

Guidelines regarding the roles and responsibilities of various members and the Cells

Dr. U. S. Sutar, Principal

August 20, 2020

Contents

1	Introduction	3
2	Admission Committee	4
2.1	The powers and duties of the committee shall be to	4
3	Academics Committee	5
3.1	The powers and duties of the committee shall be to	5
4	Co-ordination Committee	6
4.1	Constitution of the Cell	6
4.2	Working of the Cell	6
5	Amenities and Services Cell	8
6	Building and Works Cell	9
7	e-Governance and Administration Cell	10
8	Enrollments and Student Affairs Cell	11
9	Examination Cell	12
10	Extracurricular Enrichment Cell	13
11	Games and Sports Cell	14
12	Informatics and Documentation Cell	15
13	Innovation and Entrepreneurship Development Cell	16
14	Istitution and Industry Cell	17
15	Internal Quality Assurance Cell	18
15.1	Composition of IQAC	18
15.2	Goal's of IQAC	18
15.3	Functions of IQAC	18

16 National Service Scheme Cell (NSS)	20
17 Operation and Maintenance Cell	21
18 Placement and Alumni Cell	22
19 Public Relations & Outreach Cell	23
20 Research & Development Cell	24
21 Skill Development Cell	25
22 Training Cell	26
23 Unnat Bhrat Abhiyan	27
24 Women Development and Grievance Cell	28

1 Introduction

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.

2 Admission 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.Tech.and direct second year B.Tech. The committee shall meet at least twice during an academic session. The committee shall have the following constitution.

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

2.1 The powers and duties of the committee shall be to

- i. 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.
- ii. 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).
- iii. To plan and delegate the strategy to Public Relations and Outreach Cell or to the specific committee constituted thereof, for the interaction with junior colleges, polytechnics, coaching centers etc.
- iv. To evolve suitable strategy for attracting good quality students.
- v. 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.

3 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
 - (a) Enrollments and Student Affairs Cell
 - (b) Examinations and Quality Assurance Cell
 - (c) Extracurricular and Enrichment Cell
 - (d) Games and Sports Cell
 - (e) Placement and Alumni Cell
 - (f) Training and Quality Enhancement Cell
4. Dean member secretary.

3.1 The powers and duties of the committee shall be to

- i. 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.
- ii. Approve the institutes' Academic Calendar with reference to the university prescribed academic calendar.
- iii. Approve the schedules and activities proposed by the member cells i.e. enrollments, examinations, training, placement, extracurricular activities, games and sports.
- iv. Maintain uniformity in scheduling and implementing various academic activities as regards to the academic calendar, time table, theory and lab conduction, submissions and assessment, etc.
- v. descriptionMaintain uniformity in various cells directly related with the students as regards to the academics, enrollments, examinations, training, placement, extracurricular activities, games and sports etc. description

4 Co-ordination 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.

S. No.	Name of the committee
1	Amenities and Services Cell
2	Building and Works Cell
3	E-Governance and Admin Cell
4	Enrollments and Student Welfare Cell
5	Examination Cell
6	Extracurricular and Enrichment Cell
7	Games and Sports Cell
8	Informatics and Documentation Cell
9	Innovation and Entrepreneurship Development Cell
10	Institution - Industry Cell
11	Internal Quality Assurance Cell (IQAC)
12	National Service Scheme(NSS) Cell
13	Operation and Maintenance Cell
14	Placement and Alumni Cell
15	Public Relation and Outreach Cell
16	Research and Development Cell/ CIRF Cell
17	Skill Development Cell
18	Training Cell
19	Unnat Bharat Abhiyan Cell
20	Women Development and Grievance Cell

4.1 Constitution of the Cell

- i. Each Cell shall have one Cell Coordinator and Five Members.
- ii. Each Cell shall be assigned one Technical Assistant/Laboratory Assistant.

4.2 Working of the Cell

- i. 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.
- ii. 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.
- iii. 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.
- iv 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.

5 Amenities and Services Cell

The Amenities and Services 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 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 uninterruptible 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.

The Amenities and Services 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.

6 Building and Works Cell

The Building and Works Cell shall be responsible for development of the institute achieving a systematic growth of infrastructure with maximum utilization of resources and minimal disturbance to the environment. The developmental work shall cover the entire infrastructure related with an academic institute as prescribed by the agencies like AICTE, DTE, and DBATU etc. The responsibilities and functions shall include (but not limited to) the followings.

1. To devise and implement a mechanism for infrastructure development and maintenance of existing as well as new infrastructure especially the buildings for instructions, amenities and administration.
2. To liaison with the various government agencies for proper authorization of the building construction activities in conformation to the related rules regulations.
3. To maintain the up-to-date record of the infrastructure especially the buildings for instructions, amenities and administration as prescribed by the agencies like AICTE, DTE, and DBATU etc.
4. 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 DBATU etc.
5. To work out and execute any other activity related with the buildings and works of the institute. The ultimate objective shall be to provide state-of-art buildings and infrastructure for an ever-evolving academically ambient environment.

