



PROF RAM MEGHE COLLEGE OF ENGINEERING & MANAGEMENT

COORDINATORS HANDBOOK

MEMBERS ROLES & RESPONSIBILITIES

Dear Member,

The following handbook depicts the various Committees, the Cells and the individual and collective responsibilities. These are the guidelines regarding the roles and responsibilities of various members in the committees and the cells. You are to adhere to these guidelines while working as the member of a team assigned to you. Of course, this handbook is not meant to cover every detail, but provide an overview of the salient points in your role, you being the accelerator to institutes working, growth and development. Should you need any clarification, please feel free to contact the undersigned.

Sincerely,

Dr. M. S. Ali

Principal

15th December 2018

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Admissions Committee

There shall be an Admissions Committee consisting of Principal as the Chairman and Dean as the Member Secretary and the members as prescribed. The committee shall be responsible for the entire admissions at the entry level including first year B.E., direct second year B.E. and M.E.

The committee shall meet at least twice during an academic session.

The committee shall have the following constitution.

1. Principal -Chairman
2. All the Head of the Departments – Ex Officio Members.
4. Dean –Member Secretary.

The powers and duties of the committee shall be to-

1. To consider the AICTE, the state government, DTE and the university norms, rules and regulations for UG/PG admissions and to draft accordingly the policies for admissions to UG/PG courses.
2. To draft policies for creating awareness about engineering education at large and the college in particular and delegate the same for execution to the respective cell(s).
3. To plan and delegate the strategy to Public Relations & Outreach Cell or to the specific committee constituted thereof, for the interaction with junior colleges, polytechnics, coaching centers etc.
4. To evolve suitable strategy for attracting good quality students.
5. To work out and execute any other activity related with the admissions, counseling, and guidance of the students. The final objective shall be to provide an effective mechanism that shall augment the admissions.

Academics Committee

There shall be an Academics Committee consisting of Principal as the Chairman and Dean as the Member Secretary. The committee shall meet at least twice during an academic session. The committee shall have the following constitution.

1. Principal -Chairman
2. All the Head of the Departments – Ex Officio Members.
3. The Coordinators of the following cells shall be the Members
 - i. DBT & Student Welfare Cell
 - ii. Enrollment & Examinations Cell
 - iii. Extracurricular & Enrichment Cell
 - iv. Sports & Extra-curricular activities Cell
 - v. Placement & Alumni Cell
 - vi. Training & ILL Cell
 - vii. IQAC/HR/Documentation Cell
4. Dean –Member Secretary.

The powers and duties of the committee shall be to-

1. To monitor the policies made for the academic matters like preparation of academic calendar, student's attendance, teaching learning process evaluation, student's feedback, students' internal assessment and any other matters related to the academics and students.
2. To monitor scheduling of activities proposed by Academic cell.
3. To ensure that uniformity is maintained in various cells directly related with the students as regards to the academics, enrollments, examinations, training, placement, extracurricular activities, games & sports etc.
4. To work out and execute any other activity related with the academics and teaching learning process.

Coordination Committee

There shall be a Coordination Committee consisting of Principal as the Chairman with all the HODs and all the Cell Coordinators as the members. The Dean shall be the Member-Secretary. The Committee shall be responsible for effective coordination and execution of the functions assigned to each Cell. There shall be following Cells with their powers and functions as defined.

1	Academics Cell
2	Consultancy & Internal Resource Generation Cell
3	Direct Benefit Transfer & Student Welfare Cell
4	E-Governance & ICT Cell
5	Enrollment & Examination Cell
6	IEDC & TBI Cell
7	IQAC / HR /Documentation Cell
8	Intellectual Property Right Cell
9	NSS Cell
10	Placement & Alumni Cell
11	Public Relation & Outreach Cell
12	Research & Development / CIRF Cell
13	Skill Development Cell
14	Sports & Extra-Curricular Activities Cell
15	Training / Industry Institute Link Cell
16	Unnat Bharat Abhiyan Cell
17	Women Development & Grievance Cell
18	Amenities/Works/Maintenance Cell

Constitution of the Cell

1. Each Cell shall have one Cell Coordinator and Five Members.
2. Each Cell shall be assigned one Technical Assistant/Laboratory Assistant.

