

10 Roles & Responsibilities of various positions

10.1 Role and responsibilities of the Chairman of Governing Council:

- a) The Chairman is responsible for the leadership of the Governing Council and to the stakeholders for its effectiveness.
- b) As Chairman of its meetings he/she should promote the Governing Council's well-being and efficient operation, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of business.
- c) The Chairman is responsible for ensuring that the Governing Council operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
- d) The Chairman should ensure that the Governing Council exercises collective Responsibility.
- e) The Chairman ensures that any conflict of interest is identified and managed appropriately.
- f) The Chairman is responsible for ensuring that the Governing Council exercises efficient and effective use of the resources of the institution for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control.
- g) The Chairman is responsible for ensuring that the Governing Council exercises control over the strategic direction of the institution, through an effective planning process, and that the performance of the institution is adequately assessed against the objectives, which the Governing Council has approved
- h) The Chairman should have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- i) The Chairman maintains a good relationship with head of the institution and does not participate in day to day functioning of the institution.

10.2 Roles & Responsibility of the G.C. Members

Individual members of the Governing Council should at all times conduct themselves in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. They should participate actively and contribute so that role of Governing Council is met. Roles and responsibilities of the members are listed below:

- a) Participate and guide in developing strategic plans.
- b) Attend brainstorming sessions for new initiatives and guide the discussions.
- c) Monitor the reviews of processes/procedures and changes in these from time to time.

- d) Review procurement procedures and audit for any issues/concerns.
- e) Members can be inducted into sub-committees for new initiations depending on their capabilities in that particular subject.

10.3 Roles & Responsibilities of Head of the Institute.

The responsibilities of the Head of the Institution as an ex-officio Member Secretary in relation to Governing Council apart from mentioned earlier regarding the conduct of Governing Council are:

- a) Implementing the decisions of the Governing Council or ensuring that they are implemented through the relevant part of the institution's management structure
- b) Initiating discussion and consultation including, where appropriate, consultation with the staff and the academic council on proposals concerning the institution's future development and ensuring that such proposals are presented to the Governing Council.
- c) Apart from the responsibilities as Member Secretary of the Governing Council, the Head of the Institution serves as the educational leader, responsible for implementation of institute's Philosophy, Vision, Mission, Values and goals adhering the provision of concerned statutory authorities. Following are some of such responsibilities.
- d) Develop, manage, evaluate and supervise effective and clear procedures for the operation and functioning of the Institute consistent with the philosophy, mission, values and goals of the Institute including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, personnel management, office operations, etc.
- e) Ensure compliance with all laws, policies & provisions of concerned statutory bodies and civil regulations.
- f) Establish the annual master schedule / calendar of events for instructional programs as well as co-curricular activities ensuring sequential learning experiences for students.
- g) Supervise the instructional programs of the Institute, evaluating lesson plans and observing classes on a regular basis to suggest corrective measure & encourage the faculty to use of a variety of instructional strategies and materials.
- h) Supervise in a fair and consistent manner effective discipline and attendance systems among students & staff.
- i) Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and Institute personnel. Serve as a role model for students, dressing professionally, demonstrating the importance

and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.

- j) Keep the Board advised of employees not meeting their contractual agreement.
- k) Keep the staff informed and seek ideas & suggestion for the improvement of the Institute. Conduct meetings, as necessary, for the proper functioning of the Institute: weekly meetings with Head of the Departments; monthly meeting with all the staff. Documentation / proceeding of the meeting needs to be done for effective follow up.
- l) Maintain visibility with students, teachers & parents. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the Institute.
- m) Complete in a timely fashion all records and reports as requested by the Board. Interact with the Board regularly about the needs, successes and general operation of the Institute. All proposals to Management shall be thoroughly evaluated and a proper recommendation indicating advantages & disadvantages to the Institute.
- n) To face and present the Institute before various committees visiting the Institute for the purpose of according approval, affiliation, accreditation and recognition.
- o) To interact with University for exam related works and smooth conducting of examination in the Institute.
- p) As ex officio member secretary of Governing Council responsible for convening the GC meeting, preparing agenda and ATR (action taken report), smooth conduction, reporting & ratification, recording minutes of the meeting and follow up for implementation of the decision taken in the meeting.
- q) To liaison with various IT and non IT companies to organize Campus Placement Programs in our institute during the placement season, to provide placement to all the opted students by providing soft skills, technical aptitude training and domain knowledge.
- r) Develop a system to improve the leadership ability of the students, thereby grooming them as successful entrepreneurs. Conducting programs on personality development, add-on skills, entrepreneurship development, ethics, co-curricular and extra-curricular events on regular basis for students' development.
- s) Enhancing the MOUs with leading Industries for better Institute-Industry Interaction, students' placements, projects, In-plant training and technology transfer on current topics and to have collaboration with reputed global universities for exchange of students and faculty on technology transfer.
- t) To strive for emerging as a globally recognized Centre of Excellence in the fields of Engineering, Technology and Management by research.
- u) To carry out any other responsibility entrusted by the management from time to time.

