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Responsibilities of HOI:

Responsibilities include:

Reporting to the Management of the Institute and assisting them to performing the following functions of the Institute.

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

Regulation / Monitoring:

One of the important responsibilities of the HOI is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the Institution so as to fulfil the expectations of the Governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University along with the top Management, students and their parents.

The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning and responsibilities of the Academic and Administrative staffs.
2. Monitoring the conduct of both Administrative and Academic staffs in terms of their regularity, discipline and deportment.
3. Monitoring the discipline and conduct (including attendance) of the students and maintaining the decorum of the Institution.
4. Monitoring effective teaching as per the prescribed curriculum and teaching / Institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fees collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the institute.
6. Monitoring all the liaison activities with Governmental, Corporate and other Academic bodies / Institutions.
7. Monitoring the liaison of activities with Departments within the institute and most importantly with the Management of the Institute.
8. Monitoring the conduct of meetings on behalf of the Institution which include the meetings of Staff, HoDs, Coordinators, Academic Council and the Governing Council.
9. Monitoring the procurement and purchase 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 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 all associated with the Institution both directly and indirectly.

Developmental Functions:

HOI 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 HOI.

1. The HOI 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:

HOI 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 institute.

2. Developing a strong industry support and including the industrialists and business persons in the Governing council and other advisory bodies of the institute.

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 those bodies.

Leadership Functions:

These are in fact the most critical functions of a HOI of an Academic Institution. With the fulfilment of these following functions, the HOI 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 HOI 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 academician 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 the HOI. 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 HOI could take up many more functions suiting to the requirement and needs to the Institution from time to time.

Planning:

The HOI requires to plan long and as well as short term plans (concrete documents) and presenting to the top Management.

Execution and Reporting:

The HOI requires to present regular reports (monthly, quarterly, biannual and annual) about each and every functions that have taken-up or intend to take-up to the Management.

Registrar/Deputy Registrar

1. The Registrar / Deputy Registrar reports to the Head of the Institute.
2. Assists the HOI in translating the Institute vision into an action plan
3. Works as a team member with other administrative personnel (HR, Store & Procurement, Canteen, Estate & Utility, Hostel, Housekeeping, Logistic, Security etc.) of the institute in the execution of administrative practices and regulations.
4. Assists the HOI in administering and leading the Institute within the policy framework developed by the Institute Academic Committee (AC).
5. Supervises the direction of the HOI and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the Institute.
6. Maintaining all records pertaining to students, faculty and staff members.
7. Completing the student admission & registration process of all programs of the institute.
8. Ensuring effective utilization of transportation services to students, staff, and faculty,
9. Ensuring safety and security to all in the Institute.
10. Promoting multicultural interactions and understandings among students, staff, and faculty.
11. Planning, directing, scheduling and coordinating in-service training program for nontechnical and non-teaching staff.
12. Supervising and evaluating administrative personnel.
13. Interacting with parents and other stakeholders as and when required.
14. Shall prepare and submit any information of the Institute required by the Government or any other statutory and regulatory bodies in consultation with the HOI and with the approval of higher authority.
15. Preparing information to be disseminated to parents, students, other stakeholders and public.
16. Preparing reports and bulletins for general distribution.
17. Determining the need and planning for facility maintenance, and renovation expansion.
18. Assumes such other responsibilities as may be assigned by the HOI from time to time.

Dean-Academics

1. The key responsibility includes developing of a vibrant organizational culture characterized by promoting academic excellence in the institute
2. Understand, imbibe, strengthen and further the mission of the institute.
3. Undertake collective visioning with teaching staff at the institute in promoting excellence in teaching, research and administration.
4. Coordinating the development and implementing the institute's Vision and Goals Statement.
5. Be involved in teaching & research.
6. Leading, and coordinating institute strategic planning and curriculum development.
7. Prepare the academic calendar, monitor the progress of class and syllabus coverage, student counselling/mentoring, directing and supervising student activity programs.
8. Help faculty members to plan effective remedial instructions for academically challenged students.
9. Facilitate the development and adoption of cutting-edge curricula and pedagogy at the Faculty and institute processes for continuous improvement. Ensure that the curricula is well understood by everyone in the institute including students and faculty members.
10. Mapping student learning and student success with CO & PO, as outlined in the curricula.
11. Conduct faculty appraisal on an annual basis, evaluate the same, and initiate necessary remedial measures.
12. Liaison with the HODs for proper development and growth of the faculty members.
13. Plan and implement measures for effective faculty development.
14. Maintain a database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities.
15. Maintain complete records for all faculty members with regards to their experience, areas of specialization, research interests, publications, authorship of books, projects guided, consultancy experience etc.
16. Motivate younger faculty members to pursue R&D activities in their fields of interest.
17. Maintain a database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities.

18. In collaboration with program coordinators and other faculty members, prepare, manage and implement budget for the Faculty and be responsible for the income and expenditure of the institute.
19. Provide leadership in coordination with the Faculty, generate resources and use them effectively to advance the teaching, learning and research mission.
20. Apply, obtain and maintain necessary accreditation of programs from appropriate statutory and non-statutory (as applicable) organizations.
21. Facilitate the appointment/recruitment of Program Coordinators, and faculty members, reviewing their performance and in the functions relating to human resource management. Implement, with the help, and support from the teaching staff, an annual review of their performance and feedback of courses taught in the institute.
22. Appraise the Academic Council periodically on matters relating to academics and administration of the Faculty. Undertake any duties and deliver any other responsibilities assigned by the Head of the Institution.
23. Build and strengthen the relationships with the Government offices, Autonomous bodies, other Indian and foreign institutes.
24. Elevate the visibility and standing of the Faculty and its programs at appropriate international, national and regional forums.
25. Identify the newly inducted faculty for orientation programs and plan for them in every semester.
26. Developing, leading, and encouraging fundraising in support of the institute's goals and the goals of its departments and programs, as well as outreach and public service efforts
27. Any other function that may be assigned by the higher authorities from time to time.

Dean – R&D

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

1. Prepare annual R&D plan of activities including externally funded projects and institute funded projects.
2. Submit quarterly reports to HOI on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
3. Shall prepare an annual research report and identify the initiatives to be taken for promoting/ maintaining quality of the research work.
4. Manage effectively and efficiently the research programs and administration affairs of the research centre of the institute
5. Create an environment conducive to intellectual and research growth.
6. Maintain the confidence and co-operation of the faculty and students engaged in research activities
7. Identify various opportunities for externally funded R&D projects, apply for funding, submit project proposals and follow up with the funding agencies, for securing sanction of projects
8. Prepare R&D budget including seed money for faculty for research, incentives, project cost; obtain funds for budget proposals
9. Shall keep track of research/visiting schemes advertised by various funding agencies,
10. both national and foreign, and shall sensitize the University faculty and other stake-
11. holders including research scholars/students to the need for making use of these schemes which would promote his/her individual talent and professional career.
12. Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
13. Identify external facilities where part of research activities, prototype development can be carried out; enter into MoU with such organizations.
14. Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities.
15. Develop and establish a policy to promote research culture in the institute.

