

CPSM COLLEGE OF COLLEGE

(Approved by NCTE & Affiliated to MDU)


NAAC Accredited

Sector-34, Near Hero Honda Chowk, Behind Marble Market, Gurugram-122004



ROLES AND RESPONSIBILITY OF VARIOUS COORDINATORS

INDEX		
S.No	Types of Coordinators	Page No
1.	Head of the Department	3
2.	Academic, OBE and VAC coordinators	7
3.	Class Coordinators/ Incharges	11
4.	Mentors	12
5.	Time-Table & Remedial Classes Coordinators	13
6.	Training & Placement / Internship / III Coordinators	15
7.	Admission Coordinators	17
8.	Department Webpage Coordinator	18
9.	Notice Board Coordinator	19
10.	Research & NEWS Letter Coordinators	20
11.	Departmental Data Controller & Accreditation (NBA/NAAC) Documents Coordinators	21
12.	ERP & IT Coordinators	22
13.	Cultural Coordinator	23
14.	Sports & Discipline Coordinators	24
15.	Alumni Coordinator	25
16.	Library Coordinator	26
17.	Infrastructure Coordinator	27
18.	Subject Teachers	28

	CPSM COLLEGE OF EDUCATION	Rev. 0
	HEAD OF THE DEPARTMENT (HOD)	01/08/2025

Roles and Responsibilities

The role of a Head of Department in a college is crucial for the effective functioning of the academic department.

Leadership and Administration:

- Provide visionary leadership for the department, setting strategic goals and objectives.
- Oversee the day-to-day operations of the department, ensuring smooth functioning.
- Allocate resources efficiently and effectively.
- Oversee day-to-day administrative operations of the department, including budgeting, resource allocation, and facilities management.
- Ensure compliance with institutional policies, accreditation standards, and regulatory requirements.
- Coordinate scheduling of courses, faculty assignments, and academic events within the department.
- Lead efforts for continuous improvement in teaching methods, curriculum, and departmental processes.
- The Academic Head plays a pivotal role in creating a conducive academic environment, fostering excellence in teaching and research, and contributing to the overall success of the institution.

Faculty Development:

- Lead the recruitment and hiring process for faculty members, ensuring a diverse and qualified pool of candidates.
- Provide mentorship, support, and professional development opportunities to faculty members to enhance teaching effectiveness, research productivity, and service contributions.
- Support and encourage faculty in their teaching, research, and professional development and recognition for achievements.

Curriculum Development and Enrichment:

- Oversee the development, review, and revision of academic programs and courses within the department, ensuring alignment with disciplinary standards and emerging trends.

- Academic Planning and Creation of Departmental Academic / Activity Calendar (Eg. Assignment dates, Marks Updation on ERP, Prepration of Lesson Plan date, Students Attendance display date)
- Facilitate curriculum assessment and evaluation processes to maintain program quality and relevance, incorporating feedback from students, faculty, and external stakeholders.
- Lead efforts to develop and revise curriculum in line with academic standards and industry requirements.
- Ensure that courses meet accreditation standards and facilitate the accreditation process.

Student Affairs:

- Encourage student engagement and extracurricular activities related to the department.
- Collaborate with faculty Mentors to ensure effective academic advising and support services for students within the department.
- Address student concerns, grievances, and academic issues in a timely and equitable manner, promoting student success and retention.

Budget Management:

- **Develop and manage the departmental budget in coordination at college level.**
- Demonstrated ability to manage budgets, allocate resources effectively, and seek external funding opportunities.
- Department Should Focus for revenue creation & sponsorship from outside.

Research and Publications:

- Foster a culture of research and scholarship within the department.
- Support faculty in publishing research and attending conferences.(SCL/ Financial Assistance/ Lecture Adjustment.)
- Encourage collaboration with other departments and institutions.(MOU's)
- Build and maintain relationships with other departments, institutions, and industry partners. (Industry- Institute interaction)
- Foster collaborations for interdisciplinary research and programs.
- Promote a culture of research integrity, ethical conduct, and responsible dissemination of knowledge within the department.
- Support faculty members in their research and scholarly activities, facilitating grant applications, collaborative projects, and dissemination of research findings.
- Promote a culture of research integrity, ethical conduct, and responsible dissemination of knowledge within the department.

