

**CONSTITUENTS FOR INSTITUTIONAL RESPONSIBILITIES w.e.f. 23rd December 2021**

A	DIRECTOR	<b>Prof. Dr. Nandineni Rama Devi</b>			
B	JOINT DIRECTOR	<b>Prof. R N Ramaswamy</b>			
<b>Students Section</b> <b>Joint Director - Prof Ramaswamy RN</b> <b>Email id: students.msap@manipal.edu</b>					
Sl. No.	Work Constituents	Sub Constituents	Co-coordinators/Team	Responsibilities	
	Students Section- student affairs and Welfare	Ms. Trupti Kinjewadkar	Complaints & Grievances-	Trupti	<ul style="list-style-type: none"> <li>Students Complaints and Grievance information to Joint Director and Director</li> <li>Call For enquiry meetings and implementing decisions</li> <li>Email to the concerned parents about enquiry</li> <li>Suspension and revoke of suspensions</li> <li>Attend enquiry meetings conducted by Chief warden office</li> <li>Document and file the proceedings and submit to the concerned as and when required</li> <li>Inform student affairs, MAHE depending on the severity of the case through Joint Director</li> </ul>
			Teacher Gaurdian	Deepratick, Rutuja	Identifying Allotment of Teachers as Guardian for First Year Students Sharing Roles and responsibilities of the Teacher Guardian Sharing Details of Teacher Guardian to the Students and parents Receiving complaints and handling issues related grievence or complaints brought into the notice of concerned Review and Documentation of teacher guardian activities
			Covid Task Force	Kranti Satardekar, Deepratick	Communicating to Students and Parents regarding Back to Campus Schedule Circulation of MS form to know about travel plans and vaccination status for Vaccination and hostel accommodation and data for records
			Cocurricular & Extra Curricular Activities	Lulwa Khaleel, Garima, Aishwarya,	Identify all the Extra Co Curricular Activities in Academic Year Competitions, events etc and communicatae to studennts for participation Encourage students participants Approval process and registration and participants certificates and reports for publication and records for ranking data
			Student council, Sports and Cultural	kailas M, Tejaswini, Lucy, Ahmed, Monika	Students Council Activity, Identifying the events and Calendar and Schedule of Cultural activities to be integrated with Academic Calendar Budgeting, screening approval process and followup the events and coordinating the students Coordination to Conduct sports and cultural evens, Maintainence and procurement of sports and cultural activity materials
	Students section - Admissions	Prof Sonali	SLCM, Admission Transfer & Withdrawal	Joicy, Tejaswini & Aiswarya	Coordination with SLCM team for techncial issues Admission - Registration in SLCM, sections, learner ID etc Transfer - Coordination of inner and outer transfer Withdrawal-Coordination of Withdrawal process
			Students Records	Monika Jadhav, Ahmed Mirza	Verification of students original documents process Supervision of the returning document process and Verification of the Documented copies
			Statistics & Attrition	Monika Jadhav	Students statistics reports to Compliance, scholarships etc Students attrition record
			Feedback -	Ahmed Mirza	Montitoing and executision to take feedback from students to check subject mapping and each semester end before end sem examinations students feedback on faculty need to be taken
			Scholarship	Ahmed Mirza	Check CGPA of the students before processing for MAHE or any other scholarship Data related to Scholarship for ranking and NAAC Verification of the documents of minority/SC/ST Govt scholarship and data
			COA Enrolment	Sanjana	After first year B.Arch. Admission COA enrolment should be processed such as verification of name, DOB, parenst anme and score of 12 and NATA etc
	Infrastructure	Mr. Shantanu Chitgopkar	Infrastructure	Garima, Athira	Data for Regulatory, accreditation, ranking, inspection, ISO & MRM Process to fulfillment of the infrastructure requiremets as per regulatory norms For Procurement of infrastructure providing and verification of the quotation and description for further process After infrastructute coordinator approval it should be forwarded to Joint Director for approval
			Barrier Free compliance	Amit, Komal	
			Stock & Condemnation -	Shantanu and Ganesh Urala	Data for Regulatory, accreditation, ranking, inspection, ISO & MRM Yearly verification of the stock Process of Condemnation of the old stock
			Labs & Data Managment	Naga, Rohit, Vipin	Process for the Repair and Maintence requirements of the Lab materials Verification and clarification details for further approval process Request for the procurement of the lab material / stock requirements as per regulatory norms
<b>Academics &amp; Examination</b> <b>Associate Director - Sanghamitra Roy</b> <b>Email id: ae.msap@manopal.edu</b>					
			Academic Schedule	Shanta Pragyan Dash	1.Academic Calendar 2.Coursework allotment, faculty load; visiting faculty coordination 3.Time- table preparation 4.Students' Electives allotment 5.Managing faculty change in between the semester.