16. Stimulate and enhance the research ability and potential of faculty & students, having the aptitude for innovative research.
17. Identify prioritized research areas based on the expertise available with the institute.
18. Organize visits by eminent researchers to interact with the faculty and students.
19. Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
20. Shall make efforts to position the institute in a manner that it carries out research on
21. problems of immediate concern to the society and contribute towards the sustainable development of the nation..
22. Develop plans, and co-ordinate efforts of Departments of institute, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.
23. Shall liaison with relevant international, national/regional agencies/organizations/group/individuals for financial support and promotion of quality research in the institute
24. Co-ordinate setting of yearly targets for research publications by the Departmental faculty & students in national, international journals of repute (SCI/Scopus/WoS, etc.) , major paper presentations in national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
25. Publish a research journal of the institute, develop publication policy, constitute editorial board.
26. Maintain database of paper presentations, paper publications, publication of books, by the faculty of all the departments of the institute including research awards, recognition received by them from reputed professional bodies and agencies.
27. Motivate the eligible faculty to guide Ph.D scholars.
28. Develop and establish policy to check malpractices and misconduct in research.
29. Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, National and International recognition for research contributions.
30. Facilitating Innovation & Incubation activities in the institute.
31. Providing necessary guidance and encouraging students/faculty and suggest new initiatives.

32. Maintaining regular interaction with the Incubates.
33. Supervising and promoting innovative ideas and also encourage students to participate in Hackathons, idea generation etc.
34. To support incubation centre's day-to-day operations.
35. Organize events to facilitate collaborations, technology tie-up, and business development.
36. Develop and establish consultancy policy for
37. Identifying and recognizing the areas of expertise of the institute.
38. Publicizing the expertise of the institute for consultancy services.
39. Encouraging the faculty to utilize their expertise for consultancy services.
40. Revenue sharing as between Institution and the consultants- including faculty consultants, external consultants, technical services staff of the institute.
41. 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.
42. Evaluate the impact of the linkages, periodically, on Research, Publication&Consultancy
43. Develop and execute strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs, and start-ups
44. Good understanding of the entrepreneurship ecosystem
45. Provide advisory support to budding entrepreneurs.
46. Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
47. Guide & support start-ups for fundraising activity.
48. Guiding budding entrepreneurs to access relevant resources and connections for external funding.
49. Shall supervise and carry out other works related to research as assigned by the higher authorities from time to time

Dean-Student Affairs

The range of student services within the Dean's area of work and commitments to students may include the following;

1. Fostering and modeling an atmosphere of mutual respect, caring, collective engagement, accountability, and personal growth in a community of exceptional talent and diversity.
2. Building collaborations among the many offices and programmes that report to him/her.
3. Developing systematic ways to assess, improve, and review programmes, benchmarking them against best practices and gathering the data necessary for informed decision-making.
4. Shall be responsible for maintaining students' discipline in the institute premises and also in the Hostels.
5. Shall be responsible for the promotion of anti-ragging campaign and various initiatives in this regard.
6. To promote and provide opportunities for development of various extra-curricular activities for the students.
7. Work on annual Budget for the institute and manage spending in a manner that develops policies regarding student development through various Student Life Center (SLC), NSS/NCC and sports activities.
8. He/she will supervise various campus programmes and serving as a liaison between institute administrators and student organizations, such as student clubs, societies and chapters.
9. The Dean will work to provide an excellent student experience by working with other departments and Programmes, other staff, parents and student leaders to lead institute wide programmes from orientation to graduation.
10. Shall be responsible for the creation, updation and maintenance of Alumni Information System.
11. Organizing annual Alumni meet and other interactions to strengthen alumni network
12. Provide information to students on different kinds of scholarship scheme (external & internal)
13. Maintaining database of students availing different form of scholarship
14. To maintain regular liaison with scholarship issuing authorities
15. Shall co-ordinate and arrange the disbursement of all financial aids, scholarships, stipends etc. to the students within the stipulated time period

Controller of Examinations

The COE facilitates the HOI by carrying out the following functions:

1. Coordinates with Registrar and Admission Cell to receive the details of the Fresh Batch of students.
2. Coordinates with respective HoD 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 issuance of Admit Cards.
8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arrange to finalize with HOI of the Institute.
9. Conducts the examinations and publication of results within one month after the completion of examinations.
10. Arranges to inform examiners for the spot valuation of answer scripts if required.
11. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students.
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. Arranges to issue the Provisional Certificates and Degree Certificates of the graduated and postgraduate students.
15. Conducts result analysis and provides the same to each HoD, Registrar, and HOI.
16. All examination concerned records to be kept in safe custody and be made available as and when required
17. To prepare Draft Ordinances, Regulations and rules relating to different course of studies, syllabi and examinations.

18. To conduct all end semester examination, tests and the declaration of the result.
19. To prepare examination schedule as per academic calendar and implement the same.
20. To appoint examiners and moderators as prescribed in the rules & regulations.
21. To arrange all question papers for all examinations as per UGC guidelines.
22. To arrange for printing of answer books and their safe custody.
23. To arrange for evaluation and process the publication of results.
24. To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the Examination Committee prior to declaration of results.
25. To postpone or cancel examination in part or in whole in the event where such need arises.
26. To ensure confidentiality and to make assessment/improvement in the process of the University examination/evaluation.
27. To finalize the mode of examination for different courses in consultation with concerned Department/ Academic Council.
28. To appoint external agency(s)/observer(s) for conducting and monitoring the examinations.
29. To appoint external agency(s)/evaluator(s) for evaluation of examination.
30. To provide mark sheets & transcripts to the students.
31. To publish rank lists and list of Medallists before the conduct of Annual convocation.
32. To submit report regarding examination(s) to the HOI.
33. Any other task, which may be assigned by the HOI from time-to-time.

Responsibilities of Librarian

1. Develop, implement, evaluate, and maintain library strategies and policies in consultation with students and staffs that fully reflect the educational aims and objectives of the Institute.
2. Manage the library budget effectively and prepare reports on library stock, library usage and library development needs as and when required
3. Select, maintain and manage all resources and stock within the library facilities.
4. Ensure the effective and efficient use of library management systems to maintain catalogue records and monitor the use of library resources.
5. Guide and assist students and teaching staff to make the best use of the library services and facilities within the Institute.
6. Maintain a high level of resource awareness in relation to relevant courses and subject areas and support teaching staff in the effective delivery of the curriculum.
7. Liaise with Heads of Department to develop a stock selection policy that ensures the provision of relevant resources to cover all areas of the curriculum.
8. Develop and deliver induction training and other training programmes for new and existing users of the library services and facilities.
9. Display of materials to highlight current affairs, topical issues and particular aspects or areas of the curriculum.
10. Promote library services across the Institute and encourage students and teaching staff to make use of library resources effectively.
11. Ensure that students and staff are familiar with the use of enquiry and circulation features of the library management systems.
12. Ensure that all library services and facilities are provided to consistently high standards and comply with all relevant Institute policies and procedures. Manage and deliver such services and facilities in an efficient and effective manner.
13. Arrange library resources and materials in a way that promotes effective retrieval, including the systematic indexing, classification and cataloguing of all library resources and materials. Disseminate information relating to resources to students and teaching staff as appropriate.