Policy Development and Compliance:

- Ensure compliance with institutional policies and procedures.
- Develop departmental policies and procedures as needed.
- **Policy Regarding Lecture adjustments, Attendance, Results, Leaves & Proctorial Duty.**

Department Representation and Communication:

- Communicate effectively with faculty, staff, students, and external stakeholders.
- Represent the department at various Institutional meetings and events.
- Represent the department in faculty meetings, committees, and other institutional forums, advocating for departmental interests and contributing to institutional governance.
- Collaborate with other academic and administrative units to advance institutional priorities and initiatives.
- Advocate for the department at the institutional level.
- Represent the department's interests in discussions about academic policies and resource allocation
- **Submission of Annual departmental Report at Central Level at end of the session.**
Note: Monthly Departmental Review & presentation with PPT on working Saturday (2nd)

Conflict Resolution:

- Address conflicts within the department in a fair and timely manner.
- Foster a positive and collaborative work environment.
- Mediate conflicts and facilitate constructive dialogue among faculty members, staff, and students within the department.
- Make informed decisions in consultation with relevant stakeholders, balancing competing priorities and interests to advance the department's mission and goals.

Innovation and Adoptability:

- Stay abreast of developments in the field and encourage innovation within the department.
- Adapt to changes in higher education and the needs of students and industry.
- **Adapt the habit of E-mail communication within / outside the department.**

Community Engagement and Outreach:

- Foster partnerships and collaborations with external stakeholders, including industry partners, government agencies, community organizations, and alumni, to enhance the department's visibility and impact.
- Promote outreach initiatives such as workshops, seminars, and public lectures to engage the broader community and disseminate academic knowledge.

Faculty Feedback & Student's Survey:


- **Conduct periodic performance evaluations of faculty members, provide constructive feedback.**
- To collect the Faculty Feedback, Feedback on Curriculum & other feedbacks/ surveys from concerned stakeholders.
- To develop and maintain internal survey policies and procedures as suggested by IQAC.

- Promoting techniques to achieve the highest possible response rates. Prepare feedback evaluation reports.
- To analyse Feedbacks/survey data and providing timely action taken reports to Dean Academics & Principal.
- Managing the department's internal and external feedbacks/surveys.

Refined Responsibilities of HOD

- Conduct **regular reviews** of classrooms & lab to instruct the faculties and ensure consistent delivery of curriculum and teaching standards aligned with institutional benchmarks.
- Monitor & review of student's attendance in classroom as well as on ERP portal.
- Oversee the roster of proctorial duty on the floor.
- Periodically audit teacher's lesson plans, diaries, and course files to ensure alignment with learning outcomes, syllabus guidelines, and session objectives. Provide actionable feedback for curriculum alignment and best practice reinforcement.
- Manage faculty attendance and leave features on the ERP system; coordinate faculty handovers and substitute allocations to balance workload and minimize disruption.
- **Daily diary interties on ERP portal**

In summary, the Academic Head of a department plays a pivotal role in providing academic leadership, administrative management, faculty development, curriculum oversight, student support, research facilitation, community engagement, institutional representation, and continuous improvement within the department and across the college.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	ACADEMIC OBE & VAC COORDINATORS	01/08/2025

Roles and Responsibilities

1. Oversee all the courses offered by the department.
2. Appoint Class coordinator and Course Coordinators for each course offered and administered by the department;
3. Ensure that Course files and lab manuals are reviewed and accurate prior to publication and timely distribution to students (i.e. distributed on the first day of the commencement of the semester);
4. Analyse and suggest for the software requirement in the computer lab as per the requirement of the course.
5. Ensure that examination question papers are reviewed and accurate prior to submission, and are submitted by the relevant due date to designated official of "In-charge of Examination Branch";
6. Utilizes available resources and websites in an efficient way to help enhance the program
7. Networks with other coordinators, institutes and organizations to share information and to gain knowledge that would help improve the program.
8. Reviews the performance of students undertaking courses offered by the department, paying particular attention to results that are slow learner and fast learners. Monitors overall result analysis.
9. Monitors the appropriateness of allocation of **internal** marks in accordance with the Academic Regulations and the effectiveness of evaluation assessment practices in courses administered by the department (with advice from the Dean Academic).
10. Ensures all ratified marks are submitted and uploaded by the due date to the In-charge of Examination Branch.
11. Considers reports from Course Instructors about alleged breaches of academic honesty (malpractice) and determines in line with the College's Malpractice Review Committee.
12. Ensures that College's quality assurance processes for evaluation, such as moderation of assessment in courses, if any, are followed.

