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COLLEGE OF ENGINEERING, NASHIK

Institution Governance



Roles and Responsibilities of Faculty, Staff and Institutional Bodies

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Functions and Responsibilities of Governing Body:

The Governing Body of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. The Governing Body gives direction to the college management. Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine and consider the recommendations of **College Development Committee and Local Management Committee** and prepare a road map for achieving the goals of the Institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Consider the recommendations of the staff selection committee and approve the same.
5. Consider the important communications, policy decisions received from the University, Government, AICTE, and UGC etc.
6. Encourage and facilitate college to apply for Accreditations/Certifications, if any
7. Facilitate and encourage college faculty to apply for research projects/proposals
8. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objective.
9. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
10. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
11. Consider and facilitate college to resolve legal/court cases, if any.

Functions and Responsibilities of Local Management Committee:

1. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
2. Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
3. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
4. Encouraging collaboration with other academic institutes and industry.
5. Creating a conducive environment for development of entrepreneurship.
6. Facilitating and supervising the co-curricular activities of the students.
7. Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.
8. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
9. Appointing committees amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
12. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.
13. Examine the budget proposals and Pass the annual budget of the college.

Functions and Responsibilities of College Development Committee:

As per Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) clause 97, a College Development Committee (CDC) has been established

Role of CDC:

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities;
2. Decide about the overall teaching programmes or annual calendar of the college;
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
4. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
9. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
10. Formulate proposals of new expenditure not provided in the annual financial estimates (budget);
11. Make recommendations regarding the students' and employees' welfare activities in the college or Institution;

- 12.** Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- 13.** Frame suitable admissions procedure for different programmes by following the statutory norms;
- 14.** Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- 15.** Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- 16.** Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- 17.** Recommend the distribution of different prizes, medals and awards to the students.
- 18.** Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- 19.** Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Functions and Responsibilities of Department Advisory Board

Department advisory Board of Departments has members from the Industry, Alumni, Student, parents and experts from Academic Field. The DAB gives direction to Department Excellence. It acts as a driving force to accelerate the various departmental activities, required for expected outcome. Its functions and Responsibilities are:

1. To identify the curriculum gap and to suggest the corrective majors to bridge up / minimize it.
2. To promote Industry Institute Interaction, Industry Tie-ups and Industry Sponsored Projects related to emerging thrust areas in engineering.
3. To redefine existing PEO's, aligning of PEO's to the Mission statements and defining Program Specific Outcomes.
4. To recommend the topics beyond the syllabus/value added training courses and additional experiments to meet PEOs
5. To propose necessary action plan for skill development of students, required for entrepreneurship development and quality improvement.
6. To identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments to meet PEOs.
7. Suggest improvement in academic plans and recommend standard practices/systems for attainment of PEOs

Functions and Responsibilities of Programme Assessment Committee

The Program Assessment Committee (PAC) has been formed for monitoring Departmental activities. The PAC consists of Programme Coordinator, Module Coordinator and faculty members/Course Coordinator and technical staff of the department who periodically monitors the departmental activities and evaluates different parameters. Its functions and Responsibilities are:

1. Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSO), Program Educational Objectives (PEOs).
2. Evaluating program effectiveness and proposing necessary changes. Preparing periodic reports on program activities, progress, status or other special reports for Management.
- 3..Motivating the faculty and students towards attending workshops, developing projects, working models, paper publications and engaging in research activities.
4. Interacting with students facilitating the achievement of POs, PSOs and PEOs.
5. Interacting with stakeholders regarding the improvement of POs, PSOs and PEOs.

Responsibilities of Principal

Responsibilities include:

Reporting to the Executive Council of the Institute and assisting them in the following functions :

1. Regulation / Monitoring.
2. Development.
3. Leadership.
4. Visionary

Regulation / Monitoring:

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts

and audit and any such other matter related to the administration of the college.

6. Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of MVP Samaj.
Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, LMC, CDC and the Governing Council.
8. Monitoring the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
9. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
10. Maintaining the infrastructure of the institution with the help of concerned staff.
11. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, and attract the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions:

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on various advisory bodies of the college.
3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long term model for the institution and working for realizing this vision in close association with Executive Council.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the top management.

Execution and Reporting:

The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to **Governing Body ,Local Management Committee and College Development Committee.**

Duties and Responsibilities of Vice Principal:

1. Facilitate Principal for

- Identifying core competencies of the Institution.
- Developing strong Teaching-learning Environment.
- Developing Strong Industry Support for Collaborative Learning.
- Assist for Conducting Committee Meetings like Governing Council, College Development Committees etc.