14. Carry out the routine procedures associated with the ordering, receipt and distribution of library materials and process for the payment of invoices.
15. Prepare library materials and collections for use, distribution or disposal.
16. Carry out routine procedures associated with the request system and inter-library loans.
17. Set up and reorganise library facilities as required, including moving and reorganising stock, materials and resources.
18. Any others job assigned by Higher Authority from time to time.

Finance Officer

A Finance Officer Job description generally includes:

1. Shall be the Member-Secretary of the Finance and Accounts Committee. He shall have the right to be present, speak and otherwise take part in the proceedings of the Governing Board on matters which have financial implications.
2. Shall maintain minutes of the meetings of Finance and Accounts Committee.
3. Shall be responsible for presenting the annual budget(Institutional & Departmental), statement of accounts and auditreports, to the Finance and Accounts Committee and to the Governing Board.
4. The duties of the Finance and Accounts Officer shall be to Exercise general supervision over the funds of the Institute, and shall advise theHOI as regards the finances of the institute.
 - a. Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objectives of the institute.
 - b. Ensure that the limit fixed by the institute for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.
 - c. Keep watch on the state of the cash, bank balances and of investments.
 - d. Keep watch on the progress of collection of revenue and advise the HOI on the methods to be employed for collection.
 - e. Have the accounts of the institute audited regularly.
 - f. Ensure that the registers of buildings, equipment and machinery are maintainedup-to-date and that the stock taking of equipment and other consumable materials in all offices, workshops and stores of the institute is conducted regularly.
 - g. Propose to the HOI that explanation be called for unauthorized expenditure or other financial irregularities from any academic member of institute.
 - h. Propose to the HOI that explanation be called from any non-academic member for un-authorised expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault.
 - i. Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the HOI.

Responsibilities of In Charge-IIPC

1. Developing close links between Industry and Institute by interaction programs [High priorities given to activities designed to bring about improvement in the development and performance of industries and institutions].
2. To encourage industry and organizations for placement and training of students in Industries.
3. To conduct Industrial Training and Industrial Visits for the students and faculty. To conduct industrial exhibitions to highlight research facilities and expertise available with the Institute.
4. To encourage Industry to collaborate in Industry Study Tour Programme (ISTP) / Intern-ship Programme, In-plant Training.
5. Organizing seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and institute departments Industrial Visit.
6. Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.
7. Motivate the young executives to become successful entrepreneurs.
8. Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.

Training and Placement Officer

1. Arranges campus interviews
2. Maintaining liaisons with industry
3. Identifies and provides for training needs of students
4. Prepare & propose annual T & P budget for approval by higher authorities.
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, expectations, HR team etc. for which services of some students could be utilized.
6. Assists students to develop/clarify their academic and career interests and their short & long-term goals through individual counselling and group sessions.
7. Assists students to 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. To prepare an audio-video presentation or a colourful hand-out on the institute to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Creates and maintains manual and computerized records; establishes and maintains logs, filing, and recordkeeping systems and ensures that all records are complete, accurate and up-to-date; performs data entry and maintains various computer databases; performs routine analysis and calculations in the processing of data for recurring internal reports.
12. Sorts, screens, reviews and distributes incoming and outgoing mail; composes, prepares or ensures timely responses to a variety of written requests; prepares documents and composes routine correspondence as required.
13. Prepare an annual placement brochure containing all the student profiles.
14. Undertake rigorous placement campaign, and arrange for campus interviews.
15. Empowers students with life-long career decision-making skills.
16. Provides resources and activities to facilitate the career planning process.
17. Acts as a link between Students, Alumni and the Employment community.

18. Up gradation of the students' skill sets commensurate with the expectations of the industry.
19. Generation of awareness in the students regarding future career options available to them.
20. Assists different companies in recruiting candidates as per their requirements.
21. Assists students in obtaining final placement in reputed companies.
22. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
23. Communicate the resume of suitable candidates to the potential employers.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Plan and engage with corporates for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc.
26. Manage and support student career services, including career counselling, grooming and helping in the preparation of students for facing interviews.
27. Work with key stakeholders including Alumni, Faculty, Administration, Marketing & Admissions teams to achieve both career services and larger institutional objectives.
28. Arranges to find suitable summer internship to the students and also help, guide, and counsel them in securing placement by bringing them in contact with the prospective employers.
29. Provides information on the schedule of recruitment drives well in advance to all Departments' placements coordinator, HoDs, Registrar, CoE, HOI, and students.
30. Details of placed candidates vis-a-vis the companies are sent to all HoDs, Departments' placement coordinators, HOI, Registrar, CoE, Admission Cell immediately after the recruitment drive is completed and placements announced.
31. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.
32. Collecting feedback from the employers on regular basis
33. Maintain the database of higher studies of students along with document of proof

Head of the Department

1. To take advise/sanction from the HOI 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 staffs.
4. To co-ordinate with the teaching and technical staff of the department for smooth functioning of conduction of academic, co-curricular and extracurricular activities of the Department.
5. To prepare & present the Departmental budget/requirements to the HOI.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed within the stipulated time.
7. To coordinate with the CoE for smooth conduction of examinations including paper setting, assessment of theory, lab and sessional.
8. To ensure maintenance of stock registers are done properly by the Laboratory Technical Assistant.
9. To ensure cleanliness and hygiene in the Department.
10. To recommend leave of the Departmental Colleagues.
11. To promote overall R&D activities among faculty and students
12. To promote consultancy and revenue generation.
13. To ensure accreditation/ranking as applicable of the programs in the department/institute
14. To arrange programs on research/innovation /teaching-learning methodology in the Department.
15. To organize need based workshop/ seminars/symposia/ visits/ excursions etc.
16. To invite guest speakers (from industry, academic/research organization, alumni, etc) for interaction and guidance to UG/PG students.
17. To guide the students for career opportunities.
18. To facilitate faculty in the preparation and processing of self-appraisal of performance
19. To ensure that institute equipment/facilities under the Department's control are properly maintained and serviced as required.

20. To ensure adherence to the institute Code of Conduct by the faculty & staff of the department.
21. Coordinating the activities of the Department and assisting the HOI of the Institute.
22. Assisting faculty in providing a quality educational experience for students.
23. Mentoring and supervising faculty& ensuring the implementation of student mentorship scheme.
24. Coordinating and recommending full-time faculty responsibilities, teaching assignments, committee assignments and student advisee assignments.
25. Providing the HOI with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities and suggestions for faculty development, program and curriculum.
26. Preparing and recommending class schedules (Allocating courses both theory and lab and preparing time-tables).
27. To ensure implementation of outcome based education as per guidelines of regulatory & accreditation authority
28. Planning & developing curriculum of the programs through Board of Studies.
29. Implementation of the curriculum as per directives of Board of Studies and Academic Council.
30. Assisting in providing leadership to meet the instructional goals of the Department and institute.
31. Conducting regular meetings of the Department Academic Committee.
32. Coordinating the formulation of short and long-term plans Departmental plans.
33. Assists with student complaints and grievances originate in the Department.
34. Plans, executes, and monitors academic and support activities of the Department.
35. Maintains discipline and culture in the Department.
36. Picks and promotes strengths of students / faculty / staff.
37. Adheres to ERP based data management Procedures.
38. Maintains records of Departmental activities and achievements.

