

### Heads of Centre

<b>Name of the Centre</b>	<b>Board nature of Responsibilities</b>
<b>HOD of Centre for Energy &amp; Environment</b>	<ul style="list-style-type: none"><li>• To be leader and Motivator at the Centre Level</li><li>• To ensure the implementation of various policies framed by the Board, Senate and other Academic Bodies of the Institute.</li><li>• To prepare yearly budget for the Centre.</li><li>• To ensure that funds made available to the Centre are utilized effectively.</li><li>• To coordinate purchase cases of Centre.</li><li>• To ensure smooth functioning of Centre for 24 hours.</li><li>• To ensure modernization and proper use of all laboratory equipment.</li><li>• To ensure regular updated of curricula.</li><li>• To monitor the functioning of DUGC and DPGC.</li><li>• To build a Research culture and Coherent team in the centre.</li><li>• To analyze the feed back obtained from students from time to time and suggest measures to improve.</li><li>• To admit the students in the Centre and provide them all facilities for research.</li><li>• To prepare a Promotional Brochure of the Centre.</li><li>• Any other duty assigned by the Director.</li></ul>

Name of the Centre	Board nature of Responsibilities
<b>HOD of Centre for Material Science and Engineering</b>	<ul style="list-style-type: none"> <li>• To be leader and Motivator at the Centre Level.</li> <li>• To ensure the implementation of various policies framed by the Board, Senate and other Academic Bodies of the Institute.</li> <li>• To prepare yearly budget for the Centre.</li> <li>• To ensure that funds made available to the Centre are utilized effectively.</li> <li>• To coordinate purchase cases of Centre.</li> <li>• To ensure class engagement and monitor the progress periodically.</li> <li>• To ensure modernization and proper use of all laboratory equipment for updated curricula.</li> <li>• To ensure regular updated of curricula.</li> <li>• To monitor the functioning of DUGC and DPGC.</li> <li>• To prepare a Promotional Brochure of the Centre.</li> <li>• To build a Research culture and Coherent team in the centre.</li> <li>• To analyze the feed back obtained from students from time to time and suggest measures to improve.</li> <li>• To admit the students to the Centre and provide them all facilities for research.</li> <li>• Any other duty assigned by the Director.</li> </ul>

Name of the Centre	Board nature of Responsibilities
HOD of Computer Centre	<ul style="list-style-type: none"> <li>• To be leader and Motivator at the Centre Level</li> <li>• To ensure the implementation of various policies framed by the Board, Senate and other Academic Bodies of the Institute.</li> <li>• To prepare yearly budget for the Centre.</li> <li>• To ensure that funds made available to the Centre are utilized effectively.</li> <li>• To coordinate purchase cases of Centre.</li> <li>• To ensure smooth functioning of Centre for 24 hours.</li> <li>• To ensure class engagement and monitor the same.</li> <li>• To ensure modernization and proper use of all systems.</li> <li>• To ensure regular update of systems vis-à-vis curricula.</li> <li>• To monitor the functioning of DUGC and DPGC periodically.</li> <li>• To build a Research culture and Coherent team in the centre.</li> <li>• To analyze the feedback obtained from students from time to time and suggest measures to improve.</li> <li>• To admit the students to the Centre and provide them all facilities for research.</li> <li>• To guide Coordinator, Website Maintenance, Campus wide networking in implementation of plans.</li> <li>• To guide coordinator, Video Conferencing and Communication Systems for effective implementation.</li> <li>• Oversee the performance of online Campus Security.</li> <li>• To coordinate the activities of TEQIPII.</li> <li>• To prepare a Promotional Brochure of the Centre.</li> <li>• Any other duty assigned by the Director.</li> </ul>