2. Monitor smooth running of the classes & ensure timely completion of syllabus

3. Monitor academic discipline among the students.

4. Conduct Regular meetings of Department Head, Committees to know the difficulties if any and progress.

5. Interact with students/Student Councils to know their academic problems and take necessary actions.

6. Monitor and Evaluate Academic audit conducted by IQAC.

7. Based on the reports, take corrective actions if any for the timely completion of Syllabus

8. Monitor Dean Academic to make sure that the time tables are ready before opening the academic sessions.

9. Monitor Faculty & Students Discipline & Counseling

10. Take progress from Departments about Industrial Visit, in plant Training of Students.

11. Monitor Dean Industry Institute Interaction about MOU Signing and Consultancy.

12. Monitor and Assist Dean faculty to organize Institute level FDP for Faculty quality Improvement

13. Encourage the faculty to attend the Conference / FDP etc

14. Monitor and assist Dean Information Technology for Online learning Opportunities for Students, Development of technology Interface for Outcome based Education

15. Monitor and assist Dean Alumni for Scaling up Alumni Network, Organizing Alumni Meet.

16. Any other Responsibilities assigned by the Principal from time to time.

Responsibility of IQAC Coordinator and Committee Members:

Overall responsibility:

- To conduct the perspective plan meeting at the beginning of year.
- Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the College.
- To develop a monitoring system for quality assurance of the policies.
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/NAAC.

Academic Activities:

- To organize an interactive session with faculty members following the guidelines given by Governing Body, College development committee ,Programme Assessment Committee ,Department Advisory Board to strengthen the Teaching Learning process.
- Preparation and release of guidelines regarding all Academic activities before the commencement of Semester
- Uploading of Academic plans prepared by respective faculty members on the college portal for easy access to the students
- Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same.
- To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities
- Preparation of mentoring guidelines to be followed
- To conduct interactive session with all faculty mentors regarding mentoring of students – Pink cards
- To help the Departments in monitoring the mentoring process
- To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department

To help the Departments in monitoring following activities:

1. Tutorials/Unit Test
 2. Assignments
 3. Seminars
 4. Add on content-Theory & Lab
 5. Remedial classes
 6. Make up tests
- Collection of teaching course outcome feedback) from students at the end of the semester
 - Collection of Programme exit Survey from final year students at the end of the academic year

To help the Departments/bodies/authorities/clubs in collection and analysis of feedback from the following stake-holders:

1. Parents
 2. Industry Experts/Academicians who are visiting the college
 3. Executives of professional bodies like DAB.
 4. Alumni
- To help in the preparation of various rubrics regarding feedback from students and stakeholders, examination result, Course assessment, placement etc.
 - To suggest various value added programs to and to coordinate the execution of the same
 - To suggest various ways to strengthen the departments/CLT/Center for collaboration/Incubation centers/centre of excellence to help in enhancing the technical skills of the students
 - To organize the review /audit of all the academic activities by a team of internal experts and external experts and present the observation in the meeting of GB/CAC for further guidelines
 - To coordinate the collection and compilation of self appraisal forms from faculty members at the end of academic year
 - To coordinate the collection, documentation and actions to be taken on the information about funding agencies, their norms and passing by the R&D centre and respective Departments

Duties and Responsibilities of Registrar

1. Is directly responsible to the college principal.
2. Assists the Principal in translating the college vision into an action plan
3. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
4. Assists the Principal in administering and leading the college within the policy framework.
5. Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
6. Maintaining all records pertaining to students, faculty and staff

Administrative Responsibilities:

The Registrar along with the Dean, Academic may assist the Principal in:

- a. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment
- b. Completing the student admission process of all programs of the college

The Registrar assists the Principal in

1. Improving quality of working of faculty, staff, and students by:
 - Ensuring effective utilization of transportation services to students, staff, and faculty
Ensuring safety and security to all in the college
 - Promoting multicultural interactions and understandings among students, staff, and faculty.
2. Obtaining and developing personnel by:
 - Planning, directing, scheduling and coordinating in-service training program for non technical non-teaching staff.
 - Supervising and evaluating administrative personnel.

3. Maintaining effective interrelations with the community by:

- Maintaining student reporting procedures to parents.
- Interacting with parents and other citizens.
- Preparing information to be disseminated to parents, students, other stakeholders and public.
- Preparing special reports and bulletins for general distribution.

4. Providing and maintaining funds and facilities by:

- Determining specifications for supplies and equipment.
- Determining the need and planning for facility maintenance, and renovation expansion,.
- Inventorying and distributing supplies and equipment
- Preparing reports/grant applications for AICTE, DTE, University, etc.

5. Monitoring the functioning of Girls Hostel and facilitate the concern staff for resolving any issues related to Hostel.

Duties and Responsibilities of Dean-Academics:

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing and encouraging Outcome Based Education in Institute.

