

DECCAN COLLEGE OF ENGINEERING & TECHNOLOGY
 Dar-Us-Salam, Hyderabad – 500 001.
Department of Mechanical & Production Engineering

TEACHING STAFF OTHER DUTIES (2023-2024)

LAB IN-CHARGES (REVISED)

NAME OF THE LAB.	NAME OF LAB. INCHARGE	RESPONSIBILITIES
MMS	Mr. Mohammed Khalid Rehman	<ul style="list-style-type: none"> ➤ To maintain & update the stock registers main and sub. ➤ Cleaning and maintenance of lab. ➤ Display of Lab. Time Table and List of Experiments, Lab. Syllabus etc and any kind of softwares updates. ➤ Requisition of Lab Consumables for conducting lab at the beginning of semester EVEN/ODD ➤ To submit recurring and non-recurring Budget of Lab every year to HOD.
M & I	Mr. A.H.Taha Mehkari	
Heat Transfer	Mr. Shaik Khaja Nawaz	
Dynamics Lab.	Dr. Musthak Ahammad	
CAD/CAM	Dr. Syed Mohibuddin Bukhari	
Thermodynamics Lab	Dr. Md. Azizuddin	
HMS Lab.	Mr. Javid Ahmed	
Workshop	Mr. Mir Amjad Ali Khan W/Supt.	
	Mr. Ehtesham Uddin Qureshi	
Machine Shop & MFT Lab	Dr. Syed Danish Mehdi	
MP Lab& DCCL	Dr. Syed Azeem Pasha	

NOTE:-Any other responsibilities will be allotted from time to time as per the discretion of the competent authority.

TEACHING STAFF OTHER DUTIES (2023-2024)

Duty	Name of the Staff Member	Responsibilities
Attendance & Complete Computer Compilation (Preparation of Condoned List)	Mr. Javid Ahmed	<ul style="list-style-type: none"> ➤ To collect the final attendance of each subject semester-wise coordination with HOD. ➤ Preparation of condoned list, collect the medical certificate in coordination with concerned Non-Teaching Team. ➤ Complete computer compilation of attendance statement to be prepared and submit to the concerned.
Internal Marks	Dr. Syed Danish Mehdi Mr. Mohammed Khalid Rehman	<ul style="list-style-type: none"> ➤ To collect the final internal (CIE) marks as per the format of each subject semester-wise in coordination with HOD. ➤ Complete computer compilation of (CIE) marks to the prepared and submitted to the concerned.
Final Year Projects	Dr. Syed Mohibuddin Bukhari Mr. A.H.Taha Mehkari	<ul style="list-style-type: none"> ➤ Initiate the process and forming the batches (each batch max three students) allocation of guide and finalization of title at the end of VI semester and finalise it in the first two weeks of VII semester. ➤ To coordinate for smooth conduct seminar of Project Work-I from 5th week. ➤ To get awareness on current problem and solution, the first 4th weeks. ➤ To ensure the presence of guide during presentation of Project Work-I. ➤ To submit CIE Main for Project Work-I in coordination with guides. ➤ To organize Review-I and Review-II through Department Committee in VIII semester and submit CIE marks in coordination with committee. ➤ Display of Project List with the presence of guide is compulsory at every stage including External Project Viva Voce Exam.
Invigilation Duties Allotment (OU External Examinations)	Dr. Syed Azeem Pasha	<ul style="list-style-type: none"> ➤ To receive the requisition letter for allotment of invigilation duties from HOD's Office. ➤ Allotment of invigilation duties as per the requirement and submit it to the Exam Branch through HOD. ➤ Try to award avoid allotting duty on a particular day for both Forenoon and Afternoon to the same staff member.
OU External Practical Examination Time Table Preparation (Regular & Supply)	Dr. Mushthak Ahammad	<ul style="list-style-type: none"> ➤ To prepare Osmania University External Practical Exam Time Table for Regular and Supply Exam as per the BOS and verify the same as per latest nominal roll list. ➤ To prepare Order Copy and submit it to the HOD's Office. ➤ To coordinate the preparation of Attendance Statement and Award List with concerned staff. ➤ Collection of Sealed Practical Answer Sheet Packet and submission of the same to the Exam Branch Well before the due date.
	Mr. Ehtesham Uddin Qureshi	
Time Table	Mr. Javid Ahmed	<ul style="list-style-type: none"> ➤ To prepare the load chart for the semester. ➤ Display the Subject List (Both Theory and Practical) well in advance for every semester. ➤ Necessary changes will be done in between the semester as per the instructions of HOD.
	Mr. Ehtesham Uddin Qureshi	
CIE Incharges	Dr. Syed Mohibuddin Bukhari Mr. Javid Ahmed	<ul style="list-style-type: none"> ➤ Respective incharge to create email-ID to receive CIE Question Papers. ➤ To intimate the staff members the due date for submission of CIE Question Paper and provide standard format of Question Paper. ➤ To ensure that all papers are received before due date in pdf format. ➤ To post answer sheet (1st Page) format in students group one day before the exam. ➤ To post the Question Paper in the respective students class group as per the CIE Time Table.
Guest Lectures / Expert Lectures	Dr. Md. Azizuddin	<ul style="list-style-type: none"> ➤ To plan and conduct the Guest Lecture / Expert Lecture / Webinar by experts from Industry / Academics / R & D / Inhouse.