10.4 Roles & Responsibilities of Dean - Academics

Dean-Academics Affairs will act in consultation with the Head of the Institute, for the all-round Academic Development of the Institute. The Roles & Responsibility of **Dean-Academic** Affairs is as follows.

- a) Admission and enrolment of students.
- b) To Plan for the new academic programme as per the decision of the Governing Council in getting approval from concerned statutory bodies, getting affiliation from the University.
- c) Finalisation of the academic calendar, time-table, registration of students for the course and examinations, classroom arrangements and all other requirements for the proper conduct of classwork.
- d) Reviewing Course module & Lesson plan.
- e) Reviewing Course Outcomes, Mapping of CO with PO & PSOs, PAM and the Curriculum Gap as per NBA.
- f) Plan, Schedule, execute all the processes related to accreditation of various bodies.
- g) Identifying the gaps in meeting any of the requirement of any of the criteria prior in hand and informing higher authorities regarding the same and also ensuring that appropriate actions are taken to fulfill the requirement.
- h) Conduct of class tests and coordinating the finalization of the session's evaluations and for ensuring the timely declaration of results.
- i) Supervision of the maintenance of up-to-date academic records of all categories of students.
- j) Coordinating with merit scholarship of students.
- k) Organizing meetings of all the Institute level academic bodies.
- l) Arranging the issue of all academic certificates, medals and prizes to the students.
- m) To arrange for the conduct of those examinations which are to be conducted by the Institute as stipulated by VTU.
- n) To coordinate for the conduct of Graduation Day.
- o) Faculty appraisal & deputation of faculties for FDPs /Training
- p) Setting up of new labs & arranging for consumable.
- q) Planning co-curricular activities.
- r) Periodical MIS report to Management.
- s) Any other work assigned by the Head of the Institute

10.5 Roles & Responsibilities Dean – Research

Dean – Research will act in consultation with the Head of the Institute for the overall development of Research & Publication activities of the Institution. **Dean – Research** also responsible for the co-curricular activities of the Institute. The Roles & Responsibilities are as under.

- a) Motivating Faculty members to actively involve in the Research & Publication.
- b) Monitoring the activities of all Research Centers.
- c) Monitoring the research progress of faculty members pursuing a PhD.
- d) Create and maintain a database regarding Faculty expertise.
- e) Maintain a database of resource persons from other reputed institution.
- f) Recommending faculty members for participation in Conference/ Seminar/ Workshop.
- g) Recommending project proposals of departments / individual faculty to funding agencies.
- h) Facilitating in setting up/ procuring equipment & consumables required to conduct research/consultancy project.
- i) Monitoring the activities of the innovation and creativity of the college.
- j) Monitoring the progress of product development in the departments.
- k) Monitoring of effective utilization of funds of externally funded projects and related financial matters.
- l) To formulate policy for Sponsored Research and Consultation Project.
- m) All matters related to sponsored research and consultation services, continuing education programme, Industry Institute Interaction Programme, etc.
- n) All matter related to IPR.
- o) Coordinate for co-curricular activities (Project exhibitions, Tech fests, quizzes, etc.) for the students.
- p) Any other work assigned by the Head of the Institute.

10.6 Roles & Responsibilities Dean – Student Affair

Except for Academic matters which are dealt with by **Dean – Academics**, all students' related issues are the responsibility of the **Dean – Student Affair**. He is also responsible for the extra-curricular activities of students. He also chairs the Disciplinary committee which looks into the violation of disciplinary rules by the students. Following are the function of **Dean – Student Affair**.

- a) To act as Proctor of the Institute.
- b) To ensure discipline among students in and outside the campus.
- c) Ensure Ragging free campus.
- d) Monitor effective implementation of Institutes Mentorship Program.

- e) To interact with Parents/Guardians of Students about their progress and individual problems/Welfare.
- f) To chair the Disciplinary committee & conduct the enquiries of students indulged in indiscipline.
- g) To co-ordinate the extra-curricular activities of the students.
- h) To monitor the matters related to the Students Union/ Association/ Council.
- i) Coordinating scholarships (other than merit scholarship) and issuing conduct certificate
- j) Monitoring effective implementation of Grievance Redressal Mechanism.
- k) Responsible for the publication of students' Magazines, News Bulletins, Newsletter etc.
- l) Monitoring the working of Canteen and other convenience shops in the campus including checking of Price and quality of the product.
- m) Monitoring all matters related to Hostels.
- n) Any other work assigned by the Head of the Institute.