1. Preparation of the academic Calendar, monitoring the progress of class work, syllabus coverage, student mentoring, directing and supervising student activity programs.
2. Facilitate the creation of a learner-centric environment conducive for quality education;
3. Arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
4. Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
5. Ensure that the teachers' appraisal by students on Teaching Learning related is carried out and the reports thereof are sent to the authorities concerned;
6. be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
7. Recommend to the Governing Body through Local Management committee, proposals for the common facilities in the area of Innovation, Entrepreneurship
8. Control, regulate and co-ordinate research activities to maintain standards of teaching and research in the Institute.
9. Conducting regular meetings (preferably at least once in every month) of the Class Coordinator to Monitor and Evaluate Academic Activities.
10. Facilitate Dean Faculty to organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles.
11. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
12. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs.

Duties and Responsibilities of Dean Research and Development

Dean R&D is a senior position in the college and reports to the Principal. He is expected to demonstrate capability to create ecosystem of Research and Development in Institute.

The specific responsibilities of Dean (R&D) are as follows:

I. Planning of research activities, resource mobilization and management of R&D projects.

1. Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
2. Identify R&D projects to be taken up with college funding.
3. Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
4. Prepare annual R &D plan of activities including externally funded projects and college funded projects.
5. Manage R & D projects
6. Submit quarterly reports to Principal on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
7. Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
8. Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
9. Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities
10. Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.

II. Promotion of research:

1. Develop and establish a policy to promote research culture in the college
2. Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.

3. Identify prioritized research areas based on the expertise available with the college.
4. Organize visits by eminent researchers to interact with the faculty and students.
5. Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
6. Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.
7. Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

III. Research Publications:

1. Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
2. Ensure to publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
3. Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
4. Motivate the eligible faculty to guide PhD scholars.
5. Develop and establish policy to check malpractices and misconduct in research.
6. Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

Duties and Responsibilities of Dean Faculty

The Dean Faculty Development (DFD) is overall responsible to enhance faculty development with respect to teaching and learning through programming and consultation; research the needs and effectiveness of faculty development and seek funds to support programming and strategic development, in collaboration with the Dean of Academic, HODs & Principal and the many collaborating units and faculty members, in that:

1. Arrange for training need analysis.
2. Maintain and Update faculty database.
3. Ensure to coordinate HOD,Principal for Faculty Performance appraisal System(FPAS)
4. For FPAS, Data must be collected from each department timely and accordingly Appraisal of all faculty data shall be sent back to HOD and Principal for further action.
5. Maintain faculty evaluation and teaching credentials.
6. Arrange new faculty orientation program.
7. Manage scheduling, delivery, and effectiveness of FDP.
8. Assist in budgeting and provision of FDP funding.
9. Arrange for individual faculty counseling.
10. Make sure of FDP contain Mentoring Programs, Workshops on teaching, learning,
11. Leadership & Research skills and succession planning.

Duties and Responsibilities of Dean Student:

Facilitates

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Anti-ragging ,Grievances and action for the same
- Student health care
- Plans for proper conduct of Extra Curricular activities and ensures execution of the same by coordinating with In-Charge of Student Activities including sports activities, which are as follows:
 1. To promote and provide opportunities in college for development of extra-curricular activities.
 2. Ensure the effectiveness of following activities by facilitating activity coordinator.

Literary activities:

- a. **Debate:** helps the students to explore a topic from several points of view.
- b. **Essay writing:** Helps the students to develop the competence of logical and rational thinking regarding societal issues.

Cultural and Fine arts activities:

- a) **Painting:** helps the students to manifest their thoughts in the form of their art work.
- b) **Role Play:** Describes possible real life situations.
- c) Fresher's day
- d) Traditional day
- e) College Annual Day- Fusion

NSS activities:

- a. Village Adoption Activity:** Helps exposure to real life situations and provides opportunity to pay back to society.
 - b.** Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.
 - c.** Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment day, Women's day etc.
 - d.** Blood donation camps, tree plantation programs, etc
-
1. Cultural events like skit/dance, drama, music, photography are to be organized.
 2. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
 3. To create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction and recreation to the students.
 4. Organize programs on social and political environment (weekend series)/ Government, Business and society.
 5. Set up Meditation/Yoga workshops and conducts activities under its banner.
 6. Help establish student network which will interact with professionals for further networking.

Duties and Responsibilities of Dean Alumni

1.To be responsible in consultation with the Principal and Alumni committee and other relevant individuals, for developing and implementing Alumni Relations strategy.

2.To monitor platform of Alumni Network through Website and coordinate with Institute alumni committee to organize events and fundraising.

To facilitate Department Alumni Coordinator for:

1. Organizing Alumni Meet once in a year.
2. Increase database of Alumni.
3. To Ensure Alumni relationship in extent of Expert talk, Industrial Visit, Project Guidance, Internship Assistant and Placement.
4. To ensure that Alumni Feedback and survey timely collected and help them to devise action plan for the same.
5. To get suggestion from Alumni for identifying Curriculum Gap.

