



ACCREDITED BY NAAC WITH A-GRADE

NARSIMHA REDDY ENGINEERING COLLEGE

Permanently Affiliated to JNTUH - Approved by AICTE, New Delhi

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MECH. Department in-charges

Sl no	In charge for	Name of the in-charge
1	Attendance and Marks in-charge	Mr Sai Shym
2	Time Table In-Charge	Mr. Ranjan Kumar Baidya
3	DTP in-charge	Mr. P.Suresh
4	Floor In-Charge	Mr. Satish Kumar
5	Interdepartmental coordinator	Mr. Nagu Naik
6	Workshops, Seminars and Conferences I/C	Mr. J. Sridher
7	I/C-Academics	Mr. Parvathesam
8	I/C -Admin.	Mr. T. Naveen Kumar
9	Projects and industrial visits In-charge	Ms. Swarna
10	Library and internet in-charge	Mr. Srinivas Reddy
11	Examination coordinator	Mr. K.Chandra Sekhar
12	Discipline and anti raging I/C	Mr. T.Chandrasekhar
13	P G I/C	Mr. Satish Kumar
14	R&D I/C	Prof. A C S Reddy

Class in-charges

Sl no	In-charge for	Name of the in-charge
1	II B.Tech A	Mr. Srinivas Reddy
2	II B.Tech B	Mr .Praveen Kumar
3	III B.Tech A	Ms. Vijay kumar
4	III B.Tech B	Mr. P.Suresh kumar
5	IV B.Tech A	Mr. T.Naveen Kumar
6	IV B.Tech B	Mr. J. Sridher

LIST OF FACULTY INCHARGES

I.	Attendance and Marks in-charge	:	Mr Sai Shym
II.	Time Table In-Charge	:	Mr. Ranjan Kumar Baidya
III.	DTP in-charge	:	Mr. C.Mallesh
IV.	Floor In-Charge	:	Mr. Satish Kumar
V.	Interdepartmental coordinator	:	Mr. Nagu Naik
VI.	Workshops, Seminars and Conferences I/C	:	Mr. J. Sridher
VII.	I/C-Academics	:	Mr. Parvathesam
VIII.	I/C -Admin.	:	Mr. T. Naveen Kumar
IX.	Projects and industrial visits In-charge	:	Ms. Swarna
X.	Library and internet in-charge	:	Mr. Srinivas Reddy
XI.	Examination coordinator	:	Mr. K.Chandra Sekhar
XII.	Discipline and anti ragging I/C	:	Mr. T.Chandrasekhar
XIII.	P G I/C	:	Mr. Satish Kumar
XIV.	R&D I/C	:	Prof. A C S Reddy
XV.	<u>Class In-charges</u> (for A Y 2015-16 I Sem)		
	1. II B.Tech A	:	Mr. Srinivas Reddy
	2. II B.Tech B	:	Mr .Praveen Kumar
	3. III B.Tech A	:	Ms. Vijay kumar
	4. III B.Tech B section	:	Mr. P.Suresh kumar
	5. IV B.Tech A Section	:	Mr. T.Naveen Kumar
	6. IV B.Tech B Section	:	

RULES & RESPONSIBILITIES OF INCHARGES

I. Attendance and Marks I/C

1. Collecting attendance particulars from each faculty in consultation with class in-charge.
2. Identification of deficiencies or lapses in attendance registers maintained by faculty and taking necessary measures in correction of it.
3. Uploading attendance particulars in proper templates and sending to the examination in time.
4. Attendance percentage calculations as and when required and essentially at end of the semester and preparing the student list for promotion, condonation and detention.
5. Posting of attendance statements to parents as and when need arises.
6. Displaying the attendance statements fortnight, monthly and for semester in notice boards.
7. Internal marks and other marks statements preparation with the assistance of class in-charge.
8. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
9. Any other instructions received from HOD/Principal from time to time.
10. Files to be maintained
 - i. Fortnight attendance file(actual)
 - ii. Fortnight attendance file(JNTU) – strictly confidential
 - iii. Mid marks file