			Course related works & Academic Documentation	Jambavathi, Shanta Pragyan Dash	Coordination for 1. Submission Matrix 2. records of documentation of MOM for each subject (yearwise) 3. records of Student's performance status (counselling records) and action taken report (for each batch- semesterwise) 4. Course-related records
			Repository	Kranti, Srishti Shubh	1.Coordination regarding reference materials for each batch 2.Coordination regarding Best works of students 3.Best work records maintaince and display during inspections, exhibitions and audits

(BES) B.ARCH. Built Environment Studies	Sahana	OBE	Kala CMK	<ul style="list-style-type: none"> <li>Coordination for</li> <li>1.Course Plan</li> <li>2.Design Brief (For Studio Subjects) and Assignment Brief (For drawing and theory Subjects)</li> <li>3.Sessional question papers</li> <li>4.Assignment, Sessional and End-semester question paper analysis</li> <li>5.CO Attainment Rubric</li> <li>6.Final IA and Marks with Grade Summary Report</li> <li>Maintaining OBE- related documents in BES one-drive</li> </ul>
		Compliance	Tanya Verma, Kala CMK	Coordination for NAAC Documentation, ISO Audit, MRM Documentation, COA inspection, Impact Ranking, AQAR Compilation
		Thesis	Gowri Shenoy, Sanjana, Ratna Sravya	<ul style="list-style-type: none"> <li>1.Preparation of Course plan, schedule for the semester, marking rubrics, weekly marking schedule .</li> <li>2. Guide allotment and panel distribution</li> <li>3. Monitoring process - reviews, marks and attendance, discrepancies</li> <li>4. Coordinating thesis competition</li> <li>5. Student reallocation if faculty resignation/study leave .</li> <li>6.Collection of Students works</li> </ul>
		Training	Sundeeep Kumar, Sriharsh	<ul style="list-style-type: none"> <li>2.Monitoring and coordinating with the firms and students</li> <li>3.Collection of feedback from firms and students.</li> <li>4.Managing discrepancies if any</li> </ul>
(MUDD) M.ARCH Masters in Urban Design and Development	Trivikram	Academic Schedule	Trivikram	<ul style="list-style-type: none"> <li>1.Academic Calendar</li> <li>2.Coursework allotment, faculty load; visiting faculty coordination</li> <li>3.Time- table preparation</li> <li>4.Students' Electives allotment</li> <li>5.Managing faculty change in between the semester.</li> </ul>
		Course related work & Academic Documentation	Komal	<ul style="list-style-type: none"> <li>Coordination for</li> <li>1. Submission Matrix</li> <li>2. records of documentation of MOM for each subject (yearwise)</li> <li>3. records of Student's performance status (counselling records) and action taken report (for each batch- semesterwise)</li> <li>4. Course-related records</li> </ul>
		Repository	Purushotam Kesar	<ul style="list-style-type: none"> <li>1.Coordination regarding reference materials for each batch</li> <li>2.Coordination regarding Best works of students</li> <li>3.Best work records maintenance and display during inspections, exhibitions and audits</li> </ul>
		OBE	Purushotam Kesar	<ul style="list-style-type: none"> <li>Coordination for</li> <li>1.Course Plan</li> <li>2.Design Brief (For Studio Subjects) and Assignment Brief (For theory Subjects)</li> <li>3.Sessional question papers</li> <li>4.Assignment, Sessional and End-semester question paper analysis</li> <li>5.CO Attainment Rubric</li> <li>6.Final IA and Marks with Grade Summary Report</li> <li>Maintaining OBE- related documents in BES one-drive</li> </ul>
		Compliance	Purushotam Kesar	Coordination for NAAC Documentation, ISO Audit, MRM Documentation, COA inspection, Impact Ranking, AQAR Compilation
