



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution.

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PRINCIPAL

Mohamed Sathak A.J. College of Engineering
No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Egattur,
Chennai - 603103.



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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1. VISION & MISSION

Vision

“To be an eminent institute for higher education and research through innovative teaching-learning and sustainable practices to meet the industrial and societal needs”.

Mission

M1 : To impart quality technical education by transforming students into professionally competent technocrats.

M2 :To nurture the students in all-round sustainable development, for career and self employability.

M3 :To inculcate critical thinking, professional ethics with civic responsibilities by instilling values.

Quality Policy

MSAJCE committed to create quality professionals through innovative teaching, research, industrial relations and nurturing human values & ethics to meet the industrial and societal needs on continual improvement basis.

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No.34, Rajiv Gandhi Salai (OMR)
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2. Mapping of Institute Mission and Vision with Department Mission and Vision

Mapping of Institute Mission and Vision with Computer Science and Engineering Department Mission and Vision

Vision

To be a centre of excellence for transforming students into proficient Computer Science Engineers through sustainable practices.

Mission

M1. Impart core fundamental knowledge and necessary skills in Computer Science and Engineering through innovative teaching and learning methodology

M2. Inculcate critical thinking, ethics, lifelong learning and creativity needed for industry and society

M3. Cultivate the students with all-round competencies, for career, higher education and self-employability

Consistency of the Department statements with the Institute statements

The first mission statement of the institute is to impart quality technical education by making their technically competent. The first mission statement of the department is in line with the institute mission and focuses on imparting core fundamental knowledge and necessary skills in Computer Science.

The second mission statement of the institute is to nurture the students in all-round development to achieve their career goals. The second mission statement of the department is in line with the institute mission and focuses on cultivating all-round competencies, for career, higher education and self-employability.

The third mission statement of the institute is to inculcate critical thinking and civic responsibilities in the students. The third mission statement of the department focuses on training the students in creativity & critical thinking, ethics and lifelong learning needed to develop solutions for industry and society.

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Mapping of Institute Mission and Vision with Mechanical Engineering Department Mission and Vision

Vision

To be a centre of excellence for transforming students into proficient Mechanical Engineers through sustainable practices.

Mission

- M1. Impart core fundamental knowledge and necessary skills in Mechanical engineering through innovative teaching and learning methodology
- M2. Inculcate critical thinking, ethics, lifelong learning and creativity needed for industry and society
- M3. Cultivate the students with all-round competencies, for career, higher education and self employability

Consistency of the Department statements with the Institute statements

The first mission statement of the institute is to impart quality technical education by making their technically competent. The first mission statement of the department is in line with the institute mission and focuses on imparting core fundamental knowledge and necessary skills in Computer Science.

The second mission statement of the institute is to nurture the students in all-round development to achieve their career goals. The second mission statement of the department is in line with the institute mission and focuses on cultivating all-round competencies, for career, higher education and self-employability.

The third mission statement of the institute is to inculcate critical thinking and civic responsibilities in the students. The third mission statement of the department focuses on training the students in creativity & critical thinking, ethics and lifelong learning needed to develop solutions for industry and society.

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Mapping of Institute Mission and Vision with Electronics and Communication Engineering

Department Mission and Vision

Vision

To be a centre of excellence for transforming students into proficient Electronics and Communication Engineers, through sustainable practices.

Mission

- M1. Impart core fundamental knowledge and necessary skills in Electronics and Communication Engineering, through innovative teaching and learning methodology
- M2. Inculcate critical thinking, ethics, lifelong learning and creativity needed for industry and society
- M3. Cultivate the students with all-round competencies, for career, higher education and self Employability

Consistency of the Department statements with the Institute statements

The first mission statement of the institute is to impart quality technical education by making their technically competent. The first mission statement of the department is in line with the institute mission and focuses on imparting core fundamental knowledge and necessary skills in Computer Science.

The second mission statement of the institute is to nurture the students in all-round development to achieve their career goals. The second mission statement of the department is in line with the institute mission and focuses on cultivating all-round competencies, for career, higher education and self-employability.

