website coordinator.
9. Highlight the efforts and achievements of students, faculty, and staff in the appropriate tabs/pages.
10. Arrange the placement of published newsletters and publicity materials in the appropriate pages of the website.
11. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of the Deputy Chief Warden (DCW)

The deputy Chief Warden is responsible for overseeing the management and administration of the hostel, ensuring the safety, discipline, and well-being of all residents. Their key duties include:

1. Oversee the overall functioning of all hostels under their charge.
2. Coordinate with wardens to ensure smooth operations of the hostels.
3. Ensure proper security arrangements for the hostel premises.
4. Monitor adherence to hostel rules and regulations to maintain discipline.
5. Address grievances and issues faced by residents.
6. Facilitate a conducive environment for study and personal growth.
7. Handle emergencies such as medical issues, natural disasters, or conflicts.
8. Liaise with parents or guardians when necessary.
9. Approve budgets and monitor the allocation of funds for hostel maintenance and welfare.
10. Oversee the collection of hostel fees and other dues.
11. Serve as the primary point of contact between hostel residents and institutional authorities.
12. Implement institutional policies within the hostel.
13. Ensure the upkeep of hostel infrastructure and facilities such as rooms, washrooms, and common areas.
14. Monitor cleanliness and hygiene standards.
15. Investigate and resolve disciplinary issues in coordination with wardens.
16. Take corrective action against violations of hostel rules.
17. Maintain records of hostel residents, including personal details, complaints, and leave applications.
18. Prepare and submit periodic reports to the institution.
19. Encourage and oversee hostel-level cultural, academic, and sports activities of staff

20. Approve the recruitment of new staff and the transfer of existing staff as per the requirements of the hostel administration.
21. Provide approval for the revision of hostel fees and rent after consulting with the appropriate institutional authorities and mess committee.
22. Grant approval for any type of construction, renovation, or maintenance work within the hostel premises in coordination with the concerned authorities and following institutional policies.
23. Review and approve the monthly mess bills, ensuring accuracy and compliance with budgetary guidelines.
24. Approve the mess menu and any proposed changes after consulting with mess committees, to ensure quality and variety in meals. These tasks emphasize the Deputy Chief Warden's responsibility in maintaining transparency, quality, and student satisfaction in mess management.
25. Act as a mediator between the hostel administration and authorities such as the Panchayat, Corporation, Police, Medical Team, Food Safety Team, and Health Inspector.
26. Ensure smooth communication and coordination for inspections, compliance, and addressing concerns related to safety, health, and legal matters.
27. Represent the hostel in discussions or meetings with these authorities to resolve issues and ensure adherence to regulations. This duty ensures effective collaboration with external bodies to maintain a safe, lawful, and well-managed hostel environment.
28. Oversee the consumption of electricity in all hostels to ensure it is used efficiently.
29. Identify and address any instances of misuse or wastage of electricity, such as unnecessary usage of appliances or tampering with electrical systems.
30. Implement measures to promote energy conservation among hostel residents. This responsibility helps in managing resources effectively and reducing unnecessary expenses.
31. Grant permission for organizing functions, celebrations, or events within the hostel premises.
32. Ensure that the events align with hostel rules and do not disrupt the discipline, safety, or routine of other residents.
33. Coordinate with wardens and students to ensure proper planning and execution of the events. This responsibility ensures that hostel activities are conducted smoothly.
34. Periodically review and monitor the bank accounts of different hostels to ensure proper financial management.

35. Verify transactions, maintain transparency, and ensure that funds are utilized appropriately for hostel needs.
 36. Coordinate with wardens and accounts staff to resolve discrepancies, if any. This responsibility ensures accountability and the efficient management of hostel finances.
 37. Report any pandemic or health-related issues within the hostel, ensuring timely communication and coordination with medical teams and institutional authorities.
 38. Address and escalate food quality or safety issues to the relevant authorities for immediate resolution. Prepare and submit detailed reports regarding such incidents, along with suggested corrective actions. This responsibility ensures the health, safety, and well-being of hostel residents while maintaining transparency with higher authorities.
 39. Maintain regular communication with the Warden, Deputy Warden, Resident Tutor, Supervisors and Hostel Officer to ensure the smooth functioning of the hostel.
 40. Provide clear instructions and guidance on day-to-day operations, addressing issues related to administration, discipline, and resident welfare.
 41. Convene periodic meetings to discuss updates, challenges, and improvement plans for the hostel. This responsibility ensures coordinated efforts and effective management for the overall efficiency of hostel operations.
- Additional Duties of the Chief Warden
42. Regularly monitor and ensure the quality of ingredients used in the central kitchen to meet food safety standards.
 43. Oversee hygiene practices during food preparation and ensure adherence to sanitation protocols to prevent contamination.
 44. Coordinate with the Food Safety Team, Hostel Mess Committee, and kitchen staff to maintain cleanliness and the nutritional value of meals. This responsibility is crucial for maintaining food safety, quality, and the overall well-being of hostel residents.
 45. Instruct and guide the supervisory staff to maintain and renew all necessary licenses and approvals required for the hostel's operation, such as:
 - Food safety certifications.
 - Fire safety approvals.
 - Building and occupancy permits.
 - Health and hygiene-related certifications.

- Ensure that all documentation is up to date and complies with government and institutional regulations.
- Monitor the timely submission of applications for renewal to avoid lapses.

This responsibility ensures that the hostel operates in full compliance with legal and regulatory requirements.