		Thesis	Komal	<ul style="list-style-type: none"> <li>1.Preparation of Course plan, schedule for the semester, marking rubrics, weekly marking schedule .</li> <li>2. Guide allotment and panel distribution</li> <li>3. Monitoring process - reviews, marks and attendance, discrepancies</li> <li>4. Coordinating thesis competition</li> <li>5. Student reallocation if faculty resignation/study leave .</li> <li>6.Collection of Students works</li> </ul>
		Training	Komal	<ul style="list-style-type: none"> <li>1. Coordination with Students regarding internship</li> <li>2. Collection of the internship documents and report</li> </ul>
MDES (SD) Master of Design (Sustainable Design)	Trivikram	Academic Schedule	Trivikram & Pranav Kishore	<ul style="list-style-type: none"> <li>1.Academic Calendar</li> <li>2.Coursework allotment, faculty load; visiting faculty coordination</li> <li>3.Time- table preparation</li> <li>4.Students' Electives allotment</li> <li>5.Managing faculty change in between the semester.</li> </ul>
		Course related work & Academic Documentation	Vipin	<ul style="list-style-type: none"> <li>Coordination for</li> <li>1. Submission Matrix</li> <li>2. records of documentation of MOM for each subject (yearwise)</li> <li>3. records of Student's performance status (counselling records) and action taken report (for each batch- semesterwise)</li> <li>4. Course-related records</li> </ul>
		Repository	Vipin	<ul style="list-style-type: none"> <li>1.Coordination regarding reference materials for each batch</li> <li>2.Coordination regarding Best works of students</li> <li>3.Best work records maintenance and display during inspections, exhibitions and audits</li> </ul>
		OBE	Pranav Kishore	<ul style="list-style-type: none"> <li>Coordination for</li> <li>1.Course Plan</li> <li>2.Design Brief (For Studio Subjects) and Assignment Brief (For theory Subjects)</li> <li>3.Sessional question papers</li> <li>4.Assignment, Sessional and End-semester question paper analysis</li> <li>5.CO Attainment Rubric</li> <li>6.Final IA and Marks with Grade Summary Report</li> <li>Maintaining OBE- related documents in BES one-drive</li> </ul>
		Compliance	Pranav Kishore	Coordination for NAAC Documentation, ISO Audit, MRM Documentation, COA inspection, Impact Ranking, AQAR Compilation
		Thesis	Sasmita	<ul style="list-style-type: none"> <li>1.Preparation of Course plan, schedule for the semester, marking rubrics, weekly marking schedule .</li> <li>2. Guide allotment and panel distribution</li> <li>3. Monitoring process - reviews, marks and attendance, discrepancies</li> <li>4. Coordinating thesis competition</li> <li>5. Student reallocation if faculty resignation/study leave .</li> <li>6.Collection of Students works</li> </ul>
		Training	Sasmita	<ul style="list-style-type: none"> <li>1. Coordination with Students regarding internship</li> <li>2. Collection of the internship documents and report</li> </ul>

DOD Department of Design  BDES(ID) Bachelor of Design (Interior Design) & MDES(ID) Master of Design (Interior Design)  BDES(FD) Bachelor of Design (Fashion Design) & MA(FM) Master of Arts (Fashion Management)	Prof. Dr Veena Rao	<b>B.Des. (ID) &amp; M.Des. (ID)</b>		
		Academic Schedule	Sruthi R P	1.Academic Calendar 2.Coursework allotment, faculty load; visiting faculty coordination 3.Time- table preparation 4.Students' Electives allotment 5.Managing faculty change in between the semester. 6. Three-year exit mail and documentation. 7. Planning for guest lecture and workshops in a semester 8. Follow-up on submission of report and SDG report of related.
