MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

Duties and Responsibilities of Dean (Students Welfare)

- To maintain a ragging free Campus.
- To ensure students discipline in and outside the Institute.
- Organize extra-Curricular activities (Cultural as well as Sports).
- Organizing Student's Counselling and other related activities.
- Liaison with parents / guardians about their progress and problems in consultation with Dean Academics.
- Issue Conduct Certificates to the Students during their period of study.
- Issue identity Cards to students and monitor the entry of students in the Campus.
- Coordinate Merit cum Means Scholarships and other scholarships.
- To monitor the working of Vendors / Mess and Shops including checking of rates of commodities sold, Quality of material related to students.
- Chair the meetings pertaining to students Extra-Curricular activities.
- Managing the Alumni affairs.
- Chair the meeting pertaining to student's welfare on behalf of Director.
- Other matters as may be referred for decision by the Academic Council / Discipline Committee / Anti Ragging Committee / Girls Convenience Cell / Alumni Association / Director.

Duties and Responsibilities of Dean (Academic)

- To ensure adherence to the ordinances as approved by the Academic Council and the Board of Governors.
- Conduction of meeting related to academics.
- To prepare the Institute Academic Calendar.
- To advise Examination body regarding the academic rules.
- To issue necessary directions for implementation of the ordinances and other decisions.
- Plan expansion of academic programmes.
- To work for Internationalization / National Collaborations in the field of academics.
- To supervise the registration of students through a duly constituted committee.
- To supervise the admission process of students at Institutional level through a duly constituted committees.
- To supervise the awards of Medals for Meritorious students.
- Make decision on behalf of Director for the confidential work related to Examinations.
- Creation of more Center of Excellence and monitor collaborative activities.
- To monitor upkeep and up gradation of library and other learning resources including Central Computer Centre.
- Coordinate the process of Accreditation etc., with the various committees constituted for the same.
- To monitor the activities of various chapters including student chapters.
- To chair the meeting related to Academics on behalf of Director.
- Other matter as may be referred by the BOG / Academic Council / Director.

Duties and Responsibilities of Registrar

➢ Will be Incharge of General Section Office of Institute.
➢ To monitor the admissions of all courses in the Institute.
➢ Maintain the students' records / files.
➢ To maintain academic records as per the requirement under rules.
➢ Prepare class-wise roll lists and distribute them to various departments prior to commencement of Semesters.
➢ To arrange the scholarships of students under various categories from various sources and accounting of same.
➢ To verify / issue the pass-out students, their transcripts, TC, Character Certificates.
➢ To Liaison between University, AICTE, DST, DTE, UGC and other Government agencies for the administrative and financial matters of the Institute.
➢ To arrange for the Affiliation of University and approval of programmes from various Government Agencies.
➢ To maintain the discipline of the Institute.
➢ Registrar will be custodian of Students' related records i.e., files, results, merit lists, transcripts, schemes and Syllabus.
➢ Any other work assigned from time to time by Deans' / Director.

Duties and Responsibilities of Controller (Examination)

➢ Issue the paper setting to the examiners after obtaining the list of the examiner from the Dean (Academic)
➢ Receive the question papers from the setters.
➢ Printing of question papers.
➢ Prepare the names of faculty to carry out confidential work related to setting of question papers printing, moderation and checking.
➢ Preparation of the Examination Time Table.
➢ To prepare the list of students, who are eligible to appear in various subjects as Regular, Ex and N-Batch students from the previous examination results.
➢ Issue the notification for filling the examination form.
➢ Guide the students regarding the examination fee chargeable from the students.
➢ Collect the examination form and scrutinize them.
➢ Prepare nominal roll list to conduct the Theory and Practical examination.
➢ Send the nominal roll list for practical examination, mid sem award and sessional to the departments.
➢ Receive the practical, mid semester and sessional award for the result tabulation.
➢ Hand-over the nominal roll list to the Exam Superintendent.
➢ Receiving of answer books from the Exam Superintendent.
➢ Valuation of the answer books (name of the valuer will be decided by Dean (Academic) and arranged by separate valuation team.)
➢ Preparation of the result.
➢ Declaration of the result.
➢ Preparation of Mark sheet and distribution of Mark Sheets.
➢ Preparation of Migration and Provisional Certificates for Final year students.