46. Approve fee concessions for eligible students in accordance with the guidelines and directions provided by the management.
47. Verify the eligibility criteria and supporting documents submitted by students before granting the concession.
48. Ensure transparency and maintain proper records of all approved concessions for future reference. This responsibility supports deserving students while ensuring compliance with management policies.
49. Ensure the timely transfer of funds from the hostel accounts to the management as per the agreed financial policies and schedules.
50. Verify bills submitted by the manpower supply company for accuracy and compliance with the agreed terms.
51. Approve and ensure the timely transfer of funds to the company to maintain uninterrupted services.
52. Oversee and approve the transfer of funds to the mess management company after verifying the bills and services provided.
53. Verify all bank checks prepared by the accounts section to ensure correctness before signing and authorizing them for payment. These responsibilities ensure smooth financial management and the timely execution of essential payments, fostering accountability and efficiency in hostel operations.
54. Monitor the conduct of hostel staff and identify violations of rules or misconduct. Discuss the matter with the concerned authorities to assess the severity of the issue and ensure due process.
55. Take appropriate disciplinary action against staff members found violating the rules, such as issuing warnings, suspension, or other penalties as deemed necessary.
56. Maintain records of all disciplinary actions for future reference and accountability. This responsibility helps uphold discipline and professionalism among the hostel staff, ensuring a well-managed environment.
57. Additional Duties of the Chief Warden to ensures efficient resource utilization and prevents discrepancies in hostel operations.

- Regularly verify the stock and accounts of consumables in the hostel, such as cleaning supplies, electrical items and maintenance materials.
- Ensure proper documentation of purchases, usage, and inventory levels to prevent misuse or wastage.
- Conduct periodic audits to maintain transparency and accountability in the management of consumables.

Responsibilities of Head of the Department

1. Implement college policies and procedures for academic, co-curricular, and extracurricular activities.
2. Ensure effective teaching and learning activities
 - Delegate responsibilities to teaching and technical staff.
 - Allocate workload (teaching and practical) to faculty and technical staff with the help of academic coordinator.
 - Collaborate with the teaching and technical staff of the department to ensure smooth functioning of academic, co-curricular, and extracurricular activities within the department.
 - Facilitate faculty in preparing and processing self-appraisals of their performance.
 - Analyze the students feedback, take corrective measure and motivate the faculty for better performance
 - Compile and document staff appraisal reports for submission to higher authorities, upon request.
 - Provide counseling to students and coordinate parent-teacher meetings through advisors.
 - Ensure faculty adherence to lesson plans and timely completion of syllabi.
 - Ensure that at least two courses per semester adopt innovative teaching methods/ case study/ real life examples and ensure their timely execution.
 - Ensure smooth administration of examinations, including question paper setting and assessment of both theory and lab components.
 - Submit recommendations to the concerned administrative authority, for the development of the students, faculty, department and institution.
 - Actively monitor the students with the support of advisors regarding the following and take necessary actions
 - Attendance

- Analyze internal exams and ESE results
 - Remedial actions for continuous improvement
 - Support measures for slow learners and well performing students
 - Internship/ MOOC/ socially relevant projects/ seminars etc.
2. Subject allotment based on the institutional policy.
 3. Develop or review strategic development plans at the start of each academic year.
 4. Finalize and present the departmental budget and requirements to the Principal.
 5. Ensure proper procurement procedures for various items such as course files, registers, and consumables, and oversee the maintenance of stock registers by the Laboratory Assistant.
 6. Ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
 7. Ensure the quality, maintenance, and cleanliness of the department with the assistance of assigned staff.
 8. Recommend leave for departmental colleagues.
 9. Motivate faculty to prepare research proposals for various funding agencies such as AICTE, DST, DRDO, and ISRO, and ensure proposals are collected well in advance.
 10. Encourage research/innovative programs in the department.
 11. Organize need based workshop, seminars, IV etc.
 12. Invite experts for interaction and guidance to UG/PG students.
 13. Guide students in exploring career opportunities.
 14. Provide necessary inputs to the principal for conducting academic council and other meetings.
 15. Coordinate departmental activities, support faculty and staff, and assist the Principal of the college.
 16. Responsibilities renders towards:

Faculty

- Assist the faculty in providing a quality learning experience for students in all respects.

- Coordinate and recommend faculty responsibilities: teaching assignments, committee assignments at department/ institution level, student advisory assignments and faculty mentor assignment of professional society and clubs.
- Provide the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- Prepare and recommend class schedules (Allocating courses (theory and lab) and preparing time tables with the assistance of timetable coordinator of the department).
- Support the integrity of curricula, encouraging student success.
- Plan, develop, implement, and evaluate curriculum for students enrolled in the programs/courses offered by the dept.
- Assist in providing leadership to meet the instructional goals of the department and college.

Department

- Conduct regular meetings of the various department level committees.
- Coordinate the formulation of department short- and long-term plans.
- Facilitate the interaction and collegial spirit among the department faculty.
- Coordinate the preparation of proposed departmental budget request.

Administrative

- Represent the department at college level meetings.
- Deal with student complaints, and grievances originated in the department.
- Maintain discipline and culture in the department.
- Pick and promote strengths of students / faculty / staff.
- Maintain records of departmental activities and achievements.
- Ensure compliance to NBA/NAAC/NIRF/KIRF and coordinate the preparation of documents in association with the corresponding department coordinators, at the end of every semester.

Responsibilities of Assistant Head of Department

Support the Head of Department in providing effective leadership and management of the department.

1. Represent the department at college level meetings on request/absence of HoD.
2. Contribute towards the formation of strategy and plans at departmental level.

3. Contribute towards the planning and managing of the department's human, financial and physical resources.
4. Monitor the conduct of classes along with advisors and ensure the punctuality of faculty and students including first hour. Weekly report to HoD regarding the latecomers.
5. Prepare a list of students undergone condonation in the past semester and monitor the attendance of students in the current semester once in every 2 week. Inform parents if attendance less than 75% and direct parents to meet Advisors and HoD if attendance less than 65%
6. Oversee the mentoring, career and skill development of teaching and non-teaching staff.
7. Ensures that faculty follow preplanned academic schedule and the syllabus is completed in the stipulated time.
8. Ensure the activities conducted within the department are as per the standard operating procedures of the institute.
9. Monitor the purchases and maintenance of stock registers.
10. Monitor the quality, maintenance and cleanliness of the department.
11. Collect the course files from the faculty before the commencement of class work and with the support of DQAC / Program coordinator, ensure that the content provided is in accordance with the guidelines of the Principal / HOD.
12. Make sure that the time table is prepared as per the guidelines given by the Principal and AICTE norms, well in advance before the commencement of the class work.
13. Ensure the academic discipline in the department.
14. Responsible for laboratory maintenance and audit.
15. Undertake additional responsibilities as periodically agreed with the Head of Department.