		Course related works & Documentation	Haritha MK, Vidhya	Coordination for 1. Submission Matrix 2. records of documentation of MOM for each subject (yearwise) 3. records of Student's performance status (counselling records) and action taken report (for each batch- semesterwise) 4. Course-related records
		OBE	Haritha MK,	Coordination for 1.Course Plan 2.Design Brief (For Studio Subjects) and Assignment Brief (For theory Subjects) 3. Assignment, Sessional and End-semester question paper analysis 4.CO Attainment Rubric 5.Final IA and Marks with Grade Summary Report 6. Maintaining OBE- related documents in ID one-drive
		Repository	Rohit Kumar	1.Coordination regarding reference materials for each batch 2.Coordination regarding Best works of students 3.Best work records maintenance and display during inspections, exhibitions, AVANT, and audits
		Compliance	vidhya M S, Kiran	Coordination for NAAC Documentation, ISO Audit, MRM Documentation, AICTE inspection, Impact Ranking, AQAR Compilation, Academic Audit, Ranking
		Thesis	Sruthi R P & Tejaswini	1.Preparation of Course plan, schedule for the semester, marking rubrics, weekly marking schedule. 2. Guide allotment and panel distribution 3. Preparation of the guidelines and template for thesis submission 4. Monitoring process - reviews, marks and attendance, discrepancies 5. Coordinating thesis competition 6. Student re-allotment if faculty resignation/study leave. 7.Collection of Students works
		Training	Athira	1. Coordination with Students regarding internship (orientation, pre-internship portfolio) 2. Preparation of Course plan, schedule for the semester, marking rubrics, marking schedule 3. Preparation of the guidelines for training report. 4. Collection of the internship documents and report
		<b>B.Des.(FD) &amp; MA (FM)</b>		
		Academic Schedule & Course related works	Nagaveni N Nayak	1.Academic Calendar 2.Coursework allotment, faculty load; visiting faculty coordination 3.Time- table preparation 4.Students' Electives allotment 5.Managing faculty change in between the semester. 6. Three-year exit mail and documentation. 7. Planning for guest lecture and workshops in a semester 8. Follow-up on submission of report and SDG report of related.
		Academic Documentation, Repository & Thesis	Lucy Tage	Coordination for 1. Submission Matrix 2. records of documentation of MOM for each subject (yearwise) 3. records of Student's performance status (counselling records) and action taken report (for each batch- semesterwise) 4. Course-related records
		OBE	Aiswarya Ajit, Monisha	Coordination for 1.Course Plan 2.Design Brief (For Studio Subjects) and Assignment Brief (For theory Subjects) 3. Assignment, Sessional and End-semester question paper analysis 4.CO Attainment Rubric 5.Final IA and Marks with Grade Summary Report 6. Maintaining OBE- related documents in ID one-drive
		Repository	Lucy Tage	1.Coordination regarding reference materials for each batch 2.Coordination regarding Best works of students 3.Best work records maintenance and display during inspections, exhibitions, AVANT, and audits
		Compliance	Monisha K, Aiswarya Ajit	Coordination for NAAC Documentation, ISO Audit, MRM Documentation, AICTE inspection, Impact Ranking, AQAR Compilation, Academic Audit, Ranking
Design Collection	Nagaveni N Nayak, Simi M M	1.Preparation of Course plan, schedule for the semester, marking rubrics, weekly marking schedule. 2. Guide allotment and panel distribution 3. Preparation of the guidelines and template for thesis submission 4. Monitoring process - reviews, marks and attendance, discrepancies 5. Coordinating design competition 6. Student re-allotment if faculty resignation/study leave. 7.Collection of Students works		
Training	Simi M M	1. Coordination with Students regarding internship (orientation, pre-internship portfolio) 2. Preparation of Course plan, schedule for the semester, marking rubrics, marking schedule 3. Preparation of the guidelines for training report. 4. Collection of the internship documents and report		
<b>Academic Committees</b>	Dr. Veena Rao Ms. Sahana Mr. Trivikram T N	Academic Schedule	All Concerned Coordinators in consultation with AE coordinator (as applicable) and Programme Coordinators	Preparation of Academic Calendar (Small and brief) Subject Preference, allotment for faculty Elective subjects Preference & allotment to students Academic class time table Academic submission schedules
		Course related works		
		Academic Documentation		Collection of semesterwise academic documents from CCC and handing over to Programme Coordinator before going for Vacation. It contains Academic CCC meetings, Students counseling, marks and attendance and any o
		Repository		Collection of Good works of the students from concerned subject Coordinator with the approval of CCC and handing over to Media & Branding with approval of programme Coordinator. After completion of academic semester and before commencement new semester depending upon the result declartion if any.