Working of the Cell

1. It is the responsibility of each individual HOD to make available the required manpower and the resources as and when needed. The services needed from any department must be provided without any discrimination about the work, place, person, material etc.
2. All the HODs, Coordinators and each member of each of the Cells must work proactively, with due information communicated to each other concerned. The information sharing may be done via phone or sms.
3. Cell shall be working at the institute level. Hence the coordinator shall coordinate and synchronize the activities at College level. The meetings or work should be scheduled in a manner that shall not affect regular academics.
4. Each member of the cell, although representing a department, shall have the working jurisdiction across the institute.

For example, under the Maintenance Cell, the Cell coordinator shall look after entire maintenance activities across the campus. A member from Civil department shall not only look after all Civil maintenance of his/her department, but also all the Civil maintenance across the campus, office, library, canteen and departments etc. And similar for each and every departmental cell member.

I. Academics & e-Learning Cell

The Academics & e-Learning Cell shall be responsible to establish and maintain collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it. The responsibilities and functions shall include (but not limited to) the followings

The roles and responsibility of the Academic Cell shall be to-

1. Formulate the draft policies for the academic matters like preparation of academic calendar, student's attendance, teaching learning process evaluation, student's feedback, students' internal assessment and any other matters related to the academics and students.
2. Approve the institutes' Academic Calendar with reference to the university prescribed academic calendar.
3. Approve the schedules and activities proposed by the member cells i.e. enrollments, examinations, training, placement, extracurricular activities, games & sports.
4. Maintain uniformity in scheduling and implementing various academic activities as regards to the academic calendar, time table, theory & lab conduction, submissions and assessment, etc.
5. Maintain uniformity in various cells directly related with the students as regards to the academics, enrollments, examinations, training, placement, extracurricular activities, games & sports etc.

Academic Calendar: The academic activities of the Institute shall be regulated by Academic Calendar prepared by the Examinations & Quality Assurance Cell and approved by the Academics Committee. It shall be made available to the students / Faculty members and all other concerned in printed/ electronics form. It is mandatory for Students / Faculty to strictly adhere to the academic calendar.

The Academics & e-Learning Cell shall work in coordination with other Cell coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provisions for activities related to the cell.

II. Internship / Consultancy / Internal Resource Generation(IRG) Cell

The Internship / Consultancy / Internal Resource Generation(IRG) Cell shall be responsible for establishing a problem solving environment for addressing the engineering and technological challenges. The cell shall act as a facilitator to the industry in particular and society at large to identify, analyze the problems and design, develop or suggest appropriate solutions that are technically, financially and operationally feasible. The responsibilities and functions shall include (but not limited to) the followings:

1. To devise and implement a mechanism for consultancy activities to meet the regional industry/business needs and to capitalize on potential new consultancy opportunities.
2. To devise and implement a mechanism for effective collaboration with the industry or business entities to identify their problems and provide appropriate solutions.
3. To devise and implement a mechanism for technical training and orientation of the institutes' faculty for consultancy. To arrange workshops for faculty for enhancement of skills in publication of the consultancy solutions.
4. To devise and implement a mechanism to make the Consultancy work web-enabled or app-enabled. To publicize the consultancy activities with internet enabled consulting services.
5. To devise and implement a mechanism for organizing regional level awareness programs for industry and business houses and publicize the institutes' technical expertise in relevant fields.
6. To promote consultancy and innovation culture among faculty and students.
7. To act as a facilitating center in providing assistance for the faculty members in communicating with the external agencies.
8. Motivate the students and the faculty of the college, to update the knowledge which leads to further investigation and progress and to give a hand to the industries in their product development.
9. To interact with R&D organization and institute and promote Creation of collaborative labs / testing centre at College.