- ➢ Issue notification for revaluation / retotalling.
- ➢ Receive the applications for revaluation / retotalling.
- ➢ Revaluation and Retotalling result declaration.
- ➢ Updation of Revaluation and Retotalling Marks in the TR.
- ➢ Call the UFM Committee meeting
- ➢ Enrollment of the students in the University.
- ➢ Organize payment of remuneration and TA/DA to the External Examiners / Internal Examiners and all the work related to the examination.

Dy.Controller (Examination)

- ➢ Duties of Dy.Controller (Exam) will remain same in all practical aspects as Controller (Exam), however distribution of work will be done by the Controller (Exam) and they will report to him/her for all purposes.

Duties and Responsibilities of Chief Warden

- ➢ To frame policy on the running of the hostel, messes and other facilities within the hostel.
- ➢ To ensure that no ragging takes place in the hostel and maintain a ragging free hostels.
- ➢ To plain for up gradation of facilities in the hostels.
- ➢ To ensure maintenance of Discipline in and around the hostel.
- ➢ Any other responsibility assigned by the Director

Duties and Responsibilities of Warden

- ➢ To assist Chief Warden in maintaining hostel discipline and all other works related hostel.
- ➢ To advise and guide in smooth running of the Mess i.e. display of the menu for the week and maintaining the quality of the food.
- ➢ To monitor the duties of staff including security staff of the hostel.
- ➢ To check the account of the mess regularly and countersign the entries in various registers maintained by the mess supervisor/Contractor.
- ➢ To ensure no ragging takes place in the hostel.
- ➢ To maintain the leave record of the students. (To keep a watch on the In and Out register specially for first year hostels)
- ➢ To supervise the caretaker in maintaining the stock of the hostel.
- ➢ Regular visit to the hostel to solve the day to day problems of the students.
- ➢ Forward all the applications of the inmates of the hostel to the administration or for opening of the bank account.
- ➢ Any other matter/duties assigned by Chief Warden/Dean Administration/Director.

Duties and Responsibilities of Head of Department

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the Department/Course.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the Institute and the curricular policies determined by the Academic Council.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, physical resources within the department effectively to support the department development.
- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Institute.
- In conjunction with the Director to foster and oversee the growth of the Department.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To undertake Performance Management Review(s) of the Departmental faculty & Staff.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the interview process for teaching posts when required and
- To ensure effective induction of new staff in line with Institute procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.

- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To analyze and evaluate, with the department, performance data provided and take appropriate action in response.
- To liaison with the parents of the students and communicate than about the attendance and performance.
- To monitor student attendance together with students progress and performance, with the class coordinator, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To undertake teaching as per the norms.
- HOD will be responsible and final authority regarding the academic matters of the Department.
- Any other matters as referred by the Dean (Academic)/Director.

Duties and Responsibilities of Class Coordinator

- To monitor and maintain attendance of students.
- Coordinating between student parents and institute.
- Apprising parents/families of students regarding the attendance and performance of their ward.
- Assisting with Institute functions.
- Assisting with special projects.
- General contact point for parents of the class.
- Organizing a working group to help with resources of Institute.
- Advisory the students absent the course and selection of electives.
- To communicate any positive feedback or concerns raised by parents to the relevant Authorities of the Institute/Director.
- Organize Class Coordinator meetings on campus with students of class assigned.
- To keep the records of awards of marks of students.
- Any other matter as referred by HOD/Dean (Academic)/ Director.
- To moderate the activities of the class assigned.

Duties and Responsibilities of Proctor

- To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators.

- The proctor should serve as a friend, philosopher and guide.
- To advise/counsel the student on all the matters (like registration / re-registration for the courses, dropping of courses and/or withdrawing from courses).
- Proctor must meet the students at least once in every fortnight. Shall report to the Director about those students who avoid meeting the Proctor.
- Proctor shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression and well being of students and continuously monitor and assess the same.
- To keep the parents appraised about the academic progress and general behaviour of their wards.
- To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's behavioural progress with proper verification.
- To maintain the discipline of students in the campus.
- To head the discipline committee of the institute.
- To maintain the ragging free environment in the campus.
- Any other work assigned from time to time by Director.