		OBE		

		Compliance		Data for Regulatory, accreditation, ranking, inspection, ISO & MRM	
		Thesis			
		Training			
Academic processes	Ar. Nikhil Kohale	Curriculum & Syllabus	Ujjwala, Amarnath	Syllabus Feedback from all stakeholders; Tracking changes/ amendments in Syllabus; Program Revision Requirements and Process. Implementation of syllabus and amendments with AE team for SLCM, Faculty information and Students circulation Syllabus Conclave arrangements	
		Internal BOS	Sundeep	Tracking BoS requirements as per Regulatory Compliance (COA, AICTE etc.). Collecting agenda and scheduling Internal BOS Minutes of Internal BOS for Institutional BOA Agenda for Academic Council Meeting Documentation of Academic Council approvals to AE records	
	Ar. Babar Javed	Academic Calendar & Schedule	Babar Javed	Coordination with Exam Team, Academic Committees, Curriculum and Syllabus Team, and Internal BOS. Special Cases related to Academic Processes Constituent.	
		Academic Documentation & Compliance, OBE & Result analysis	Ujjwala & Vyomkesh	Documentation and Analysis related to AE Office, OBE, Results, Ranking and Compliance (ISO, NAAC, IOE, COA, UGC, etc.) in coordination with QMR Team	
		Re-registration, Improvement Studios, Overstayed students, Promotions, Scholarships	Srishty Saraswat	Matters related to Re-registration, Improvement Studios, Overstayed Students, Promotions, Scholarships.	
		Documents of graduates Convocation Promotions, Scholarships	John Benette John, Shishira Srishty Saraswat	Verification of details pertaining to Transcripts, Graduation, Convocation, and Academics related Certificates (Percentiles, Ranks, etc.).	
	Examinations	Charline Stella Samuel	Exam Time table	C. Stella, Lakshmi, Vishal, Shubhi, Sruthi AN	Exam schedule preparation, approvals, notification
			Question papers	Stella, Shubhi	Question bank scrutiny, Collection of QP from faculty
Examiners			Lakshmy, Shubhi A, Sruthi AN	Identification, confirmation, accommodation, transportation	
Invigilators			Vishal B P	Assign invigilators as per exam schedule & notify	
Offline exam (preparation, conduct, documentation)			Lakshmi, Sruthi A N, Shubhi	Preparation, allocation of rooms, conduct and documentation	
Online exam (preparation, conduct, documentation)			Arun, Babar, Vishal B P	Preparation, allocation of virtual rooms, supervision during conduct and documentation	
Malpractice online & offline			Stella, Arun, Babar, Shubhi	Detection & report making	
Sessionsals			Lakshmi, Sruthi A N, Shubhi	Prepare sessional schedule as per academic calendar, notify students & faculty	
Schemes, valuation & Results	Lakshmi, Sruthi A N, Shubhi	Scheme - Submission of scheme of valuation by paper setter Result- correspondance with ROE			
<b>Research &amp; Collaboration</b> <b>Associate Director - Prof Dr Pradeep. G. Kini</b> <b>Email id: rc.msap@manipal.edu</b>					
Ph.D Coordination	Dr. Shantaram Patil	Ph.D. Process	Dr. Shantharam Patil	PhD admission procedure, Conduct of DAC meetings, Following MAHE PhD regulations for Full time, Part time, JRF and Joint PhD programs/ agreements with universities India and abroad towards smooth functioning of the PhD program for MSAP. Providing data for IOE, NAAC, ISO and NIRF.	