The third mission statement of the institute is to inculcate critical thinking and civic responsibilities in the students. The third mission statement of the department focuses on training the students in creativity & critical thinking, ethics and lifelong learning needed to develop solutions for industry and society.

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Mapping of Institute Mission and Vision with Information Technology Department Mission and Vision

Vision

To be a centre of excellence for transforming students into proficient IT professionals through sustainable practices.

Mission

M1. Impart core fundamental knowledge and necessary skills in Information Technology through innovative teaching and learning methodology

M2. Inculcate critical thinking, ethics, lifelong learning and creativity needed for industry and society

M3. Cultivate the students with all-round competencies, for career, higher education and self-employability

Consistency of the Department statements with the Institute statements

The first mission statement of the institute is to impart quality technical education by making their technically competent. The first mission statement of the department is in line with the institute mission and focuses on imparting core fundamental knowledge and necessary skills in Computer Science.

The second mission statement of the institute is to nurture the students in all-round development to achieve their career goals. The second mission statement of the department is in line with the institute mission and focuses on cultivating all-round competencies, for career, higher education and self-employability.

The third mission statement of the institute is to inculcate critical thinking and civic responsibilities in the students. The third mission statement of the department focuses on training the students in creativity & critical thinking, ethics and lifelong learning needed to develop solutions for industry and society.

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3.

Committee Members**a. Governing Council**

S.No	Name	Designation	Email
1	Alhaj. S.M. Yousuf Sahib Chairman, Mohamed Sathak Trust, Chennai.	Chairman	sathaktrust@vsnl.com
2	Janaba. S.M.H. Sharmila Secretary, Mohamed Sathak Trust, Chennai.	Member	sathaktrust@vsnl.com
3	Janab. P.R.L. Hamid Ibrahim Executive Director, Mohamed Sathak Trust, Chennai.	Member	sathaktrust@vsnl.com
4	Mr. S.M.Y. Mohamed Sathak Campus Director, Mohamed Sathak Trust, Chennai.	Member	mohamedsathak@hotmail.com
5	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	gopal@annauniv.edu
6	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOTe Nominee	smurugavel27@gmail.com
7	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	anbuthambi.b@gmail.com
8	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd. Chennai.	Member	arajkuma@yahoo.com
9	Dr. R. Subramani Director, IBM, Chennai.	Member	profsrksarma@gmail.com
10	Dr. G. Kulanthaivelu Prof / Head – ECE, NITTTR, Chennai.	Member	gkveldr@gmail.com
11	Principal MSAJCE, Chennai.	Member Secretary	principal@msajce-edu.in
12	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
13	Head - Academics MSAJCE, Chennai.	Senior Faculty Member	ac@msajce-edu.in
14	Head - IQAC MSAJCE, Chennai.	Senior Faculty Member	iqac@msajce-edu.in
15	Head - Admission MSAJCE, Chennai.	Senior Faculty Member	admission@msajce-edu.in
16	Head – Student Affairs MSAJCE, Chennai.	Senior Faculty Member	studentaffairs@msajce-edu.in
17	Head - Research MSAJCE, Chennai.	Senior Faculty Member	headresearch@msajce-edu.in
18	Head - Examcell MSAJCE, Chennai	Member	examcell@msajce-edu.in

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The Governing Council besides being the supreme administrative authority of the college, shall have the following functions:

1. To monitor the academic and other related activities of the college
2. To consider the recommendations of the Staff Selection Committee
3. To consider the important communications, policy decisions received from the University, Govt, AICTE etc.
4. To monitor the students and faculty development programs.
5. To consider the recommendations of the Planning & Monitoring Board of the college for implementation
To pass the annual budget of the college.