Faculty (Professor/ Associate Professor/Assistant Professor)

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 / HOI shall allot to him/her from time to time
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implement the same in the classroom.
3. Development of course materials.
4. Development of audio-visual/multimedia materials for the topic presented.
5. Preparation and execution of Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Development & maintenance of Course file
8. Reports to the class on time.
9. Use of various kind of teaching learning methodology & classroom assessment techniques in consultation with HOD.
10. Develops test questions in consultation with the course coordinator.
11. To implement the outcome based education as per guidelines of regulatory & accreditation authority
12. To ensure cleanliness and hygiene in the Department
13. To arrange programs on research/innovation /teaching-learning methodology in the Department in consultation with HOD.
14. To organize need based workshop/ seminars/symposia/ visits/ excursions etc in consultation with HOD.
15. To invite guest speakers (from industry, academic/research organization, alumni, etc) for interaction and guidance to UG/PG students in consultation with HOD.
16. To guide the students for career opportunities
17. To 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)
18. Inform HOD at regular intervals about students' progress and affectivity of the students learning.
19. Maintain secure record of each student's results, both electronically and in hard copy.

20. Prepare & maintain data relating to results in assessment tasks/exam events and attendance.
21. Obtain periodical feedback from the students.
22. Faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
23. Faculty shall perform co-curricular and extracurricular activities related to the Institute/Department as may be assigned to him/her from time to time.
24. Maintain attendance record of students.
25. Involve in recovering the dues from the defaulting students as and when necessary.
26. Provides information about job opportunities in their respective field to placement cell.
27. Preparing Model Question Bank
28. Design new/beyond curriculum experiments
29. Prepares lab manuals/workbook.
30. Ensure availability during laboratory periods for explanation and/or supervision
31. Ensure availability of laboratory equipments as required.
32. Evaluate lab workbooks and provide feedback to student on timely basis.
33. Recommend procurement of equipment, if any, for the smooth conduct of all experiments.
34. To promote and actively participate in overall R&D activities with other faculty and students
35. To promote and actively participate in consultancy and revenue generation
36. Conduct online classes.
37. To follow the guidelines of Mentor-Mentee relationship with students. Review Monthly basis and intimate HOD. Also to inform the Guardians as and when required.
38. To take part in the admission process of the department in particular and Institute as a whole.
39. Active participation in accreditation/ranking process as applicable for the department/institute

Technical Assistant

A Technical Assistant (TA) 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 institutes, by contacting teachers who are teaching or have taught similar subjects in our institute or other institutes, etc.
2. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the HOI for necessary action.
3. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
4. Assist to prepare lab manuals and arrange to get them printed as per the required number.
5. Introduces new experiments, in consultation with lab incharge.
6. Display the laboratory schedule, Do's & Don't's, Lab Safety Measures, List of experiments and experiment details as applicable.
7. b. Arrange to manage hardware and software configurations and updates as applicable.
8. Periodic health monitoring & testing of computers & equipment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. Take measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Maintenance of stock registrar, asset registrar and inventory.
13. Prepares lab budget for lab maintenance and smooth functioning under the guidance of Faculty in charge of the concerned lab.
14. Labeling hardware, including cabling.
15. Establishes an approval process for removal of obsolete equipment/computer.
16. Ensuring the lab is kept clean and orderly.
17. Implement preventative maintenance program for equipment.
18. In order to prevent theft/damage / loss etc, the TA shall take the following action:
 - a. 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.

- b. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - c. 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.
19. To participate in co-curricular and extracurricular activities and any other events as related to the Institute/Department as may be assigned to him/her from time to time.
20. To take part in the admission process of the department in particular and Institute as a whole.
21. Active participation in accreditation/ranking process as applicable for the department/institute

System Administrator

The System Administrator duties include:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of hardware and software.
2. Administering and configuring servers, router, firewall and system performance tuning.
3. Facilitating development and maintenance of Institute's websites and updating the same in coordination with the website committee.
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. Analyzing system logs and identifying potential issues with computer systems.
8. Performing routine audits of systems and software.
9. Performing backup of data and files.
10. Adding, removing or updating user account information, resetting passwords, etc.
11. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, HOI, and Management and to Police with proper approvals.
12. To be responsible for security of systems and network.
13. Monitoring and troubleshooting system performance
14. Responsible for smooth functioning of all online exams
15. Creating and administering a backup & recovery policy
16. Periodical Status reporting of LABs from TAs and/or Las
17. Development of Institute standards and technology architecture and the IT operations governance process.
18. Preparation of annual IT report for the institute, framing & implementation of IT policy and IT infrastructure governance
19. E waste management on regular interval
20. Awareness on availability of system software and application software to all concerned

Incharge-R&D

1. Facilitating and encouraging research culture among the faculty and students.
2. To encourage research competence and research activities undertaken in the Institute.
3. To provide engineering consultancy and research in various innovative areas and foster research collaborations within the faculties and or across the faculty and institutes for pioneering research in field of Science & Technology.
4. To enhance the engineering education with research orientation.
5. To furnish an advance infrastructure and library with latest journals.
6. To promote Industry-Academia collaboration and interaction.

Incharge-Innovation Cell

The aim of the Innovation cell is to assist technology business start-up in their early stage. Through the cell, the institute can provide the following services:

1. Scrutinize the feasibility of the idea.
2. Provide workspace and facilities.
3. Provide technical support to implement the idea.
4. Provide information regarding financial assistance from industry/ government agency.
5. Provide support to commercialize the product.
6. Provide business networking and alliance.
7. Provide access to professional consultant and expert.
8. Provide access to JIS group exhibition pavilion to display their innovation/product.
9. Provide support in patent filing and patent searching through professional.

Incharge-IRG Cell

1. To devise and implement a mechanism for consultancy activities to meet the regional industry/business needs and to capitalize on potential new consultancy opportunities.
2. To devise and implement a mechanism for effective collaboration with the industry or business entities to identify their problems and provide appropriate solutions.
3. To devise and implement a mechanism for technical training and orientation of the institutes' faculty for consultancy. To arrange workshops for faculty for enhancement of skills in publication of the consultancy solutions.
4. To devise and implement a mechanism to make the Consultancy work web-enabled or app-enabled. To publicize the consultancy activities with internet enabled consulting services.
5. To devise and implement a mechanism for organizing regional level awareness programs for industry and business houses and publicize the institutes' technical expertise in relevant fields.
6. To promote consultancy and innovation culture among faculty and students.
7. To act as a facilitating center in providing assistance for the faculty members in communicating with the external agencies.
8. Motivate the students and the faculty of the institute, to update the knowledge which leads to further investigation and progress and to give a hand to the industries in their product development.
9. Evaluate and assess business project proposals having potential to generate additional revenue for the institute.

Incharge-Incubation Centre

1. Develop and execute strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs, and start-ups.
2. Designing & managing Incubation and Acceleration programs
3. Provide high-quality coaching and advisory support to entrepreneurs.
4. Good understanding of the social entrepreneurship ecosystem.
5. Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage.
6. Manage the day- to- day interaction with the Incubatees
7. Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
8. Ensure tight management of milestones and progress of entrepreneurs and start-up companies
9. Guide & support start-ups for fundraising activity.
10. Develop, execute and own an operational and engagement strategy for the entire community including donors, startups, investors, corporate, mentors, advisors, and domain experts.
11. Provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, and marketing, financing, fundraising, overall strategy, operations etc.