Responsibility of DQAC

1. Develop quality policies in the department in compliance with IQAC guidelines.
2. Execute the decision taken by IQAC at department level and act as Department Point-of-Contact of IQAC for data collection.

3. Maintain all the quality related records such as semester plan, teaching plan, Internal evaluation records, records of research activities, students' profile, teacher's profile, records of infrastructure facilities etc.
4. Ensure efficient functioning of the department towards quality enhancement.
5. Coordinate various departmental activities and ensure the adoption of all best practices of Institution within the department.
6. Comply with all modalities framed by IQAC in collecting data or information on various departmental activities.
7. Monitor the collection of departmental feedback responses from students, parents and other stakeholders.
8. Disseminate information on the quality culture to be maintained in the department.
9. Organize workshops, seminars on quality enhancement and research.
10. Provide required details to IQAC for preparing AQAR, SSR, SAR etc. as per the parameters of concerned authority.
11. Document all departmental activities for quality improvement.
12. Ensure the quality of question papers, assignments, tutorials, Teaching methodology etc. and verify the assessment.
13. Conduct department level result analysis and academic Audit.
14. Monitor NPTEL, FDP, STTP / Expert Lecturers.
15. Coordinate subject groups for planning various instructional activities.
16. Plan activities for the slow learners (remedial classes etc.) and bright learners and monitor its execution and perform impact analysis.
17. Check the consistency of course plans and subject coverage periodically and collect the report on the Course Files and other documents required for auditing from Programme Assessment and Quality Improvement Committee(PAQIC).
18. Submit yearly documents with action taken report, Internal Audit Report, Quarterly Departmental report in the prescribed format to respective authorities/ committees
19. Prepare the minutes of DQAC meetings and document it.

20. Prepare department academic calendar which includes date of return of series paper, class committee meeting, Evaluation schedule of PBS, Miniproject, Projects, exit surveys etc
21. Regular monitoring of lab sessions, classes, and collect feedback regarding T-L process in terms of quality
22. Maintain a copy of semester wise record of faculty related documents such as achievement, FDP attended/organized and students related all documents in a drive sharable to required authority on request.
23. Any other duties assigned by higher authorities.

Responsibilities of Programme Assessment and Quality Improvement Committee (PAQIC)

1. Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs).
2. Evaluating program effectiveness and proposing necessary changes.
3. Analyze the feedback and take reviews from stakeholders for vision, mission & PEOs.
4. Motivate faculty and students towards attending workshops, developing projects etc. as per the requirement of NBA accreditation.
5. Interacting with stake holders regarding the attainment & improvement of COs, POs, PSOs and PEOs.
6. Identify the need to update survey forms such as Alumni, Employer, Industry, Parent, Exit, and other relevant surveys, and notify it to department programme coordinators/IQAC.
7. Conduct and analyze the results of various surveys and course exit surveys periodically with the help of advisors, and provide a report to the Head of Department (HoD) and DQAC coordinator, along with recommendations for corrective actions.
8. Monitor and verify that:
 - COs, CO-PO & CO-PSO mappings are accurate for each course.
 - Course files include CO assessment questions.
 - Question papers and assignment/presentation topics are aligned with relevant COs.
 - Rubrics are developed appropriately for all possible courses.

- CO, PO & PSO assessments are conducted and analyzed.
9. Verify the course files at the end of each semester to check the compatibility with the existing accreditation norms and should be in charge of academic audit.
 10. Assess the attainment of POs based on CO evaluations from the courses.
 11. Submit a report on the “Evaluation and Attainment” of COs, POs, and PSOs and proposal for improving the attainments, to the DQAC.
 12. Guide faculty members in defining or redefining course objectives and COs, and in evaluating Cos.
 13. Assist advisory team in designing course exit survey forms and resolving issues related to OBE implementation.

Responsibilities of Programme Coordinator

1. Serve as the bridge between the program, department, and higher authorities such as the Head of Department, Deans, or Academic Council.
2. Maintain regular communication with industry partners, alumni, and other stakeholders to ensure the program meets external expectations.
3. Gather stakeholder input on the formulation of Program Educational Objectives (PEOs) for the program.
4. Establish PEOs and Program Specific Outcomes (PSOs) aligned with the department's Vision and Mission.
5. Revise PEOs and PSOs as needed based on analysis and recommendations from higher authorities.
6. Oversee the assessment and evaluation process for PEOs, PSOs, and Program Outcomes (POs).
7. Develop guidelines for calculating the attainment of Course Outcomes (COs), POs, PEOs, and PSOs in collaboration with the Institute OBE /NBA Coordinator, and distribute these guidelines to PAQIC and faculty members.
8. Identify the need to update survey forms such as Alumni, Employer, Industry, Parent, Exit, and other relevant surveys, and notify it to the IQAC.
9. Increase stakeholder awareness on OBE objectives and outcomes.

10. Organize workshops, seminars, and group discussions on OBE to enhance understanding among faculty and students.
11. Collaborate and coordinate with the Institute's NBA Coordinator and Coordinate the activities of department level NBA criteria coordinators
12. Propose and implement new specializations, electives, or courses based on emerging industry trends and stakeholder needs.
13. Initiate interdisciplinary collaborations and partnerships with other programs or institutions.
14. Ensure that the program has the necessary resources, including faculty, labs, and learning materials, for smooth functioning.
15. Propose budgets for program activities such as workshops, seminars, and industry visits.
16. Regularly review program performance metrics, including student performance, faculty feedback, and stakeholder inputs.
17. Implement improvement strategies based on feedback and attainment analysis to enhance program quality.
18. Ensure the involvement of alumni in program development by seeking their feedback and participation in advisory roles.
19. Coordinate the updation of the Self-Assessment Report (SAR) at the end of each semester.
20. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Academic Coordinator

1. Develop and oversee the academic calendar, ensuring alignment with institutional guidelines.
2. Prepare course schedules, assign faculty workloads, and coordinate timetables.
3. Plan academic events such as orientations, seminars, workshops, and examinations. Ensure that each student receives the support needed to achieve their full learning potential.
4. Coordinate curriculum reviews and updates to ensure programs are relevant, aligned with regulatory requirements, and meet industry standards.
5. Ensure smooth integration of electives, internships, and co-curricular components into the academic framework.

