

# **Empowerment Strategies**

## **Duties, Roles and Responsibilities**

of

### **Institutional Bodies**

### **Faculty and Staff**



*Dr. D. Y. Patil Educational Federation's*

## **Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION**

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## **Major Functions and Responsibilities of Governing Body (GB):**

The Governing Body of the institute consists of members drawn from the industry, affiliating University, and experts from academic field. The Governing Body (GB) 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 the recommendations of College Academic Council 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. Prepare strategic plans for financial, infrastructural and staffing areas
5. Consider the recommendations of the staff selection committee and approve the same.
6. Consider the important communications, policy decisions received from the University, Government, AICTE, UGC etc.
7. Encourage and facilitate college apply for Accreditations/Certifications, if any
8. Facilitate and encourage college faculty apply for research projects/proposals
9. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
10. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
11. Consider the recommendations of the College Development committee (CDC) of the college and direct them to implementation.
12. Examine the budget proposals and accord approval.
13. Pass the annual budget of the college.
14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
15. Consider and facilitate college to resolve legal/court cases, if any

**Further, the Governing body shall perform the following functions:**

- (i) To organize the teaching in the college and to determine the teaching requirement of the college.
- (ii) To monitor and evaluate the teaching programs in the college and suggest remedial measures, provided that the Governing body will be assisted in this function by an Advisory Committee to be constituted for each program comprising of three professionals in the field. The Advisory Committee to be constituted by the Governing Body will be submitting every six month a technical inspection report on the standard of teaching and the progress of studies in the college vis-à-vis the laid down curriculum and norms of University to the Governing body with a copy endorsed to the University.
- (iii) To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- (iv) To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.
- (v) To perform such other duties and exercise such other powers as may be entrusted by the management and the University

## **Functions and Responsibilities of College Development Committee (CDC):**

**According sec. 97(5) of the Maharashtra Public Universities Act, 2016 the CDC shall-**

- (a) 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.
- (b) Decide about the overall teaching programmes or annual calendar of the college;
- (c) Recommend to the management and GB about introducing new academic courses and the creation of additional teaching and administrative posts;
- (d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- (e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- (f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- (g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- (h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- (i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- (j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;

- (l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- (m) Frame suitable admissions procedure for different programmes by following the statutory norms;
- (n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- (o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
- (p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- (q) Recommend the distribution of different prizes, medals and awards to the students;
- (r) 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;
- (s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## **Responsibilities of The Principal:**

### **Responsibilities include:**

Reporting only to the top Management (Chairman, and Secretary) of the institute and assisting them in the following functions of the institute.

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 (AICTE), Directorate of Technical Education (DTE) and the Svitribai Phule Pune University (SPPU); 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 liaison 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 DYPEF.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, DAB, CDC and GB.

9. 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.
10. 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.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. 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, attract and recruit 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 the governing council and other 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 the top management.
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 to prepare long term as well as short term plans (concrete documents) and present to the top management.

### **Execution and Reporting:**

The principal requires to present regular reports (biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management (President, Secretary and GB).

### **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 purposeful mentor-mentee relationship and encouraging academic activities.

1. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
2. Helping faculty in planning effective remedial instruction.
3. Managing and evaluating instructional support program.
4. Conducting faculty appraisal, evaluation and collecting the data.
5. Translating evaluation data into effective faculty development
6. Differentiating between the needs of experienced and inexperienced teachers
7. Inviting senior faculty from each of the departments to be mentors
8. Identify the up coming technological developments in close collaboration with the senior faculty to function as mentors
9. Identifying the faculty with up to six years of experience in all the departments to be associated with mentors.
10. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
11. Preparing subjects-wise specialization of faculty list in all the subjects
12. Maintaining an up-to-date record of mentee faculty list
13. Guiding younger faculty in identifying their fields of interest
14. Maintaining an up-to-date database of career opportunities for teaching community with information about qualification and skill up-gradation opportunities
15. Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits
16. Liaison with the Heads of the departments to update the list of mentees and mentors from each department

17. Preparing and getting approval of the management with the association of the Principal, the budget allocation for the activities
18. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
19. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
20. Serving as an instructional coach
21. Creating professional development opportunities for all
22. Motivating faculty and others
23. Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities
24. Mentoring others and identifying others with mentoring capabilities
25. Any other function that may be assigned by the principal from time to time.
26. Arrange Graduation Day by coordinating with all concerned