II. Time Table in-charge

1. Preparation of updated faculty list consisting of name, address, qualifications, specialization, experience contact nos. etc.
2. Preparation of faculty profiles and maintaining of it.
3. Preparation of academic time tables at the beginning of the semester.
4. Immediate modifications as per the instructions from HOD/Dean/Principal and faculty addition or deletion in particular.
5. Getting approval for every modified time table form HOD and Principal as well as circulating to faculty, displaying in notice board and in class rooms.
6. Preparation of individual timetable and issuing to faculty.
7. Preparation of master time table.
8. Maintaining time table file.
9. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
10. Time table preparation for Lab internal and external lab examinations.
11. Preparing faculty list for invigilation of mid exams and end examination.
12. Any other instructions received from HOD/Principal from time to time.
13. Files to be maintained
 - i. Time Table file
 - ii. Faculty file
 - iii. Work load file

III. Department Training and Placement (DTP) in-charge

1. Co-ordination with placement officer.
2. File maintenance of student particulars such as name, address, phone nos, of all students of II, III and IV B.Tech.
3. Passing all communications regarding placement interviews to students in time by displaying at notice boards, circulating in class rooms and mails / calls as well as passing the same to all classes.
4. Preparation of student data in regard to percentage of marks, backlogs.
5. Maintaining placement record of earlier years.
6. Placement training fee intimations and making them to clear the same.
7. Maintaining attendance status reports for all training programs.
8. Preparation of placements date of the past three years at least with the details of student name, address, company name and address, salary package, terms and conditions etc.,
9. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
10. Maintaining the records of alumni students and organizing alumni meetings taking a leading role.
11. Any other instructions received from HOD /Principal from time to time.
12. List of files to be maintained
 - i. Student progress file
 - ii. Student backlogs file
 - iii. Student placement file.
 - iv. Alumni file

IV. Floor in-charge

1. Frequent monitoring of movements of students in the floor.
2. Recording of any damages in classes, labs, seminar halls for any damages such as benches, tables, glasses or any property of the institution concerned with the department.
3. Looking for facilities of the department such as requirement of faculty tables, chairs, meeting the requirements for workshops, seminars, conferences etc.
4. Raising requirements through letters, approval from HOD, Principal and follow up action in getting of the facilities.
5. Maintaining proper records for all the documents preparing under the control of HOD.
6. Responsible for uploading works of all information to JNTU and AICTE in coordination with Exam section and/or administrative office.
7. Passing communication to students and staff in concern with suspension of classes due to bandh calls for example.
8. Act as HOD I/C on all occasions of HOD on leave/ OD
9. Any other instructions received from HOD/Principal from time to time.
10. Files to be maintained
 - i. Damage file
 - ii. Recovery file

V. Interdepartmental coordinator

1. Coordinating with I B.Tech HOD/ in-charge HOD.
2. Coordinating with EEE head in conducting FMHM classes to EEE and EEE classes to mechanical engineering.
3. Coordinating with MBA HOD in conducting of classes smoothly for MEFA, OR, IM and MS subjects.
4. Maintaining the work load and master time table for the faculty teaching I B Tech classes, II B.Tech EEE classes from Mechanical Department.
5. Monitoring for smooth conduct of I B.Tech classes and II B.Tech EEE classes by proper follow up and intimation to the concerned HOD for any issues of faculty such as absents/leaves etc.
6. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
7. Any other instructions received from HOD/Principal from time to time.
8. Files to be maintained
 - i. Letters from/to other departments
 - ii. Faculty work loads of other departments

VI. Workshops, Seminars and Conferences I/C

1. Proper planning for conducting guest lectures/seminars/workshops/blood donation camps/plantation programs/awareness programs /adult and community awareness programs/basic education and awareness programs in schools/ adoption of village etc.
2. Finding resource persons and follow up for guest lecturers/ seminars/ conferences.
3. Raising funds by donations, budget approvals, and student and faculty contributions.
4. Inviting resource personal and conducting programs.
5. Report preparation for all the events conducted.
6. Maintaining all documents for the events conducted.
7. Maintaining file of brochures received from different colleges regarding all types of workshops, seminars, conferences etc.
8. Maintaining information concerned to faculty training programs available from time to time at different institutions/colleges.
9. Collecting and maintaining consolidated information about department faculty attended/presented/published information on different topics.
10. Motivation and guiding with proper information for the students and faculty to participate in ongoing conferences etc. from time to time.

13. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
14. Permission/ leave approval is compulsory from workshops I/C for attending outside programs. Attendance for students and leave approval for faculty for workshops attending can only be cleared from workshops I/C upon submission of report along with Xerox copies of participation certificate.
15. Maintaining the record of special achievements, prizes, records in sports, dance, karate for example.
11. Any other instructions received from HOD/Principal from time to time.
12. List of files to be maintained
 - i. Workshops planned
 - ii. Workshops conducted
 - iii. Student awards/ participations/presentations/publication copies

VII. I/C - Academics

1. Monitoring of student attendance in classes.
2. Monitoring for syllabus coverage reports preparation, submission to HOD
3. Preparation of reports for syllabus coverage.
4. Follow up with the faculty in covering the syllabus in time.
5. Checking for day to day progress in lab conducting.
6. Checking for fort night attendance, monthly and other with attendance in-charge.
7. Checking for uploading for internal marks, lab marks etc.
8. Maintaining student undertaking forms in coordination with class in-charge.
9. Results of students reports preparation with the support of class in-charge
10. Intimation to parents regarding results and attendance.
11. Follow up for daily reports submission to HOD and Dean Academics.
12. Follow up for attendance registers signatures by HOD for every week end and principal for every fort night.
13. Display of attendance fort night and monthly on notice board with the assistance of attendance in-charge.
14. Time table display on class and lab notice boards with the support of class in-charge.
15. Planning for assignment and lab internal
16. Schedule preparation for external lab examinations.
17. Insisting the faculty for maintaining effective course files as per NBA norms.
18. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
19. Any other instructions received from HOD/Principal from time to time.
20. List of files to be maintained
 - i. Internal marks file
 - ii. Attendance file
 - iii. Feedback file

VIII. I/C-Administration

1. Monitoring of lab equipment
2. Lab manuals in all labs for proper quality and number
3. Maintenance of Labs
4. Cleaning of labs
5. Stock registers for all labs
6. Challan and Invoices for all equipment
7. Rising indents for labs and department.
8. Arranging facilities for conducting activities like workshops, seminars, guest lecturers and conferences.
9. Maintenance and cleaning of labs.

10. Arranging department meetings
11. Arranging class coordinator student meetings
12. Planning for internal and external examinations and schedule preparations.
13. Notice board management.
14. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
15. Any other instructions received from HOD/Principal from time to time.
16. List of files to be maintained
 - i. Lab maintenance file
 - ii. Department meeting file
 - iii. Student meeting file
 - iv. Anti-raging file

IX. Projects and industrial visits I/C

1. Batch formations.
2. Assignment of topic to the students.
3. Monitoring of progress of mini project/ main project.
4. Conducting reviews for projects
5. Organizing for presentations through PPTs.
6. Organizing seminars and preparation of award lists for seminars.
7. Coordination for internal evaluation of project.
8. Organizing industry tours.
9. Preparation of letters to companies, getting approvals from HOD/Principal and sending to industries.
10. Maintaining contact information and status of approvals.
11. Record preparations for industry visits.
12. Documentation of industry tours.
13. Documentation concerned to mini projects
14. Documentation concerned to main projects
15. Collection of main and mini project copies and sending one copy to library
16. Sending one copy to department library.
17. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
18. Any other instructions received from HOD/Principal from time to time.
19. List of files to be maintained
 - i. Industry visits
 - ii. Mini projects
 - iii. Main projects
 - iv. Progress file, etc.

X. Library and internet I/C

1. Acting as librarian for department library
2. Maintaining stock register for books available in library
3. Maintaining issue register for the department library
4. Sending books requirements to the college library for new purchases
5. Coordinating with college librarian for all issues such as student library cards etc.
6. Providing necessary facilities such as Xerox copies from the department library.
7. Collection of specimen copies and entering in the department stock register
8. Collections of event news such as workshops, seminars, tech fests etc
9. Making the events to be uploaded in college web site by coordinating with web site designer/consultant.

10. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
11. Any other instructions received from HOD/Principal from time to time.
12. List of files to be maintained
 - v. Stock register
 - vi. Issue register, etc.

XI. Examination coordinator

1. Collecting the question papers from faculty for mid examinations.
2. Sending mid question papers to the examination section.
3. Collecting hall tickets from the examination section.
4. Monitoring for mid examinations at department level.
5. Dispatching answer scripts from examination section/department to the concerned faculty.
6. Maintaining a record for answer scripts issues/ receipts from the faculty with signatures.
7. Collecting marks list from the faculty.
8. Preparation of consolidated mid marks list.
9. Sending the mid marks to the examination section.
10. Looking for smooth conduct of lab internal and external examinations.
11. Collection of award lists from the department and sending it to the examination section.
12. Maintaining the confidentiality in all information while dealing with examination section.
13. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
14. During examinations he has to inform examination in-charge also in regard to his absents/leave.
15. Any other instructions received from HOD/Principal from time to time.
16. List of files to be maintained
 - i. Invigilators file
 - ii. Work load file, etc.