The Building and Works 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.

7 e-Governance and Administration Cell

The E-Governance and Admin Cell shall be primarily responsible for computerization of all academic, financial and administrative activities related with the College, AICTE, DTE, DBATU, SUK, PNS, SWD, VYWS and any other government agency. The E-Governance and Admin Cell Coordinator shall coordinate the data collection and uploading activities by preparing and observing the prescribed schedules. The responsibilities and 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, DBATU, SSS, PNS, SWD VYWS etc. in the prescribed formats.
3. To device and implement a mechanism for proper updation of the evolving data and maintenance of the information required by various agencies like AICTE, DTE, DBATU, 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 and regulations, DBATU 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 and Admin 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.

8 Enrollments and Student Affairs Cell

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

1. To device and implement a mechanism for finalizing the students roll list from first year engineering to final year engineering.
2. To device and implement a mechanism for the proper formation of Students Council and scheduling the meetings/activities etc.
3. To device and implement a mechanism for publishing students annual magazine.
4. To device and implement the mechanism for the redressal of students grievances including ragging/women harassment.
5. 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 Enrollments and Students Affairs 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.

9 Examination Cell

The Examination and Quality Assurance Cell shall be mainly responsible for all types of internal and external evaluations including theory and practical examinations. The Examination and Quality Assurance Cell Coordinator shall coordinate the institute's curricular activities with examinations by preparing academic and exam calendar. The responsibilities and functions shall include (but not limited to) the followings.

1. To device and implement a suitable mechanism for proper conduction of all types of examinations like unit tests, common tests, university theory and 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 Examination and Quality Assurance 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.

10 Extracurricular Enrichment Cell

The Extracurricular Enrichment Cell shall be responsible for all the activities related with cultural and social events within and outside campus concerned with the college. The coordinator of the 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 device and implement a mechanism for extracurricular activities including students training, preparation, procurement of musical instruments, costume material and scheduling of the events.
2. To device and implement a mechanism for publicizing and motivating the students for participation in 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.
4. To device and implement a mechanism for Liaisoning with the government agencies for Grants for extracurricular events and enrichment activities etc.
5. To work out and execute any other activity related with the extracurricular enrichment programme. The ultimate objective shall be to provide an environment that enhances the student's personality.

The Extracurricular Enrichment 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.

11 Games and Sports Cell

The Games and Sports Cell shall be responsible for all the sports and games related activities within and outside campus concerned with the college. The coordinator of the Games and Sports Cell shall organize, coordinate and execute all the sports and games 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 device and implement a mechanism for sports activities including students coaching, ground preparation, procurement of sports material and scheduling of the games.
2. To device and implement a mechanism for publicizing and motivating the students for participation in games and sports activities and organize inter-departmental sports and games events.
3. To coordinate with the university sports division and arrange for the participation of students at university tournaments, regional/state/national level sports events.
4. To device and implement a mechanism for Liaisoning with the government agencies for Grants in sports/Gymnasium etc.
5. To work out and execute any other activity related with the sports and games. The ultimate objective shall be to provide an environment that enhances the student's personality keeping them fit and healthy.

The Games and Sports 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.

12 Informatics and Documentation Cell

The Informatics and Documentation Cell shall act as an information facilitation gateway both for the internal information requirement as well as between institute and outside world for the dissemination of consistent information about organization. The coordinator shall be responsible for information acquisition, storage, maintenance and timely retrieval of the same. The information shall cover the entire facts and figures related with an academic institute as prescribed by the agencies like AICTE, DTE, and DBATU etc. The responsibilities and functions shall include (but not limited to) the followings.

1. To device and implement a mechanism for long term stability of data including information acquisition, storage, maintenance, timely retrieval and integrity of all the college information.
2. To device and implement a mechanism for Collecting and keeping appropriate information about Management- Information about Committee Members; Faculty; Students; Infrastructure; Training and Placement and any other information which would be especially valuable for the college.
3. To device and implement a mechanism for verification and validation of the data, information received from the departments, editing to ensure that it is error free.
4. To devise and implement a mechanism for information uploading on college website and keeping the website data up-to-date.
5. To work out and execute any other activity related with the informatics. The ultimate objective shall be to provide timely dissemination of correct information to all.

The Informatics and Documentation 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.

13 Innovation and Entrepreneurship Development Cell

The Innovation and Entrepreneurship Development Cell (IEDC) 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 and entrepreneurship.
2. To device 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 device and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
4. To device 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 and Entrepreneurship Development 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.