10.7 Roles & Responsibilities of HOD

- a) Preparing the road map for the department three months before the commencement of the academic year in consultation with teaching, technical & supporting staff.
- b) Allocate the subjects to the faculty members well in advance before commencement of the semester.
- c) Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- d) Make sure that the timetables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- e) To monitor the staff attendance every day.
- f) Selection of Class representatives during the beginning of the semester and ensuring that Gender equity is maintained during selection process.
- g) Maintenance of documents pertaining to research, publication & funding at the Department level.
- h) Ensuring submission of documents pertaining to research scholars to higher authorities are on time.
- i) Ensuring submission of progress of Research Supervisors bi- annually, during the month of February and August, to Principal's office through Dean research office.
- j) Ensuring submission of progress of Research Scholars pursuing research in the corresponding research centers bi- annually, during the month of February and August, to Principal's office through Dean Research Office.

- k) Ensuring change of Research Center of Research Scholars pursuing research in other Institutions who's supervisors are working in ATMECE.
- l) Submitting Staff requirement for the upcoming year, to the Principal's office before 15th March of every year, in consultation with Dean Academics.
- m) Having the database of participating/prize winning students at various curricular, co-curricular, extracurricular activities conducted in in-house & in other organizations.
- n) Having the database of staff participating at various capacities in the activities conducted in-house and in other organizations.
- o) Having the database of students; placed, pursuing higher education, entrepreneurs.
- p) Having the database of Alumni and informing them about the activities conducted in the Institution and sending them invitations to the functions organized in the institution.
- q) Ensuring MoUs of the Departments are functional and effective.
- r) Planning, scheduling & providing assistance to students to have Industry Internship in consultation with Training & Placement Officer.
- s) Ensuring students & staff participate in all the college related activities in the best possible way by extending fullest support.
- t) Following the administrative & academic calendar of the institution and ensuring there is an adherence.
- u) Ensuring that students have active participation in the activities conducted for societal cause.
- v) Ensuring that students have active participation in the activities conducted by NSS, Red cross & other organizations.
- w) Assessing the competency of 5th semester students pertaining to placement in consultation with TPO, FPC etc. and taking necessary actions to ensure that students become competent to get placed in good companies.
- x) Conducting PAC & DAB meeting on time and taking appropriate actions.
- y) Ensuring that the professional body is active and functional in the department and ensuring that students & Staff actively participate in the events conducted by the professional bodies.
- z) Ensuring that the students association of the department is active and functional.
- aa) Placing the request for budget to Principal's office one month before the GC meeting by considering all the expenditure for the upcoming year.
- bb) Submitting the statement of expenditure at the end of every month.
- cc) Submitting the accounts books of professional bodies & associations to the office during the last week of every month for auditing.
- dd) Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
- ee) Verify the online student attendance updating by the staff members every day.

- ff) Instruct the faculty members to set the CIE test question papers as per established format (OBE based) along with a scheme of evaluation. The evaluated answer sheets along with the award sheet filled by the concerned faculty member have to be uploaded to ERP.
- gg) To ensure that immediately after the CIE test is completed the question paper is discussed in the classroom.
- hh) Observe the dress code among students and instruct the respective mentors to implement the dress code among the students.
- ii) Convene departmental staff meetings once in a week on the day allotted and record the minutes of the meeting.
- jj) Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format and to suggest corrective measures. In case of excessive negative feedback, the same shall be brought to the notice of. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
- kk) Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- ll) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- mm) Counsel the students who are absent for the mid test or irregular to the class work.
- nn) Form the student batches and allot the project guides as per guidelines given by the principal.
- oo) Route all the correspondence through the office of the principal.
- pp) Designate a faculty member who will be the Head-in-charge during his/her absence and make sure that all files and records are available for Head-in-charge. Give contact telephone numbers to enable the authorities to consult them in an emergency when he/she is away from headquarters.
- qq) Allocate the students to the teacher-mentors in the beginning of the academic year.
- rr) Inform the concerned authorities of any important information of events taking place in the Department from time to time
- ss) Helping faculties in identifying Fast and Slow learners and arrange for tutorial or bridge classes if necessary for the benefit of slow learners.
- tt) Ensure academic discipline in the department.
- uu) Follow the guidelines / instructions given by the principal from time to time.
- vv) Maintain and update the files as instructed by the Principal.

- ww) Make arrangements to lock and seal all the laboratories before leaving the premises.
- xx) Plan and conduct the online course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
- yy) Provide necessary inputs to the principal for conducting Academic Council / Governing Council Meeting.