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

ROLE AND RESPONSIBILITIES OF VARIOUS COORDINATORS APPOINTED IN DEPARTMENTS

Sr. No.	Title	Role and Responsibilities
1.	**Class Coordinators**	• To monitor and maintain attendance, marksand other academic & extracurricular records of students
		• Coordination between student, parents and institute
		• Apprising parents/guardians of students regarding the attendance and performance of their ward.
		• To coordinate between students and other coordinators of department
		• Coordinate orientation session at the beginning of every semester for informing students about initiatives taken for their benefit
		• Conduction of regular counselling sessions/meetings for grievance redressal to keep in touch when they pass out and become "alumni'
		• Organizing a working group to help with resources of Institute.
		• Advise the students regarding absenteeism, performance, MOOC courses, internship, projects, selection of electives, career etc.
		• To communicate any positive feedback or concerns raised by parents to the relevant authorities of the Institute/Director
		• Organize meetings on campus/online with students/parents of class assigned, prepare a report to address all FAQs
		• To coordinate various feedback and other activities as per the institute calendar and academic timelines
		• To monitor/moderate the activities of the assignedclass
		• Motivation to students to participate in professional development, sports and club activities.
		• Coordination with examination section in case of specific cases
		• Any other matter as referred by HOD/Dean (Academic)/ Director

2.	ME/M. Tech. Coordinators	- To perform all the duties of class coordinator - To prepare/update the information brochure of PG course - To maintain and submit the record of attendance for the purpose of scholarship - To mentor the students for dissertation/SWAYAM course selection - To interact with the students in individual/group to resolve queries regarding career /higher studies - To coordinate with the students and department Time-Table Coordinator for the Teaching Load assignments - To organize awareness/training programmes for students on research methodology/research ethics - To motivate and guide the students for the publication and participation in conferences - To monitor the performance in dissertation and mentor for timely completion of dissertation - To contact/motivate with the prospective students for PG programme (To ensure 100% quality admissions in PG programme) - To coordinate with the T&P cell and employers for the possible placements of PG students - To offer general advice and support for postgraduate students - Oversees the academic requirements, academic schedule including conduct of internals examinations - Monitoring of attendance, class work of postgraduate students - Maintaining a record of project titles/Industrial Visits and associated supervisors/Mentors of postgraduate students - Scheduling Dissertation/project, seminar reviews and monitoring the same under coordination with concerned HoD - Recommending candidature for dissertation viva-voce to Controller of Examination - Maintaining records of external examiner appointments for all M. Tech examinations - Monitoring of postgraduate degree admission dates and completion times of all students& Coordination with admission team

		• **Oversees GATE Scholarships**
3.	**Remedial Classes Coordinators**	• **To conduct diagnostic test/analysis to identify the students for remedial classes** • **To identify the student'sacademic problems through individual/group interaction** • **To motivate the concerned students to attend the remedial classes** • **To coordinate with Institution remedial class coordinator and department HoD to organize the remedial classes** • **To prepare the time-table for remedial classes** • **To mentor the students in coordination with concerned faculty** • **To monitor the students' performance during and after the remedial classes** • **To maintain the students record (attendance, performance, etc.)** • **To provide the record/documents related to remedial classes to HoD, Institute level coordinator and Dean Academics** • **To apply for various government schemes for financial assistance to conduct remedial classes**
4.	**SWAYAM/NPTEL Coordinators**	• **To finalize the courses to be opt from NPTEL/MOOCS in consultation with department faculty members for the approval of final list of department electives courses (DE's), Open category courses (OC's) , Honour and Minor courses from the concerned Board of studies (BoS) and to keep proper record** • **To encourage the students of respective department for the registration in MOOCs and to aware the students for theapproved list of DE's, OC's, Honour and Minor courses with name of mentors through department web pages/ WhatsApp groups etc** • **To Monitor the status of students for enrolment/registration on SWAYAM Platform to ensure enrolment/registration before deadline** • **To ensure that the course mentors are mandatorily registered in the assigned course** • **To coordinate with MOOC course mentors to ensure timely submission of assignments by the students**