6. Support the implementation of new academic programs or courses.
7. Oversee the academic responsibilities of faculty and advisors.
8. Encourage students to engage in learning activities beyond the syllabus.
9. Monitor whether students are aware of rules regarding attendance, industrial visits, sports, and other activities.
10. Convene meetings with the parents of students, particularly slow learners or students with behavioral issues, along with the advisory team.
11. Prepare and update the student handbook, department brochure for placement and consultancy activities, and ensure current information is available in the college website, in coordination with the department website coordinator.
12. Lead effective departmental induction program and value-added courses for students, in consultation with the Head of Department (HOD).
13. Develop and finalize the assessment plan for each semester in advance.
14. Prepare annual reports in the NBA and AQAR formats to be submitted to the IQAC twice a year, with assistance from department HODs.
15. Monitor the implementation of actions based on class committee meeting minutes.
16. Enforce general discipline and workplace ethics within the department.
17. Track and ensure adherence to academic and placement targets according to the institute/university calendar on a weekly basis, collecting details from advisors and reporting to the HOD.
18. Arrange industrial visits and expert lectures to enhance students' learning experiences, in consultation with HODs, the Dean (Academic), and the T&P officer.
19. Motivate students to participate in technical competitions organized by other institutions.
20. Gather information on academically and personally struggling students from advisors and organize remedial classes and counseling sessions in consultation with the HOD.
21. Schedule assessment tasks for all courses to distribute the student assessment workload evenly throughout the semester.
22. List the names of funding-agencies/schemes and encourage staff to apply for the same.
23. Establish professional chapters, technical clubs, research/incubation centers in the department.

24. Evaluate assessment effectiveness of CIE/ESE/rubrics /QA and report to PAC/IQAC.
25. Analyze CIE/ESE/SGPA/CGPA and suggest improvements for the staff.
26. Monitor the uploading of course files, lab manuals, master readings/calibrations, model examination question papers with solutions, setting up benchmarks/rubrics/CO-PO mapping on website on time through department website coordinator.
27. Maintain staff/students database of achievements, accomplishments, awards, publications, R&D, projects, patents, schemes and contributions to NSS/cultural/societal/sports activities.
28. Direct the staff members to attend/participate/organize various SDPs/TTPs/Workshops/EDPs/MOOCs/SWAYAM/NPTEL/MALAVIKA MISSION/Internshala/Executive Development Courses.
29. Promote the use of AMS, online resources, and other academic technologies to improve teaching and learning.
30. Followup and ensure the adherence of department academic calendar.
31. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Faculty Advisor

1. Be familiar with the personal history of assigned students including educational and family background.
2. Explain student about the importance of :
 - Code of conduct.
 - Attendance and its implication to do well in examinations.
 - Continuity in engineering education (understanding current day's lecture depends on understanding of previous lecture).
 - Doing home works and utilizing self-study hours.
 - Participation in the class activities.
 - Series tests and its impact on end semester examinations.
 - Previous semester examination marks and their influence on later parts of the degree and subsequent career.
 - Submission of assignments and its impact on continuous internal assessment and overall marks.

- Laboratory exercises and their correlation with theory.
 - MOOC courses and suggestions regarding the courses they can take during each semester.
 - Focusing on relevant activities each semester and earning activity points.
 - Publishing research papers.
 - Filing and publishing patents.
 - Relevance of doing Internships and Socially relevant projects.
 - Preparing resume at the beginning of the first semester and updating in subsequent semesters.
 - Minor/Honors courses.
 - Updating information in AMS.
3. Make efforts to understand students' problems, provide counseling and guidance to correct the issues, and recommend remedial steps until they leave the institution.
 4. Coordinate orientation session at the beginning of every semester to inform students about initiatives taken by the department/advisory group for their benefit.
 5. Assist students in initial exploration of long-term occupational and professional plans.
 6. Help student to understand and examine the features of the curriculum and graduation requirements leading to the Bachelor's degree.
 7. Help students understand and comply with institutional regulations and policies.
 8. Coordinate various feedback, survey and other activities as per the institute calendar and academic timelines.
 9. Support the students to explore the career fields in their respective branch of study and provide information about higher education and job opportunities.
 10. Provide awareness about various scholarships available both inside and outside the institution that students can apply for.
 11. Explain the importance of earning a meritorious Engineering Degree and how it helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services etc. and provide necessary guidance and avenues for pursuing these opportunities.
 12. Assemble, organize and centralize all information, observations, and reports from every source related to the advisory batch.
 13. Counsel students whose progress is unsatisfactory and report this to Academic coordinator/DQAC / HoD.

14. Monitors the interim and final performances of assigned students and liaise with parents when required.
15. Organize the Class Committee, Advisory and PTA Meeting in consultation with HoD.
16. Communicate any positive feedback or concerns raised by parents to the relevant authorities of the institute through dept. HoD.
17. Keep track of the courses students are registered/enrolled in, and provide advice and counseling as needed.
18. Assists the students at regular intervals to conduct adequate self-evaluation .
19. Assist HoD to nominate:
 - Two class representatives (one boy and one girl) who have a strong scholastic record and the ability to interact amicably with the majority of students in their class.
 - Two placement representatives (one boy and one girl) who can interact with the majority of students in their class and support them in the placement process.
 - Students for class committee/course committee at the beginning of each semester.
 - Eligible students for scholarship
20. Coordinate with student class representatives to establish study (peer) groups and nominate one student as leader of each group.
21. Ensure all students are encouraged to participate in study groups on a continuing basis and monitor inclusiveness to ensure participation of all students in the class.
22. Conduct fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to HoD.
23. Conduct weekly reviews with junior advisors to monitor student progress, document these reviews to establish a record of overall class performance trends, and submit them to the HoD.
24. Motivate students to participate in professional development, sports, club activities. social activities, community service, etc.
25. Collect information about weaker students from the course instructor and arrange remedial classes and counseling sessions in consultation with the HoD.
26. Identify well performing students and motivate them to excel.
27. Inform the HOD about the necessity of making alternate arrangements for lectures and practicals when a faculty is absent.