13. Ensures the College's Evaluation Assessment Policy and Procedures along with Academic Regulations are implemented.
14. Prepares and reviews course evaluation and program evaluation report and presents the same to Program Assessment and Evaluation Committee by convening the same.
15. Participates actively in the department Assessment and Evaluation Committee and gives suggestions for improvement of courses and the program.
16. Ensure all the academic related file must be completed on time.
17. To review the result of the courses and suggest for the improvement in the result.

➤ **RESPONSIBILITIES RELATED TO OUTCOME BASED EDUCATIONS (OBE)**

1. To establish PEOs and PSOs based on Vision and Mission of the department.
2. To formulate guidelines for attainments of POs, PEOs & COs in coordination with IQAC coordinator and circulate the same to Class Coordinators & other faculty members.
3. To draft and revise survey forms viz. Alumni Survey, Employer Survey, Industry Survey, Parent Survey, Exit Survey and any other relevant survey to comply the institute level survey proposed by IQAC.
4. To conduct and analyze results of above-mentioned surveys and COs feedback every year and share with HOD and IQAC coordinator to analyse the future course of action.
5. To evaluate attainment of POs based on assessment of COs of the courses.
6. To assess the achievement of attainment of the PEOs, POs & PSOs.
7. To submit a report on “Evaluation and Attainment of PEOs and POs to HoD.
8. To submit report to IQAC on evaluation of attainment of PEOs, POS, PSOs &Cos.
9. To guide Class Coordinator/Faculty Members/Course Coordinator in defining and redefining course objectives and Cos.
10. To guide Faculty/Class/Course Coordinators in designing CO survey forms and problems encountered in the Implementation of OBE.
11. To contribute as a department committee member in evaluation of PEOs and POs.
12. To aware the stakeholders about OBE implementation objectives and outcomes.
13. To organize workshop/seminar/Group discussion on OBE for better understanding of OBE philosophy for faculty and students.

➤ RESPONSIBILITIES RELATED TO VALUE ADDED COURSE

Before the commencement of the course:

1. **Needs Assessment:** Conducting a thorough analysis of students' needs, industry demands, and emerging trends to identify potential value-added course topics.
2. **Curriculum Development:** Designing the course curriculum, objectives, and learning outcomes in alignment with the identified needs and goals.
3. **Resource Identification:** Identifying required resources such as faculty expertise, instructional materials, facilities, and technology necessary for course delivery.
4. **Stakeholder Engagement:** Collaborating with faculty members, industry experts, and relevant stakeholders to gather input on course content, structure, and delivery methods.
5. **Marketing and Promotion:** Developing marketing strategies to promote the course among students through various channels such as social media, newsletters, and informational sessions.
6. **Logistics Planning:** Organizing logistical aspects such as scheduling, venue selection, registration processes, and budget allocation.


During the Course:

1. **Course Delivery:** Overseeing the effective delivery of the course content, ensuring alignment with the curriculum and learning objectives.
2. **Facilitation:** Providing support and guidance to instructors/facilitators to ensure they deliver the course effectively and engage students.
3. **Monitoring Progress:** Monitoring students' progress, participation, and feedback throughout the course duration to identify areas for improvement and address any issues promptly.
4. **Resource Management:** Managing resources efficiently, including instructional materials, technology, and guest speakers, to enhance the learning experience.
5. **Evaluation and Assessment:** Implementing assessment methods to measure students' learning outcomes, gather feedback, and evaluate the effectiveness of the course delivery.

After the Course:


1. **Evaluation and Feedback Analysis:** Analyzing feedback from students, faculty, and other stakeholders to assess the course's strengths, weaknesses, and areas for improvement.
2. **Documentation:** Documenting key insights, lessons learned, and best practices from the course delivery for future reference and improvement.
3. **Reporting:** Compiling comprehensive reports on the course's outcomes, including student performance, satisfaction levels, and any notable achievements or challenges encountered.
4. **Continuous Improvement:** Using evaluation data and feedback to make necessary adjustments to the course content, delivery methods, and resources for future iterations.
5. **Follow-up Support:** Providing ongoing support and resources to students who may require additional assistance or guidance related to the course content or their learning journey.