## **Functions and Responsibilities of Registrar**

### **Executive Responsibilities**

- i. Is directly reporting to the college principal.
- ii. Assists the principal in translating the college vision into an action plan
- iii. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- iv. Assists the principal in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
- v. 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.
- vi. 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:
  - i. Ensuring effective utilization of transportation services to students, staff, and faculty
  - ii. Ensuring safety and security to all in the college
  - iii. Promoting multicultural interactions and understandings among students, staff, and faculty.
2. Obtaining and developing personnel by:
  - i. Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.
  - ii. Supervising and evaluating administrative personnel.
3. Maintaining effective interrelations with the community by:
  - i. Maintaining student reporting procedures to parents.
  - ii. Interacting with parents and other citizens.
  - iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
  - iv. Preparing special reports and bulletins for general distribution.
4. Providing and maintaining funds and facilities by:
  - i. Determining the need and planning for facility maintenance, and renovation expansion.
  - ii. Determining specifications for supplies and equipment.
  - iii. Inventorying and distributing supplies and equipment.
  - iv. Preparing reports/grant applications for AICTE, TSCHE, DTE, University, etc.
5. Assumes such other responsibilities as may be assigned by the Principal from time to time.

## **Functions and Responsibilities of Controller of Examinations**

### **Facilitates the Principal by carrying out the following functions:**

1. Coordinates with Registrar., to receive the details of the Fresh Batch of students.
2. Coordinates with respective SPPU and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
6. Arranges to prepare the list of candidates and the courses for which they are appearing for.
7. Arranges for the issue of Hall tickets.
8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to SPPU.
9. Conducts the examinations on behalf of SPPU and publication of results.
10. Arranges to inform examiners for the spot valuation of answer scripts in SPPU.
11. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from SPPU.
12. Arranges for the conduct of Advanced supplementary Examinations for outgoing students after the publication of final year results.
13. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
14. Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the Director of Evaluation, SPPU to take decisions.
15. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
16. Conducts result analysis through each HoD
17. All examination concerned records to be kept in safe custody and be made available as and when required
18. Any other task, which may be assigned by the Principal from time-to-time

## **Functions and Responsibilities of Dean, Student Welfare:**

Facilitates

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Anti-ragging
- 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. Activities such as indicated below (not given extensively) could be under taken to derive the benefits indicated against them:

### **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) Vibgyor and Vibes (College Annual Day)

### **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. Establish a senior students committee in organizing induction program for freshman students.
5. Organize programs on social and political environment (weekend series)/ Government, Business and society.
6. Set up Art of Living/Yoga workshops and conducts activities under its banner.
7. Help establish student network which will interact with professionals for further networking.

## **Roles And Responsibilities of Dean – R&D**

Dean R&D is a senior position in the college and reports to the Principal . He/she is expected to demonstrate capability to:

- manage effectively and efficiently the research programs and administration Welfare of theresearch Centre of the college.
- create an environment conducive to intellectual and research growth.
- maintain the confidence and co-operation of the faculty and students engaged in research activities.
- lead, motivate a team of engineers, scientists at multiple levels in the college.

**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 /Secretary 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) 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 Ph.D 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.

## **IV. Collaboration 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) Initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
- 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.

### **Functions 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 submit Recommendations, if any, to the examination committee for processing of results.
  9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
  10. To ensure Quality, Maintenance and cleanliness of the department.
  11. To recommend leave of the departmental Colleagues.
  12. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
  13. To encourage research/innovative programs in the department.
  14. To organize need based workshop/seminars/symposia/visits/excursions etc.
  15. To invite guest speakers for interaction and guidance to UG/PG students.
  16. To guide the students for career opportunities.
  17. To facilitate faculty in the preparation and processing of self-appraisal of performance
  18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
  19. 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.

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.
- Coordinating the formulation of department short- and long-term plans.
- Facilitating interaction and collegial spirit among the department faculty.
- 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
- Adheres to Quality Management System (QMS) Procedures
- Maintains records of departmental activities and achievements

### **Responsibilities of Faculty:**

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal 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
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. Develops test questions in consultation with the course coordinator
10. Evaluates tests (if appropriate, based on type of test)
11. In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
12. 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)
13. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
14. Keeps a secure record of each student's results, both electronically and in hard copy,
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
17. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

19. 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.
20. Prepares and executes Lesson Plan.
21. Completing syllabus within the stipulated time.
22. Report to the class on time.
23. Maintain attendance record of students
24. Provides information about job opportunities in their respective field to placement cell.
25. Guides students on career opportunities.
26. Maintain teachers handbook.
27. 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
28. Ensures quality, maintenance and cleanliness of the dept.
29. Carries out research/innovative programs in the department.
30. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
31. Invites guest/ expert speakers for interaction and guidance with UG/PG students.