		before due date • **To prepare the time-table of mentoring session in coordination with Time Table coordinator of Department** • **To monitor the mentoring sessions taken by the mentors and to keep proper record of mentorship and attendance** • **To organize separate mentoring session at department level for the students who have not enrolled/registered for SWAYAM courses due to unavoidable circumstances** • **To conduct counselling sessions with the students to address the student's queries** • **To maintain the performance record of students for registered SWAYAM courses** • **Coordinate with Institute SWAYAM Coordinator and Associate SWAYAM Coordinator for dissemination of information and timely compilation of data as and when required** • **To motivate the faculty mentors to register for SWAYAM courses** • **To maintain the record of faculty registration and certification record** **Note: It is expected from SWAYAM coordinators to register him/her self for at least one SWAYAM/NPTEL course in each semester.**
5.	**Internship Coordinators**	• **To motivate the students to participate in Industry/Research internship programme** • **To assign the faculty mentors for the students for internship** • **To maintain the domain specific Industries/other research organizations information/contact details** • **To resolve issues/problems encountered by students in completion of internship successfully** • **To mentor the students in coordination with other faculty members of department for report writing** • **To provide support in getting Internship for students from relevant industry/research organization etc** • **To coordinate with T& P Cell and to maintain students' records** • **To conduct the Assessment/evaluation of Internship**

| 6. | Outcome Based Education (OBE) Coordinators | • To establish PEOs and PSOs based on Vision and Mission of the department
• To revise PEOs and PSOs, if necessary, based on the report submitted by Department Committee
• To consider recommendations for achievement of PEOs and POs given by ADC/Concerned Committee
• To formulate guidelines for attainments of POs, PEOs & COsin coordination with Institute OBE Coordinator and circulate the same to Class Coordinators & other faculty members
• To draft and revise survey forms viz. Alumni Survey, Employer Survey, Industry Survey, Parent Survey, Exit Survey and any other relevant survey
• To conduct and analyze results of above mentioned surveys and COsfeedback every year with the help of respective feedback coordinators
• To evaluate attainment of POs based on assessment of COs of the courses
• To assess the achievement of attainment of the PEOs, POs & PSOs
• To submit a report on "Evaluation and Attainment of PEOs and POs to HoD
• To submit report to IQAC on evaluation of attainment of PEOs, POS, PSOs &COs
• To guide Class Coordinator/Faculty Members/Course Coordinator in defining and redefining course objectives and COs
• To guide Faculty/Class/Course Coordinators in designing CO survey forms and problems encountered in the Implementation of OBE
• To contribute as a Department committee member in evaluation of PEOs and POs
• To aware the stakeholders about OBE implementation objectives and outcomes
• To organize workshop/seminar/Group discussion on OBE for better understanding of OBE philosophy for faculty and students
• To appoint students OBE Coordinators
• To cooperate and coordinate with OBE Manager of the Institute |

7.	GATE Coordinators	• To familiarise the students about benefits of participation in GATE • To motivate and counsel the students for participation in GATE/Similar exams • To coordinate with Institute GATE coordinator • To suggest contents of syllabus as per GATE requirement in curriculum • To arrange GATE preparatory classes with the help of internal/external faculty/Agency • To mentor the students to resolve the issues of students on preparation of GATE • To maintain the student's participation, result and admission (Higher Education)/any other employment data based on GATE exam • To submit the information to Institute GATE coordinator regarding student's performance in preparatory classes/result
8.	Training & Placement Coordinators	• Acts as a link between Students and the Placements Cell • Provides the list of eligible students for placements to the Placements Cell • Keeps close contact with Placements Cell and to provide information to concerned students, class coordinator and HoD • To keep the record of attendance in employability skill/ Placements Training sessions for students • Highlights the absentees' names along with roll numbers and provide the same to the Placements Cell and HoD • To keep the record and to analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell • Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry • To interacts with students of parent department with regard to any issues and to bring the same in the notice of the Placements Cell in written form • Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD

		- **Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization**
		- **To liaison with industries**
		- **To identify the training needs of students**
		- **To support T&P cell in arranging campus interviews**
		- **Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc**
		- **To guide students in developing/clarifying their academic and career interests, and their short and long-term goals through individual counselling and group sessions**
		- **To support T&P cell in preparation of audio-video presentation or a hand-out on the Institute to be presented to potential employers**
		- **Compiles and maintains a data bank on student profiles and resumes along with their photographs**
		- **Prepares a placement brochure having all the student profiles**
		- **Acts as a link between students, alumni and the employment community**
		- **Generation of awareness in the students regarding future career options available to them**
		- **Assists students in obtaining final placement in reputed companies**
		- **Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants**
		- **Communicates the resume of suitable candidates to the potential employers**
		- **Organizes placement training, finishing school for the students and make them ready for interview and group discussion**
		- **Provides information on the schedule of recruitment drives well in advance to class coordinator, HoD and students**
		- **To keep the student's placement records and to submit to concerned HoD**

9.	Faculty Feedback / Survey Coordinators	- To collect the Faculty Feedback, Feedback on Curriculum & other feedbacks/ surveys from concerned stakeholders - To develop and maintain internal survey policies and procedures - Providing advice on survey sampling and statistical techniques to ensure survey methodology is statistically valid - Promoting techniques to achieve the highest possible response rates - Managing appreciation to encourage survey responses - To analyse Feedbacks/survey data and providing timely action taken reports to class coordinators/HoD and Dean Academics - Managing the department's internal and external feedbacks/surveys - Coordinating, planning, promoting and administering the department's evaluation of feedback/surveys & Corrective actions with HoD - Assisting the concerned HoD to make evidence-based decisions on matters of strategic importance as per feedback evaluation reports - Analysing, developing and maintaining survey datasets
10.	NSS Coordinators	- NSS coordinators will perform following duties under the supervision and guidance of NSS Programme Officer of Institute: - assist and guide the students for implementation of NSS programmes at department level - help in organising camps, training and orientation programmes - visit the places of activities under NSS for monitoring and evaluation - visit different NSS units and camps for supervision, consultancy, guidance etc - ensure implementation of NSS Regular activities and special camping programmes - To submit the documents and reports on the achievements of NSS to Programme Officer - motivate the students to participate in NSS activities and to become part of NSS unit

		▪ ensure that the NSS programme is implemented as per NSS manual and administrative instructions issued by Programme Officer ▪ arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values ▪ organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities ▪ Conduct extension activities for faculty, staff, students of Institute and in local community/ neighbourhood for sensitising the social issues for holistic development ▪ Organise extension and outreach programmes through NSS/NCC/Red Cross/YRC, etc. (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs) ▪ Conduct Novel Engaging course on NSS
11.	Time-Table Coordinators	• Preparing department time table for theory & practical classes at the beginning of each semesterin coordination with HoD along with teaching load distribution, mentoring session, lab-wise, class-room wise time-table • Assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) • Prepare Faculty& Staff (individual) time table in coordination with HoD • Update time table according to the need • Ensure that timing (Period wise) on time • Inform faculty well in advanced regarding some changes in time table (if any) • Ensure that no class should go vacant without faculty • Report to HoD regarding any discrepancy in time – table • Coordination in sharing teaching load from other departments • Communicate and widely publicize the class time tables to staff and students

		• Prepare Academic Calendar of Department by collecting information from Conveners of various Committees, HODs • To display and publicize the Department's Academic Calendar for the information of students and staff • To attend to various complaints of clashes (if any) in the time-table and make necessary adjustments • To scrutinize the teaching load of the individual faculty members/teachers and the Departments as per Institute rules • To maintain the records of the Time-Table framed and submit the same to the HoD • Managing the time tables file available in the Department
12.	MOODLE Coordinators	• To work as MOODLE Administrator in department in coordination with Institute MOODLE Administrator • To organize workshop/group discussion in department to showcase the MOODLE facility for teaching-learning activities • To guide the faculty & staff for proper utilization of MOODLE • To monitor the MOODLE Utilization in department • To resolve queries of faculty & staff regarding MOODLE functioning features etc • To ensure maximum MWI (MOODLE Working Index) of department • To prepare MOODLE utilization report of Department • To arrange meetings with class-coordinators to ensure maximum utilization of MOODLE by students • To utilize the MOODLE for the internal/continuous assessment & evaluation
13.	NEWS Letter Coordinators	• To decide on the issues and themes of social awareness women empowerment etc. that will form the basis of each edition of the NEWS Letter • Provide the editorial support to the NEWS Letter committee • Invite literary and other creative contributions for NEWS letter • Arrange for competition so that the best contribution