28. Assist the HoD with computing fortnightly attendance of the corresponding class and inform the parents of students, whose attendance is below 75%, arrange parent meetings for students whose attendance is below 65%.
29. Prepare a list of students who failed in each subject. Conduct parents meeting of those students who failed at least for 2 subjects. Arrange remedial classes if required.
30. Maintain a copy of list of at-risk students, attendance shortage, retest etc.
31. Assist the HoD in preparing the monthly report of the corresponding class.
32. Accompany the advisory group during their IV/Tour or any such event. In case of any inconvenience depute a faculty to accompany the students.
33. Monitor the status of activity point and provide necessary direction, based on the activity points earned at the end of each semester.
34. Help students in selecting open elective and branch specific elective courses based on their capability and caliber.
35. Recommend students' request letters for approval/certificates from HoDs or the principal.
36. In charge of academic audit.
36. Perform any other responsibilities assigned by the corresponding HoD from time to time.

Responsibilities of Subject Group coordinator

1. Oversee the development and enhancement of the curriculum for courses within the subject group.
2. Provide leadership and support to advance teaching, including managing course delivery, monitoring student progress, ensuring quality, initiating improvements and innovations, enhancing academic standards, and leading the design, conduct, and moderation of assessments.
3. Organize meetings to:
 - Assist faculty in identifying gaps in the curriculum.
 - Help faculty to select and coordinate expert lecturers to address these curriculum gaps and ensure that expert lectures are delivered.
 - Support faculty in developing student learning outcomes and implementing assessment tools to measure attainment in terms of:
 - Specific knowledge

- Practical skills
 - Professional development areas
 - Attitudes
 - Higher-order thinking skills
4. Aid faculty in mapping course outcomes to program outcomes for both theoretical and lab courses.
 5. Facilitate the establishment of new laboratories and the design of creative and innovative experiments that enhance student value.
 6. Guide faculty in incorporating value-added teaching and learning processes, through curriculum development, that fosters creativity and innovation.
 7. Review tutorial problems and suggest improvements if necessary.
 8. Assess the quality of assignments and continuous assessment questions, recommending modifications if standards are insufficient.
 9. Monitor and regularly review lesson plans.
 10. Provide clarification on any course-related topics to faculty.
 11. Assist faculty in preparing and updating laboratory manuals.
 12. Encourage and oversee the creation of new, creative experiments in the lab.
 13. Define and supervise innovative student projects guided by faculty, and report to the Head of Department (HoD).
 14. Identify platforms for publishing research work.
 15. Ensure the effective use of modern software, hardware, experimental setups, simulators, and machines.
 16. Verify the accuracy of course descriptions, course files, lab manuals, and related documentation.
 17. Develop courses with a focus on diversity and multidisciplinary competencies.
 18. Ensure all courses within the group meet international standards.
 19. Chair review meetings for course instructors, if applicable.
 20. Organize orientation sessions for new faculty members assigned to the courses.
 21. Prepare and document the minutes of subject group meeting.

22. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Department's Placement Coordinator

1. Serve as a liaison between students, alumni, and the Placements Cell.
2. Regularly verify and provide the Placements Cell with lists of students eligible for placements.
3. Maintain daily communication with the Placements Cell, sharing updates with students, the Head of Department (HoD), and relevant parties.
4. Submit attendance statements for campus placement training to the Placements Cell and HoD, the day after each training session.
5. Report names and roll numbers of absentees to the Placements Cell and HoD for follow-up actions.
6. Analyze student performance in placement training tests, share results with students, HoD, and the Placements Cell, and keep a record of these analysis.
7. Update the Placements Cell with information about students pursuing higher studies abroad, enabling database updates for future reference by junior students.
8. Assist in enhancing students' skill sets to meet industry expectations.
9. Provide written suggestions for improving the Placements Cell's operations.
10. Attend all meetings organized by the Placements Cell and convey the outcomes to the relevant students and HoD.
11. Engage with alumni to discover internship and placement opportunities for students within their organizations.
12. Update alumni about the institute's activities.
13. Request alumni to deliver lectures on relevant topics or provide career guidance for the department's students.
14. Invite alumni to attend alumni association meetings as needed.
15. Maintain and share a database of departments' alumni with the Placements Cell.
16. Keep in touch with alumni pursuing higher education, monitor their progress, and share updates with the HoD and Placements Cell. Provide relevant information to students upon request.

17. Perform any additional duties assigned by the Placements Cell or HoD.

Responsibilities of Department AMS coordinator

1. Help faculty in creating, uploading, and organizing course materials on the AMS.
2. Support the institute level coordinator in
 - Subject allotment and management of UG,PG and PhD courses, global and departmental electives, honors and minor courses.
 - Faculty allocation to subject.
 - Timetable management..
 - Assist in feedback surveys
3. Assist students with accessing courses, submitting assignments, and navigating the AMS.
Ensure courses for the department are correctly set up on the AMS, including enrollment of students and assignment of instructors.
4. Regularly update and maintain departmental course materials, ensuring accuracy and relevance.
5. Support faculty in creating and managing assignments, quizzes, and exams on the AMS
6. Serve as the first point of contact for AMS-related issues within the department, resolving or escalating problems as needed.
7. Report technical issues to the institutional AMS coordinator or IT team for resolution.
8. Monitor AMS usage within the department and ensure courses are actively maintained by faculty.
9. Generate and share reports on course activity, student engagement, and assessment outcomes with department heads or faculty.
10. Act as a bridge between the department and the institutional AMS coordinator to align departmental activities with institutional policies.
11. Gather feedback from faculty and students on AMS performance and communicate it to the institutional coordinator for improvements.
12. Ensure all uploaded content adheres to institutional standards for quality and accessibility.
13. Introduce faculty to new AMS features and tools to enhance teaching and learning.