Incharge-Entrepreneurship Cell

1. To inculcate the Entrepreneurial culture among the students and society.
2. To act as an institutional mechanism through conducting awareness programmes, and providing information on entrepreneurship to students and local community.
3. To spread entrepreneurship, through education, research and training, thus accelerating economic growth, by increasing the supply of new entrepreneurs and strengthen the performance of the existing ones.
4. To organize skills development programmes that increase capacity building to own and run a business.
5. To catalyze and promote Science and Technical knowledge-based enterprises and generate employment opportunities in innovative areas.
6. To identify possible resource-based projects in the region and to respond effectively to the emerging challenges and opportunities both at national and international level.
7. To facilitate budding entrepreneurs by providing information on entrepreneurial opportunities.

Responsibilities of Incharge-Consultancy

1. To identify potential areas of research in various disciplines.
2. To prepare and submit proposals to government agencies like UGC, ICSSR, DST etc for obtaining funding for research projects.
3. To encourage multidisciplinary research internally within the institute and externally with other organizations.

Incharge-IRG, Collaborations & MOU

1. The In charge acts as a Single-point contact for carrying out all collaborative activities with foreign and national institutions.
2. Identify and interact with foreign universities of international repute for mutually beneficial relationship in the areas of student/faculty exchange, joint research, academic enhancement and formalize institute collaborations.
3. Identify and interact with foreign universities of multinational repute for the purpose of joint research and student internship/employability, and formalize collaborations.
4. Coordinate with the Heads of Institute of NIT to activate memorandum of understanding (MoU).
5. Manage centrally all international relation related activities across all Institutes, facilitate exchange of faculty, joint research projects, sharing of knowledge on best practices in higher education, etc.
6. Various promotional activities and brand building at global-level for various programmes offered by NIT for international admissions and coordination of such admissions.

Assistant-Controller of Examinations

1. Look after the paper setting by the faculties.
2. Monitoring and controlling online form fill up.
3. Coordination with Accounts Department during form fillup.
4. Preparing all students data with their subject details as per predefined format.
5. Conducting online examinations.
6. Providing technical supports to the students during online examinations.
7. Monitoring retake online examinations.
8. Monitoring online internal marks submission by the faculties.
9. Compilation of all online result data.
10. Monitoring external marks entry by the evaluators.
11. Verification of all the TR sheets.
12. Finding the discrepancies in the TR sheets and taking actions for rectifications.
13. Publication of results.
14. Providing softcopy of Grade Cards and Provisional Certificates to the students.
15. Distribution of Grade Cards to the students from institute.
16. Monitoring online activity reports at MAKAUT portal.
17. Online student's verifications at MAKAUT portal.
18. Monitoring online marks entry by the faculties.
19. Making all kinds of Correspondence with MAKAUT.
20. Preparing students results data to provide transcripts to the students.
21. Online verifications of students for employers.
22. Providing bonafide letters to the students.
23. Preparing results data of pass out students for MAKAUT as per their format.
24. Analysis of results and preparation of result related data and preserve.

Executive (COE)

1. Result Distribution
2. Student Verification
3. MAKAUT Web Site Checking
4. Convocation Data
5. Marks Update Checking (Website)
6. Letter & Notice Upload
7. Assisting the Controller and The Assistant Controller
8. Diploma Remuneration Bill
9. Diploma Caution Money Form Check and Sign
10. Maintaining All the Data
11. Drafting Letter

- 1) Monitoring the Question Paper Moderation and Contacting the Moderator.
- 2) Formatting the Question Papers.
- 5) Supervising All the MAKAUT Notices
- 6) Grade Card Distribution
- 8) Retake and External Marks updation
- 9) Maintaining and Drafting All the Important Notices Related To Exam

Responsibilities of Office Assistant

A. Under Autonomy

a) Pre-Examination Work:

1. Providing assistance to students for online form fill up at online exam portal.
2. Follow up with the Accounts department during form fill up for expediting approvals.
3. Preparation of all student's data with their subject details under the guidance of Assistant Controller / Controller.
4. Follow up with Digital platform agencies for various issues in Examinations Management System under the guidance of Assistant Controller / Controller.
5. Providing assistance to the Assistant Controller for preparation of the Examination Time Table.

b) During Examinations:

1. Providing assistance to the students during online/offline examinations.
2. Follow up for online internal marks submission by the faculties at online exam portal under the guidance of Assistant Controller / Controller.

c) Post Examinations:

1. Compilation of all online result data provided by Digital platform agencies under the guidance of Assistant Controller / Controller.
2. Follow up on external marks entry by the faculties at online portal under the guidance of Assistant Controller / Controller..
3. Preliminary Verification of all the TR sheets and reporting to Assistant Controller / Controller.
4. Find the discrepancies in the TR sheets and report to Assistant Controller / Controller.
5. Distribution of Grade Cards to the students from institute.
6. Preparation of students results data to provide Transcripts to the students under the guidance of Assistant Controller / Controller.

B. For BBA / BCA and Diploma

1. Accessing and printing online student result and other details at MAKAUT portal.
2. Online student's verifications using data at MAKAUT portal under the guidance of Assistant Controller / Controller.

C. Others:

1. Providing support for drafting of Notices and Minutes of Meetings.
2. Online verifications of students for employers under the guidance of Assistant Controller / Controller.
3. Verification of student's application for getting character certificate, institute leaving certificate, bank loans. Provide support for preparation of verification letter for Police Verification under the guidance of Assistant Controller / Controller.
4. Any sort of support as and when required in the Examination Section.

Responsibilities of Office Attendant

1. Result Organization – Collect Autonomy, MAKAUT and Diploma results and organize them systematically in Cover Files.
2. Result Distribution - Distribute result documents to students or their authorized persons during designated office hours and keep a record of the distribution.
2. Answer Scripts Arrangement – Organization and upkeep of semester-wise answer scripts.
3. Organization and upkeep of all document files
4. Delivery and collection of all official documents - Visit MAKAUT and WBSCTE offices whenever required for delivery and collection of documents.
5. Carry out any other task assigned by the COE, the Assistant Controllers and other COE staff.

Assistant Librarian

1. Assists with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, collecting late charges, and determining outstanding materials.
2. Returns, or oversees and trains volunteers to return, books and materials to stacks.
3. Locates books or other reference materials to assist patrons; refers requests requiring professional assistance to reference librarian.
4. Explains computer systems, card files, and other reference sources and how to use such systems to patrons.
5. Prepares purchase requests, orders supplies, and, upon delivery, processes and distributes supplies and materials throughout the library.
6. Manage serial collection and acquisition of new library materials.
7. Examines books for damage; repairs or facilitates repairs when needed.
8. Perform patron registration and transaction activities.
9. Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the library.
10. Performs other related duties as assigned.
11. Manage library data and reports utilizing library software systems.
12. Maintain library materials including bibliographic and other library files.
13. Assist readers in finding books and help students and faculties in research problems and reference questions.
14. Maintain the library in the absence of the Librarian.
15. Any others job assigned by Higher Authority.