Discipline Monitoring	Dr. Mushthak Ahammad	<ul style="list-style-type: none"> ➤ To maintain the discipline during internal exams and during distribution of Hall Tickets etc. ➤ To monitor the attire dress code and wearing of College ID Cards by students and if required to council them. ➤ To monitor any kind of indiscipline activity such as gathering of students or any kind of misbehavior which should be immediately brought to the notice of HOD for further action.
Minutes of Meeting	Mr. Ehtesham Uddin Qureshi	<ul style="list-style-type: none"> ➤ To prepare the meeting agenda before conduct of staff meeting in coordination with HOD. ➤ To note down silent points discussed during the meeting and to maintain the signatories of the attended staff member. ➤ To prepare minutes of the meeting and to be displayed in HOD's Office if required a copy to be sent to Principal.
Inspections and Development	Dr. Md. Azizuddin Dr. Syed Danish Mehdi	<ul style="list-style-type: none"> ➤ To prepare all the files and update as per the requirement for inspection. ➤ The files include list of Teaching / Non-Teaching Staff Member, Students Latest Roll List of all classes, stock list as per stock register, Appointment Orders and Certificates Files, Students Projects (Final Year), Internal Marks, Class Time Tables, Library Books Details, Result Analysis etc., separately for Mechanical and Production Engineering Department.
Placement Coordination	Dr. Syed Danish Mehdi	<ul style="list-style-type: none"> ➤ To maintain updated final year students roll list with mail ID's and contact numbers. ➤ To coordinate with all students and Placement Officer DCET, for any kind of placement activity initiated by Placement Officer DCET. ➤ To maintain the details of percentage % of marks and no. of backlogs of students and to forward the students for placement as per the company's eligibility criteria. ➤ To organize (if required) inhouse training / mock interview session for the students in coordination with Department Staff.
Summer Internship	Dr. Syed Azeem Pasha Mr. Ehtesham Uddin Qureshi	<ul style="list-style-type: none"> ➤ To form the batches (Each-3) of students and attach one faculty coordinator (Guide) during the VIth semester. ➤ Students to be encouraged to visit Government or Private Organization / R & D organization for a period of 4 – 6 weeks during the summer vacation following the completion of VI-semester and to interact with Industry Coordinate (Person from Industry) ➤ To organize the student seminar talk after completion of Internship through departmental committee. ➤ To monitor the submission of technical report / evaluation and allotment of Internal Marks in VII-semester in coordination with Guide.
Stationery	Mr. Ehtesham Uddin Qureshi	<ul style="list-style-type: none"> ➤ To maintain the stationery items required by the Department such as Attendance Registers, Bonafide Book, Office Files, OU Examination related stationery etc. ➤ To plan in advance the shortage of any item & process the indent to maintain the required stock ➤ Accountability to be maintained for all the item.
Result Analysis	Mr. A.H.Taha Mehkari Mr. Mohammed Khalid Rehman	<ul style="list-style-type: none"> ➤ To prepare the semester wise Result Analysis for Mechanical / Production immediately after the declaration of results. ➤ Result analysis to be done considering the latest roll list and to check the students appeared / Not-Appeared for a particular subject. ➤ After the Announcement of Revaluation Results, if any changes are observed, it is to be updated ➤ After preparation of Result Analysis a copy to be submitted to Exam Branch through HOD.
Alumni	Mr. Shaik Khaja Nawaz	<ul style="list-style-type: none"> ➤ To maintain the database of Final Year Students in particular Phone No. and Email ID's. ➤ To update the database in particular to their higher education, employment in India and overseas and also any kind of achievement. ➤ To plan the motivational lecture / Expert Lecture from Alumni for benefit of current students.
Students Feedback forms	Mr. Shaik Khaja Nawaz	<ul style="list-style-type: none"> ➤ To collect the feedback forms for EVEN/ODD semesters and to prepare the subject wise feedback analysis of faculty members.
SWAYAM/NPTEL/MOOCs	Dr. Md. Azizuddin	<ul style="list-style-type: none"> ➤ To give the awareness to the students of all semesters and encourage them to register for SWAYAM/NPTEL/MOOCs.