10.8 Roles & Responsibilities Faculty Members

Academic

- a) Classroom Instruction
- b) Laboratory Instruction
- c) Curriculum Development
- d) Developing Learning Resource Material & Laboratory Development
- e) Students Assessment & Evaluation including Examination work of the University
- f) Participation in the Co-curricular & Extra-Curricular Activities
- g) Students Guidance & Counselling & helping their personal, ethical, moral and overall character development
- h) Continuing Education Activities
- i) Keeping abreast of new Knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publications, etc.
- j) Self-development through upgrading qualification, experience & Professional activities

Research & Consultancy

- a) Research & Development Activities & Research Guidance
- b) Industry sponsored projects
- c) Providing Consultancy and Testing Services
- d) Promotion of Industry Institution interaction

Administration

- a) Academic and Administrative Management of the Institution
- b) Policy Planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional Level
- c) Design and Development of new Programmes
- d) Preparing project proposals for funding in areas of R&D work, Laboratory Development, Modernization, Expansion etc.
- e) Administration both at Departmental & Institutional level
- f) Development, Administration and management of Institutional facilities

- g) Monitoring and Evaluation of Academic and Research activities
- h) Participating in policy planning at the Regional, National level for development of Technical Education
- i) Helping mobilization of resources for the institution
- j) Develop, update and maintain MIS
- k) Plan and implement Staff Development activities
- l) Maintain Accountability
- m) Conduct performance Appraisal

Extension Activities.

- a) Extension Services
- b) Interaction with Industry and Society
- c) Participation in Community Services
- d) Providing R&D support and Consultancy services to Industry and other User agencies
- e) Providing non-formal modes of education for the benefit of the Community
- f) Promotion of entrepreneurship and job creation
- g) Dissemination of knowledge
- h) Providing Technical Support in areas of social relevance

10.9 Roles & Responsibilities of Technical staff

A. Foreman

- a) Submit the proposal for the requirement for the new lab set up within one week after the last working day of the previous Academic year to the management, through the Head of the Institution and HOD.
- b) Call for a quotation, after seeking the approval from the management.
- c) Prepare the comparative statement, after receiving the quotations.
- d) Arrange the demonstration if needed along with faculty in charge and the instructors in Charge.
- e) Suggest the suitable vendor after due consultation with, faculty in charge and the instructors in Charge.
- f) Arrange for the demonstration done after the purchase of equipment.
- g) Recommend for passing the bill after through verification with respect to quality and functionality.
- h) Allocate instructors as lab in charge for the forthcoming labs by considering the skillsets of the instructors as one of the criteria. Allocation must be done within one week after the last working day.
- i) Allot various responsibilities to the instructors in consultation with HOD.
- j) Monitor the preparation of the lab manual.
- k) Monitor the uploading of lab videos.
- l) Identify the content of the bridge course for each lab.

- m) Monitor the conduction of bridge courses in all the labs.
- n) Get the list of weak students in all the labs.
- o) Monitor the progress of the students.

B. Instructor

- a) Make a list of components & equipment for the upcoming lab in consultation with faculty in charge of lab, Foreman & HOD.
- b) Arrange for demonstration of new equipment purchase if any, in consultation with Foreman and faculty in-charge.
- c) Check the quality of equipment and certify, after purchase of equipment
- d) Identify weak students by the end of the first month and report the list to faculty in-charge.
- e) Schedule additional classes for the weak students in consultation with Foreman and faculty in-charge.
- f) Monitor the progress of the students and ensure students reach the required level of competency before the end of second month.
- g) Help the students in the implementation of mini projects & Projects.
- h) Assist the faculty in the preparation of the lab manual.
- i) Test the lab experiments one month before the commencement of the semester.
- j) Providing guidance & assistance to students to do mini projects & projects.
- k) Design & develop required material for the smooth conduction of the lab.
- l) Upload the lab videos two weeks before the commencement of the semester.
- m) Coordinating with Internship program.
- n) Assisting faculty in preparing the content for virtual lab
- o) Assist the faculty with the assigned work.
- p) Maintain the log book.
- q) Maintain the stock register.
- r) Check the working of equipment within 15 days after the last working day and get the servicing done if required either in house or from an external agency.
- s) Get the calibration of equipment done within 15days after the last working day of the semester.
- t) Prepare charts/ boards required for the upcoming labs within three weeks after the last working day.
- u) Display the lab timetable, list of students, list of experiments, and lab cycle in the notice board.
- v) Assist foreman to prepare documents during the examination.
- w) Coordinate and provide support in Department & Institution related activities
- x) Assist, coordinate & provide support in Department & institutional related events.
- y) Taking active participation in providing assistance to the administrators of the Institution
- z) Assisting faculty in writing proposals for funding.