Duties and Responsibilities of Dean III and Consultancy

- 1.** Develop and establish consultancy policy for
 - i. Identifying and recognizing the areas of expertise of the college.
 - ii. Publicizing the expertise of the college for consultancy services.
 - iii. Encouraging the faculty to utilize their expertise for consultancy services.
 - iv. Costing of consultancy projects.
 - v. Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.
- 2.** As per the AICTE guidelines, for Student Internship Policy
 - i. Identify and help department to get Quality Internship from Industry.
 - ii. Prepare and execute Student Internship policy for college level.
 - iii. Monitor the Impact of Internship from Student feedback and design action plan accordingly.
- 3.** Evaluate the impact of the linkages, periodically, on:
 - i. Curriculum development
 - ii. Faculty exchange and development
 - iii. Research, Publication
 - iv. Consultancy
 - v. Student placement.

Duties and Responsibilities of Dean Information Technology

Information Technology also has the power to transform teaching by ushering in a new model of connected teaching. This model links teachers to their students and to professional content, resources, and systems to help them improve their own instruction and personalize learning.

1. Dean IT must ensure to create ecosystem for Institute students for Online learning opportunities and the use of open educational resources and other technologies by accelerating the rate of learning.
2. Assist and Guide Course Teacher for developing Instructional methods with the use of Technology.
3. Assist and Guide Programme Coordinator for technology based Instruction using different mode of technology in their department.
4. Create Technology which helps for Outcome based education (OBE) Assessment.
5. Guide and Monitor Web site development team for improvements in Institute Website.
6. Coordinate with Dean Alumni for creating Technology based platform for Alumni Network.,
7. Create an Interface of Technology in Institute which helps to increase the efficiency of system for the benefit of all stakeholders.

Duties and Responsibilities of Dean Civil Consultancy

1. To make aware and promote the staff and students for consultancy and training in the field of civil engineering.
2. Framing policies regarding civil engineering consultancy and training in consultation with higher authorities.
3. Assign consultancy work to appropriate faculty as per specialization and capabilities.
4. Review of the quality and accuracy of testing reports.
5. Ensure that each testing work is carried out properly as per standard procedure and IS provisions.
6. Ensure that each document related to civil testing, consultancy, and in-house paid training programme is being forwarded through Dean Civil Consultancy.
7. Finalise the reasonable and suitable charges of work as per institute policies and market condition whenever required so that consultancy works shall enhance.
8. Make proper distribution of consultancy amount as per guidelines of institute.
9. Monitor and keep all the documentation and records related to testing, consultancy and any other paid services provided by civil engineering department.
10. If any issues related to civil consultancy inform to higher authorities and take suitable action timely.
11. Explore new areas of consultancy and training.
12. Take regular feedback of testing, consultancy and training work done by staff.

Responsibilities of Training and Placement Officer:

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
5. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
6. Assists students develop and implement successful job search strategies.
7. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
8. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
9. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
10. Prepares a placement brochure having all the student profiles.
11. Undertakes a rigorous placement campaign.
12. Assists employers achieve their hiring goals.
13. Empowers students with life-long career decision-making skills.
14. Provides resources and activities to facilitate the career planning process.
15. Acts as a link between students, alumni and the employment community
16. Up gradation of the students' skill sets commensurate with the expectations of the industry.
17. Generation of awareness in the students regarding future career options available to them.
18. Assists different companies in recruiting candidates as per their requirements.
19. Assists students in obtaining final placement in reputed companies.

- 20.** Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
- 21.** Communicates the resume of suitable candidates to the potential employers.
- 22.** Provides right placement to the right candidate so that students excel in their future life.
- 23.** Organizes placement training for the students and make them ready for interview and group discussion.
- 24.** Shall be a live wire connecting the students and the industrial houses.
- 25.** Arranges to find suitable Industrial Training to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
- 26.** Provides information on the schedule of recruitment drives well in advance to all departments' placements coordinator, HoDs, Deans, Registrar, CoE, Principal, and students.
- 27.** Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- 28.** Details of placed candidates vis-a-vis the companies is sent to all HoDs, departments' placement coordinators after the recruitment drive is completed and placements announced
- 29.** Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

Responsibilities of Entrepreneurship Development Cell and Startup Cell Coordinator:

1. To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes for the benefit of students.
2. To conduct research work and survey for identifying entrepreneurial opportunities
3. To guide and assist prospective entrepreneurs on various aspects such as preparing Project reports, obtaining, project approvals, loans and facilities from agencies of Support system, information on technologies, etc.
4. To organize guest lectures, TV & Radio talks, Seminars, etc, for promotion and Growth of Technology based entrepreneurship.
5. To extend necessary guidance and escort services to the trainees in obtaining Approval and execution of their Projects.
6. To arrange visits to industries for prospective entrepreneurs.
7. To act as a Regional Information Centre on business opportunities, processes. Technologies, market, etc by creating and maintaining relevant database.
8. To provide testing, Calibration, quality assurance, design, tool room pilot plant and Other facilities for entrepreneurs besides expertise in intellectual property rights, Patents search etc.
9. To conduct competitions among students in developing project proposals.
10. To conduct management games in the area of developing innovative ideas, Creativeness and initiative.