6. **Promotion of Success Stories:** Showcasing success stories, testimonials, and outcomes achieved by students who completed the course to encourage enrollment in future offerings.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	CLASS COORDINATORS/ INCHARGES	01/08/2025

Roles and Responsibilities


1. To coordinate between students and other coordinators of department.
2. Coordinate orientation session at the beginning of every semester for informing students about initiatives taken for their benefit.
3. Organizing a working group to help with resources of Institute.
4. To communicate any positive feedback or concerns raised by parents to the relevant authorities of the Institute/Director.
5. Organize meetings on campus/online with students/parents of class assigned; prepare a report to address all FAQs.
6. To coordinate various feedback and other activities as per the institute calendar and academic timelines.
7. To monitor/moderate the activities of the assigned class.
8. Motivation to students to participate in professional development, sports and club activities.
9. Coordination with examination section in case of specific cases.
- 10. To analyse the result of the class through the subject teachers and submit the report to the HOD.**
11. Any other matter as referred by HOD/Dean (Academic)/ Director
12. Circulation of notices/timetable/examination date sheet/ fee notices any activity notices on time.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	MENTORS	01/08/2025

Roles and Responsibilities

1. To monitor and maintain attendance, marks and other academic & extracurricular records of students.
2. Regular counselling and mentoring of the mentees.
3. Coordination between student, parents and institute.
4. Apprising parents/guardians of students regarding the attendance and performance of their ward. (Mentor)
5. Help mentees connect with campus resources—advisors, workshops, counselors, and support services.
6. Regular meeting with mentees twice in a month regarding their queries and clarification.
7. Conduction of regular counselling sessions/meetings for grievance redressal to keep in touch when they pass out and become “alumni.
8. Maintain all records of mentees (assessment, attendance, placement awards & achievement, minor & MDC on both ERP and hard copy.
9. Advise the students regarding absenteeism, performance, MOOC courses, internship, projects, selection of electives, career etc.
10. To call the students in case of non -attending the classes on regular basis and not appearing for the examination.
11. To meet the mentees at least twice a month for 1 st year and 2 nd year students and once in a month for final year students.
12. To maintain the mentee’s record with necessary details in the designated form.
13. Keep a track of the attendance, academic performance and behavioral aspects of the students.
14. To minimize drop rate of students.
15. Continuously council, motivate, guide the students and also support them academically and emotionally.

16. To arrange remedial teaching if required.
17. Maintain a brief report of mentor-mentee meeting.
18. Draw a clear line between friendship and mentoring.
19. 14. Act as guide or interface of students if any problem is logical try to resolve via HOD.
20. Suggest any outdoor activity or any program like guest lecture or any academic activity in context of any subject is required.
21. Act as an interface for any communication to allotted mentees on behalf of college for either placement or any other information and motivate them to participate.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	ACADEMIC & REMEDIAL TIME TABLE COORDINATORS	01/08/2025


Roles and Responsibilities

1. Preparing departmental 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.
2. Assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared)
3. Prepare Faculty & Staff (individual) time table in coordination with HoD.
4. Update time table according to the need.
5. Inform faculty well in advanced regarding some changes in time table (if any).
6. Report to HoD regarding any discrepancy in time – table.
7. Coordination in sharing teaching load from other departments.
8. Communicate and the class time tables to staff and students & dean academics.
9. To display and publicize the Department's Activity Calendar for the information of students and staff.
10. 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.
11. To maintain the records of the Time- Table framed and submit the same to the HoD.
12. Managing the time- tables file available in the Department for audit purpose.

➤ **RESPONSIBILITIES RELATED TO REMEDIAL CLASSES AND TT COORDINATORS**

1. To conduct diagnostic test or analysis on the basis of the performance in class test/ sessional marks to identify the students for remedial classes.
2. To identify the student's other academic problems through class in-charge or class teacher.
3. To motivate the concerned students to attend the remedial classes.
4. To coordinate with time-table coordinator and HoD to organize the remedial classes.

5. To prepare the time-table for remedial classes.
6. To mentor the students in coordination with concerned faculty.
7. To monitor the students' performance during and after the remedial classes.
8. To maintain the students record (attendance, performance, etc.)
9. To provide the record/documents related to remedial classes to HoD and Dean Academics.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	TRAINING-PLACEMENT & INTERNSHIP CORDINATORS	01/08/2025


Roles and Responsibilities

1. Acts as a link between Students and the Placements Cell.
2. Provides the list of eligible students for placements to the Placements Cell.
3. Keeps close contact with Placements Cell and to provide information to concerned students, class coordinator and HoD.
4. To keep the record of attendance in employability skill/ Placements Training sessions for students.
5. Highlights the absentees' names along with roll numbers and provide the same to the Placements Cell and HoD.
6. To keep the record and to analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell.
7. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
8. To interacts with students of parent department with regard to any issues and to bring the same in the notice of the Placements Cell in written form.
9. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
10. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization.
11. To liaison with industries.
12. To identify the training needs of students.
13. To support T&P cell in arranging campus interviews.
14. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc.