14 Institution and Industry Cell

In light of the liberal economic and industrial policy recently adopted by the Govt. of India, the industrial scenario is fast changing. The emphasis has shifted to quality products and well trained manpower to produce such products. There has been a greater need for industries to depend on technical institutions for R & D and for supply of highly qualified and skilled manpower. Retraining of the work force has become major activity for all industries. There is, thus a good opportunity for institute to interact with industries for mutual benefits. The Industry-Institute Interaction would accrue mutual benefits and ultimate aim will be the creation of confidence in industry by the Institute which would result industries involving voluntarily the Institute at various stages of its development. The responsibilities and functions shall include (but not limited to) the following:

1. 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
2. To create adequate facilities of updating knowledge of professional engineers and technologists to meet growth and developmental needs of the industry
3. To coordinate the research and developmental activities of the two systems
4. 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 Institution Industry 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.

15 Internal Quality Assurance Cell

Maintaining the momentum of quality consciousness is crucial in Colleges. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The internal quality assurance mechanism of the institution may be called “Internal Quality Assurance Cell (IQAC)”. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

15.1 Composition of IQAC

The IQAC shall have the following composition:

1. Principal - Chairperson
2. Five senior teachers and one senior administrative official - Member
3. Two external experts on Quality Management/ Industry/Local Community - Member
4. Director / Coordinator – Member Secretary

The members at (2.) and (3.) of the above shall be nominated by the Principal of the College in consultation with the academic body of the College (Academic Committee of a College). The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

15.2 Goal's of IQAC

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

15.3 Functions of IQAC

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback responses from students, parents and other stakeholders on qualityrelated institutional processes;

4. Dissemination of information on the various quality parameters of higher education;
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
6. Documentation of the various programmes/activities of the College, leading to quality improvement Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
7. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
8. Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
9. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;
10. Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

The Internal Quality Assurance 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.

16 National Service Scheme Cell (NSS)

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 and Sports Govt. of India and administrated by Dr. Babasaheb Ambedkar Technological University, Lonere. 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 and regulation of Dr. Babasaheb Ambedkar Technological University, Lonere.
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.
7. To execute some activity with service of institute such as Blood Donation camp, Swaccha Bharat Abhiyan, Plastic abolishment program, VISAKA, AIDS Awareness Program, Beti Bachao Abhiyan, Rural amenities and services program etc.

17 Operation and Maintenance Cell

The Operations and Maintenance Cell shall be responsible for maintenance of all the infrastructure of the institute with maximum utilization of resources and minimal disturbance to the environment. The maintenance work shall cover the entire infrastructure related with an academic institute as prescribed by the agencies like AICTE, DTE, and DBATU etc. The responsibilities and functions shall include (but not limited to) the followings.

1. 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.
2. To liaison with the various agencies for proper authorization of the maintenance activities in conformation to the related rules and regulations.
3. To maintain the up-to-date record of the operations and maintenance activities.
4. 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.
5. To work out and execute any other activity related with the maintenance which is necessary for the smooth operation of the institute. The overall aim of the cell will be to create an uninterrupted operational environment for the students.

The Operations and 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.

18 Placement and Alumni Cell

The Placement and 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 and 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.

19 Public Relations & 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 Relations and Outreach 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.

20 Research & Development Cell

The Research & Development 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 device and implement a mechanism for research and development activities to meet organizational needs and to capitalize on potential new product opportunities.
2. To device 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 device 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 device and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
5. To device and implement a mechanism for organizing national/international level conferences/seminars/workshops both for the students and faculty.

The Research & Development 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.

21 Skill Development Cell

Skill Development Cell has been entrusted the responsibility to train youth by providing them skills through AICTE approved Colleges/Registered facilitators with objective for enhancing their Employment/ Self-Employment opportunities. The cell is running various schemes to meet its objectives.

Major schemes are Pradhan Mantri Kaushal Vikas Yojana for Technical Institutes PMKVY-TI, Employability Enhancement Training Programme (EETP), National Employability Enhancement Mission (NEEM), AICTE-Startup Policy, Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY), Leadership Development Programs, etc.

1. To provide platform for students to create tech-based student owned start-ups and employment opportunities;
2. To impart Engineering skills to drop-out students and find placement in suitable private sector jobs.
3. 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.
4. To evaluate the performance of the skill development programs in objective manner.
5. To increase the capacity and capability of the existing system in order to ensure equitable access for all
6. 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.

22 Training Cell

The Training and Quality Enhancement 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 and Quality Enhancement Cell Coordinator shall include (but not limited to) the followings.

1. To device 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 device and execute a mechanism for industrial training programs as well as the industrial visits including visits to the foreign universities.
3. To device and implement a mechanism for fetching grants from the concerned government agencies for the students/faculty/staff training and development.
4. To device and implement a mechanism for Faculty Development Programs for the faculty and 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.

The Training and Quality Enhancement 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.

23 Unnat Bharat Abhiyan

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.

Role of Unnat Bharat Abhiyan:

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

24 Women Development and Grievance Cell

The Women Development and 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 and Grievance Cell Coordinator shall include (but not limited to) the followings.

1. To device and implement a mechanism for counseling and guidance for the girls students, their grievances redressal and to educate them about women empowerment.
2. To device 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 and technology.
3. To device 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 device 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 and 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.