COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY
Department of Agricultural and Food Engineering

Tasks by Designation and Schedule

A. Department Chairperson

Task	Schedule	Details/ Remarks
Faculty Class Schedule*	Before the start of semester	With assistance of the Secretary
Room Utilization*	Before the start of semester	With assistance of the Secretary
Student Class Schedule*	Before the start of semester	With assistance of the Secretary
Department Meeting	Start, Midterm and End of Semester	Agenda during the start: ● Pointers from previous semester ● Class schedule ● Summary of activities planned for this semester ● Reminders for the dates of: o Syllabus submission o Syllabus acceptance o Signed faculty schedule o Last day of adding/ dropping of subjects o Removal exams o Application for graduation Agenda for the midterm: ● Class performance ● Official dropping and unregistered students ● Reminder for the grading system and portfolio ● Updates on the activities conducted/ planned for this semester ● Subject assignment for next semester ● Reminders for the dates of: o Last day of defense (Graduating)

		o Settlement of deficiencies (Graduating) Agenda for the end of semester: ● Class performance and attrition rate ● Candidates for graduation ● Common problems from faculty and students ● SET results ● Reminder for the grading system and portfolio ● Updates on the activities conducted this semester ● Reminders for the dates of: o Submission of IPCR o Submission of Faculty Portfolio o Enrollment period of students
Conduct SET/ Class Observation	After midterms	
Submit forms and documents to higher authorities.		

*can be assisted by the Department Secretary

B. Registration Adviser

Task	Schedule	Details/ Remarks
Preregistration of Irregular Students	Before the start of semester	Review eligibility of students to enroll ● Registration status (warning, probation, disqualification) ● Updated checklist ● Subjects that were left behind ● Duration of stay in the University ● Total units to be enrolled (based on checklist and current academic year level not stay in the university.

Enrollment of regular students	Before the start of semester	● Remind students (staying at the University for at least 5 years) of the payment
Reminder for adding/ dropping	Immediate start of the semester	Announce the date for adding ● Review the subjects to be added ● Should not be overloaded if not graduating ● Remind student to submit adding/ dropping
Reminder for application for graduation	Immediate start of the semester	
Reminder for deadline of payment of tuition	Immediate start of the semester	● Remind students (staying at the University for at least 5 years) of the payment ● Residency students are required to pay right away after being assessed. Should not be later than the second week of the semester.
Evaluation for subjects to be enrolled next semester	Midterm of the semester	Subjects for petition/ opening for delayed graduates
Reminder for the last day of defense	Midterm of the semester	
Reminder for Graduation Clearance	Before the end of semester	

C. Department Research Coordinator

Task	Schedule	Details/ Remarks
Prepare quarterly reports on research conducted by faculty members	Every quarter	● Check for all finished, ongoing and approved research proposals by faculty members ● Collect accomplishment reports from faculty members with researches

		• Be informed of the research proposals that were presented/ submitted to the research center or external funding bodies.
Check progress of student researches	Midterm of the semester	• Tracker on the progress of all studies including forms and conduct of study • Actual Gantt Chart of activities for students who are enrolled in ABEN 200c including the last day of defense and manuscript submission • Emphasis on irregular students who exceeded the regular 4-year time period.
Remind students of deadlines	Start of semester	Schedule of: • Defense (capsule, joined, 2 days) • Deadline for submission of forms for capsule and outline (within enrolled semester for ABEN 200a and 200b, respectively) • Last day of final defense • Submission of manuscript
Conduct orientation activity on Research Agenda/ Workshop on capsule writing	Midterm of semester	Remind students of the presentation of capsule
Conduct Capsule Defense	Week 13	Assign initial adviser/ technical critic for students. At most 2 weeks after the defense.
Collect approved capsule/ outline and forms 1 to 7.	Week 17	Grade of 'S' shall only be given upon the completion of the forms. In the case of rejected
Coordinate schedules for Oral Defense of Outline/ Manuscript	Whenever an application for oral presentation is submitted	• Check for schedule of panel with at least one additional member • Announce dates to students who wish to observe the oral presentation. •

Sign student research forms	Whenever applicable	● Always check for the major formatting errors and content before recommending approval to the chairperson. ● Manuscript/ outline/ capsule shall always be attached before signing

D. Department Extension Coordinator
E. Department Secretary/ MIS

Task	Schedule	Details/ Remarks
Faculty Class Schedule*	Before the start of semester	
Room Utilization*	Before the start of semester	
Student Class Schedule*	Before the start of semester	
Minutes of the meeting	Every department meeting	●
Document organization	Whenever applicable	● document safekeeping ● organization of electronic and printed documents
Accomplishment report	Monthly and quarterly	● to be submitted to the college MIS coordinator
Event documentation	Whenever applicable	
Posting of updates	Whenever applicable	● bulletin board ● blogspot ● facebook page

*in collaboration with the chairperson

F. Department OJT Coordinator
G. Property Custodian
H. Instructor/ Professor
I. Thesis Adviser/ Technical Critic