Frequency of the meeting: Twice in a year

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b.Planning and Monitoring Board

S.No	Name	Designation	Email
1	Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Chair Person	mohamedsathak@hotmail.com
2	Principal MSAJCE, Chennai.	Member Secretary	principal@msajce-edu.in
3	Dr. K.S. Badri Nathan Dean-Educational Development Sri Venkateswara College of Engg. Chennai.	Advisor	badri@svce.ac.in
4	Mr. Rajesh Ramanujam General Manager Ford - Credit IT, Chennai	Advisor	cbe_rajesh@yahoo.com
5	Mr. Pradeep Kanagaraj Associate Director, Hitachi, Chennai	Advisor	pkanagaraj@hitachisolutions.com
6	Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai.	Advisor	abdulmyjaleel@gmail.com
7	Mr. A. Raju Infra Technology Manager, CTS, Chennai	Advisor	raju.anbu@gmail.com
8	Mr. R. Ramalingam Manager-HR Versuni India Home Solutions Ltd, Chennai.	Advisor	ramalingam.r@preethi.in
9	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
10	Head - IQAC MSAJCE, Chennai	Member	iqac@msajce-edu.in
11	Head - Academics MSAJCE, Chennai	Member	ac@msajce-edu.in
12	Head - Student Affairs MSAJCE, Chennai.	Member	studentaffairs@msajce-edu.in
13	Head - Research MSAJCE, Chennai	Member	head.research@msajce-edu.in
14	Head - Training and Placement MSAJCE, Chennai	Member	placement@msajce-edu.in
15	Head - All the Departments MSAJCE, Chennai	Member	allhods@msajce-edu.in
16	Head - Examcell MSAJCE, Chennai	Member	examcell@msajce-edu.in
17	Head - Alumni MSAJCE, Chennai	Member	alumni@msajce-edu.in
18	Head - Admission MSAJCE, Chennai	Member	admission@msajce-edu.in
19	Head - Hostel MSAJCE, Chennai	Member	headhostel@msajce-edu.in

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Roles and Responsibility of Planning and Monitoring Board

- To review the academic and other related activities of the college
- To review the students and faculty development programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence

Frequency of the meeting: Twice in a year

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C.Academic Advisory Board

S.No	Name	Designation	Email
1	Dr. K.S. Srinivasan Principal MSAJCE, Chennai	Chairman	principal@msajce-edu.in
2	Dr. K. Malathi Professor / ECE Anna University, Chennai	Advisor	mala@annauniv.edu
3	Dr. N. Parthiban Professor / CSE SRM University, Chennai	Advisor	parthiban@srmist.edu.in
4	Dr. N. Kulasekaran Head - Research Valeo India Pvt. Ltd, Chennai	Advisor	kulasekharan.narasingamurthi@valeo.com
5	Mr. P. Parthasarathy Senior Manager Godrej & Boyce Manufacturing Co. Ltd., Chennai	Advisor	psarathy@godrej.com
6	Dr. S. Thenmozhi Professor / Civil St. Joseph College of Engineering, Chennai	Advisor	thenmozhissiet@gmail.com
7	Mr. Ahamed Jameel A M T Alumni & Technical Consultant HCL, Chennai	Advisor	ahamed.coolin@gmail.com
8	Mr. N. Feroz Khan Alumni & General Manager Maersk, Chennai	Advisor	feroz008@gmail.com
9	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
10	Head - Academics, MSAJCE, Chennai	Member	ac@msajce-edu.in
11	Head - Research MSAJCE, Chennai	Member	head.research@msajce-edu.in
12	Head - IQAC MSAJCE, Chennai	Member	iqac@msajce-edu.in
13	Head - Student Affairs MSAJCE, Chennai.	Member	studentaffairs@msajce-edu.in
14	Head - Examcell MSAJCE, Chennai	Member	examcell@msajce-edu.in
15	Head - All the Departments MSAJCE, Chennai	Member	allhods@msajce-edu.in
16	Head - Placement MSAJCE, Chennai	Member	placement@msajce-edu.in
17	Head - Admission MSAJCE, Chennai	Member	admission@msajce-edu.in

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Roles and Responsibility of Academic Advisory Committee Meeting

- To review the academic and other related activities.
- To review the students and faculty development activities
- To visualize & formulate perspective plans for the development and growth of the department
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding for every department
- To suggest & promote research and extension activities in the department
- To suggest & promote teaching innovations and student placement activities
- To plan for sustaining the quality of education, quality improvement and accreditation of the department
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To suggest suitable mentor mechanism to improve academic results.