Responsibilities of Lab in-charges

1. Ensure the availability and proper functioning of equipments required for the performance of practical's in the laboratory.
2. Prepare and submit requirement of laboratory equipments and consumables to HOD.
3. Verify delivery dates for the items placed for purchase as per purchase order.
4. Receive, verify and inspect material received as per specifications laid down in purchase order.
5. Receive test reports from the department / section and process for payment to the suppliers with due entries in stock register.
6. Ensure maintenance of cleanliness of laboratory.
7. Ensure the routine maintenance and preventive maintenance of equipment.
8. Ensure availability of Laboratory manuals.
9. Ensure the proper maintenance of Dead Stock of laboratory.
10. Report the damages/breakages/thefts of equipments to HOD and ensure subsequent recovery, if decided.
11. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Technical Assistant / Laboratory Assistant

1. Assist lab in-charge and lecturer for smooth conduct of lab sessions.
2. Arrange and set up instruments before the start of each session.
3. Update notice boards in the laboratory regularly.
4. Maintain and repair laboratory equipment.
5. Ensure students log their entry in the register.
6. Maintain and update the laboratory's dead stock and consumable registers.
7. Keep records of University and end-semester lab examinations.
8. Perform routine repairs on laboratory equipment.
9. Assist faculty during lab examinations.

10. Manage and record departmental stationery.
11. Receive notices and circulars from the Principal's office and other departments, and present them to the HOD for action.
12. Execute departmental processes and activities in consultation with the HOD.
13. Retrieve necessary teaching materials like attendance records, dusters, and chalk from the store and distribute them to staff.
14. Assist the HOD and faculty members with day-to-day departmental tasks.
15. Plan and oversee the cleanliness of the department and classrooms.
16. Perform any other tasks assigned by higher authorities.

Responsibilities of Department SWAYAM/NPTEL Coordinators

1. Collect list of NPTEL/SWAYAM MOOCS courses in consultation with department faculty for the approval of final list of department electives courses (DEC's), Open Elective courses (OEC's) , Honour and Minor courses from the concerned Board of studies (BoS) and to keep proper record.
2. Encourage the students of respective department for the registration in MOOCs and to make the students aware of the approved list of DEC's, OEC's, Honour and Minor courses with name of course instructors through department web pages/ WhatsApp groups etc.
3. Monitor the status of students enrolment/registration in SWAYAM Platform, to ensure enrolment/registration is completed before deadline.
4. Ensure that the course mentors have mandatorily registered for the assigned course.
5. Coordinate with MOOC course mentors to ensure timely submission of assignments by the students before due date.
6. Prepare the time-table of mentoring session in coordination with Time Table coordinator of the Department.
7. Monitor the mentoring sessions taken by the mentors and keep proper record of mentorship and attendance.
8. Organize separate mentoring session at department level for the students who have not enrolled/ registered for SWAYAM courses due to unavoidable circumstances.
9. Conduct counselling sessions with the students to address the student's queries.

10. Maintain the performance record of students registered for SWAYAM courses.
11. Coordinate with institute SWAYAM Coordinator and associate with SWAYAM Coordinator for the dissemination of information and timely compilation of data, as and when required.
12. Motivate the faculty mentors to register for SWAYAM courses.
13. Maintain the record of faculty registration and certification.

Note: It is expected from SWAYAM coordinators to register him/her-self for at least one SWAYAM/NPTEL course in each semester.

Responsibilities of SWAYAM/NPTEL Mentors

1. All mentors must enroll in the respective MOOCs (DEC, OEC, Minor specialization or Honors courses being offered under their mentorship) on the NPTEL platform.
2. Encourage more and more students from the respective departments for MOOCs Course registration and spread awareness by displaying the final list of approved DEC, OEC, Honors and Minor courses in the department web pages/Official WhatsApp groups etc.
3. Coordinate with students to ensure timely submission of assignments before the due date communicated by the NPTEL course mentor.
4. Monitor student progress by conducting the mentoring sessions assigned in the time-table for Honors/Minor specialization/OEC/DEC.
5. Maintain the complete record of mentoring sessions and share it with the Dean Academics, as and when required for central level monitoring.

Responsibilities of Department Time -Table Coordinator

1. Prepare the department time table for theory & practical classes along with teaching load distribution, tutorial session, lab-wise, class-room wise time-table, at the beginning of each semester, in coordination with HoD
2. Assign classrooms and tutorial rooms, common resources (classrooms, labs, tutorial rooms which are shared).
3. Prepare individual timetables for faculty and staff.
4. Update time table as needed.
5. Inform faculty well in advance regarding changes in time table (if any).

6. Report any discrepancies in timetable, to the HoD.
7. Coordinate the sharing of teaching loads from other departments.
8. Communicate class time tables to staff / students and to institute level time-table coordinator.
9. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Department Library in charges

1. Formulate and implement library policies.
2. Oversee the general maintenance of the library, including reading materials and infrastructure.
3. Actively promote the reading habits of faculty, staff, and students.
4. Recommend and justify the procurement of books, e-books, journals, and study materials by conducting meetings with faculty members and gathering feedback from students.
5. Maintain a stock register to keep records of books, e-books, and journals.
6. Keep records of library usage and issued books.
7. Perform additional duties assigned by higher authorities from time to time.