Publication / Grants/ Research	Dr. Reshmi. G	Publications & Journals (ISO/IOE/RMS)	Dr Vipin	Documentation of publications at MSAP related to indexed and non-indexed. Review of periodic entry in RMS portal. Mechanism to track publications by faculty at MSAP and in alignment towards ranking such as NIRF etc. Providing data as per the requirements of ranking agencies, ISO, NAAC, NIRF, IOE and related to SDGs. Verifying faculty affiliation before publications, tracking H-index of faculty and papers with international collaborations. Update faculty profiles in the pure.elsevier to faculty members. Updated circulars related to incentive policy to faculty members.	
		Grants & Research consultancy (ISO/IOE/RMS)	Vishal Chetry	Documentation of research grants and consultancy data as per the requirements of each ranking agency (NAAC, NIRF, IOE, ISO) and providing the data for IOE, NAAC, ISO and NIRF. Identifying new research grants and research consultancy projects from government websites and motivating MSAP faculty to apply by identifying relevant expertise. Tracking the status of applied grants and if rejected applying for new grants. Mapping SDG related grant applications. Creating process flow for applying for research grants in coordination with grants office. Updated circulars related to incentive policy to faculty members.	
		Design Consultancy	Shantanu, Prakash Rao, Depratick	Representation of MSAP team to various government agencies. Bidding/ consultancy on projects related to societal development and work with Government / institutional agencies. Data related to design consultancy updates in RMS and documentation for ISO, NAAC, NIRF and IOE. Process flow, MoU related to the process flow in coordination with the grants office. Maintaining the details of the ongoing and completed projects status. Updated circulars related to incentive policy to faculty members.	
		StudentExchange/IAESTE/ AEISCE/ Kairos/ Media promotion	Sanjeev, Rutuja	Develop and engage with the events of Office of International affairs and collaborations. Assisting MSAP students to apply for study abroad programs to universities such as UMEA, Deakin etc. Encouraging faculty members to upload in the MAESTRO portal, identification of new universities for student exchange and strengthening existing MOUs with the MOU coordinator. Maintain the data of IAESTE and AISEC students for ISO, NAAC, IOE, NIRF etc.. Coordinate international event KAIROS in coordination with OIAC office.	
		SRF/IRAG/PURE	Rutuja, Krutika	Attend meeting related to Student research Forum in coordination with Directorate of research and its activities, events and conferences etc. Identification of student teams at MSAP to promote student research. Interdisciplinary Research and Advisory group to be strengthened and promoted as per IOE requirements. Attend PURE meetings at the university to promote interdisciplinary research and identify teams within MAHE for collaborative activity.	