Duties and Responsibilities of Head of the Department:

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assigns duties to teaching and non teaching staff of the Department.
3. With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
4. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
5. To present the departmental budget/requirement to the Principal.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
8. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
9. To ensure Quality, Maintenance and cleanliness of the department.
10. To recommend leave of the departmental Colleagues.
11. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
12. To encourage research/innovative programs in the department.
13. To organize need based workshop/seminars/symposia/visits/excursions etc.
14. To invite guest speakers for interaction and guidance to students.
15. To guide the students for career opportunities.
16. To facilitate faculty in the preparation and processing of self-appraisal of performance
17. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.

18. Adherence to the procedures of staff (Teaching and Non-Teaching)of the dept. / college.
Coordinating the activities of the department and assisting the Principal of the College.
19. The Head of Department shall present about each and every function that they have taken- up or intend to take-up to Department Advisory Board (DAB) .

Responsibilities include:

Faculty

- ✓ Assisting faculty in providing a quality educational experience for students.
- ✓ Recommending, mentoring, and supervising faculty.
- ✓ Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- ✓ Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- Assisting in providing leadership to meet the instructional goals of the department and college.

Department

- Conducting regular meetings of the department faculty. (At least 1 Meeting in a week and Keep Minutes of Meeting)
- Coordinating the formulation of department short- and long-term plans.
- Facilitating interaction and collegial spirit among the department faculty and coordinating the preparation of proposed departmental budget request.

Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances originate in the department.
- Plans, executes, and monitors academic and support activities of the department.
- Maintains discipline and culture in the department.
- Picks and promotes strengths of students / faculty / staff.
- Maintains records of departmental activities and achievements.
- Any other Responsibilities assign by Principal/Vice Principal.

Responsibilities of Program Coordinator:

To ensure the effectiveness of Outcome based Education in Department level, programme Coordinator (Convener of PAC) who periodically monitors the departmental activities and evaluates different parameters.

1. It is the responsibility of Program Coordinator to:
2. Oversee all the courses offered by the department;
3. Appoint Course Coordinators for each course offered and administered by the department;
4. Ensure that Course files and lab manuals are reviewed periodically.
Ensures course syllabi and faculty profiles are updated and submitted to the ERP .
5. Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs) and proposes necessary changes for the attainment of PEOs and POs
6. Assessment data would be gathered and reported as per assessment cycle
7. Verify that assessment results have been used for programmatic improvements
8. To remain update about current and knowledgeable assessment tools, practices and guidelines.
9. Interact with students, faculty and other stakeholders in facilitating PEOs.
10. Track status and report of work assigned to individual & bring out in notice to Programme assessment Committee.

Programme Coordinator:

- Has a good knowledge of the accreditation process and its requirements
- Has a good understanding of the competencies and their implementation by self and by the faculty
- Has a good knowledge of the terminology used in the program.
- Utilizes available resources and websites in an efficient way to help enhance the program
- Networks with other coordinators, institutes and organizations to share information and to gain knowledge that would help improve the program
- Prepares and reviews course evaluation and program evaluation reports and presents the same to Program Assessment Committee by convening the same.

Responsibilities of Module Coordinator:

Module Coordinator acts as a Mentor for Department Faculty to

1. Facilitates

- a.** Mentee faculty in the identification of Gaps in the curriculum
 - b.** Mentee faculty in identifying the guest faculty for delivering guest lecture(s) to meet the identified gaps in the curriculum and coordinates with the mentee in ensuring the guest lectures are delivered
 - c.** Mentee faculty in the development of Student learning outcomes and ensures the implementation of assessment processes and measurement of the attainment of outcomes
 - d.** Mentee faculty with mapping of course outcomes and program outcomes of the courses (theory and lab) pertaining to the division
 - e.** Establishment of new laboratories, if any, conduct of creative and innovative experiments in the lab courses that add value to the student
 - f.** Mentee faculty in value added teaching - learning process through development of curriculum that promotes creativity and innovation in the students and faculty
2. On a regular basis, under the guidance of Programme Coordinator , meets mentee faculty, at least twice a week and discusses with them the following academic aspects:
- a.** Checks unit test question paper and assignment problems conducted, and if the standard is felt low, suggests suitable improvements
 - b.** Facilitates in the preparation of lesson plan and checks the same on a weekly basis
 - c.** Clarifies doubts on any topic in the courses being taught by them
 - d.** Facilitates healthy discussion on the research work being carried out by them
 - e.** Facilitates mentee faculty in the preparation of laboratory manuals
 - f.** Facilitates mentee faculty in establishing new, creative and innovative experiments in the lab,