Library Assistant

1. Assists with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, collecting late charges, and determining outstanding materials.
2. Returns, or oversees and trains volunteers to return, books and materials to stacks
3. Returns, or oversees and trains volunteers to return, books and materials to stacks.
4. Locates books or other reference materials to assist patrons; refers requests requiring professional assistance to reference librarian.
5. Explains computer systems, card files, and other reference sources and how to use such systems to patrons.
6. Catalog and maintain the library materials.
7. Manage serial collection and acquisition of new library materials.
8. Organize and reshelved returned items such as periodicals, books and DVDs.
9. Handle the registration of new library cardholders and issue library cards.
10. Teach people how to use the library resources.
11. Answer any questions from patrons.
12. Perform routine tasks such as answering phone calls and organizing files.
13. Use and maintain computer library database to help locate library materials.
14. Performs other related duties as assigned
15. Assist staffs in collecting, cataloging, preparing, and organizing library materials according to established policies.
16. Assist readers in finding books and help students and faculties in research problems and reference questions.
17. Maintaining and assisting the librarian.

Officer (Training)

1. Teaching C, Java DBMS, Data Structure, j2ee etc to the 3rd year students for all B.tech stream of NIT, DSCS and JISCE.
2. Prepare study materials and training materials for the students.
3. To indulge the engineering students in various coding competitions and prepares them with popular coding web sites like www.HackersRank.com , www.Codechef.com.

Responsibilities of Office Assistant

1. Maintain Proper Student Database.
2. Preparing Campus report
3. Preparing opportunity Status
4. Preparing data for NIRF, NAAC, NBA, AICTE
5. Preparing Data for the different Institutional Ranking.
6. Maintain proper filing of the department.
7. Maintain vocational training details of the students.
8. Coordinate campus drive both Physical & virtual.
9. Prepare student data as per company requirement.
10. Coordinating Technical Training, Aptitude Training and other training classes
11. Maintain attendance of different training classes.
12. Doing different administrative works as per requirement.
13. Informing Students about the campus drive in proper time.
14. Provide training letter to the students.
15. Solving student queries over phone, email, whatsapp, physically.
16. Informing students about their training class schedule and campus drive results.
17. Sending offer Letters to the students.
18. Attending Different webinars regarding.
19. Guiding students regarding benefit of the different training programmes.

Responsibilities of TPO Assistant

1. Looking after the Back Office duties of the Training & Placement Department.
2. Maintaining Files, Stationery etc.
3. Communication with the students and attending enquiry calls
4. Active participation in event management for the on-campus interview, seminar etc. for the department, and also for the other departments as and when required
5. Attending the campus interview process as per instruction of Training & Placement Officer
6. Database update
7. Providing NOC to the students for Vocational Training (B.Tech& Diploma).

Responsibilities of ICS- Admission, Marketing & Branding

1. Entire admission procedure with university registration.
2. Preparation of different type of Students related documents.
3. Different Administrative work as and when required.
4. Preparation of documents for Student Welfare Committee.
5. Processing of Student Credit Card loan
6. Preparation and update of students database for providing information to students as required.
7. Assist Students to prepare different types of documents when required (like Kanyashree, SWC)
8. Providing admission related and other information to students
9. Involved in different committee (Sports, Admission)

1. Telephonic enquiry handing.
2. Phone calls for admission purpose.
3. Handling marketing mail.
4. Walk in enquiry handling for admission purpose
5. Help admission online form fillup
6. Help MAKAUT online registration and WBSCTE online registration
7. LMS update and calling for admission purpose

A) ADMISSION:

- 1) Attending the Walk – In admission enquiries and in- bound calls.
- 2) Calling students to ensure maximum admissions from the lead list.
- 3) Answering admission related queries and resolving problems over mail and whatsApp.
- 4) Guiding the Students to choose the best course by understanding their interests and passion.
- 5) Guiding students in admission form fill up and payment procedures.

B) REGISTRATION:

- 1) Collecting the documents required for MAKAUT Registration.
- 2) Filling up the registration form and verifying the documents before final submission to MAKAUT Campus.

C) MARKETING CAMPAIGNS:

- 1) Visiting various places for marketing campaigns which involves brand awareness and maximum conversions.
- 2) Promoting Narula Institute of Technology and JIS Group across various channels i.e., online and offline.
- 3) Encouraging students to take admission in Narula Institute Of Technology in various courses.

D) OVERDUE FEES PAYMENT RECOVERY :

- 1) Calling Students and encouraging them to pay the overdue fees as soon as possible.
- 2) Understanding the student's problems and suggesting them the ways to pay their fees.

12. Keep updated about the latest trends in entrance exams like WBJEE, JEE Mains, WBJELET, GATE/PGET/CEE-AMPAI, JEXPO, CET etc.

Responsibilities of Executive Administration

Executive Administration acts as the point of contact for all employees, providing administrative support and managing their queries. His/her specific duties and responsibilities are as follows:

1. Assists the Registrar in the day-to-day administrative functions of the institute, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. Monitoring and supervising the caretaker of canteen operations.
3. Monthly report preparation of the institute activities including class conduction, events, accounts, R&D etc.
4. Coordinating Hostel leaving applications
5. Identifies training needs of office staff, and organizes staff development programmes with the help of Registrar and HoDs.
6. Handling the institute mail and communicating them to the concerned departments/staff members.
7. Handling 4 scholarships programmes-E Kalyan, SVMCM, WBFS, Post Matric Scholarship Scheme-Bihar and communicating with the students as well as the concerned scholarship officials.
8. Handling Bihar Credit Card Scheme and preparation & processing of all the documents.
9. Handling Admission/ fee/ hostel enquiries and resolving them.
10. Visiting the hostels and canteen to ensure proper functioning and resolving disputes if any.
11. Assisting the Registrar in organising events and meetings of the Institutes as well as preparing minutes of the meetings.
12. Applying to the different surveys and rankings and incorporating the data collected from all the Departments/staff members.
13. Filling and sending Google forms to AICTE and other competent authorities for various activities/initiatives.
14. Preparation and sending events/activities report for AICTE and other competent authorities as and when required.
15. Maintaining data/record of the Institutional events and activities on regular basis and providing event reports, data, pictures for several purposes as and when required.

16. Supporting and assisting with the planning and execution of various special events by AICTE, State Govt. as and when required.
17. Acts on behalf of the Registrar and has delegated signing authority of the same (in absence of the Registrar).
18. Provide assistance to the Admission in Charge with calling prospective students and follow up queries.
19. Preparation of NAAC documents and providing documents to other criteria members.
20. Active member of various committees of the Institute.
21. Preparation of KRA of the Institute Bodies & staff members
22. Any other functions assigned by the Registrar /HOI from time to time.