10.10 Roles & Responsibilities of Librarian

- a) To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- b) To manage library as well as digital library of the college.
- c) Arranges to prepare the library budget and policies relating to the library/Digital library.
- d) To encourage widespread usage of available information access facilities.
- e) 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
- f) Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
- g) Provides URL links/resources for information on various study material.
- h) Weeding out obsolete study material as per the college norms.
- i) Disposal of weeded out material.
- j) Ensures availability of reprographic facilities.
- k) Maintain the books in good condition.
- l) Seeks reviews on books recommended.
- m) Seeks suggestions / feedback on databases used.
- n) Provides digital library access from anywhere on campus.
- o) Establishes specialized search facilities for faculty's teaching and research needs.
- p) Establishes a repository of contents and keeps adding new contents on a continuous basis.
- q) Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
- r) Provides content page service.
- s) Encourages use of smart card for library services.
- t) Facilitates conduct of reading sessions.
- u) 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.
- v) Makes arrangements in the library for hooking up laptops.
- w) Develops a system for posting new additions online.
- x) Any other work related to library that may be assigned from time to time.
- y) Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
- z) Coordinates with departmental library in-charge for smooth functioning of department's library.
- aa) Provides all statistical information pertaining to the library.

10.11 Roles & Responsibilities of Assistant librarian

- a) Enter the books in the respective department database.
- b) Issue of library cards.
- c) Enter and update stakeholders' records on computers.
- d) Help students and faculty to locate books.
- e) Help students and faculty to find material online.
- f) Check books in and out at the front desk.
- g) Sort and shelve books according to their categorization.
- h) Register new stakeholders and maintain and update their profiles.
- i) Maintain records of items received, stored, issued, and returned.
- j) File catalogue cards according to the system used.
- k) Catalogue new arrivals.
- l) Assist stakeholders with internet access and ensuring their technical needs are met.
- m) Organize the damaged books.
- n) Inspect the condition of books before and after check-out to ascertain any damage on behalf of the stakeholders.
- o) Manage inquiries over the counter and via email or telephone.
- p) Assist with library events and reading sessions.
- q) Assist librarian in all the activities pertaining to Library
- r) Inform the borrowers if the books are kept longer than the stipulated duration.
- s) Facilitate students to have the books they need.
- t) Display the news clips pertaining to the institution on the notice board
- u) Send a copy of the news clips to the concerned departments.
- v) Maintain the literature section.
- w) Issue no due certificates to the stakeholders when needed

10.12 Roles & Responsibilities of Library Assistant

- a) Keep the library clean and tidy.
- b) Arrange the returned books.
- c) Arrange the newspapers, magazines in place at the end of the day.
- d) Arrange the journals.

10.13 Roles & Responsibilities of Registrar

10.13.1 Executive Responsibilities

- a) Works under the supervision of Principal.
- b) Assists the Principal in translating the college vision into an action plan.
- c) Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.

- d) Assists the Principal in administering and leading the college within the policy framework developed by the College Academic Council (CAC).
- e) 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.
- f) Maintaining all records pertaining to students, faculty and staff

10.13.2 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:**
 - a) Ensuring effective utilization of transportation services to students, staff, and faculty.
 - b) Ensuring safety and security to all in the college.
 - c) Promoting multicultural interactions and understandings among students, staff, and faculty.
- 2. Obtaining and developing personnel by:**
 - a) Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.
 - b) Supervising and evaluating administrative personnel.
- 3. Maintaining effective interrelations with the community by:**
 - a) Maintaining student reporting procedures to parents.
 - b) Interacting with parents and other citizens.
 - c) Preparing information to be disseminated to parents, students, other stakeholders and public.
 - d) Preparing special reports and bulletins for general distribution.
- 4. Providing and maintaining funds and facilities by:**
 - a) Determining the need and planning for facility maintenance, and renovation expansion.
 - b) Determining specifications for supplies and equipment.
 - c) Inventorying and distributing supplies and equipment.
 - d) Preparing reports/grant applications for AICTE, TSCE, DTE, University, etc.

5. Assumes such other responsibilities as may be assigned by the Principal from time to time.

- a) Monitor the functioning of the cash section, exam section, accounts section, admission section, Transportation section, Scholarship section and establishment section etc.

10.14 Roles & Responsibilities of Administrative Officer

Administrative officer is the over-all in-charge 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:

- a) Assists the Registrar/Principal in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
- b) As the custodian of the college property records, manages the filing, storage and security of documents.
- c) Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance and supply of Private Vehicles by Travel agencies, as required.
- d) Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
- e) Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BOS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
- f) Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
- g) Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
- h) Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.
- i) Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.