15. To guide students in developing/clarifying their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
16. Compiles and maintains a data bank on student profiles and resumes along with their photographs.
17. Acts as a link between students, alumni and the employment community.
18. Assists students in obtaining final placement in reputed companies.
19. Organizes placement training, finishing school for the students and make them ready for interview and group discussion.
20. Provides information on the schedule of recruitment drives well in advance to class coordinator, HoD and students.
21. To keep the student's placement records and to submit to concerned HoD
22. Facilitate incubation facility for the students.


23. Industry –Institute Interaction

- Arranges industrial visits, internships and industrial tours.
- Involves industrial experts in Academic council, BOS, Department committees 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, student's 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.
- Assist in bringing the R&D Projects from Research Organizations.
- Facilitate in marketing the consultancy services offered by departments.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	ADMISSION COORDINATORS	01/08/2025


Roles and Responsibilities

- To prepare, revise and contribute for the college 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.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	DEPARTMENTAL WEBPAGE & NOTICE BOARD COORDINATOR	01/08/2025


Roles and Responsibilities

1. 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
2. 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
3. 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
4. Update all communications, notices, announcements etc on a regular basis on department webpage
5. Strive to make improvement in the website with respect to design etc on a continuous basis
6. To develop and maintain the department webpage in coordination with Institute web-manager
7. To disseminate the efforts and the achievements of the Students, faculty & staff on webpage
8. To arrange publishing newsletters, publicity material etc. on department webpage.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	DEPARTMENTAL NOTICE BOARD COORDINATOR	01/08/2025

RESPONSIBILITY RELEATED TO NOTICE BOARD

1. Notice board coordinator will ensure the sufficient number of notice board is available in the department.
2. He / She shall be ensuring that at least one notice board should be present in the classroom as well as laboratory.
3. He / She will ensure that the class time -table must be paste in the notice board before commencement of the classes.
4. He/ She will maintain the notice board file on regular basis.
5. He/ She update the notice board regularly and expire notice should be remove from notice board and maintain in the file.
6. He/ She will ensure that the new arrival of the department like research paper/ book chapters/ books, must be paste in the notice board.
7. He/ She will identify the suitable location for the notice board.
8. He/ She will ensure that the Departmental/ Institutional/University notices must be paste in the notice board on time.
9. He /She will make ensure that all the notices must be communicated to all the classes online or offline both.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	RESEARCH & NEWS LETTER COORDINATORS	01/08/2025

Roles & Responsibilities

1. To coordinates with the department's faculty in the initiation of research-related activities.
2. To Coordinates with the department's faculty in the establishment of R&D policies and procedures.
3. To maintain records of the department related sanctioned projects (sponsored / consultancy), patents, training programmes and mutually signed MoUs etc.
4. To monitor and update department research related information on the college website regularly.
5. To coordinate with faculty to apply for external funding and research proposal for seminar & conferences.
6. To coordinate with department faculty, research scholars and students in the process of facilitating lectures by renowned people on the latest topics.
7. To coordinates department faculty with R&D centre in the successful conduction of technical events such as Research Day, Webinars and Quiz and National and International Conferences.
8. For every R&D meeting minutes are to be prepared and circulated to all the faculty members in the respective department with a copy to Director R&D and principal.


Responsibility for News Letter

1. Provide the editorial support to the NEWS Letter committee
2. Invite literary and other creative contributions for NEWS letter
3. Arrange for competition so that the best contribution could be selected for publication
4. Provide students with some training in editorial work ensure regular publication of the wall NEWS Letter / journal.
5. Arrange to include a message from the dignitaries, from the alumni & students.
6. Have editorial team (faculty & students) to have a better publication
7. Assign topics to team members for information gathering.

8.Edit all articles.