XII. Discipline and anti raging I/C

1. Looking for the students to come in proper dress code.
2. Looking for the students to come to the labs with shoes and aprons.
3. Strict control on raging.
4. Bringing awareness regarding consequences of involvement in raging
5. Display of anti-raging and discipline posters in the department walls, class rooms and notice boards.
6. Taking the responsibility for discipline in special events such as seminars, workshops, fests, college days and other functions.
11. Maintaining proper records for all the documents prepared and maintaining them under the supervision of HOD.
7. Any other instructions received from HOD/Principal from time to time.
8. List of files to be maintained
 - i. Students complaints file
 - i. Student grievances file
 - ii. Discipline file, etc.

XIII. P.G I/C

1. Maintaining student data.
2. Maintenance of attendance registers
3. Preparation of mid question papers
4. Correction of mid papers.
5. Maintenance of records of mid marks subject wise for subject and labs.

6. Conducting external lab examinations in coordination with subject faculty and by calling external examiner from other colleges as per the guidelines prescribed by the university.
7. Display of exam schedules and intimation to students.
8. Display of internal mid marks and lab marks in the notice board.
9. Organizing M.Tech student seminars
10. Allocation of project titles
11. Recommendation of abstracts for approval from the Department.
12. Regular evaluation and follow up of projects
13. Intimation to students regarding exam schedules, fee payment dates, project viva dates etc.
14. Lab maintenance records such as stock registers, manuals etc.
15. Inspection of projects for certification by HOD.
16. Coordinating with exam section in resolving student issues if any.
17. Maintaining the list of external examiners for project.
18. Sending necessary information in preparation of recommended list of examiners.
19. Arranging the facilities for conducting project viva by fixing the dates, intimation to students, inviting the external examiner as per the orders received from university.
20. Preparing the award report and sending it to the examination section.
21. List of files to be maintained
 - ii. Student address and communication file
 - iii. Attendance file
 - iv. Student marks file
 - v. Student pass file
 - vi. Projects file
 - vii. Seminars file, etc.

XIV. R&D I/C

1. Promotion of all activities in concern to publish papers from international journals and conferences.
2. Assisting HOD in organizing lectures from experts and for writing papers.
3. Collecting and maintaining list of best journals for easy, quick, less cost/no cost with high index
4. Collection and maintaining of all information regarding research grants.
5. Preparation of necessary documents and applying research grants from AICTE/UGC.
6. Striving to establish research facilities in the college.
7. Sorting out the availability of lab equipment for doing research.
8. Working for establishment of collaborations with research labs like DRDL, DRDO, BHEL, universities, reputed colleges, etc where research facilities are available.
9. List of files to be maintained
 - i. R& D file
 - ii. Research grants file
 - iii. Collaborations file, etc.

XV. Teaching Faculty

1. Strictly restricted of coming to the college wearing T shirts and jeans paint.
2. Wearing formal dress with shoes and tucked in shirt is recommended.