Frequency of the meeting: Twice in a year

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IQAC Committee

S.No		Designation	Composition as per NAAC Norms
1.	Dr. K.S. Srinivasan	Principal	Chairperson-HOI
2.	Mr. Mohamed Sathak	Director	Management
3.	Mr.A.Abdul Gafoor	Admission Officer	Administrative Officer
4.	Dr.G.Ramesh	Head – Administration	Faculty member
5.	Dr.A.Balakrishnan	Head- Academics	Faculty member
6.	Dr.A.Kamalaselvan	Head – TC	Faculty member
7.	Dr. J Jeha	HoD – EEE	Faculty member
8.	Mr.D.Weslin	Assistant Professor – IT	Faculty member
9.	Mr.M.Kamarajan	Assistant Professor ECE	Faculty member
10.	Mr.K.K.Vinothkumar	Assistant Professor – Mech	Faculty member
11.	Mr.C.Venkatesh	Assistant Professor EEE	Faculty member
12.	Mr. Veerakumar	Hathway Broadband	Alumni
13.	Mr.E.Mohamed Sathak	Project Engineer, Hitachi Energy Ltd. Chennai	Alumni
14.	Ms.K.Shahidha	IV Year /CSE	Student representative
15.	Mr.L.Chandrasekaran	Managing Director - Precision Instruments & Electronics Pvt. Ltd	Industrialist
16.	Dr.I.Manju	Professor – ECE	Head - IQAC

Roles & Responsibilities of IQAC

1. MR for ISO and maintain quality standards in all aspects. Responsible for plan and conducting GC, ISO Audit and MRM meeting regularly.
2. Custodian to maintain all kind of data of the college as well as Collect and maintain the reports of all the events conducted in the college
3. NAAC & its AQAR report data collection and submission. Get NBA status for all eligible branches
4. Institutional Ranking like NIRF initiatives.
5. Creating awareness about OBE, Reforms in Examination, Internship as per the norms of AICTE and UGC if any.
6. Conduct online feedback and action taken thereof. Course end survey, Exit Survey, feedback from the stake holders from time to time.
7. Technology Center development and activity planed follow up.
8. Regularly update and maintain the website and social media networks of the institute.
9. Verifying the log books maintained by the all the faculty regularly.
10. Students Exchange Program – Plan & Organize.

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Roles and Responsibilities of key position

Responsibility of Principal

1. Responsible for entire academic regulations including examination and Image building of the Institute.
2. Responsible for maintaining the discipline and decorum in the college premises & regular rounds to all the academic buildings & hostel
3. Maintain the administrative dept including monitoring of scholarship and collection of fees and facilitate faculty, staff and student welfare.
4. Organizing the statutory body meeting regularly
5. Coordinate AICTE and AU affiliation Inspections and Admission Process.
6. NBA and NAAC accreditation within stipulated time
7. Review the Industry Institute Interaction for Placements, Seminars, FDP, STTP, Industrial Visit, In-plant Training, Internship, Consultancy Projects and Students Projects.
8. Monitor Course Content delivery and initiate follow up action for academic Performance Improvement
9. Establishing infrastructure and labs of all the departments with State of art facility.
10. MIS Report to be updated to the Chairman periodically.
11. Plan, Prepare and review annual the Budget of the Institute.
12. Recruitment of Faculty and Staff Recruitment as per the AICTE & AU Norms.
13. To ensure the Academic calendar, Service rules and regulation.
14. Organize HOD meetings, Parents meeting, Faculty meeting periodically
15. Analyze the feedback of students, faculty and initiate remedial measures.
16. Check Website updation and activities for brand building of the institute periodically
17. Monitoring the Professional Association, Club and sports activities and arranging various events to build up the image of the institute.
18. Encourage the faculty and staff to participate and organize FDP, Conference, Seminar and workshop to update their knowledge
19. Motivate the students to participate in various competitions, social works, co-curricular and extracurricular activities.
20. Develop the research facility and motivate the faculty, staff and students to involve in it actively.