10. To advocate and recommend purchases of labs and equipments having potential to generate consultancy.

11. Evaluate and assess business project proposals having potential to generate additional revenue for the college.

Consultancy services shall include but not limited to:

1. Academic Content development (Online/Offline)

2. Guest Lectures/ Expert Talks

3. Workshops / Seminars/ Training Programs with/without assistant from commercial/ industrial organization.

4. Book/Monograph publications, Patents Commercialization

5. S/w development/upgradations/Maintenance

6. Design & developments, Calibrations/ Installation /Maintenance of labs and equipments

7. Lending any sort of professional services

The Internship / Consultancy / Internal Resource Generation(IRG) Cell shall work in coordination with other Cell coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provisions for activities related to the cell.

III. DBT & Student Welfare Cell

The DBT & Student Welfare Cell shall be responsible for all the affairs related to the students Welfare like Students Council, Student's Magazine, Students Anti-Ragging Cell and Students welfare. The responsibilities and functions shall include (but not limited to) the followings.

1. To devise and implement a mechanism for the proper formation of Students Council and scheduling the meetings/activities etc.
2. To devise and implement a mechanism for publishing students annual magazine.
3. To devise and implement the mechanism for the redressal of students grievances including ragging/women harassment.
4. To work out and execute any other activity related with the students not covered under other cells but amenable to the student's interest. The ultimate objective shall be to provide a student-friendly safe and secure environment.

The DBT & Student Welfare Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

IV. e-Governance & ICT Cell

The E-Governance & ICT Cell shall be primarily responsible for computerization of all academic, financial and administrative activities related with the College, AICTE, DTE, SGBAU, SSS, PNS, SWD, VYWS and any other government agency. The E-Governance & ICT Cell Coordinator shall coordinate the data collection and uploading activities by preparing and observing the prescribed schedules. The responsibilities & functions shall be include (but not limited to) the followings.

1. To evolve and execute a computerized mechanism for proper collection, storage and maintenance of relevant data like students, faculty, equipments, building plans, examinations, results, scholarships etc. in the required formats.
2. To evolve and execute a mechanism for timely uploading and submission of the information as and when required by various agencies like AICTE, DTE, SGBAU, SSS, PNS, SWD VYWS etc. in the prescribed formats.
3. To devise and implement a mechanism for proper updation of the evolving data and maintenance of the information required by various agencies like AICTE, DTE, SGBAU, SSS, PNS, SWD VYWS etc. in the prescribed formats
4. To develop an online mechanism for accumulating various types of resources including AICTE norms, Government of M.S. resolutions, DTE rules & regulations, SGBAU statutes/ordinances etc. required for effective administration.
5. To work out and execute any other activity related with IT-enabled solutions for the administration work of the institute. The ultimate objective shall be to provide IT-enabled e-governance framework to make the administration work smooth and effective.

The e-Governance & ICT Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

V. Enrollment & Examination Cell

The Enrollments & Examination Cell shall be responsible for all the affairs related to students enrollment, concerning all types of internal and external evaluations including theory and practical examinations. The Enrollments & Examination Cell Coordinator shall coordinate the institute's curricular activities with examinations by preparing exam calendar. The responsibilities and functions shall include (but not limited to) the followings.

1. To devise and implement a suitable mechanism for proper conduction of all types of examinations like unit tests, common tests, university theory & practical examinations.
2. To prepare, publish and execute the institutes' academic calendar, examination calendar, mid-term feedback schedule, end-semester feedback schedule at the beginning of the academic session.
3. To evolve and implement a mechanism for quality checks in academics, teaching learning processes, evaluation systems, carry out the quality analysis and suggest the measures for quality improvement.
4. To evolve and implement a mechanism for internal marks collection and submission to the university as required for the examination results.
5. To work out and execute the student feedbacks about academics, courses and examinations of the institute. To carry out the result analysis and make suggestions for improvement.

The Enrollment & Examination Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

VI. Innovation & Entrepreneurship Development(IEDC) & Technology Business Incubation(TBI) Cell

The Innovation & Entrepreneurship Development Cell (IEDC) & TBI Cell shall be not only responsible for establishing healthy relationship with the industry but also explore the possibilities of setting up SSI unit under the aegis of the Vidarbha Youth Welfare Society-Amravati. The main objective of the cell aims at spearheading entrepreneurship movement and creating self-employment opportunities. The responsibilities and functions shall include (but not limited to) the followings.