### **Responsibilities of Teacher Gardian (TG):**

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 Mid Examination (s) and its consequence in the end semester examinations
10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well
11. Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations
12. Explains importance of laboratory exercises and their correlation with theory
13. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
14. 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.
15. 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.
16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
17. Assists the student at regular intervals to make adequate self-evaluation
18. Explains importance of Self-Motivation to do well in career and subsequently in life.
19. Counsels students whose progress is unsatisfactory and reports the same to HoD.
20. Monitors the interim and final performance of students assigned and liaise with parents, whenever required.

### **Responsibilities of Class Teacher (CT):**

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. Importance of labs and how they may lose marks if they are absent for lab/non-submission of records
  - d. Importance of assignments and how students lose marks for non/incomplete submission of assignments
  - e. Continuous reading as it is continuous evaluation in engineering
  - f. 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)
  - g. 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. Assists HoD to nominate two class representatives (One Boy and Girl) who have bright scholastic record and an ability to interact with a vast majority of students in their class amicably.
4. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
5. Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class Teacher s shall monitor inclusiveness to insure participation by all students in the class.
6. Acts as mentor, counsellor, and role model in resolving student related difficulties.
7. Conducts fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to HoD



8. Conducts weekly 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.
9. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
10. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the HoD.
11. Identifies good students and motivate them to excel.
12. Informs HOD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
13. Assists the dept's HoD with computation of fortnightly attendance of the corresponding class and ensure circulation of the same among students for their signatures and submission of the same to Principal 's office.
14. Calls the parents of the students whose attendance is < 75% and arranges to ensure parents meet the HoD particularly in the case where student's attendance is < 65%
15. Assists the dept's HoD with computation of Internal Marks of the corresponding class and ensures circulation of the same among students for their signatures and the same is dispatched with attendance to Principal 's office.
16. Assists the dept's HoD with dispatch of monthly attendance of the corresponding class to parents.
17. 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.
18. Assists the dept's HoD with computation of semester internal marks of the corresponding class and ensures submission of the same to Principal 's office and examination branch
19. Assists dept's HoD and Accounts section to ensure no fee defaulters for the class he / she is adviser
20. Assists dept's HoD in issuing permission slips for students leaving college earlier than the scheduled time
21. Any other responsibility that may be assigned by corresponding HoD from time to time.

### **Responsibilities of Department's Examination Coordinator:**

Under the supervision of the Controller of Examinations, performs the following duties:

#### **Major Duties and Responsibilities:**

1. Ensures adherence to SPPU policies in addition to DYPEF's autonomous status governing examinations.
2. Organizes and coordinates submission of Question papers of Mid Examinations well within time (as per the schedule).
3. Manages conduct of the Internal/External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates with special needs are in place.
4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms).
6. Coordinates distribution of hall tickets through department's Office Assistant and Class Teacher
7. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
8. Ensures distribution of question papers to all examination halls within the time schedule
9. Briefs invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
10. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures
11. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
12. Produces analysis of examination results as soon as possible.
13. Provides statistics on examination entries and results for the HoD/Principal , senior management team, etc.
14. Prepares examination schedules and timetables, wherever applicable. Distributes the same to faculty members and students of his / her department through the Head of the department. Resolves schedule conflicts, if any.

15. Provides information on substitute courses, if any, for readmitted students who were detained earlier
16. Coordinates with respective department students, and Class Teacher towards timely submission of examination application form along with the examination fee for regular semester examination
17. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures security measures are in place and maintained in the Examination Branch.
18. Acts as resource person. Liaises between faculty members of his/her department, students and the Examination Branch of the College. Resolves problems. Makes recommendations to improve functioning process of examination branch.
19. Coordinates and authorizes allocation of room for examination purpose. Schedules and administers special needs of students for examinations.
20. Uses a variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, and may be requested to perform other reasonable tasks, if any commensurate to the examinations from time to time.

