Living World of Diversity...

Role & Responsibilities of Various Coordinators Appointed in Departments
Guidelines & Procedures

-: An Intiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITATION GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute; Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

ROLE & RESPONSIBILITIES
Coordinators in Departments

SOP FOR ROLE & RESPONSIBILITIES OF VARIOUS COORDINATORS IN DEPARTMENTS

SL. NO.	PARTICULARS	DESCRIPTION
1	**Policy Number**	TIAS/IQAC/2021-22/
2	**Policy Structure**	The policy describes the Role And Responsibilities Of Various Coordinators Appointed In Departments Viz. Class Coordinators; MBA/BBA/MCA/BCA/ BA(JMC) Coordinators; Remedial Classes; SWAYAM/NPTEL/ MOOCS Coordinators; Internship Coordinators; Outcome Based Education (OBE) Coordinators; Training & Placement Coordinators; Faculty Feedback Coordinators; NSS Coordinators; Time-Table Coordinators; LMS/ERP Coordinators; NEWS Letter Coordinators (Youngster); Department Library In-charges; Department- Webpage Coordinators; Alumni Coordinators; Industry- Institute Interaction Coordinators; Data & Records Coordinators; Curriculum Development Coordinators; ITC coordinator; Accreditation (NAAC) Coordinators; Academic/Lab Audit Coordinators; Annual Progress Report (APR) Coordinators; Admissions (UG & PG) Coordinators for all academic, Research, Administrative and outreach needs for different cadre of faculty, expectations, prescribe structure, resource persons, every year from the faculty of MBA, BBA, BA(JMC) & BCA Programme.
3	**Scope of the Policy**	The policy details the procedure followed by the Institute while organizing, providing implementing, monitoring And Evaluating, Assisting/Felicitation Of Various role & responsibilities of various coordinators appointed in departments for various aspects:
4	**Policy Status**	Original –Version -1.0
5	**Originated By**	By the Institute and various departments of the institute
6	**Reviewed By**	- Director, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi - Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	**Effective Date of Policy**	22/07/2021
8	**Approving Authority**	The Academic Council, TIAS and BoG of Tecnia Institute of Advanced Studies, Delhi
9	**Amendment Number**	Nil
10	**Effective Date of Amended Policy**	Nil

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THE INSTITUTE

Tecnia Institute of Advanced Studies ("TIAS") is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited "A" Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD's Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Added Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e- certification for making students employable. Institute has ultra- Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th – 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-
- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks
- ❖ To ensure relevance and quality of academic and research programmes
- ❖ To develop equitable access to and affordability of academic programmes for various sections of society
- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

IQAC DOLES

The doles of the IQAC are:-
- ❖ To contribute meaningfully to ensure heightened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement

IQAC ROLES

The roles of the IQAC are:-
- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process

- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.
- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

Class Coordinators

ROLE AND RESPONSIBILITIES OF VARIOUS COORDINATORS APPOINTED IN DEPARTMENTS OF THE INSTITUTE

CLASS COORDINATORS:
- ❖ To monitor and maintain attendance, marks and other academics, Co-curricular & 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
- ❖ 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 through HOD/Dean
- ❖ 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 assigned class
- ❖ Motivation to students to participate in professional development, sports and club for extension and outreach activities.
- ❖ Coordination with examination section in case of specific cases.
- ❖ Conduction of regular counseling sessions/meetings for grievance redressal to keep in touch when they pass out and become "alumni'.
- ❖ Any other matter as referred by HOD/Dean/ Director.

MBA/BBA/MCA/BCA/ BA(JMC) COORDINATORS:
- ❖ To perform all the duties of class coordinator
- ❖ To prepare/update the information brochure of UG/PG course
- ❖ To maintain and submit the record of attendance for the purpose of scholarships.
- ❖ To mentor the students for Project Report/dissertation/ SWAYAM/VAC/ Add-Ons/Certificate course selection
- ❖ To interact with the students in individual/group to resolve queries regarding Career/Entrepreneurship /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 Project Report/dissertation and mentor for timely completion of Project Report/dissertation
- ❖ To contact/motivate with the prospective students for UG/PG programme (To ensure 100% quality admissions in UG/PG programme)
- ❖ To coordinate with the T&P cell and employers for the possible placements of UG & PG students.
- ❖ To offer general advice and support for students.
- ❖ Oversees the academic requirements, academic schedule including conduct of internals examinations
- ❖ Monitoring of attendance, class work of students
- ❖ Maintaining a record of project titles/ Industrial Visits and associated supervisors/ mentors of students
- ❖ Scheduling Dissertation/ Project, seminar reviews and monitoring the same under coordination with concerned HoD
- ❖ Maintaining records of internal/ external examiner for viva-voce of Dissertation/ Project
- ❖ Monitoring of admission data, student profile, result and completion of all students & Coordination with admission team
- ❖ Oversees Scholarships