1. To devise and implement mechanism for identifying agencies to fetch funds for activities related to innovation & entrepreneurship.
2. To devise and implement a mechanism for creating awareness on Intellectual Property Rights (IPR) by motivating student and faculties, organizing workshops / seminars on the same.
3. To devise and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
4. To devise and implement a mechanism for organizing national/international level conferences/seminars/workshops for creating awareness on Entrepreneurship, both for the students and faculty.
5. To work out and execute any other activity related with the entrepreneurship which is useful for the inculcating innovative thinking and intellect enhancement. The overall aim of the IEDC will be to create conducive environment for exposing students to various aspects of industry.

The Innovation & Entrepreneurship Development(IEDC) & TBI Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

VII. Internal Quality Assurance Cell(IQAC) / HR / Documentation Cell

The Internal Quality Assurance Cell/ HR / Documentation Cell shall be mainly responsible for development of a system for conscious, consistent and catalytic improvement in the overall performance of the institution. The responsibilities and functions shall include (but not limited to) the followings:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
2. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
3. Optimization and integration of modern methods of teaching, learning and evaluation;
4. Ensuring the adequacy, maintenance and functioning of the support structure.
5. Dissemination of information on various quality parameters of higher education
6. Development of Quality Culture in the institution;
7. Documentation of various programmes/activities leading to quality improvement and preparation of annual reports for AQAR.

The Internal Quality Assurance Cell(IQAC)/HR/Documentation Cell shall work in coordination with other Cell coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provisions for activities related to the cell.

VIII. IPR Cell

Intellectual property is the product of the human intellect including creativity concepts, inventions, industrial models, trademarks, songs, literature, symbols, names, brands,...etc. Protection of IPR allows the innovator, brand owner, patent holder and copyright holder to benefit from his/her work, labor and investment, which does not mean monopoly of the intellect. The IPR Cell takes care of the creative ideas, innovations, and discoveries of its faculty, students and technical staff, and the subsequent transfer of those ideas to use through extension services, training and commercial application.

The responsibilities & functions shall include (but not limited to) the followings:

1. To promote constant awareness about IPR.
2. To engage and conduct IP workshops/ seminars.
3. To provide guidance and consultancy to the faculty/students during their research to pursue their projects in the direction of Patent/IPR.
4. To encourage faculty members and students to engage in applied innovative research and development of products/process that can be transferred to the benefit of society at large.
5. To enable the transfer of these innovations to application for public benefit and commercial use, through transparent operations.
6. To encourage faculty and students to participate in the creation of inventions, IPR protection and commercial licensing activities.
7. To negotiate and manage agreements to the best advantage of the creator and the Institute which are consistent with the Intellectual Property Policy and guidelines.

The IPR Cell shall work in coordination with other Cell coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provisions for activities related to the cell.

IX. National Service Scheme Cell

The National Service Scheme Cell has been playing an important role in enriching the souls and minds of the staff and the students. This cell runs under the Ministry of Youth Affairs & Sports Govt. of India and administrated by Sant Gadge Baba Amravati University, Amravati. It is popularly known as NSS, was launched on Gandhiji's Birth Centenary Year 1969, in 37 Universities involving 40,000 students with primary focus on the development of personality of students through community service. The Motto of NSS "Not Me But You", reflects the essence of democratic living and upholds the need for self-less service. The student joining this scheme develops many behavioral interactive skills. They visit the rural areas as NSS volunteers during the camps organized by the college. The NSS volunteers take initiative in developing a technocratic environment and also help the underprivileged people to develop themselves. The responsibilities and functions shall include (but not limited to) the followings.