Responsibility of the Head – Academics.

1. Monitor the Subject allocation and time table preparation of all the departments.
2. Collect the detailed lesson plan, question bank, Lab record, and class notes for all the 5 units from concerned faculty and circulate to all the students.
3. Daily academic activity follows up by visiting all the departments in association with Head (Student Affairs), with in 1 st one hour at the beginning and ensure whether all the faculties are available for the day to handle the class & in case any faculty is absent / leave ensure alternative arrangements made properly.
4. Monitor Pink and Yellow Book, communicate to the parents about their ward absenteeism and late arrival to the class / college.
5. Monitoring of Class Committee Meeting (CCM) and Parent Teacher meeting - addressing its issues.
6. Conduct assessment test as per the schedule, analyze the results and initiate necessary action to improve the results as per the direction of the Principal.
7. Analyze the results of Anna University end semester examination, identify the root cause and to take remedial measures to achieve the target / improve the results as per the direction of Principal.

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8. Visiting all Labs, monitor the way of lab conduction, check availability of facility required, check the status of experiment completion and lab track record for timely completion of the Lab.
9. Monitor the functional committee of academic group (professional societies and various club activities).
10. Motivate the faculty and students to pursue at least one online course per semester.
11. Plan and Monitor the Exam preparation classes.
12. Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

Responsibility of Head –Students Affairs:

1. Monitor all academic activities in and coordinating with Head Academic & Hods.
2. Daily academic activity follow up by visiting all the departments in association with Head (Academic), with in 1st one hour at the beginning and ensure whether all the faculties are available for the day to handle the class & in case any faculty is absent / leave ensure alternative arrangements made properly.
3. Monitor Pink and Yellow Book; communicate to the parents about their ward absenteeism and late arrival to the class / college.
4. Plan and execute various activities like industrial visits, workshops, seminars, conference, symposium, cultural, sports, professional society activities, NSS, induction programs, motivational programs, placement day, graduation day and other important celebration and activities.
5. Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
6. Coordinate the functional committees of the institute and activate them to do various
7. activities. Coordinating Anna University / AICTE inspection / Accreditation if any.
8. Plan and organize Alumni meeting and Parents Teacher meet periodically.
9. Feedback from all the stake holders (students, parents, alumni and industry) in coordination with Head – Academic, Head - TC & IR, and placement officer to initiate necessary action in consultation with Principal.
10. Coordinating with exam cell and departments to update attendance, upload the internal marks in AU web portal and ensure smooth conduction of university end semester practical and theory Examinations.
11. Mentoring / Counseling self study group (Toppers) and slow learners of all departments.
12. Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

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Roles & Responsibilities of IQAC

- Creating the awareness program about IQAC & Accreditation process.
- Plan for NBA & NAAC for all departments.
- NIRF Ranking, CII, AICTE ranking, AISHE data submission
- Other private body ranking.
- Organize IQAC audit as per norms.
- Collect & maintain the database of all the documents.
- Create awareness program about OBE to all the stake holders.
- Develop the process and standard formats for all the activity
- Monitor all the labs for procurement of equipment, services, consumables requirement and readiness in all aspects.
- Standardize all the labs and made it available in working condition at all time.
- Closely monitor the Content delivery and lab track records.

Roles and Responsibility of Head - Research

- Establish the research culture among the faculty and students. Motivate the faculty to publish three papers / year and one patent per year.
- Maintain the database of all the faculty pursuing Ph.D & Ph.D qualified faculty and motivate them to get guide-ship from Anna University.
- Get Nodal research Centre status for all the eligible departments.
- Interact with project coordinators of all the departments and identify the best project and make it publish in the conference / journal / file a patent.
- Organize the technology forum meeting to share the research exposure of faculty and students and Review the ongoing research projects / consultancy works periodically.
- Apply and get DSIR – SIRO certification to get recognition of national level research center status.
- Periodically plan and organize the various events to create awareness among the students and faculty in Research methodology, IPR, Patent filing and Copy Right.
- Motivate the faculty to submit the research proposals to various funding.
- Plan and Organize the National / International Conference department wise and publish the proceeding / journal periodically through professional association / funding agencies.