### **Responsibilities of Department's Placement Coordinator:**

1. Acts as a link between Students, Alumni 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. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
13. Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
14. 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.

15. 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.
16. Maintains database of the department's alumni and sharing the same with the Placements Cell.
17. 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.

### **Responsibilities of Lab In-charge:**

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

1. 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.
  - 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.
4. Introduces new experiments, if any, that can reinforce the student learning.
5. Arranges to display the laboratory schedule
6. If it's a computer lab
  - a. Arranges to manage network taps and server capacity and configurations,.
  - b. Arranges to manage hardware and software configurations and updates.
  - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
  - d. Makes periodic server backups
7. Coordinates periodical testing of equipment
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hardware, including cabling.
15. Resolves environmental problems, if any.
16. Implements a preventative maintenance program for equipment.
17. To hold those responsible for any breakage / loss etc. and recover costs.
18. In order to prevent theft/damage, the Lab In-charge shall take the following action:
  - 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.
  - 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.
19. Establishes an approval process for removing any equipment.
  20. Ensuring the lab is kept clean and orderly.
  21. Any other duty as may be assigned by the HoD/Principal from time to time.
  22. 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.**

### **Functions and Responsibilities Laboratory Assistant:**

#### Scope of the Work:

The Laboratory Assistant performs technical work in the maintenance, repair, calibration and installation of various electronic equipment; distributes and maintains laboratory test equipment for students; arranges for repair and calibration of major equipment, and ensures efficient operation of various tools, if any used in the lab.

Key Functions and Responsibilities: The following are key duties interpreted as being descriptive and not restrictive in nature.

1. Troubleshoots, repairs, calibrates and fabricates / prepares circuits, conducts testing of the same and other electronic equipment.
2. Helps students to assure proper operation and maintenance of equipment and laboratory; distributes various components/parts to students for use in laboratory exercises.
3. Facilitates maintenance of documentation and upkeep of stock register.
4. Plans and schedules software upgrades; tests, debugs, configures and documents software as required to meet user needs.
5. Establishes and maintains computer laboratory procedures for use of EDA tools.
6. Installs new equipment and modifies current installations using various manual and power tools such as hand drill, drill press, soldering, etc.
7. Orders and maintains inventory of replacement parts for electronic equipment; maintains warranty, service and repair records; works with vendors to obtain pricing and availability of needed parts; performs quality checks on newly delivered equipment to ensure proper operation.
8. Maintains a fabrication area for the Electronics workshop class; assists in the maintenance of the lab.
9. Any other assignment given by the Lab In-charge / HoD/ Principal



### **Functions and Responsibilities of System Administrator:**

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Department of Computer Engineering; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of h/w and s/w
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
8. Identify and help implement installation of ICT and MIS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time.

### **Functions and Responsibilities of Training and Placement Officer:**

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget
5. 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.
6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. 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.
9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni and the employment community
17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.
21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.

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

### **Functions and 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. Supervision of postal accounts, if any
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
9. Verification of cheques and bills
10. Writing daily collection register for college accounts.
11. Writing demand draft register, and other forms of money value register
12. Preparation of audit reports and replies
13. 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
14. Preparation of salary reports
15. Preparation of acquittance register and obtaining signatures of all employees
16. Attending to the subject of income tax, and performing TDS at source for all payment transactions
17. Writing Caution deposit register, if any
18. Any other accounts related function assigned from time to time

### **Responsibilities of Transport In-charge:**

Identifies the transport requirements of the college from time to time and informs the same to AO/Registrar and initiates action for meeting the requirement of Vehicles, drivers, parking place etc.,

2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.

3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of Registrar/Principal

4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous year's experience and expected future needs.

5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college by 9-15 A.M. Also ensures compliance of drivers with these requirements.

6. Processes leave applications of drivers, recommends sanction, while deploying substitute (spare) drivers and ensures all vehicles run as per schedule.

7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.

8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.

9. Assigns extra/overtime duties to drivers following appropriate procedures.

10. Prepares overtime bill for payment to drivers on monthly basis

11. Prepares bill for rent for private parking lots

12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment

13. Stays connected with drivers / bus-in-charges during journey time and assists in trouble-shooting or in case of vehicle break-down, arranges relief/ spare vehicles.

14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,.