1. To understand the community in which stakeholders or students work and to understand themselves in relation to their community.
2. To identify the needs and problems of the community and involve them in problem-solving by taking various related activities.
3. To utilize knowledge of faculty and students in finding practical solutions for individual and community problems.
4. To plan and work out the regular activities for college campus and for outside areas under the rule & regulation of Sant Gadge Baba Amravati University.
5. To devise and implement the seven days residential camp at adopted village by college and approved by University.
6. To develop capacity to meet emergencies and natural disasters and practice national integration and social harmony. To execute some activity with service of institute such as Blood Donation camp, Swaccha Bharat Abhiyan, Plastic abolishment program, VISAKA, AIDS Awareness, programme on Beti Bachao Abhiyan, Rural amenities & services program etc

X. Placement & Alumni Cell

The Placement & Alumni Cell shall be primarily responsible for the activities related with campus placements and alumni. The responsibilities and functions shall include (but not limited to) the followings.

1. To devise and implement a mechanism for organizing various placement activities so as to provide placements to all the eligible candidates.
2. To devise and implement mechanism to liaison with good companies for recruitment of the students.
3. To organize pool campus drive in campus or off campus.
4. To devise and implement a mechanism for alumni feedback and suggestions from as well as schedule and execute Alumni meet along with maintenance of all the relevant database.
5. To work out and execute any other activity related with the placement of the students. The ultimate objective shall be to provide placement to all.

The Placement & Alumni Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

XI. Public Relation & Outreach Cell

The Public Relations & Outreach Cell shall be primarily responsible for overall publicity, promotions, image building, and outreach and visibility enhancement of the institute. The responsibilities and functions shall include (but not limited to) the followings:

1. To work on long term policies and strategies for promotion of inter-linkages with all the stakeholders – Parents, Students, Faculties, Management, Employees and Industries.
2. To evolve and execute a process for creating MOU with local and regional agencies for awareness about Engineering education at large and the college in particular.
3. To evolve mechanism for visit of teachers/students from other entities to the college and also to work out the details of logistic support for such visitors.
4. To evolve mechanism for visit to junior colleges/polytechnics/coaching classes for awareness seminars/ workshop etc. of teachers/students and also to work out the details of logistic support for such visits.
5. To work out and execute the advertising, promotional and outreach activities for image building and for enhancing the visibility of the institute.

The Public Relation & Outreach Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provision for activities related to the Cell.

XII. Research & Development / CIRF Cell

The Research & Development/CIRF Cell shall be responsible for research, design and development of new products or prototypes, analysis of competitive products mainly related with engineering & technology, acting as the Institutional Unit of VYWS's Center India Research Foundation (CIRF). The responsibilities and functions shall include (but not limited to) the followings:

1. To devise and implement a mechanism for research and development activities to meet organizational needs and to capitalize on potential new product opportunities.
2. To devise and implement a mechanism for effective collaboration with the CIRF as one of the Institutional Units of CIRF; proactively involving for fulfillment of the mission of the Foundation.
3. To devise and implement a mechanism for publication of the research results, presenting the research results at appropriate forums/ conferences, training of the concerned in documentation and thesis preparation etc.
4. To devise and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
5. To devise and implement a mechanism for organizing national/international level conferences/seminars/workshops both for the students and faculty.

The Research & Development/CIRF Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provision for activities related to the Cell.

XIII. Skill Development Cell

Skill and knowledge are the motivating forces of growth and economic development of country. Today industry is facing severe shortage of skilled Manpower. The accelerated growth has only increased the demand for skilled manpower. The responsibilities and functions shall include (but not limited to) the followings:

1. To provide the platform which will cater the services in professional skill development, these will be helpful to industries to get skilled manpower.
2. To provide the platform to learn skill oriented courses under various schemes of Govt. of India. This provides opportunity to all students in society to learn various skill oriented courses. This is helping them in their placements.
3. To evaluate the performance of the skill development programs in objective manner.
4. To increase the capacity and capability of the existing system in order to ensure equitable access for all.
5. To foster excellence in skill development centre, building effectiveness in delivering competency based training, and to enable trainees and other stakeholders to make informed choices with regard to skill development centre.

The Skill Development Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provision for activities related to the Cell.