Responsibilities of Executive (Accounts)

1. Co ordination of Departmental Daily Activity /reports.
2. Co ordination with Head Office, Departmental HOD & Bank
3. Co ordinate with Store, Civil, Reception , Gate and verification documents etc
4. Preparing & Monitoring Daily Reports & update Google Sheets
5. Preparing Weekly Report
6. Preparing Monthly Report
7. Preparation/ Verification of Reports require from Management and Other Department
8. Preparation/ Verification of Reports require from Management and Other Department
9. Processing & Preparation of Reconciliation statements
10. Scrutiny of Ledger & Balance Sheet process periodically, Final Balance Sheet Workings.
11. Inspection & Visit related supporting works
12. Processing Foreign Exchange related issues & Bank Guarantee.
13. Communication with Bank , Processing Bank Reconciliation Statements & Google Sheet updating
14. Processing On Line Statutory Payments with Co Ordination of HO
15. Verification & Processing and Payment of Party / Vendor Bill for Academic, Marketing, Maintenance, Civil, Hostel, Canteen.
16. Verification& Processing of Cash Purchase Bills and payments.
17. Co ordinate and Chq sent to HO & attending query
18. Verification of Caution Money & Communicate with students.
19. Verification & Processing of Refund Cases and communicate with students.
20. Preparing & Processing of Salary & Other related payment
21. Preparing & Processing of other Salary related Jobs.
22. Monitoring & Follow Up with Students Dues status periodically
23. Attending students at office / call and resolving their problems.
24. Checking of Student Fees Dues & Mind logix approvals at exam time.
25. Co ordinate with HO for special approval at Exam Time.
26. Handling with student issues at the time of Admission & Semester fees payment.

Accounts Officer

1. Processing Bank Reconciliation Statements.
2. Attending students at office / call and resolving their problems
3. Maintenance of records & payment related to Inspection & Visits and attending queries
4. Maintenance of records related to Balance sheet Works and attending queries.
5. Follow Up with Pending Payments & Advance payments regularly for adjustment of collected Bills.

6. Processing Payment of Demand, Cash & Vendor Bills and attending queries from HO.
7. Processing Payment of Hostel & Canteen Bills and solving related problems.
8. Payment of Cash, Fest, and Seminar Activities on the basis of approved documents.
9. Accounting & Payment of Various Grand activities on the basis of approved documents.
10. Preparing documents & maintenance of Records of TDS , PF & ESI returns
11. Maintenance of necessary documents & records
12. Checking of Student Fees Dues & Mind logic approvals at exam time.
13. Handling with student issues at the time of Admission & Semester fees payment.
14. Others work if any.

Accounts Officer

1. Checking of Student's dues and approval of Mind logix System
2. Processing Bank Reconciliation Statements.
3. Preparation & sending Weekly Fees collection & dues Report
4. Collection of All type of Fees, maintenance of related documents and co ordination with Bank & daily reconciliation.
5. Coordination with Students related to dues of fees.
6. Deposit of Cash, DD etc on daily basis to Bank & Co Ordination with Bank related fees matters & Bank Statements.
7. Raising of Student Admission & Semester Fees Bills & Hostel Bills
8. Raising of Credit Bills (ie, for Freeship, SWC, Left students etc) & related Follow ups with HODs
9. Preparation of Provisional Fees collection reports Weekly & periodically (including Refund)
10. Preparation of report & maintenance of student related documentation
11. Maintenance supporting & statements of caution Money / Refund cases.
12. Preparing Honorarium documents & related Computation at the end of the month.
13. Maintenance of Accounts related files.

Responsibilities of In Charge - Store

Job summary:

Handling store activities like indenting, purchasing, receiving, issuing and preservation of materials in proper system with suppliers bill processing and miscellaneous documentary work.

Essential duties and responsibilities (priority wise):

I. Regular duties.

1. Preparing Requisition & Indent through ERP as per requirements of various dept.
2. Floating enquiry to the Vendors for Quotations through Email.
3. Preparing comparative Statement, Purchase Order & Service Order as per approval.
4. Receiving material (Civil, Electrical, Stationary, Plumbing etc) & inspection physically & technically as per P.O. with Inward Entry through ERP & Store Entry register.
5. Making materials UGRM, MI, GRN, ISSUE & Stock Transfer entry through ERP system.
6. Maintaining material gate pass records Returnable & Non Returnable.
7. Distributing of materials to the various dept as per issue slip.
8. Bin Cards maintaining for issuing the materials physically.
9. Co-ordinate / Follow up with vendor for time to time delivery of the materials.
10. Bill entry, processing and submitting into accounts.
11. Maintain & Documentation of various files & register of Store.
12. Daily material consumption reports send to H.O in daily basis through mail.

II. Periodic duties (weekly/ monthly/quarterly)

1. Distributing Student Kit (Bag, Dress, Tie, Prospectus, Hand Books)
2. Timely Procurement of materials as per requirement of institute.
3. Maintaining Minimum, Maximum levels of Inventory.
4. Weekly once reminder to Vendors for outstanding material.
5. Monthly verifying of Physical stock with stock Ledger.
6. Maintain record of Branch transfer (inward & outward).
7. Ledger maintaining & Record of fixed assets.
8. Maintaining inward & outward records through ERP.
9. Analyzing the indents, check them for clarify and specify before accepting.
10. Valuation of Closing Stock through ERP system
11. Movement analysis (Fast moving, slow moving, on moving) of stock.
12. Branch reconciliation of stock.(Inter Institutes).
13. Dispatched of materials to the various dept as per indent
14. Preparation MIS Store as specified time to time.(Daily, Weekly & Monthly basis)

Duties performed at irregular intervals.

1. Work as Invigilator in Govt. and Private exam in every year.

Responsibilities of In Charge- HR

SL.	ROLE AND ACTIVITIES
1	Attendance maintenance of all employees.
2	Leave record and Leave portal maintenance of all employees.
3	Employees personal file maintenance.
4	Updating ERP-HR module.
5	Guest Faculty/Contractual Appointment, Joining & Remuneration process.
6	New Employee Reporting and Release formalities for Resigned/Superannuated employees.
7	Corporate Group Mediclaim Health Policy.
8	Month wise Recruitment & Resignation Records.
9	Completion of Appraisal process of all full time employees category wise (Teaching/Technical / Non Teaching) of the Institutes in a time bound period.
10	Maintaining all Public Relation matters of the institutes (PR)
11	Issuing Bonafide Certificate, Character Certificate for the students when ever required.
12	Handling Student different Scholarship Schemes.
13	Employee and Student ID-Card process and Group/Institute Email-ID creation for new joining and cancellation of Mail-ID.
14	Time to time Assignments given from HO and HOI.
15	Preparation of Monthly Meeting

Responsibilities of Site Supervisor

The Site Supervisor is responsible for general maintenance work throughout the institute along with monitoring the Transport facilities & local affairs which includes following functions:

1. Planning and executing maintenance work systematically and trouble-shoot maintenance problems/complaints including plumbing problems. Also Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
2. Trouble-shoot maintenance problems/complaints including plumbing problems.
3. Trouble-shoot, diagnose and correct minor failures of photo-copiers, water coolers, fans, pumps etc.
4. To work in liaison and in co-ordination with outside maintenance contractors and technicians.
5. Facilitate in the maintenance of the institute grounds.
6. Manage staff of maintenance technicians /semi skilled, unskilled labour.
7. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
8. Inspect the institute properties for safety hazards and take corrective action.
9. Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.
10. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipments.
11. Upkeep of maintenance store.
12. 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 institute.
13. Monitoring Transport in Charge and Maintenance in Charge and taking reports on timely basis.
14. Convenes meetings with Bus In-charges to review transport operations, acts promptly to resolve issues, if any, and forwards a copy of the minutes to Registrar and HOI.
15. 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 institute resources.
16. Oversees the functions of Hostel Caretaker/warden, responsible for care and upkeep of buildings, grounds, offices etc.