- j) Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
- k) 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.
- l) Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.
- m) Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.
- n) Represents the college at meetings convened by VTU, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, conduct of TPSC examinations, NSS, Swach Bharat etc.
- o) Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
- p) Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
- q) Manages distribution of incoming mails, and dispatch of out-going mails.
- r) Identifies training needs of office staff, and organizes staff development programmers.
- s) Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
- t) Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HODs/ Sections-in-charge, following proper procedures.
- u) Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
- v) Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
- w) Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- x) Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
- y) Convenes meetings with Bus-In-charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, and forwards a copy of the minutes to Registrar and Principal.
- z) Convenes meeting of General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Principal and Registrar.

- aa) Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
- bb) Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
- cc) Any other functions assigned by the Registrar /Principal from time to time.

10.15 Roles & Responsibilities of Accounts Officer

Responsible for the following activities in consultation with the Registrar:

- a. Maintaining accounts, cash books / ledgers in the Accounting Software.
- b. Preparation of monthly accounts including cash books, journals
- c. Verifying bills prepared
- d. Preparation and consolidation of budgets pertaining to the Institute/ departments/ centres.
- e. Prepare office due, fee collection statement for submission to the Management.
- f. Prepare fund requirement statement for submission to the Management
- g. Coordinating with KEA/KUPECA/VTU and other statutory departments for collection of fee due to Institute.
- h. Coordinate with Statutory / Private authorities, Banks and organisations who grant Scholarship/Financial Aid to students for timely release of due fee amount.
- i. Supervision of Bank remittance, Reconciliation, etc.
- j. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny.
- k. Verification of cheques and bills.
- l. Writing daily collection register for college accounts.
- m. Writing demand draft register, and other forms of money value register
- n. Preparation of audit reports and replies
- o. Responsible of keeping the following in safe custody.
 - 1. Bill books / receipt books
 - 2. Files pertaining to accounts/purchases
 - 3. Registers
 - 4. Cash books
 - 5. Ledgers
 - 6. Vouchers

7. Cheque books / pass books
 8. Bank challans
 9. Fixed deposit certificates
 10. Other important office documents
- p. Processing of Salary in A-IMS and arranging for Bank Transfers.
 - q. Receiving of Cash, DD's and / Reports generated in A-IMS from Exam Section, Fee Section and other departments on daily basis and make necessary arrangements for depositing the same to Bank.
 - r. Download the Collection Report from A-IMS on daily basis and check whether the duly signed hard copy is received from concern person and then update the transactions in Tally.
 - s. Making Statutory Payments like PF, ESI, PT, IT, etc., after due verification.
 - t. Preparation of acquaintance register and obtaining signatures of all employees.
 - u. Attending to the subject of income tax, and performing TDS at source for all payment transactions.
 - v. Writing Caution deposit register, if any
 - w. Any other accounts related function assigned from time to time.

10.16 Functions and Responsibilities of Physical Director:

- a) Reports to Dean, Students Affairs
- b) Prepares & maintains the database of students participating in various sports.
- c) Gives the budget request for the sports related activities to Dean Student Affairs one month prior to the end of the financial year.
- d) Ensures smooth conduct of sports.
- e) Ensures proper use of sports material and facilities.
- f) Purchase of sport items by coordinating with AO.
- g) Encourages students to participate in zonal/university tournaments.
- h) Creation and upkeep of sports facilities.
- i) Proposing annual budget for sports.
- j) Ensures discipline among students in campus.
- k) Ensures NO Ragging activity takes place.
- l) Oversees medical facilities on campus.
- m) Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis.
- n) Helps in the organization of various events in the college.
- o) To create zeal amongst students towards sports.
- p) To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.

- q) Having a database of students who are good at various sports
- r) To inculcate qualities such as sportsmanship, team spirit and bonding by organizing healthy competitions within campus.
- s) To organize regular sports events in order to train students for state and national level competitions.
- t) To set the goals to win prizes in various state level and National level competitions.
- u) To arrange for additional coaching facilities to meet the set goals.
- v) To have Proper maintenance of sports accessories.
- w) To provide necessary infrastructure for the sports.
- x) To do inventory annually and submitting the report to the Head of the Institution.
- y) To give requirements on sports equipment to the committee, annually.
- z) To plan sports activities for the students of High school and PU College in the college campus annually (In the first week of August)
- aa) To plan to conduct the competition at the university level at least once in two years.
- bb) To conduct sports activities during college annual festival
- cc) To conduct sports activities for staff.
- dd) To give wide publicity to the students' achievements in the department and college notice board.
- ee) Publicizing students' achievements in websites and local newspapers.
- ff) Exhibiting the trophies won by the students in the best possible ways.