XIV. Sports / Extra-Curricular Activities Cell

The Sports & Extracurricular Activities Cell shall be responsible for all the activities related with Sports, cultural and social events within and outside campus concerned with the college. The coordinator of the Sports & Extracurricular Enrichment Cell shall organize, coordinate and execute all the related activities both within as well as outdoor of the college. The responsibilities and functions shall include (but not limited to) the followings.

1. To devise and implement a mechanism for Sports and extracurricular activities including students training, preparation, procurement of Sports and musical instruments, Sports Uniform/Costume material and scheduling of the events.
2. To devise and implement a mechanism for publicizing and motivating the students for participation in Sports and extracurricular activities and organize interdepartmental events.
3. To coordinate with the university extracurricular division and arrange for the participation of students at university youth festivals and Inter University Sports events.
4. To devise and implement a mechanism for Liaisoning with the government agencies for Grants for Sports, extracurricular events and enrichment activities etc.
5. To work out and execute any other activity related with the Sports and extracurricular enrichment programme. The ultimate objective shall be to provide an environment that enhances the student's personality.

The Sports & Extracurricular Enrichment Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provision for activities related to the Cell.

XV. Training & Institute Industry Link(ILL) Cell

The Training & ILL Cell shall be responsible for all the training related activities across the institute including the training of the students, faculty and staff. The skill sets for the training shall include (but not limited to) technical training, soft skills, personality development programme. The responsibilities and functions of the Training & ILL Cell Coordinator shall include (but not limited to) the followings:

1. To devise and implement a mechanism for personality development programs for the students, including Group discussions techniques, interviews, public speaking, soft skills, problem solving ability etc. so as to prepare the students for their further career.
2. To devise and execute a mechanism for industrial training programs as well as the industrial visits including visits to the foreign universities.
3. To devise and implement a mechanism for fetching grants from the concerned government agencies for the students/faculty/staff training and development.
4. To devise and implement a mechanism for Faculty Development Programs for the faculty & staff including technical skill development, soft skills, meeting techniques, interviews and public speaking.
5. To work out and execute any other activity related with the training (like coaching for GATE/IES/MPSC/UPSC/IAS/Competitive exams) which is useful for the personality development/ career enhancement. The ultimate objective shall be to provide a student-friendly safe and secure environment.
6. To evolve educational programmes which are consistent with the broad requirements of the industry and which can give rise to engineering personnel capable of coping-up with the accelerating pace of the technological development.
7. To create adequate facilities of updating knowledge of professional engineers and technologists to meet growth and developmental needs of the industry.

8. To coordinate the research and developmental activities and preparing / updating a comprehensive directory of technology experts in different fields of expertise and know-how and forging continuing links with them through various means of involvement like talks, guest lectures, research collaboration, students project guidance, seminars etc.

The Training & IIL Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provision for activities related to the Cell.

XVI. Unnat Bharat Abhiyan Cell

Unnat Bharat Abhiyan is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India. Their mission is conceptualized as a movement to enable processes that connect institutes of higher education with local communities to address the development challenges of rural India through participatory processes and appropriate technologies for accelerating sustainable growth. It also aims to create a virtuous cycle between the society and an inclusive university system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors.

The responsibilities and functions of the Unnat Bharat Abhiyan Cell Coordinator shall include (but not limited to) the followings:

1. Develop over time, research areas which have developmental significance, such as drinking water, education, health, agricultural practices, electrification, agricultural and rural industries cooking energy, watershed analysis.
2. Develop collaborations of academic institutions with key government flagship programs and develop formal course ware for supporting the knowledge needs for the same.
3. To identify the basic developmental and productive needs of a village and find ways and means to meet these needs.
4. Strengthen the technical design of interventions in key sectoral areas of natural resource management such as water and soil, economic activities such as agriculture and related production, or related to crafts and artisans, infrastructure such as housing, roads, energy.
5. Identify efficient, cost effective and sustainable development practices in the field.
6. Help grassroots organizations in innovating new products, and support rural entrepreneurs to develop neighborhood solutions.

7. Empower communities to dialogue with knowledge institutions in order to evolve technically sound and locally feasible development strategies that promote self-reliance.