Responsibilities of Department Advisory Committee (DAC)

1. Provide guidance and advice on matters related to the effective implementation of approved curriculum in accordance with the affiliating university's standards.
2. Offer recommendations on enhancing teaching methodologies and strategies within the prescribed curriculum framework.
3. Review and suggest improvements in the teaching-learning process, aiming to optimize student engagement and comprehension.
4. Facilitate the identification and incorporation of relevant industry trends and advancements within the existing curriculum framework.
5. Advise on the incorporation of new technologies or tools to supplement teaching methods without altering the curriculum.
6. Evaluate and recommend resources, including books, journals, and educational materials, to complement the effective implementation of existing curriculum.
7. Assess the need for infrastructure and recommend facilities that could enhance the learning environment for students within the constraints of the approved curriculum.

8. Provide fostering environment conducive to research activities and encouraging faculty involvement in research projects related to the established curriculum.
9. Oversee and offer suggestions for the professional development of faculty, to ensure that their teaching methodologies align with the prescribed curriculum.
10. Collaborate with industry professionals to gain insights into the practical applications of the curriculum and advise accordingly, without altering its structure.
11. Periodically assess the relevance and effectiveness of co-curricular activities in complementing learning objectives of the curriculum.
12. Offer guidance on assessment methods and tools to ensure alignment with the prescribed learning outcomes of the curriculum.
13. Advocate for continuous improvement in teaching standards while staying consistent with the prescribed curriculum guidelines.
14. Engage in periodic reviews to ensure compliance with the affiliating university standards and guidelines, fostering a robust educational experience within the established curriculum framework.

Responsibilities of Grievance Redressal Cell

1. Address genuine problems and complaints of students.
2. Encourage students to express their grievances without fear.
3. Provide suggestion boxes in campus, and place grievance records in the library and hostels.
4. Take necessary actions on complaints, in consultation with authorities.
5. Immediately represent student suggestions and complaints to authorities for necessary remedial actions.
6. Assure students that complaints will be treated confidentially.
7. Depute faculty members to identify areas of conflict among students and promote the strengths of unity and collaboration.

Responsibilities of Anti-Ragging Committee

1. Ensure a ragging-free campus by implementing directives from regulatory bodies.
2. Educate students about the consequences of involving in ragging and the actions that can be taken against offenders.
3. Display anti-ragging instructions prominently throughout the college premises.
4. Form an anti-ragging squad to conduct regular checks for any ragging activities.

5. Address complaints received from students by reporting them to the police, conducting inquiries, and recommending appropriate punishments for offenders.
6. Organize anti-ragging awareness programs for students, parents, faculty, and staff with the assistance of government-authorized agencies and organizations.
7. Collect affidavits against ragging from students, parents, faculty, and staff.
8. Take follow-up action on reported or observed incidents of ragging.
9. Implement all necessary measures to prevent ragging within the campus and hostels.
10. Assess and take immediate action in response to any on-the-spot incidents of ragging.

Responsibilities of Internal Complaints Committee (ICC)

1. Provide a neutral, confidential, and supportive environment for campus community members who may have experienced sexual harassment.
2. Advise complainants on resolution methods as outlined by relevant legislation.
3. Ensure that sexual harassment complaints are resolved fairly and in a timely manner.
4. Offer counseling and support services on campus.
5. Ensure that students, faculty, and staff have access to up-to-date and comprehensive information on sexual harassment.
6. Promote awareness of creating a respectful and safe campus environment.

Responsibilities of Research Council

1. Advise on the formulation of R&D programmes and future directions of activities of the programmes keeping in view of anticipated priorities and thrust areas.
2. Suggest networking with other institutions of National and International importance on programmes of mutual interest.
3. Review R&D activities and research programmes and advise on future directions and formulate guidelines on research integrity.
4. Formulate policies for fostering linkages between the institution, industry and potential clients.
5. Constitute Selection Committees and Assessment Committees for selection of Ph.D candidates.
6. Approve research proposals submitted by faculty for onward transmission to various funding agencies

7. Any other function as may be assigned by the principal of the institute/Chairman, Governing Body.
8. Forward the documents to ethics committee for ethical clearance, if required, and communicate the result to the concerned.

Responsibilities of Library Council

Frame general rules for the management of the library.

1. Advise the Librarian regarding development of central library.
2. Prepare the annual budget estimates of the library for submission to the GB.
3. Allocate funds from the sanctioned annual budget of the library to the Departments, for the purchase of books, journals and periodicals.
4. Make arrangements for stock verification of the library and approve the stock verification report.
5. Approve the annual report prepared by the convener, summarizing the activities and achievements of the library.
6. Perform any other duties assigned to it by the Principal of the institute/Chairman, Governing Body.

Responsibilities of Ethics Committee

Define initiatives to communicate the code of ethics of the institution, laid down by the rules of the Government, to enhance its understanding by all students and employees.

1. Create a culture of integrity and openness for employees, students, and other stakeholders within the institution.
2. Encourage a diverse and democratic exchange of ethical values and concerns, aiming to enhance the institution's ethical standards.
3. Identify and report violations of ethical standards by students, faculty, and staff, and recommend corrective actions to the principal.
4. Provide clarity on the code of ethics and its application in specific situations.
5. Decide on appropriate remedial actions for individual breaches of the code of ethics.
6. Coordinate the periodic review and update the code of ethics and its implementation procedures.
7. Safeguard employees from retaliation after they report unethical behavior.

8. Verify that all research, UG/PG projects adhere to national and international ethical standards and protect the rights and well-being of participants.
9. Approve and communicate the ethical clearance on request.
10. Arrange training for enhancing ethical values.
11. Coordinate and assess internal ethical auditing report and submit recommendations to the Principal.

The committee should convene a meeting at the beginning of the semester for formulation/amendment of its policies in respect of ethical practices in academics, general behavior of the students in the class room, towards the faculty inside the campus/college premises, hostels, in cultural activities and in research; and at the end of each.