- g. Facilitates defining of new creative and innovative projects which shall be guided by the faculty of the group that would be carried out by students, and oversees the same, reports to HoD.
 - h. Facilitates and oversees faculty in mentoring of students on a regular basis and oversees the same, reports to HoD
- 3. Facilitates mentee faculty in the
 - a. Identification of external examiners (theory question paper preparation, valuation, and lab examiners), etc. and ensures the same
 - b. Identification of research guides, various platforms for publication of research work, if any and ensures the same
 - c. Use of modern software/hardware and modern tools and ensures the same
- 4. Encourages mentee faculty to
 - a. Organize and also attend Faculty Development Programs in their specialization, at least once a semester / an academic year and ensures the same
 - b. Associate themselves with all departmental / college's academic, cultural, and other activities and ensures the same
- 5. Coordinates and ensures the accuracy of course descriptions, course files, lab manuals etc. of the courses pertaining to his/her division
- 6. Any other responsibility that may be assigned by Programme Coordinator.

Responsibilities of Faculty:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment evaluation as the Head of the Department shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
3. Development of course handout material
4. Development of audiovisual/multimedia materials for the topic presented. It is pertinent for faculty to use Google classroom or Moodle for TL.
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques
9. In consultation with the Programme coordinator, assures that course content allows students to meet outcomes associated with that course.
10. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
11. Informs Module Coordinator within a reasonable time about students' progress and how effectively students are learning;
12. Keeps a secure record of each student's results, both electronically and in hard copy,
13. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Programme Coordinator.
14. Attends meetings of the Programme and module coordinator to discuss issues affecting learning and other classroom issues.
15. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback.
16. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

17. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
18. Prepares and executes Lesson Plan.
19. Completing syllabus within the stipulated time.
20. Report to the class on time.
21. Maintain attendance record of students.
22. Provides information about job opportunities in their respective field to placement cell.
23. Guides students on career opportunities.
24. If associated with the lab,
 - a. designs new experiments, if any,
 - b. prepares lab workbooks
 - c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - d. ensures availability of equipment needed for the lab in proper functioning
 - e. evaluates lab workbooks and provides feedback to student on timely basis
 - f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - g. keeps the lab clean and tidy
25. Ensures quality, maintenance and cleanliness of the dept.
26. Carries out research/innovative programs in the department.
27. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
28. Invites guest speakers for interaction and guidance with students.
29. Any other responsibility that may be assigned by HOD/Dean/Principal/Vice Principal.

Responsibilities of Faculty as a Mentor:

Mentors are best placed to verify that a Mentee has gained practical experience suitable for the Academic and profession Development

1. Be familiar with the personal history of assigned student including Educational and Family background.
2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
5. Explains to the student the program in general and basic education as it relates to the branch of the student and to preparation for life pursuits generally.
6. Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.
7. Explains student importance of attendance and its implication to do well in examinations
8. Explains importance of participation in the class activities
9. Explains importance of Internal Examination (s) and its consequence in the end semester examinations
10. Explains importance of laboratory exercises and their correlation with theory
11. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
12. Serves as a "**Teacher Friend**" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.

- 13.** Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M.-Tech, MBA, Civil Services, Group Services, etc.
- 14.** Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
- 15.** Assists the student at regular intervals to make adequate self-evaluation
- 16.** Explains importance of Self-Motivation to do well in career and subsequently in life.
- 17.** Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.
- 18.** Monitors the interim and final performances of students assigned and liaise with parents, whenever required.

Responsibilities of Class Coordinator:

Role of Class Coordinator.