	Collaborations & Outreach	Yogendra Singh	MOU Status & Industrial Collaborations	Krutika, Rohit	Document timelines of existing Memorandum of Understandings and track it and explore ways for strengthening the engagement as per the terms and conditions of the agreement with MSAP partners. Encourage faculty members to draft MOUs with their network who can be eligible partners for MSAP. Conduct events and workshops with the Industry partners etc. Tracking the expiry dates of MoU and processing for renewal if applicable. Maintaining data of the outcome from the MoU in terms of collaborative projects, publications, student exchange, etc. Identifying industries for collaborating to enhance industry partnership for Internships and studio projects. Providing the data for NAAC, NIRF, IOE, ISO, Impact ranking
			SRBE, iDiDe & other Activities	Anoop, Yogendra, Sasmita	Coordination of SRBE activities within MSAP team members and engagement with international partners, Coordination with Springer for scopus indexing of conference proceedings and also extended version of papers on MAHE approved journals. Develop brochure, website and delegate registration, presentation using easy chair etc for SRBE/ conferences. coordination of iDiDe activities for eligible MSAP students. Formation of dedicated research groups focused towards enhancing the research reputation review mechanism to monitor periodic progress with regard to papers of academic staff. Organising and preparing the report, photographs and data of iDiDe workshop. Identify new areas in line with the Sustainable Development Goals and on MHRD initiative
	New Academic Programs	Dr Deepika Shetty	New Initiatives	Prof Ajit Madkaiker, Venkataramana	Followup of NEP Conduct Summer courses Conduct Certificate courses
	IQAC	Prof. Ramaswamy Prof. Amit Kinjawadekar	Regulatory (COA & AICTE)	Roshan, Amarnath, Monisha, Vipin, Kiran	Extension of Approval for Regulatory Authorities.
			Accreditation (NAAC)	Amit K, Amarnath, Resmi, Tejaswini	Coordination of 7 Criteria of NAAC .
			Ranking	Kumar Gaurav, Vidhya, Vaibhav J	NIRF, IMPACT, Outlook, India Today, Green Metric Ranking - Data Updation
	QMR		ISO & MRM/ Audit	Akshatha Rao & Sanjeev	Conduct of MRM Meetings and Audits - ISO - ACADEMIC
	Learning Resources /Library	Joicy K J	MSAP Main & Reference Library	Shishira, Lucy and Ms. Shobha Prabhu	MSAP Main Library Maintenance of Reference Library course era, Edex, Swayam, MOOCS etc. Library data for statutory Comply with regulatory requirements
	Media & Branding	Ipsitaa Priyadarsini Das	Website & Social Media Team	Ipsitaa & Sridhar	1. Website page, Content for Website Faculty Profile updation, Program pages, Alumni Testimonials, News and Events, Research, Placement Cell, Faculty page. 2. NIRF Details for QMR presentation for visibility criteria. 3. Prospectus editing for Admission Process Every Year.
				Anupama P	1. NewsLetter - Collection of the information of MSAP activity yearly and compilation for the same. 2. Faculty Research Interest Display Board Compilation and display. 3. Greeting Card for Any Festive.
				Sridhara, Rohit Kumar	1. Tracking of content for social media (Instagram, Facebook, LinkedIn & Twitter) post and postig in dealy basis. 2. Brochure Design (Prospectus)
	Academic Repository	Kranti Laxman Satardekar	Academic Repository	Krant L S , Srishti Shubh (For B.Arch)	1. Coordination with CCC to collect reference materials for each batch to be submitted in CADD lab Repository. 2.Coordination with CCC to collect Best works of students. 3.Best work records maintainance.
				Purushottam K (Habitat: M-UDD) Vipin T (M.Des: SD) Rohit Kumar (DOD: ID) Lucy T (DOD: FD)	1.Coordination with CCC to collect reference materials for each batch to be submitted in CADD lab Repository. 2.Coordination with CCC to collect Best works of students and submit to MSAP Repository team. 3.Best work records maintainance.
				Kranti L S, Rohit Kumar	Formatng for various use related to intititional repository responsibility (Like COA Visit work, impression work).
				Kranti Laxman Satardekar, Ganesh Urala	Display related work for Exhibition and MSAP display board.
				Rohit Kumar, Srishti Shubh, Ganesh Urala	1. MSAP-DOD Year Book Formating and editing. 2. Printing Coordination related to repository work. 3. DesignUru Event.