9.Publish it to website and distribute to all the stakeholders


10.To coordinate with Institute Newsletter coordinator for the publication of Institute NEWS letters.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	DEPARTMENTAL DATA CONTROLLER & ACCREDITATION COORDINATOR	01/08/2025

Roles and Responsibilities


1. To prepare Data Templates as per NAAC/NIRF SoPs
2. To collect and compile the quantitative & qualitative information as per NAAC key Indicators along with supporting documents.
3. To prepare help in AQAR preparation with all review and verification as per NAAC timeline under the guidance of Dean Academics.
4. To Coordinate with Institute Data Manager and Dean Academics.
5. To compile and submit the valid and quality information to various administrative offices of Institute
6. To conduct awareness workshop for faculty, staff and students regarding preparation (AQAR, SSR, SSS, Team Visit) as per NAAC requirement.
7. To review and keep the record of all hard copy and soft copy of departmental data/ departmental files.
8. To train the department on the preparation of SAR/SSR criteria meant for departments.
9. To add and adopt best practices as and when stipulated by the NBA/NAAC.
10. To attend NBA/NAAC workshops as organized by the authorities.
11. To establish quality policy and communicate the same to the internal stakeholders.
12. To arrange and undertake internal audits.
13. Provide advice regarding accreditation procedure and needs for the faculty & staff members when required.
14. Recommending corrective actions where ever required.
15. To ensure the meeting of targets and benchmarks.
16. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
17. Dissemination of information on various quality parameters of higher education.

18. Documentation of the various programmes/activities leading to quality improvement
19. Development of Quality Culture in the department.
20. To support in the preparation of the Annual Report as per guidelines and parameters of NAAC/NBA in coordination with data managers

	CPSM COLLEGE OF EDUCATION	Rev. 0
	ERP & IT COORDINATOR	01/08/2025


Roles and Responsibilities

1. To educate and provide training to students, faculty and staff of department for ERP operation.
2. To monitor the ERP functioning at departmental level.
3. Provide ERP training as and when required.
4. To educate students, faculty and staff of department for Online and Digital education to ensure equitable Use of Technology & smart board.
5. To promote the students / allocation of sections/ subject allocations and marks bifurcation on ERP.
6. Make a proper coordination of central level ERP committee.
7. To promote an extensive use of technology in teaching and learning system.
8. To implement following aspects of online/digital teaching-learning via preparing a plan of implementation:
 - Online teaching platform and tools
 - Use of ERP
 - Content creation, digital repository, and dissemination
 - MOOCS & Virtual Labs
 - Training & Support to stakeholders (Faculty, Students & parents)
 - 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.
 - To prepare the innovative teaching methodology report implemented during the session.
 - Integrate digital library awareness session.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	CULTURAL COORDINATOR	01/08/2025


Roles and Responsibilities

1. The Cultural Coordinator shall be responsible for all intra and inter departmental cultural events in the College.
2. To plan and schedule cultural events for the academic year/session.
3. To prepare budget for all cultural events and take necessary steps for its approval.
4. The coordinator shall conduct a meeting of the committee to discuss and delegate task
5. The coordinator shall display on the Notice Board/Website information about upcoming events/festivals to be celebrate
6. Organize cultural competition.
7. Encourage student's participations.
8. Preserve and promote tradition and culture in the Department.
9. Prepare Action Plan and conduct club activities effectively.
10. Keep records of the cultural competition.
11. Prepare issue form for borrowing of cultural items.
12. Keep proper records of all sorts of collections and bills counter signed by the committee for transparency and accountability.
13. Review effectiveness and improvement of the cultural programs in the coordination meetings.
14. Work in coordination with college cultural committee.
15. To maintain the record of all cultural award & achievements won by the students and faculty of the department.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	SPORTS & DISCIPLINE COORDINATOR	01/08/2025


Roles and Responsibilities

1. Plan and coordinate sports events, competitions, and tournaments within the college.
2. Promote and encourage student participation in sports activities & annual sports week.
3. Develop initiatives to engage a diverse range of students in various sports and fitness programs.
4. Communicate sports-related information to students, faculty, and staff.
5. Stay updated on relevant sports regulations and ensure that all sports activities comply with these rules.
6. Educate participants and staff on the rules and regulations governing specific sports.
7. Implement safety measures and protocols for all sports activities.
8. Manage the allocation and usage of sports facilities, ensuring they are well-maintained and meet safety standards.
9. Provide guidance and support to student athletes, emphasizing skill development, teamwork, and sportsmanship.
10. Serve as the primary point of contact for sports-related inquiries from students and DSW.
11. Work in coordination with college sports committee.
12. To maintain the record of all sports award & achievements won by the students and faculty of the department.
13. Ensures campus rules on dress code, ID usage, mobile phone restrictions, and general decorum are strictly followed. Cell phones may be confiscated, and students may face disciplinary action or accountability processes when necessary.
14. Supports anti-ragging and anti-harassment initiatives, collaborates with relevant authorities, and helps maintain a safe and orderly learning environment.
15. Aims to provide a secure, encouraging, and ethical campus culture that aligns with educational values, fostering professionalism, self-discipline, and moral integrity in students.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	ALUMNI COORDINATOR	01/08/2025