3. Wearing the ID card all the time in the college is essential.
4. Signing in the attendance register soon after coming in the morning and also before leaving the college at evening without fail.
5. Timely presence in the class with attendance register, course file, chalk and duster.
6. Engaging the class effectively for the full period of 50 minutes.
7. Shouldn't leave the class without handing over the responsibility to either next faculty or class I/C.
8. Should maintain contact numbers of all faculty and contact the concerned next faculty for delay if any and then only hand over the class to class I/C.
9. Regular carry of attendance register into the class.
10. Faculty should be available a couple of minutes before the starting of assigned period.
11. Not to carry cell phone into the class
12. Talking on cell phone in the class will be considered as very serious issue and initiated for necessary disciplinary action.
13. Construction of proper course file, well in advance of the commencement of class work.
14. Course file should essentially consist of syllabus copy, latest time table, old question papers, prepared notes, PPTs etc.
15. Carrying latest time table copy in his pocket.
16. Always coming to the class with through preparation for delivering the content for full period.
17. Not to teach directly from text book and should always carry his well prepared notes/course file to use in the class.
18. Name list in the attendance register should only be as per the roll list received from the examination section.
19. Student attendance should never be taken in slips.
20. Taking student attendance in attendance register in the same class itself.
21. No addition of readmission students without approval letter from exam section/principal/administrative office.
22. Up to date maintenance of attendance register and should be ready for inspection at any time.
23. Maintaining the attendance register up to date, completed with course plan, classes held, syllabus coverage, internal marks and also record of classes not held with reasons.
24. Submission of mid question papers well in advance.
25. Collection and correction of mid papers within three days from the day of exam.
26. Showing answer scripts to the students and correction if any for the students for their better performance.
27. Submission of corrected answer scripts to the examination section after proper entry of marks.
28. Correction of answer scripts in time by strictly following prescribed guide lines of the institution and/ or university.
29. Proper evaluation and posting marks in the attendance register and in the standard format prescribed for it.
30. Submission of award list for theory and labs to the examination section in association with Attendance and Marks I/C.
31. Attending for all invigilation duties and necessary support for smooth conduct of all examinations.
32. Proper intimation and approval for any absents from invigilation duties from examination I/C
33. All leaves should be applied well in advance and get it approved from both HOD and Principal.
34. While applying for leave should find suitable alternative and handover the responsibilities to them.
35. The faculty on leave has to see that his classes are engaged by the alternative faculty signed and for any miscommunication and for not engaged the class is responsibility of the faculty on leave.
36. Result analysis report should be prepared for the subject(s) taught, once the results are declared.
37. Necessary alternatives for class should be made while applying for leave.

38. Effective power usage by switching off immediately fans and lights noticed running unnecessarily in the premises, class rooms, labs, staff rooms for example.
39. Proper maintenance of your seating chair, table, stationary, desks, racks, computer system etc.
40. Proper rearrangement of furniture in staff room, department while leaving from it.
41. Effective and minimum usage of all types of stationary for preserving the natural resources.
42. Work load should never be less than the prescribed and brought to the notice of HOD for adequate workload.
43. Should involve actively in organizing all types of workshops, seminars, conferences etc.
44. Should always work for improving API score by writing papers and attending conferences, workshops, etc.
45. Working for organizing symposium and conferences in order to demonstrate state-of-the-art-technologies in his interesting/specialized areas.
46. Maintaining cordial relations with faculty of the department and other departments.
47. Faculty should be either in the class, Lab or in his allotted chair for student accessibility. He should not leave to other places in college hours except lunch period without the knowledge of HOD.
48. Faculty should not use staff room/cabin for playing songs, videos and for slumbering. If it found, recommend for necessary disciplinary action.
49. Internet should only be used for limited period for urgent mails or for referring useful technical information.
50. Computer system/internet should not be used for entertainment like movies, face books for example. If it is noticed can be recommended for appropriate action.
51. Faculty appointed for observer/ examiner on JNTU/Principal orders must be brought to the notice of HOD and prior permission should be obtained by handover of the academic responsibilities to other concerned faculty and approval for the same from HOD.
52. JNTU orders received from examination section for paper valuation if any, should brought to the notice of HOD and permission only granted from the department after class work is properly adjusted by necessary alternative arrangement.
53. Faculty behavior with students should be humble and promote cordial relations between faculty and student community.
54. Faculty should never use low level language or abusive language with students or co-faculty.
55. Faculty should never incline towards cast, community, creed and sex of student in assessment and awarding of mark.
56. Faculty should not enter into disrespectable nature like quarrels or fights with students or co-faculty.
57. Proper respect towards lady faculty is essential in the department.
58. Willing to take responsibility to work as coordinator for department works as per the instructions of HOD
59. Performing of other responsibility in addition to teaching; examination coordinator or placement coordinator or any other for example.
60. Following the instructions of class i/c and maintaining cordial relations for smooth engagement of classes.
61. Proper handover of responsibilities upon resignation and for reliving from services.
62. He has to submit attendance register completed as on date, marks reports, lab files, and special responsibilities etc to the HOD or HOD assigned faculty member.
63. Any other instructions received from HOD/Principal from time to time.
64. No faculty should shift chairs, tables or other furniture from one lab to another lab without the knowledge and necessary permission from the HOD/Principal.