10.17 Roles & Responsibilities of Asst. Admin Officer-I

10.17.1. Admission & Academic Related

All matters pertaining to admission of students to the college at all levels as per the norms of the University, State and Central Government.

- a) Coordinating with KEA, KUECA and other Organisations related to admission process.
- b) Attending to all admission related enquires from parents & students.
- c) Arranging for publicity materials like Newspaper Ads, Posters, Flyers, Social media & Electronic media contents.
- d) All works connected with VTU, DTE, and AICTE & State Government relation to the admission of students.
- e) Students matters in relation to Scholarships, Tuition & College fee, Hostel fee, Transportation fee.
- f) Maintenance of Fee Due Report in Excel.
- g) Verification of Receipts raised in A-IMS by Fee Section as well as from all Departments on daily basis and send the duly signed report to Accounts

Section. If any of the Fee is collected by Cash the same has to be verified and sent to Accounts Section.

- h) Process students' bank loan letter, study certificate, Letter of Reference, Course completion certificate.
- i) Collect, maintain and return students original documents.
- j) Be a member of admission team during admission process.
- k) Implementing the Policies related to Fee Collection issued by the Management.
- l) Verifying the list prepared by Fee Section Staff regarding Scholarship, Fee Refund, etc.,
- m) Guiding Fee Section Staff in preparation of various Circulars, request letter to Management and other outward communication.
- n) Coordinating with A-IMS team for upgradation of Admission/Fee module.
- o) To attend any other work that will be assigned by the higher authorities.
- p) Class master timetable.
- q) Keeping track of Academic calendars.
- r) Coordinating with outsourced agencies for training needs of the students or faculty members.

10.17.2. Others

- a) To convene various Committee meetings including Governing Council that all papers pertaining to the meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the committee meetings.
- b) Coordinating for various committee visits like, LIC, AICTE, DTE, NAAC, NBA, etc.
- c) To give opinion for all the files duly quoting the rules.
- d) To review the weekly pending cases and brings them to the notice of the next superior.
- e) To monitor the work of Maintenance Supervisor and Security & Garden Supervisor.
- f) To attend any other work that will be assigned by the higher authorities.

10.18 Roles & Responsibilities of Asst. Admin Officer-II

10.18.1 Examination Related

- a) To attend all matters pertaining to the conduct of University examinations both theory and practical.
- b) To attend all matters pertaining to students taking University examinations like receiving the Examination application form, scrutinizing and forwarding to the university with relevant details. Receive the application

from for revaluation, rejection of results, repeaters and process them accordingly.

- c) Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university.
- d) Issue of course completion certificates, marks cards and preparation of statistical data required by the university.
- e) To prepare remuneration bills in respect of both theory and practical exams.
- f) To attend all matters pertaining to the results of university Examinations.
- g) To attend to the entry of enrolled students and the same to be sent to the University.
- h) To attend to supervision work of case workers.
- i) To review the weekly pending cases and brings them to the notice of the next superior.
- j) To give opinion for all the files duly quoting the rules.

10.18.2 HR Related

- a) All Staff Recruitment related activities like ascertaining the manpower requirement, Advertisements, Shortlisting, convening SRC meeting, coordinating with candidates for interview, selection process, issuing Letter of Intent and Appointment letters, etc.
- b) Maintaining Teaching and Non-Teaching attendance.
- c) Maintaining personal files, Registers, Service books, Leave records, vacation records of all the employees.
- d) To ensure that all papers pertaining to the staff of the college are kept in order and update, in relation to schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangement.
- e) Implementing the Policies issued by the Management and to take steps for the issue of necessary office orders and subsequent follow up matters.
- f) Supervising the Joining Procedure of an Employee.
- g) Supervising the Salary Process in A-IMS.
- h) Coordinating with A-IMS team for upgradation of HRMS module.
- i) Correspondence with University, Government, DTE, AICTE etc. regarding establishment.
- j) Matters pertaining to study leave, deputation of staff for higher studies, pay scales, cadre & recruitment rules, promotions and seniority list, disciplinary actions, etc.
- k) Issue relating to annual Increment and DA revision of all employees.
- l) Maintaining of confidential report of teaching/non-teaching staff increments & its correspondence.

10.18.3 Others

- a. To give opinion for all the files duly quoting the rules.
- b. To review the weekly pending cases and brings them to the notice of the next superior.
- c. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of FDA/SDA case workers will be assisting the AAOs in discharging their responsibilities.