Roles and Responsibility of Head - Admin

- Faculty and Students Discipline.
- Events Management – Induction Program, Promotional Activity, Teachers Day, Engineers Day, Technical Symposium, Tech Jamboree, Algorithm, Farewell, Convocation, Alumni meet, Sports and Cultural day, National Importance Days
- Library and Lab Requirement purchase, service and audit.

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- Roster duty preparation for teaching and nonteaching to monitor for various activity.
- Online Courses, FDP, Seminar & Workshop for faculty – Organizing and Participation
- Industrial Relation Coordination – MOUs, Guest lecture, Industrial Visit and Internship
- Responsible to organize P&M meeting periodically.
- Teaching and non teaching staff self Appraisal.
- University Co-ordination: Attendance and Internal mark updation in the portal
- Mentoring Toppers and Slow learners

Roles and Responsibility of Head – Manager Adimm

- PRO Activities – Police, Fire, Health, Press, Government and Local body members, and
- Political parties if required.
- Handling of Legal issues if any related to AU and AICTE.
- Hospitality and facility management for various activities planned in the college.
- Support execute all statutory body meeting as per the schedule / whenever required. (Governing Council, Planning & Monitory board, Academic Advisory, Research Advisory, Grievances Redressal committee and Industrial Relation Advisory committee)
- Periodical Audit of Laboratories, Library, Estate office, Hostel and Mess.
- Purchase of Stationery, House Keeping, Civil, Electrical, Plumbing, Networking Materials,
- ID Cards, text books and note books, Observation and record Books, Attendance Books and other necessary materials made available in time.
- Maintaining the College Security, Transport, Hostel, mess and Canteen facilities & issues follow up.
- Support & execute various activities like industrial visits, workshops, seminars, conference, symposium, cultural, sports, professional society activities, NSS, induction programs,
- motivational programs, placement day, graduation day and other important celebration and activities
- Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
- Coordinating Anna University / AICTE / Accreditation inspection if an in association with Manager -Accounts
- Plan and organize Alumni meeting and Parents Teacher meet periodically. in association with Manager – Accounts
- Plan and execute faculty and staff welfare activities.

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Responsibility of Head Technology Centers & Industrial Relations. (TC&IR)

1. Establishing and monitoring the facility of Technology centres with industrial tie up / Recognition, content delivery of various Value Added Courses and timely completion of certification process in association with concerned department HoDs.
2. Plan and prepare the training curriculum, syllabus and materials required based on the facility available and industrial requirement.
3. Interacting with Industries for Industrial visit, Training, students projects, Internship, Consultancy project etc and Plan and execute MOU's signing with industries in association with Placement officer and concern dept. HODs.
4. Plan, and execute soft skill training, core subject training, foreign language training and other training if any required to maximize the placement.
5. Organize at least one workshop, Seminar, FDP, competition and hands on training for other college students & staffs and generate fund through technology centers.
6. Identify the suitable faculty and students and motivate them to participate in various Hackathons and competitions.
7. Monitor and support the Research activities of the college in association with Head – Research & HODs of the concerned department.
8. Actively participate along with HoDs in Project reviews of the all the departments and identify the best project and make it publish in the conference / journal / copy right / file a patent if the work is innovative.
9. Review the ongoing research projects / consultancy works periodically in all the departments along with HODs of the concerned department .
10. Motivate the faculty to submit the research proposals to various funding agencies in association with Head – Research.
11. In charge for Unnat Bharat Abiyan activity – plan and organize various social activities in the adapted villages.
12. Coordinating with all the Heads and HoD's from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

PRINCIPAL
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