NON-TEACHING STAFF OTHER DUTIES (2023-2024)

Bonafide Certificate	Mr. Khaja Hameeduddin Ahmed	➤ To issue the bonafide to the students for all the semesters in coordination with HOD						
Memos Distribution	Mr. Mohammed Abid Ali	To issue the memos to the students duly taking the sign <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 33%;">Duty</th> <th style="width: 33%;">Name of the Staff Member</th> <th style="width: 33%;">Responsibilities</th> </tr> </thead> <tbody> <tr> <td colspan="3">➤ nature of the students and maintaining the record.</td> </tr> </tbody> </table>	Duty	Name of the Staff Member	Responsibilities	➤ nature of the students and maintaining the record.		
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	Mr. Syed Shoeb							
Hall Ticket Distribution	Mr. A.J. Ramachar	➤ To issue the hall tickets to the students duly taking the signature of the students and maintaining the record.						
	Mr. Mohd. Ayub							
	Mr. Hameedullah Khan							
	Mr. Habeeb Pasha							
Condoned Student Medical Certificate Collection	Mr. Mohammed Abid Ali	➤ To collect the medical certificate from the condoned students duly following the condoned dates						
	Mr. Syed Fazal Ali Mohammed							
Internal Exams	Mr. Hameedullah Khan	➤ To support and coordinate with the internal examination team members.						
	Mr. Syed Shoeb							
	Mr. Mohammed Zaheer Ahmed							
	Mr. Syed Maqsood Razvi							
	Mr. Habeeb Pasha							
Scholarship Forms	Mr. A.J. Ramachar	➤ To collect the scholarship forms for the eligible students. ➤ To prepare the list of students in the given format.						
	Mr. Syed Fazal Ali Mohammed							
	Mr. Mohd. Ayub							
Leave Register	Mr. Khaja Hameeduddin Ahmed	➤ To maintain the leaves of the staff members in coordination with the establishment section.						
Practical Exam Bill Collection and Settlement	Mr. A.J. Ramachar (Collection of Bills)	➤ To prepare the OU external examination regular and supply bills. ➤ Prepared bills to be submitted to the exam branch.						
	Mr. Omer Shareef (Computer Compilation)							
Practical Exam Attendance Statement/Award List	Mr. Omer Shareef	➤ To prepare the Attendance and Award List for OU practical Examination as per the format						
HOD Office	Mr. Zaheer Ahmed Khan	➤ To coordinate with the HOD office work.						
Shortage of Attendance Information to Parents	Mr. Mohammed Abid Ali	➤ Telephonic communication should be given to the parents as per the shortage of attendance list.						
Student feedback form collection	Mr. Syed Fazal Ali Mohammed	➤ To collect the feedback forms from all the students even / odd semester.						
	Mr. Mohammed Abid Ali							
	Mr. Mohd. Ayub							
	Mr. Hameedullah Khan							