	Centre for Urban Studies	Sanghamitra Roy	Centre for Urban Studies Activities	Srishty Subh, Vishal Chetri	Collaborative research grants Publications Workshops Seminars Outreach programs Summer schools
	Centre for Sustainable built environment	Pranav Kishore	Centre for Sustainable built environment Activities	Vaibhav jain, Sasmita, Shriharsh Dixit	Collaborative research grants Publications Workshops Seminars Outreach programs Summer schools
	Alumini Relation	Satyaprakash Das	Alumni Activity	Sruthi Rose, Simi, Sruthi Nimbalkar	Passedout students list from AE for Alumni Registration and collection of placemet data and gown distribution during convocation Alumni achievement updates on linkedin page ; facebook; Establish alumni engagements and Alumni Meetings Alumni Feedback Coordination with the university alumni portal for any necessary data.
	Training	Sundeeep	Training	Shriharsh Dixit, Simi, Athira, Sasmita, Deepratick,, Ujjwala Chourasia	Verifying Establishment of Architect & firms in which students are interning. Verifying Joining Report, Internship Confirmation Document and log sheets every month. Clarification for student queries like leaves, change of firm etc. Portfolio evaluation & IA Marks entry in SLCM. Organizing Career Guidance Talk. Notification to the students about internship and exams. Data for statutory ranking like NIRF, NAAC etc. Feedback from students and employers. Entry of student details in National Career Service Portal (Govt. of India)

	Placement	Satyaprakash Das	Placement	Simi, Kiran	<p>Communication Data : Student Placement Opportunities, Industry liasoning for CSR Projects, Communication &amp; collaboration with industry &amp; firms.</p> <p>Students placement data for Ranking reports (ICARE, AQAR, IndiaToday, Outlook, NAAC, NIRF, IOE) and Annual Report</p> <p>Student Feedback and Employer feedback</p> <p>Placement Manual.</p> <p>Placements records (Updating Student list and List of Internship firms)</p> <p>Co-ordination with Training Cell : Quaterly follow-up &amp; process for collecting proof on placement.</p> <p>Review of survey questions specific to placements.</p> <p>Student resume &amp; portfolio repository.</p> <p>Placement Activities : Career Guidance, Guest Talks</p> <p>Pre-Placement talks</p>
	Innovation Cell	Anoop Shukla	Innovation QMR, Model Making Lab including Laser Cutting machine, 3D Printer and other model making tools	Vishal C, Naga, Rohit, Vaibhav, Venkataramana	<p>Promote innovation related activities in MSAP</p> <p>Manage and report the innovation activities in MSAP</p> <p>Promote startup generation among students and related activities in MSAP</p> <p>Manage and report the startup activities in MSAP</p> <p>Promote awareness about IPRs and conduct related activities</p> <p>Manage and report the IPR activities in MSAP</p>
	Thesis Team	Gowry Shenoy	UG and PG thesis Coordination	Sanjana, Sruthi, Komal, Ratna Sravya	<p>Thesis - no of guides available for each course , guide allotment for students - research interest of faculty,ms form for guide selection , panel division, and Course Curriculum preparation , CO-PO-Hours Mapping, Assignment Plan with detailed CO-wise Marks distribution,guide assessment sheet, schedule of reviews and in academic calendar , weekly schedule for semester.</p> <p>2) finalization of externals for each panel for the review.</p> <p>3) Rubrics and Markslists preparation .</p> <p>4) Preparation of MS Forms for collection of marks .Follow up for marks with faculty</p> <p>5) Verification of compiled Marks and Attendance</p> <p>6) Requesting email ids for externals from it department.</p> <p>7) OBE COs-PI mapping for End-Semester.and bell curve and grade report. Entry in slcm.</p> <p>Marks, review or any other important mails to communicate to students.</p> <p>Every review communication to faculty / expert with marking template and rubric.</p> <p>Follow up with guide for slow learners, counselling etc.</p> <p>For end exam thesis - collection of students portfolio work, rubric, marking template .</p> <p>Communication to students for competition.</p>
	VSO	Lulwa Khaleel		Tejaswini and Lucy	