8. Facilitate convergence of development schemes, resources, various planning and implementation initiatives, and coordination of agencies for successful interventions

The Unnat Bharat Abhiyan Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he/she shall be responsible for suggesting budgetary provision for activities related to the Cell.

XVII. Women Development & Grievance Cell

The Women Development & Grievance Cell shall be responsible for women counseling activities across the institute including the counseling of the girls students, lady faculty and lady staff. The welfare shall include the personal as well as social welfare of the girl students. The responsibilities and functions of the Women Development & Grievance Cell Coordinator shall include (but not limited to) the followings:

1. To devise and implement a mechanism for counseling and guidance for the girls students, their grievances redressal and to educate them about women empowerment.
2. To devise and execute a mechanism for organizing awareness programs, motivational talks including visits to the public / government run women guidance cells. To expose them to various opportunities available to women in particular in the professional field of engineering & technology.
3. To devise and implement a mechanism for fetching scholarships and financial assistance from the Central/State Government agencies for the girls students, for admissions into government run hostels etc.
4. To devise and implement a mechanism for creating awareness among girls students and educate them about Central/State Government Scholarships, NGOs financial assistance schemes and bank loans and facilitate the same.
5. To work out and execute any other activity related with the women empowerment, women upliftment, counseling, guidance and welfare of the girls students. The final objective shall be to provide a women-friendly learning/working environment without any gender bias.

The Women Development & Grievance Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

XVIII. Amenities/Works/Maintenance Cell

The Amenities/Works/Maintenance Cell shall be primarily responsible for the activities related with campus amenities like, Canteen/Cafeteria, Girls/ Boys Common rooms, Medical room, Central Store, Toilet Blocks, Security service, Transportation and Auditorium/Seminar hall/Uniforms etc. The cell will be also responsible for development and maintenance of the institute achieving a systematic growth of infrastructure with maximum utilization of resources and minimal disturbance to the environment. The developmental and maintenance work shall cover the entire infrastructure related with an academic institute as prescribed by the agencies like AICTE, DTE, and SGBAU etc. The responsibilities and functions shall include (but not limited to) the followings:

1. To devise and implement a mechanism for proper working of various amenities across the campus so as to provide uninterrupted facilities and services.
2. To look after, monitor and maintain the Transportation Facilities for students and staff/faculty. To look after, monitor and maintain the Canteen and Cafeteria across the campus.
3. To look after, monitor and maintain the facilities at Girls/ Boys Common rooms, Medical room, Central Store, Toilet Blocks, Auditorium/Seminar hall /College Uniforms and Security services.
4. To devise and implement a mechanism for feedback and suggestions from the stakeholders about various amenities/services and report the same to the concerned authorities.
5. To work out and execute any other activity related with the amenities of the institute. The ultimate objective shall be to provide good ambience supportive to a vibrant academic environment.
6. To devise and implement a mechanism for infrastructure development & maintenance of existing as well as new infrastructure especially the buildings for instructions, amenities and administration.
7. To liaison with the various government agencies for proper authorization of the building construction and maintenance activities in conformation to the related rules regulations.

8. To maintain the up-to-date record of the infrastructure and its maintenance especially the buildings for instructions, amenities and administration as prescribed by the agencies like AICTE, DTE, and SGBAU etc.

9. To evolve mechanism for assisting the Society in mobilizing various resources required for the infrastructure/ building developmental work as prescribed by the agencies like AICTE, DTE, and SGBAU etc.

10. To devise and implement a mechanism for maintenance of the entire existing infrastructure including (but not limited to) civil, electrical, mechanical, electronics, computing, water supply, safety system, surveillance system, gardens, housekeeping and furniture etc.

11. To devise and implement a mechanism for routine maintenance of the entire infrastructure by properly scheduling the activities on daily/weekly/quarterly basis or monthly/quarterly/annually basis as the case may be.

The Amenities/Works/Maintenance Cell Coordinator shall work in coordination with other Cell Coordinators and HODs. Further, he shall be responsible for suggesting budgetary provision for activities related to the Cell.

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