		could be selected for publication • **Provide students with some training in editorial work ensure regular publication of the wall NEWS Letter** • **Design a newsletter template** • **Arrange to include a message from the dignitaries, from the alumni** • **Produce four newsletters quarterly in the month of March, June, September and December** • **To conduct meeting with the entire student and the faculty coordinators** • **Have editorial team (faculty & students) to have a better publication** • **Assign topics to team members for information gathering.** • **Edit all articles** • **Publish it to website and distribute to all the stakeholders** • **To coordinate with Institute News letter coordinator for the publication of Institute NEWS letter**
14.	**Department Library In-charges**	• **To formulating Library policy** • **To look after general maintenance of the library in terms of reading material and infrastructure** • **To effectively involve in fostering the reading habit of faculty, staff and students** • **To recommend / justify the books/e-books/journals and study material for procurement via conducting meetings with faculty members and feedback from students** • **To keep the record of books/e-books/journals in the form of stock register** • **To keep the record of library uses** • **To keep the record of issued books**
15.	**Department-Webpage Coordinators**	• **To provide all the academic & professional development material on webpage of department like scheme of examination, curriculum, Time-Table, Academic Calendar, Activities calendar, information brochure etc** • **Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the department at all times and removes the incorrect and irrelevant data**

		• Collect information about the latest events in the department, achievements etc and get them posted on the website by way of write ups and pictures etc • Update all communications, notices, announcements etc on a regular basis on department webpage • Strive to make improvement in the website with respect to design, preventability etc on a continuous basis • To develop and maintain the department webpage in coordination with Institute web-manager • To disseminate the efforts and the achievements of the Students, faculty & staff on webpage • To arrange publishing newsletters, publicity material etc. on department webpage
16.	Alumni Coordinators	• Act as a link between Students, Alumni and the Placements Cell • Contact alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working • Contact alumni and apprises them about the various activities undertaken by the institute • Contact the alumni and request them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.) • Contact the alumni and requests them to attend alumni association meeting conducted from time-to-time • Maintain database of the department's alumni and sharing the same with the Placements Cell • Keeps close contact with alumni who went for higher education and enquire vis-à-vis their well being and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request • Responsible for the registration of all the outgoing students as alumni members and maintenance of the database • Collect and compile information of the distinguished alumni, viz., their achievements, progress and successful careers

		• **Maintain continuous interaction with the alumni and plan for utilizing their services for the benefit of present students and the institute** • **Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc. Responsible for establishing alumni chapters and conducting their annual meets frequently** • **Circulates the details of alumni to the present students for their benefit** • **Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation, Imparting any Special Skills, Career Opportunities, Admission into Foreign Universities etc. and forward the same to the concerned HOD** • **Indentifies Funding for Instituting Scholarships for deserving meritorious students from Alumni. Collects Funds to develop Library / Equipment / computer centres, Buildings etc** • **To significantly increase alumni interaction with the institution** • **Inculcate exchange of ideas among alumni and between alumni and students** • **To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni** • **To highlight the success of alumni to improve the credibility and reputation of the Institute** • **Promote the interests and welfare of alumni association** • **Maintain healthy relationship with the alumni body** • **Assist management in creating an environment in the Institute which is enables students to have far-lasting memories**
17.	**Industry- Institute Interaction Coordinators**	• **Arranges industrial visits, internships and industrial tours** • **Involves industrial experts in Academic council, BOS, Department Development committees, IIIC, etc** • **Facilitate the department in signing the MoU with Industries** • **Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, students projects and for utilizing the services for**