Roles and Responsibilities

1. To bring all the old students of department under one vibrant forum for exchange of experience and knowledge and develop a strong network among themselves for bonding, fellowship and their career advancement.
2. To establish a forum to preserve the memories, associations and traditions of the institution.
3. To maintain continuity by serving as a vital link between the past and the present student, staff and members of the of the Institution.
4. To maintain a database containing information such as name, permanent address, mobile number and mail id, years of study, qualifications and present occupation of members of the Association.
5. To encourage, foster and promote close relation between department and its Alumni for the growth of the institution in the areas of industry interaction, admissions, internships and placement.
6. To make optimum use of alumni expertise to conduct Alumni – student knowledge exchange programmes like professional lectures, FDPs, training programmes, conferences etc.
7. To organise and promote get-togethers, sport and cultural activities and competitions.
8. To help and encourage outstanding students among the alumni for pursuing higher studies.
9. To enlist the interest and services of alumni in strengthening and improving the infrastructural facilities of the Institution.
10. To set up an Alumni Scholarship Fund for offering scholarships to meritorious students from underprivileged backgrounds.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	LIBRARY COORDINATOR	01/08/2025


Roles and Responsibilities

1. Provides general information about the library and its services to students and faculty.
2. Represent department in library committee and convey departmental needs to library committee.
3. Provide information to students and faculty about new arrivals in circulation desk.
4. Collect the requirement of books from faculty and students.
5. Encourage students and faculty to use books, Journals and Magazines available in the library.
6. Encourage students to spend more and more time in library.
7. Integrate digital library awareness session.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	INFRASTRUCTURE COORDINATOR	01/08/2025

Roles and Responsibilities

1. To ensures regular maintenance and upkeep of all infrastructural facilities in the department.
2. To ensure the cleanliness, hygiene, sanitation, water supply and electricity and to update the HOD about the current state of affairs.
3. To ensure furniture and equipment are available as per the requirements of the department.
4. To liaison with the IT department to provide regular support services relating to computer hardware /software & printer.
5. To liaison with the timetable committees & evaluate the possibilities of rotational and optimal use of the time and space available.
6. To monitor the proper functioning of smart boards and projectors of the department.

	CPSM COLLEGE OF EDUCATION	Rev. 0
	SUBJECT TEACHER	01/08/2025

Roles and Responsibilities

Subject Teachers will be responsible for all the academic aspects as follows:

1. Development of Teaching Material, Planning of Lessons, Setting-up Laboratories and Experiments.
2. Preparing and Maintaining Course File, Taking Attendance for each Lecture / Practical.
3. Marking of Daily Attendance manually as well as on ERP.
4. Providing Subject Notes, Question Bank, Assignments and Other Course Material to Students in class- rooms and on ERP portal also.
5. Periodic conduction of Class Tests, Remedial Classes, Activities for Slow Learners and Advanced Learners etc.
6. Handling unscheduled Teaching Activities such as Student Counselling, setting and evaluating Test Papers, Arranging and Conducting Tests, Conduct of University Examinations, Implementation and Evaluation of Project for Students.
7. Preparation of Laboratory Manual for their Labs and Preservation of Sample Journal copy
8. Conduct Mock Practical or Oral Examination for batch allotted to them.
9. Preparing of all formative assessment marks of the particular subject.
- 10. Analysis of the subject wise result which they are teaching and submit to class coordinators.**
11. Suggestions for Curriculum Development due to the ever-expanding demand of knowledge and changing ~~ms~~ of the industry.
12. Student's activities i.e. Co-curricular and Extra- Curricular Activities.
13. Administration, which may be Departmental or Institutional as Member / Convener of some Committee.
14. Conducting/Participating in Education and Learning Activities (FDP/ Seminars/ Workshops/Expert Lectures etc.) both as an Organizer and (or) as a Participant.
15. Enhance your research skills and focuses on quality publication & patent.