Responsibilities of Patents, Intellectual Property Rights (IPR) Cell

1. Develop and oversee the institution's intellectual property strategy.
2. Support the preparation, filing, and prosecution of domestic and foreign patent applications, including preparing arguments in response to office actions.
3. Collaborate with R&D and advisors of Final Year Project coordinators to assess the patentability of new inventions and assist in drafting and reviewing related invention disclosures.
4. Propose and execute strategies for protecting the institution's intellectual property.
5. Provide periodic training and awareness programs for institution employees and students regarding intellectual property protection.
6. Advise management on any new laws, regulations, or statutes affecting the institution's intellectual property.
7. Review, suggest, and budget IP expenditures, and manage expenses to stay within budget.

Responsibilities of Industry - Institute Interaction Cell

1. Involve industry experts in academic councils, boards of studies (BOS), department development committees, and industry-institute interaction cells (IIIC), with the permission of top management.
2. Facilitate the departments in signing MoUs with industries.
3. Transform tie-ups into MoUs with industries for training, placements, internships, student projects, and entrepreneurship development programs.
4. Organize student and faculty training sessions at industries.

5. Identify and arrange for course delivery through industry experts.
6. Assist in fetching live projects for final year B.Tech and M.Tech students.
7. Establish industry-supported research centers within the department through industry partnerships.
8. Guide the department in obtaining financial support from industries.
9. Facilitate marketing of the consultancy services offered by the departments.
10. Perform any other duties assigned by higher authorities.

Responsibilities of Professional Society Chapter / Department

Associations

1. Conduct regular meetings to plan and monitor activities.
2. Inform all activities planned and executed to IQAC, well in advance.
3. Ensure that the conduct of any activity doesn't fall within the span of one week before the commencement of internal/end semester examinations.
4. Organize orientation and campaign programs at the start of each academic year.
5. Update and document the committee's requirements and activities.
6. Define and communicate the roles and responsibilities of committee members.
7. Enhance the professional skills of students.
8. Organize technical events, competitions, and workshops on a regular basis.
9. Prepare project proposals, as needed.
10. Arrange industrial visits and technical training sessions.
11. Facilitate obtaining scholarships and grants from professional societies.
12. Host department, institution, and state-level events and competitions.
13. Document all activities with relevant PO mapping and assessment, attendance, detailed reports, and geo-tagged photographs.
14. Regularly submit documentation to the IQAC/Departments.

Responsibilities of Activity Documentation Committee

1. Categorize Activity Heads by identifying the various heads under which activities are organized.
2. Decide what information need to gather for each activity.
3. Design a standard data collection template or form to ensure consistency.

4. Request activity details from those in charge of specific heads.
5. Engage participants or teams to share feedback or supporting materials.
6. Create folders for each activity head to store documents and multimedia.
7. Periodically review collected data to ensure completeness.
8. Organize activities by head, then chronologically or thematically.
9. Cross-check details with activity organizers.
10. Compile all activity details into a final document or report and submit them to IQAC periodically
11. Archive materials systematically for easy retrieval (use folders named by activity type and date).

Responsibilities of Women Cell

1. Protect the rights of female students, faculty, and staff members.
2. Promote harmony and prevent discrimination and sexual harassment, by providing practical suggestions to the administration.
3. Address and manage cases or complaints of sexual harassment and other forms of mistreatment, against female students and staff.
4. Process individual complaints and take appropriate actions according to institutional norms.
5. Develop or review grievance redressal guidelines and policies of women cell, in accordance with Supreme Court and Government regulations.
6. Conduct meetings as needed to discuss relevant issues, consulting with the principal for approval.
7. Raise awareness among students about gender equity.
8. Assist students in altering their attitudes and perspectives on gender issues.
9. Create awareness, instil values, and foster leadership qualities and personal development.

Responsibilities of SC/ST Cell

1. Ensure Equal Opportunity and Social Justice to the Scheduled Caste and Scheduled Tribes students by providing them equal opportunities in the fields of education.
2. Ensure that students belonging to the category should get their due scholarship and other benefit from the various schemes of the government.
3. Regularly organize interactive sessions and informal meetings with students to address their personal, social and academic problems.
4. Arrange for remedial classes for the weak students in conjunction with the faculty.

5. Monitor distribution of SC/ST books to the beneficiaries from the library.
6. Make arrangements for sending statistical information required by University/Government authorities.
7. Address any issues relating to discrimination experienced by the students in the College.

Responsibilities of NSS

1. Encourage students to become aware of social issues through appropriate channels.
2. Coordinate large-scale student participation activities annually.
3. Organize camps and various social service initiatives.
4. Plan and execute activities aimed at environmental protection and supporting the upliftment of underprivileged communities.
5. Conduct orientation programs and refresher courses.
6. Arrange and oversee celebrations for Independence Day, Republic Day, and other significant events.
7. Assist relevant authorities in maintaining a clean and sustainable campus.

Responsibilities of Hostel Management Committee

The Hostel Management Committee (HMC) is responsible for the smooth functioning of a hostel, ensuring the safety, comfort, and overall well-being of the residents. Below are the key duties and responsibilities of the HMC:

1. Establish and update hostel policies, rules, and regulations.
2. Address complaints and take disciplinary action against violations of hostel rules.
3. Prepare and manage the annual budget for hostel operations.
4. Recruit and supervise hostel staff, such as wardens, deputy warden, resident tutor.
5. Ensure regular maintenance of hostel premises, including plumbing, electricity, and cleanliness.
6. Implement and monitor safety measures such as CCTV surveillance, fire extinguishers, and security staff.
7. Propose and oversee renovations or upgrades to hostel infrastructure.
8. Ensure proper sanitation and availability of clean drinking water. Facilitate medical services when required.
9. Oversee the quality, hygiene, and menu of the hostel mess.

10. Actively address issues or complaints raised by hostel residents
11. Conduct regular meetings with hostel staff, wardens, and student representatives to discuss operational matters.
12. Develop protocols for handling emergencies such as fire, medical crises, or natural disasters.
13. Regularly gather feedback from residents on facilities and services.
14. Monitor the efficiency of hostel staff and address issues proactively.
15. Ensure adherence to institutional and legal guidelines regarding hostel operations.