		entrepreneurship development programs • **Organize student and Faculty Training at the Industry** • **Identification and arrangement for course delivery through industry experts** • **Assist in bringing in sourcing live projects to be done by Final Year B.Tech and M.Tech Students** • **Tie-up with the Industry for establishmentof industry supported research centres in department** • **Plan and implement the Entrepreneur development programs within campus** • **Assist in bringing the R&D Projects from Research Organizations** • **Guide in getting financial support from industry the R&D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc** • **Facilitate in marketing the consultancy services offered by departments**
18.	**Data Managers**	• **To Compile various informationat department level with review/check/verification in context of quality and validity** • **To prepare Data Temples as per NAAC SoPs** • **To collect and compile the quantitative & qualitative information as per NAAC key Indicators along with supporting documents** • **To prepare AQAR with all review and verification as per NAAC timeline under the guidance of Dean Academics.** • **To Coordinate with Institute Data Manager and Dean academics** • **To compile and submitthe valid and quality information to various administrative offices of Institute** • **To conduct awareness workshop for faculty, staff and students regarding preparation (AQAR, SSR, SSS, Team Visit) as per NAAC requirement**
19.	**Curriculum Development Coordinators**	• **Keep their respective department apprised regarding curriculum** • **Prepare BoS documents as per agenda of BoS meeting in conjunction with the HoD** • **To collect, analyse the feedback from stakeholders on curriculum**

		• **To prepare action taken report on feedback collected from stakeholders on curriculum** • **To prepare the list of different BSC, HSMC, ESC,DC, DLC, CLC, DE, OC, MAC & MOOC courses and compile the syllabus of each subject under different category** • **To prepare the annual summery on curriculum revision and changes** • **To conduct the meetings with different stakeholders on curriculum development** • **To organize meetings with OBE coordinators (students)** • **To work in collaboration with OBE coordinator (Faculty) to implement the OBE successfully in the Department** • **Serve as liaison and resource to faculty, staff, management and external representatives on curriculum requirements** • **Work collaboratively with faculty, staff and management to advise and ensure curricular development aligns with the strategic needs of the Institute and complies with the rules and policies of the AICTE/UGC** • **Consult and advises faculty on curriculum design and development in alignment with Institute and program goals, student pathways, transferability, and assessment** • **Work collaboratively with industry & academia experts as well as the ADC, exam controller, registrar to ensure that faculty advising is aligned with transfer planning requirements, course technical specifications, and graduation requirements, software system needs, and compliance issues** • **Facilitates and supports curriculum development & revision at the Department** • **SupportInstitute initiatives related to new program development and program alignment with student success initiatives** • **Support benchmark research for development of new courses focused on Skill Development, Internship& Employability, including feasibility, quality, impact assessments, sector strategies, and market research,**

		collaborating with internal and external subject matter experts and drawing on state and national data sources
		• Create notices of intent, program applications and BoS/AC resolutions
		• Keep the department informed regarding curriculum changes/revisions
		• Support the curricular aspects of the accreditation process
		• Reviews academic program materials for compliance with Ordinances and Institute regulations and guidelines
		• Training, Researches and responds to inquiries and requests for information related to the curriculum process and curriculum issues from faculty, staff, students, the community and other Institute authorities
		• Coordinates the preparation and dissemination of a variety of reports and publications for the Institute, and use and access by other stakeholders
		• To discuss and recommend proposals affecting the academic program of the department, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning
		• Attend all Curriculum related meetings
		• Demonstrate mastery of curriculum procedures, policies, resources, forms, and deadlines
		• Provide first-line curriculum support for faculty during curriculum development by answering questions and providing information on curriculum policies and procedures
		• Review all curriculum materials provided via agenda prior to meetings
		• Serve as a resource to assist faculty in the development of curriculum proposals
		• Develop recommended procedures and forms for the processing of curriculum materials
		• Review all curriculum proposals for technical accuracy and work with faculty to make necessary corrections

		• Facilitate curriculum training for committee members • Maintain the Institute Curriculum Guidelines, curriculum materials • Assist in the development of the Programme Educational Objectives in accordance with the Vision, Mission of the Department, policies, and objectives of the Institute • To encourage creativity, flexibility, and innovation in curriculum development • Responsible for the continuing revision of curriculum • To work as a vehicle through which curriculum development shall take place