REMEDIAL CLASSES:
- ❖ To identify the student's academic 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
- ❖ To apply for various government schemes for financial assistance to conduct remedial classes

SWAYAM/NPTEL/ MOOCS 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), 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 the approved list of DE's, OC's, 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 counseling 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
- ❖ To maintain the record of Students registration and certification record for onward submission to the GGSIPU university.

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

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

OUTCOME BASED EDUCATION (OBE) COORDINATORS:

- ❖ To establish POs and PSOs based on Vision and Mission of the department
- ❖ To revise POs and PSOs, if necessary, based on the report submitted by Department Committee
- ❖ To consider recommendations for achievement of POs and PSOs given by the syllabus as prescribed by GGSIPU University.
- ❖ To formulate guidelines for attainments of POs, PSOs & Cos in coordination with Institute OBE Coordinator and circulate the same to Class Coordinators & other faculty members
- ❖ To draft and revise feedback forms viz. Alumni, Employer, Industry, Parent, Student and any other.
- ❖ To conduct and analyze results of above mentioned feedback and Cos feedback 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 POs & PSOs
- ❖ To submit a report on "Evaluation and Attainment of POs and PSOs to HoD
- ❖ To submit report to IQAC on evaluation of attainment of 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 POs, PSOs and COs
- ❖ 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

TRAINING & PLACEMENT COORDINATORS:

- ❖ 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 counseling 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

FACULTY FEEDBACK COORDINATORS:
- To collect the Faculty Feedback, Feedback on Curriculum & other feedbacks from concerned stakeholders
- To develop and maintain internal policies and procedures
- Providing advice on sampling and statistical techniques to ensure methodology is statistically valid
- Promoting techniques to achieve the highest possible response rates
- Managing appreciation to encourage responses
- To Analyse Feedbacks data and providing timely action taken reports to class coordinators/HoD and Dean
- Managing the department's internal and external feedbacks
- Coordinating, planning, promoting and administering the department's evaluation of feedback & 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 Datasets

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 student to participate I 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

TIME-TABLE COORDINATORS:

- ❖ Preparing department time table for theory & practical classes at the beginning of each semester in 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

LMS/ERP 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

NEWS LETTER COORDINATORS (YOUNGSTER):
❖ 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 Newsletter coordinator for the publication of Institute NEWS letter

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

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

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

INDUSTRY- INSTITUTE INTERACTION COORDINATORS:
- ❖ Arranges industrial visits, internships and industrial tours
- ❖ Involves industrial experts in Academic council, 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 Students
- ❖ Tie-up with the Industry for establishment of 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

DATA & RECORDS COORDINATORS:
- ❖ To Compile various information at 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
- ❖ To Coordinate with Institute Data Manager and Dean
- ❖ To compile and submit the 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

CURRICULUM DEVELOPMENT COORDINATORS:
- ❖ Keep their respective department apprised regarding curriculum
- ❖ Prepare documents as per agenda of 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 Value Added, Add-Ons/Certificate & 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 coordinator to ensure that faculty requirements, course specifications, and graduation requirements, software system needs, and compliance issues.
- ❖ Facilitates and supports curriculum development & revision at the Department
- ❖ Support Institute 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.
- ❖ Create notices of intent, program applications and departmental resolutions.
- ❖ Keep the department informed regarding curriculum changes/revisions
- ❖ Support the curricular aspects of the accreditation process
- ❖ Reviews academic program materials for compliance with University 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

ITC COORDINATOR:
❖ To educate internal stockholders of department for 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

ACCREDITATION (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 SSR
❖ To review and prepare the SSR during the course of accreditation

- ❖ To add and adopt best practices as and when stipulated by the NAAC
- ❖ To attend 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 in coordination with data managers.

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

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

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.

TECNIA
INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE

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