Class Coordinator to the class they are teaching a course and assigned with the various responsibilities. The class advisor shall perform the following specific tasks:

1. Discusses all potentially significant issues given below and establishes good communication with the students.
 - a. Attendance
 - b. Number of credits required to get promoted
 - c. Semester system and how its different from Year wise system
 - d. Importance of labs and how they may lose marks if they are absent for lab/non-submission of records
 - e. Importance of assignments and how students lose marks for non/incomplete submission of assignments
 - f. Continuous reading as it is continuous evaluation in engineering
 - g. Importance of NOT missing even one lecture as continuity is important in engineering education (understanding of current day's lecture is dependent upon understanding of previous lecture)
 - h. Importance of getting a first class with distinction and how it helps in the development of their career
2. Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
3. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
4. Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class advisers shall monitor inclusiveness to insure participation by all students in the class.
5. Acts as mentor, counsellor, and role model in resolving student related difficulties.
6. Conducts fortnightly reviews with class representatives, documents the same and submits to HoD

7. Conducts fortnightly reviews with Mentors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to HoD and Principal's office.
8. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
9. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the HoD.
10. Identifies good students and motivate them to excel.
11. Informs HOD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
12. Calls the parents of the students whose attendance are $< 75\%$ and arrange to ensure parents meet the HoD particularly in the case where student's attendance is $< 65\%$
13. Assists the dept's HoD with dispatch of monthly attendance of the corresponding class to parents.
14. Assists the dept's HoD with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
15. Assists dept's HoD and Accounts section to ensure no fee defaulters for the class he / she is adviser
16. Any other responsibility that that may be assigned by corresponding HoD from time to time.

Responsibilities of Department's Placement Coordinator:

1. Acts as a link between Students, and the Placements Cell.
2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
3. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, HoD and others related in the matter.
4. Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.
5. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
6. Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.
7. Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
9. Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
11. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
12. Any other responsibility that may be assigned by Training and Placement officer.

Responsibilities of Department's Alumni Coordinator:

1. Acts as a link between Alumni ,and Dean Alumni
2. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.
3. Contacts alumni and apprises them about the various activities undertaken by the institute.
 - a. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)
 - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
4. Maintains database of the department's alumni and sharing the same with the Placements Cell.
5. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their well being and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request.
6. To help and assist the Programme Coordinator to get Alumni feedback and Survey and keep the record for the same.
7. As per the Alumni feedback and survey devise action plan .
8. Any other responsibility that may be assigned by Dean Alumni.

Responsibilities of Lab In-charge:

Lab In-charge (I/C) is responsible for the following types of tasks:

Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.

1. a. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
3. Prepares lab manuals and arrange to get them printed as per the required number as per the subject practical's conducted in laboratory. (Get it done from concern staff, if staff, not seating but responsible for practical's in concerned laboratory)
4. Introduces new experiments, if any, that can reinforce the student learning. (Get it done from concern staff, if staff, not seating but responsible for practical's in concerned laboratory)
5. Arranges to display the laboratory schedule.
6. If it's a computer lab
7. Arranges to manage network taps and server capacity and configurations,.
8. Arranges to manage hardware and software configurations and updates.
9. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
10. Makes periodic server backups
11. Coordinates periodical testing of equipment
12. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
13. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
14. Establishes physical security.
15. The lab I/C take measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
16. Sets up an inventory control system.

17. Establishes a lab budget for support costs.
18. Labels hardware, including cabling.
19. Resolves environmental problems, if any.
20. Implements a preventative maintenance program for equipment.
21. To hold those responsible for any breakage / loss etc. and recover costs.
22. In order to prevent theft/damage, the Lab In-charge shall take the following action:
23. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
24. Lab Assistants in turn shall note down the missing items in the respective Lab Register. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
25. Establishes an approval process for removing any equipment.
26. Ensuring the lab is kept clean and orderly.
27. Any other duty as may be assigned by the HoD/Principal from time to time.
28. Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible.

Ensures all of the processes designed to accomplish the above tasks should facilitate, not inhibit, use of the lab.

Responsibility and authorities of Technical Assistant / Laboratory Assistant

1. To prepare laboratory before session.
2. To assist lab in charge and staff for smooth conduct of lab sessions.
3. To prepare laboratory requirements
4. To arrange set of instrument before start of session
5. To keep the laboratory manuals /laboratory journals / files etc. update.

6. Issuing of laboratory equipment's & laboratory trainer/components with manual to students and getting it back.
7. To ensure student entry in logbook register / attendance book.
8. To suggest changes in QMS if any.
9. To maintain & update laboratory dead stock register, furniture & consumable register
10. Routine repair of equipment's & trainers in laboratory and maintain the records.
11. To maintain laboratory equipment's and laboratory trainers.
12. To keep records of breakages and maintenance.
13. To Prepare and display of the records and safety instructions
14. To display the details of the equipment's / models etc.
15. To prepare and maintain history cards of lab equipment's
16. To maintain record of University TW/PR/OR examinations.
17. To supervise laboratory cleanliness.
18. Any other work assigned by the higher authorities

Responsibilities of Office Superintendent:

Administrative officer is the over-all incharge of administrative functions, responsible to Registrar/Principal for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

1. Assists the Registrar in the day-to-day administrative functions of the college.
2. As the custodian of the college property records, manages the filing, storage and security of documents.
3. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories , washrooms, electrical installations, RO plants, borewells, furniture, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
4. Ensures campus security and safety of personnel through administering the Agreement with security service providers.
5. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
6. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Principal, and management, and to Police, with proper approvals.
7. Oversees canteen services, administers canteen service contract, with the assistance of Registrar.
8. Identifies training needs of office staff, and organizes staff development programmers.
9. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
10. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
11. Any other functions assigned by the Registrar /Principal from time to time.