15. Schedules the regular maintenance of the vehicles and follows up on the same.

16. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
17. Handles requests for change of routes, special permission for travel by college buses for short periods.
18. Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.
19. Receives transport requests (other than those for regular commuting from place of residence to college) from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It may include arranging for private vehicles from any approved Travel agency, if :
  - a. College vehicles are not available, and private vehicle booking is authorized.
  - b. Specific requests for private vehicle booking are received.
20. Maintains a current inventory of college owned vehicles.
21. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
22. Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
23. Maintains documents such a vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.
24. Arranges periodical eye-check ups for drivers and ensures their fitness for driving.
25. Attends to any other duties assigned from time to time.

### **Functions and Responsibilities of Physical Director:**

1. Reports to Dean, Students Welfare
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with AO
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. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Welfare with a copy forwarded to Principal on monthly basis
12. Helps in the organization of various events in the college

### **Functions and 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. Weeding out obsolete study material as per the college norms
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintain the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services.
20. Facilitates conduct of reading sessions.
21. 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.
22. Makes arrangements in the library for hooking up laptops.
23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
26. Coordinates with departmental library in-charge for smooth functioning of department's library
27. Provides all statistical information pertaining to the library



### **Functions and Responsibilities of Office Assistant:**

The Office Assistant shall discharge the duties under directions of the Principal/Head/Dean/Registrar/CoE concerned. He/she shall broadly perform the following duties and any other duties.

1. Taking up dictation and typing work to help the Head/Dean/Registrar/CoE concerned in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
2. Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
3. Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
4. Assists the Principal/Head/Dean/CoE/ Principal in drafting letters, putting up items with suitable notes, precedents, etc.
5. Maintains inward/outward registers and uses them for sending/receiving all official communication.
6. Maintains leave record, permission records of faculty, staff and students as may be applicable
7. Informs HoD with regard to the faculty who are absent and assists in the adjustment of class work whenever a need arises
8. Posts attendance of the students daily, prepares fortnightly attendance reports of the students, sends the same to Class Teacher s/mentors and HoD
9. Maintains personal register with regard to the appointments etc., if any
10. Provides any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
11. Facilitates to provide the desired information sought under the RTI Act, 2005.
12. Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
13. Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
14. Drafts letters/notes for the officer and handling correspondence independently as and when required.
15. Maintains excellent public relations and arranging meetings, if any, as required.
16. Summarizes from documents and prepares information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.
17. Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department/College, as the case may be
18. Supervises the work of the sub staff in the department/section.
19. Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
20. Enters data, maintains data entered, and backs up data files periodically
21. Be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.

22. Any other work assigned from time to time.

**Roles and Responsibilities of Maintenance Supervisor:**

The maintenance supervisor is responsible for general maintenance work throughout the college and campus which includes following functions:

**Plan and execute maintenance work systematically by**

- (a). Preparing schedules for routine maintenance on daily, weekly and monthly basis.
  - (b). Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
  - (c). Taking corrective action to minimize gap between plan and action.
  - (d). Submission of monthly status report on complaints.
  - (e). continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
- Trouble-shoot maintenance problems/complaints including plumbing problems.
  - Maintenance of the college grounds.
  - Manage Staff of maintenance Assistants /semi-skilled, unskilled labor.
  - Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
  - Assist in monitoring Inspect the college properties for safety hazards and take corrective action.
  - Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.
  - Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipment Upkeep of maintenance store
  - Any other function assigned by Administrative officer/ Registrar / Principal

### **Roles and Responsibilities of In-charge, Electrical Maintenance:**

**The electrical maintenance In-charge is responsible for the maintenance of Electrical Equipment in the college and campus which includes following functions.**

1. Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three phase motors etc.
2. Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements and main events in the college by switching ON generators and UPS, as and when required.
3. Perform regular maintenance and servicing of the generator.
4. Perform regular maintenance and servicing of the UPS and batteries.
5. Recording the runtime readings of both the generators.
6. Recording the output voltages of both UPS and batteries for smooth functioning of ONLINE exams.
7. Repairing of LCD Projectors
8. Maintenance of all panel boards in the college.
9. Erecting of cable from panel boards to distribution box.
10. Installation of capacitor banks to improve power factor at LT side of both the transformers.
11. Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from TSPDCL.
12. Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
13. Providing assistance during emergencies by operating floodlights and generators.
14. Providing support for the installation of Electrical Equipment in the campus.
15. Any other function assigned by Principal .