10.19 Roles & Responsibilities of Office Assistant (FDA/SDA) - HR

- a) Do Prepare Offer Letter & Appointment letter.
- b) Do Create new users in A-IMS and register bio-metric of newly joined staff.
- c) Do complete the joining process of newly joined employee by giving them various forms, obtaining relevant documents, collecting PF, ESI details and creating a new file for each employee.
- d) Do Maintenance of original documents of employees.
- e) Do send relevant documents to the PF consultant regarding newly joined staff and relieved staff members on monthly basis.
- f) Do register the newly joined employee in ESI portal.
- g) Keep monitoring the movement register, In & Out register at the main entrance.
- h) Do maintain Attendance Registers of all Departments including Maintenance Department.
- i) Do verify the leave card of all employees in comparison with leave applied by them in A-IMS and record their respective leaves in Attendance Register.
- j) Do maintain the status of attendance of employees through A-IMS.
- k) Do maintain the document pertaining to all types of leaves.
- l) Do maintain leave status of all employees in excel as well as A-IMS.
- m) Do prepare late comers report on 1st of every month and send it to HO for approval.
- n) Do prepare statements like LOP, deduction, arrears, etc., get it approved from your higher-up before processing salary.
- o) Do process Salary in A-IMS.
- p) Do prepare PF & ESI statement and send it to the consultant after the salary is being approved.
- q) Do prepare PT statement and forward it to Accounts Section.
- r) Do maintain petty cash and send the cash book to Accounts Section on monthly basis for verification.
- s) Do look after gratuity, staff insurance, student insurance, ESI & PF.
- t) Do prepare relieving letters, salary certificates and experience certificates at the time of relieving an employee.

- u) To attend any other work that will be assigned by the higher authorities.

10.20 Roles & Responsibilities of Office Assistant (FDA/SDA) – Exam Section

- a) Maintain a file pertaining to all the inward and outward circulars pertaining to the exam section.
- b) Have the information of students admitted to the Institution year wise, Course wise.
- c) Send circulars to Departments regarding the registration of exam, payment of examination fee etc.
- d) Display circulars at the institutional notice board regarding the registration of exam, payment of examination fee etc.
- e) Get the registration of examination of students done.
- f) Make students to apply for exam
- g) Have a database of courses taken by the students.
- h) Have the database of the students who have paid the fees.
- i) Issue hall tickets
- j) Have a database of results of students.
- k) Provide the results to the Departments within three days after the announcement of the result.
- l) Do correspondence with the university as and when required.
- m) Collect the remuneration bills from the DCS/ examiners during exams and send them to the University on time.
- n) Give the list of eligible students to the Placement department at the beginning of the academic year.
- o) Do allocation of rooms three days before the commencement of the exam.
- p) Allot the duties to lab assistants minimum three days before.
- q) Have a database of faculty working in the organization.
- r) Allot invigilators, RLS, DCS based on the seniority and availability 15 days prior to the examination.
- s) Sending the allotment letter duly signed by the chief superintendent minimum one week before the commencement of the exam.
- t) Identify people who can take up the responsibility of EMS during examination and allot the EMS coordinators for the examination work for a maximum of 12 duties. Allot the duties on a rotation basis.
- u) Prepare forms during the exams and get the signatures of the concerned after due verification.
- v) Provide the attendance certificates for external examiners, DCS soon after the completion of their duty.
- w) Does the remuneration calculation of all the stakeholders and submit it to the registrar.
- x) Arrange for honorarium for external examiners.

- y) Receive bills from the respective Departments within two days after the completion of the exam.
- z) Submit the examination bills within one week after the completion of the examination to the university.
- aa) See the indent of consumables from the departments one month prior to the examination.
- bb) Procure the consumables 3 weeks before the commencement of examination.
- cc) Prepare the statements of used and procured consumables within 10 days after the completion of the exam.
- dd) Distribute marks cards to the students
- ee) Provide the students list to the Department based on Students' admission, readmission, results etc. three days before the commencement of the academic year.
- ff) Raise receipts in A-IMS related to exam fee, revaluation fee, coarse completion certificate, etc., related to exam section. And the same to be submitted to your higher up on daily basis.
- gg) To attend any other work that will be assigned by the higher authorities.

10.21 Roles & Responsibilities of Office Assistant (FDA/SDA)-Scholarship section

10.21.1 Scholarship Related

- a) Collect the database of the students during admission
- b) Categorise the student accordingly.
- c) Have a database of scholarship providers
- d) Inform the students regarding their eligibility for applying for various scholarships.
- e) Circulate the circular across the departments regarding scholarship
- f) Post the circulars in the institutional website
- g) Inform the deadlines of application to students.
- h) Monitor the status of scholarship applied by students through the Institution website portal.
- i) Guide students to upload their information to the scholarship portal through the institutional portal.
- j) Get the details of students sanctioned with scholarship and generate receipt for those students
- k) Inform the Students who have not sanctioned with scholarship to pay the fees
- l) Have a database of students who are sanctioned with scholarships under various schemes.