20.	IT coordinator	• To educate internal stockholders of departmentfor Online and Digital education to ensure equitable Use of Technology
		• To promote and extensive use of technology in teaching and learning system
		• To implement following aspects of online/digital teaching-learning via preparing a plan of implementation:
		  ▪ Online teaching platform and tools
		  ▪ Use of LMS
		  ▪ Content creation, digital repository, and dissemination
		  ▪ Addressing the digital divide
		  ▪ MOOCS & Virtual Labs
		  ▪ Training & Support to stockholders
		  ▪ Online assessment and examinations
		  ▪ Blended models of learning
		  ▪ Use of e-resources
		  ▪ Use of plagiarism software
		  ▪ Other aspects to ensure Online and Digital Education.
		• To submit the monthly action taken report on Technology enabled teaching-learning through HoD

21.	Accreditation (NBA/NAAC) Coordinators	• To create awareness of on outcome-based education/accreditation to the faculty and the students • To train the department on the preparation of SAR/SSR • To review and prepare the SAR/SSR during the

		course of accreditation

- **To add and adopt best practices as and when stipulated by the NBA/NAAC**
- **To attend NBA/NAAC workshops as organized by the authorities**
- **To ensure quality management system processes are established, implemented and maintained**
- **To establish quality policy and communicate the same to the internal stakeholders**
- **To arrange and undertake internal audits**
- **Provide advice regarding accreditation procedure and needs for the faculty &staff members when required**
- **Recommending corrective actions where ever required**
- **To ensure the meeting of targets and benchmarks**
- **Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution**
- **Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process**
- **Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes**
- **Dissemination of information on various quality parameters of higher education**
- **Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles**
- **Documentation of the various programmes/activities leading to quality improvement**
- **Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices**
- **Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality**
- **Development of Quality Culture in the institution**
- **To support in the preparation of the Annual Report**

		as per guidelines and parameters of NAAC/NBA in coordination with data managers
22.	Academic/Lab Audit Coordinators	• To collect the required information/documents in offline/online mode as per audit format • To prepare and update (regularly) the files/documents required for Audit • To maintain the information/documents/department webpage/MOODLE as per Audit Format in digital mode • To guide and aware the faculty & staff to maintain working place, laboratory, office, MOODLE as per Audit requirement • To arrange prior auditing by department committee to assure the preparation according to audit requirement • To coordinate the audit with HoD/team • To assure the corrective measures as per previous audit report & to maintain corrective measures report • To arrange meetings with different coordinators of department to assure requirements as per audit format • To take all necessary initiatives along with HoD to achieve higher grade in audit
23.	Annual Progress Report (APR) Coordinators	• To educate the faculty & staff regarding need of APR • To discuss the format of APR & data requirement with faculty and Staff • To ensure that reports of all events/activities of the department are prepared as per instructions and signed copies are uploaded on webpage • To collect the information as per APR format • To review and prepare the APR with HoD • To present the APR to department's faculty & Staff for review and necessary corrections • To incorporate the changes/suggestions received during internal presentation • To submit the APR in each quarter before the deadline so that the information can be compiled at the central level and presented in the IQAC meeting • To coordinate with Dean Academics office to maintain the APR as per requirements • To collect & prepare the supporting documents for

		the information provided in APR • To arrange a review/check at department level meeting before submitting APR
24.	Admissions (UG & PG) Coordinators	• To prepare, revise and update department prospectus • Periodically update the relevant information on the website through web-coordinator • To explore and implement all the possible approaches/initiatives to ensure 100 % quality admissions • Identification of potential candidates who would be more appropriate for the admission in concerned program • Conduct awareness programmes for potential candidate • Publicity of concerned programme through various modes • Track the admissions process each year by maintaining a database of pertinent information on the applicants • To review admission data annually (number of admissions different category/class wise, closing and opening rank etc) • Support and counselling to students during annual admission process • To collect the feedback from students and parents visited the institute for the purpose of admission • Analysis of admission data and to recommend necessary corrective measures (if any) • To support counselling team in resolving the queries of students and parents • To visit the counselling cell and monitor the process during admission process

Note: The above role & responsibilities are subjected to change due to further order/instructions concerning to specific coordinator job.