Responsibilities of Accounts Officer:

Responsible for the following activities in consultation with the Registrar:

1. Writing and maintaining accounts, cash books / ledgers
2. Preparation of monthly accounts including writing of cash books, journals
3. Verifying bills prepared
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
5. Cash collection
6. Supervision of challan writing and remittance to bank
7. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
8. Verification of cheques and bills
9. Writing daily collection register for college accounts.
10. Writing demand draft register, and other forms of money value register
11. Preparation of audit reports and replies
12. Responsible of keeping the following in safe custody
 - a. Bill books / receipt books
 - b. Files pertaining to accounts/purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / pass books
 - h. Bank challans
 - i. Fixed deposit certificates
 - j. Other important office documents

- 13.** Preparation of salary reports
- 14.** Attending to the subject of income tax, and performing TDS at source for all payment transactions
- 15.** Monitor and Assist in Group Insurance, Student Welfare scheme, Scholarships.
- 16.** Writing Caution deposit register, if any
- 17.** Any other accounts related function assigned from time to time

Responsibilities of Physical Director

1. Reports to Dean, Students Affairs
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with Principal.
5. Encourages students to participate in zonal/university tournaments
6. Creation and upkeep of sports facilities
7. Proposing annual budget for sports
8. Ensures discipline among students in campus
9. Ensures No Ragging activity takes place
10. Oversees medical facilities on campus
11. Helps in the organization of various events in the college.
12. Organise Annual Sports event for students and Faculties.

Responsibilities of Librarian:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Maintaining the books in good condition
9. Seeks reviews on books recommended
10. Seeks suggestions / feedback on databases used.
11. Provides digital library access from anywhere on campus.
12. Establishes specialized search facilities for faculty's teaching and research needs.
13. Establishes a repository of cases and keeps adding new cases on a continuous basis.
14. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
15. Provides content page service.
16. Encourages use of smart card for library services.
17. Facilitates conduct of reading sessions.
18. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
19. Any other work related to library that may be assigned from time to time.
20. Ensures availability of previous years question papers (semester end examination).
21. Provides all statistical information pertaining to the library.
22. To Monitor coffee katta and motivate students and faculties to participate for the same.

Responsibilities of Rector:

1. Mere admission in a course at the Institution/College shall not confer any right to student admission to hostel.
2. Admission to hostel and allotment of room are at the discretion of the Rector of the Institution/College.
3. Students allotted hostel shall at all time observe the code of conduct, Hostel rules and regulations in vogue from time to time.
4. The Rector shall have authority of to take cognizance of any breach of discipline in the hostels and if the circumstances so require , to take immediate disciplinary action in such cases with guidelines from registrar of college.
5. Supervise the Hostel in matters relating to overall functioning of the hostels, the welfare of the residents and discipline.
6. To ensure maintenance of discipline and decorum in the hostel.
7. Take appropriate action with the help of higher authorities for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of hostel.
8. To supervise the functioning of Mess and working of mess staff.
9. Permit stay of guest according to the Hostel Rules.
10. Proper co-operation in leave of the hostel workers.
11. Supervision of the purchase and procurements of mess stores, provisions etc with the help of Hostel Assistant.
12. To ensure the correctness of receipts, issuance of mess stores, crockery etc. and the stock balance with the help of Hostel Assistant
13. To verify Stock Register and bills received from suppliers with the help of Hostel Assistant.
14. For the overall security of the Hostels in co-ordination with security staff of the Institution.
15. Declaration of parents regarding rules and regulations of Hostel.
16. Medical sickness fact notified, the warden to visit the room, verify and arrange for medical help on need basis.
17. Special food may be served on festival days.

18. Any one indulging in RAGGING (which is totally prohibited) will be punished as per UGC/AICTE anti ragging notice

19. Arrangement of Guest lecturers related to medical fitness, Hygiene, cleanliness etc by Doctors. And Medical Checkup of students by doctors.

20. Rector has the authority to take suitable disciplinary action. Regarding disciplinary action against the inmates, warden's report will be final.

21. Rector has to look after the welfare of the students.

22. Rector / College officials have the authority to check the room and visit the students at any time.

23. Rector is custodian and in-charge of all the hostel properties. Rector has to verify the stock periodically with the help of Hostel Assistant.

24. Rector must take regular feedback from all stakeholders and action thereof.