XVI. Student Counselor

1. Maintaining the student list consists of student name, roll no, father name, address, phone nos.
2. Maintaining the student performance report consists of list of backlogs; marks procure in each subject, percentage, etc.
3. Maintaining of counseling records consists of student counseling reports, under takings from students, parent communications, etc.
4. Seeking undertaking letters from students of poor performance in attendance, exams, discipline etc.
5. Student absent intimation to parents for every absent day and making record of all intimations.
6. Maintaining guardian like relations in resolving any issues of students allotted to the counselor.
7. Bringing awareness of anti-raging, discipline among students and consequences if involved in raging, fights, teasing and unhealthy behavior with girl students etc.
8. Any other instructions received from HOD/Principal from time to time.
9. List of files to be maintained
 - i. List of students, addresses
 - ii. Communications, backlogs file etc.

XVII. Lab Faculty

1. Rising indents for the materials for performing all experiments as per the university.
2. Optimal usage machinery and materials.
3. Maintaining of stock register, consumables, invoice and Challans.
4. Maintaining sufficient number of lab manuals.
5. Both main lab faculty and supporting faculty should always be available in the lab.
6. Keeping the instruments and machinery in good working condition.
7. Malfunction/non-function of machinery/ instrument should be rectified or get it repaired by calling experts from outside.
8. Accountable for lab equipment and instruments.
9. Any damage to machinery or instruments should bring to the notice of HOD immediately.
10. If damage is due to the negligence of student, it is to be fined, collected and deposited in the accounts.
11. Faculty should be familiar with all experiments in demonstration and experimenting.
12. Regular checking of observations of all students.
13. Insisting the students to write record as and when the experiment is completed.
14. Codification of all equipment and instruments and maintaining the record of all of these available in the Lab.
15. The opening and locking of the lab at the end of the day is the sole responsibility of the concerned lab incharge and has to get it done by passing necessary instructions to lab technician in accomplishing the task.
16. Any equipment set out from the lab with the permission of HOD for any repair or for use in other departments etc. should be recorded in the material movement register and should be insisted for getting back as early as possible for the use in department.
17. List of files to be maintained
 - i. Stock registers
 - ii. Invoice file
 - iii. Requirements file
 - iv. Equipment damage and recovery file, etc.

XVIII. Class in-charge

1. Checking for the availability of faculty for all 7 periods of a day in the morning itself and reminding the faculty for taking the class.
2. Maintaining contact numbers of the faculty of the section for which he is class in-charge.
3. Conforming of class engagement of the faculty who given willingness as substitute for the faculty on leave.
4. Monitoring of all classes for smooth running from morning to evening.
5. Looking for filling the attendance and topic covered particulars soon after the period is over.
6. Motivating the faculty for preparing and for the use of efficient course files as per NBA norms.
7. Providing necessary student details to all student counselors of that class.
8. Assisting the counselors and monitoring for intimation of attendance status, marks and any other issues to parents.
9. Maintaining of student file consisting of all particulars of students such as roll no, father name, phone no of student, phone no of parent, contact address, email address etc.
10. Safeguarding of class room facilities such as windows, doors, projector, CPU for example by regular monitoring.
11. Time table display on class and lab notice boards with the support of class in-charge.
12. Student issues if any, receiving the complaints, asserting for solution and if not, forwarding with necessary remarks to the HOD for appropriate action.
13. Frequent interaction with the class student representative and maintaining contact details of him.
14. Regular recording of all communications to parents concerned with attendance, marks and other issues in parent intimation register.
15. Bringing to the notice of HOD for any requirements of the class and follow up in getting the same.
16. Suitable planning for seminars and tutorial classes with the assistance of class faculty and to see that every class, seminar, tutorial is properly engaged.
17. Bringing to notice of faculty for preparation of mid question papers in time.
18. Monitoring for submission for submission for mid question papers in time.
19. Monitoring for timely submission of assignments from students, proper evaluation for assignments, marks entry in attendance register as well as in award list.
20. Follow up for mid examination schedules, mid examinations, lab examinations, paper corrections, awarding of marks and submission in examination section.
21. Coordinating with attendance in-charge in providing immediate information for fortnight attendance and supporting in sending the same to the examination section in time.
22. Coordinating with P&T coordinator of the department in providing immediate information regarding any information of the students like nominal rolls, contact information etc.
23. Getting the signature of HOD in daily report as well as in parent information register.
24. All the documents prepared for the class should be properly maintained with the knowledge of HOD.
25. Preparation of mid marks reports and sending it to the examination section with the association of examination I/C.
26. Syllabus coverage reports preparation and remedial methods.
27. Looking for student disciplines; formal dress, timely coming etc.