17. Monitoring the Security of institute property and personnel.

17. Look after the overall construction in assistance to the Site Engineer.

18. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the institute.

19. Any other function assigned by the Administrative officer/ Registrar / HOI.

Responsibilities of Receptionist

The Institute Receptionist is responsible for managing telephone enquiries, handling visitors and for undertaking other general “front of house” administrative tasks that ensure the effective working of the Institute on a day-to-day basis. The responsibilities include:

1. To operate the Reception area that promotes a professional image of the Institute at all times.
2. To act as a point of contact for the institute for all enquiries either by telephone, email or face to face.
3. To provide quality administrative support and assistance, when required, to the HOI and his/her PA.
4. To maintain a welcoming environment and appropriate hospitality for visitors.
5. To be present in the main Reception area at all times, other than during designated break periods, in order to welcome visitors, students, parents and contractors
6. To ensure that the main Reception area is kept in a pristine condition at all times to provide the appropriate image and conditions for the receipt and welcome of visitors.
7. To be responsible for the signing in of all visitors to the Institute to inform, them of the safeguarding and procedures while they are on site and to communicate with courtesy and clarity.
8. Ensuring that face to face enquiries from visitors, parents, staff and students are dealt with appropriately and in accordance with the institute’s Policy.
9. Upkeep of both visitors’ log and staff/students signing in and out sheets.
10. Operating standard office equipment, e.g. fax machine, franking machine and photocopiers and organizing the routine repairs or service of such equipment as and when necessary.
11. Arranging courier services as and when required.
12. Updating the institute database with changes to contact and other details.
13. To receive and send e-mails and faxes, and forward appropriately.
14. Support the HOI’s PA with report production, collation and issuing.
15. To log calls with the service providers for the telephone system and mail franking machine and follow-up where necessary.
16. Manages distribution of incoming mails, and dispatch of out-going mails.

Responsibilities of PA to HOI

1. To look after the HOI's section and handling enquiries from stake holders and organising refreshments as appropriate.
2. To manage the appointments and meetings of the conference room ensuring a manageable schedule is maintained
3. To be the first line of contact between the HOI and any phone calls, requests from staff or visitors, ensuring only appropriate contact is made.
4. To manage all communications from the HOI to all employees.
5. Informing the HOI in case of any incidence occur.
6. To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal informed as appropriate.
7. To assist the Principal by co-ordinating the production of the Academy calendar.
8. To type up, disseminate and file all agendas and minutes for meetings involving the HOI or Senior Leadership team as required.
9. To maintain the HOI's filing systems, both hard and electronic copies as appropriate.
10. Ensure that information from the HOI is forwarded to appropriate staff in the Academy in a timely manner.
11. To provide effective support for the HOI including meetings minutes, preparation of documentation as required.
12. Assisting the Principal with admission appeals, fee waive off, other applications etc.
13. To ensure that the HOI is supported in responding to any formal complaints received in an accurate and timely manner
14. To complete any other tasks as directed by the HOI/Registrar.

Responsibilities of Telecaller

1. Answering in-bound calls and explaining the courses offered by the Institute.
2. Contacting students to ensure maximum admissions from the LMS (Lead Management System).
3. Asking questions to the students and understanding their specifications and interests, thereby assisting them in opting the best course.
4. Assisting the students in admission form fill up and payment procedures in online mode.
5. Resolving admission related queries.
6. Calling students and asking them to make the part payment to complete the admission process.
7. Calling students for the submission of pending documents related to admission and registration.
8. Counseling the students in a professional manner.
9. Maintaining the database of the students on a regular basis on LMS.
10. Maintaining good relationships with students ensuring good word of mouth about the Institute.
11. Handling Inbound and Outbound calls, follow up on Enquiry and database

Responsibilities of Caretaker/Supervisor-Canteen

Canteen supervisors manage the operations of a canteen, which offers food and beverage vending and other retail services. They supervise canteen staff, ensure the canteen is well stocked and maintain the relevant records.

1. Management of canteen staff & volunteers
2. Canteen operation
3. Management of manuals, policies and procedures.
4. Liaison with Canteen Committee
5. Financial management and record keeping.
6. Stock management.
7. Ensuring canteen security.

Responsibilities of Caretaker/Warden- Hostel

1. To monitor and supervise overall maintenance/ hygiene / upkeep of hostel campuses (both Girls & Boys).
2. To control & monitor quality of mess services, quality of food, hygiene, upkeep of mess premises.
3. To work in the close co-ordination with the Administrative Officer & monitor any kind of hostel related problems.
4. To establish & ensure the proper functioning of feedback mechanism from the students.
5. To ensure safety and health issues of the hostel students and take immediate action in consultation with the Administrative Officer.
6. To supervise and monitor functioning of the Girls/Boys hostels on a daily basis.
8. Resolving Hostel disputes.
9. Fulfilling hostel leaving formatives for students.
10. Any other assignment as per requirement of the Institute and instructions of the HOI.

Responsibilities of Caretaker Maintenance

1. Look after the institute maintenance as well as the Cow Shed (Khataal) inside JISU premises.
2. To provide a clean and safe environment for users of the Institute building and grounds.
3. Opening and locking up classrooms in the mornings and evenings.
4. Instructing the Movement of furniture and equipment within the institute as and when required.
5. Liaise with outside premises contractors when working on-site and when they are carrying out repairs/maintenance work.
6. Keeping the whole site safe and accessible i.e ensuring that the highest standards of safety are maintained at the campus.
7. Check that all lights in classrooms, corridors, toilets, external areas and storerooms etc. are in working order each afternoon/evening and replacing any bulbs/fuses found not to be working.
8. Carry out minor painting repairs and decorating projects.
9. Monitoring labours and giving instruction.

Responsibilities of Caretaker/Supervisor- Security

1. Enforce campus policies and procedures as may relate to safety and security concerns.
2. Act as first responder to all campus emergencies, medical and criminal, that could potentially be hazardous and/or life threatening.
3. Assist Residence and Student Life with enforcement of hall regulations and Code of Conduct Violations.
4. Make regular inspection tours of the campus facilities noting unusual occurrences.
5. Watch for trespassers, fire, water leaks, or other circumstances which could lead to loss or damage to property and equipment.
6. Unlock buildings as scheduled for events and ensures all windows and doors are locked as scheduled.
7. Observe and report hazardous conditions to Management.
8. Ensure inside and outside lights are turned on/off as required and informs supervisor when any electrical or mechanical system is malfunctioning.
9. Ensure only authorized persons are admitted to the campus while on duty.
10. Direct visitors and assists as necessary.
11. Monitor parking lots and direct traffic and parking as necessary.
12. Enforce campus traffic regulations including parking, and speeding.
13. Enforce campus policies including smoking, alcohol usage, and drug usage.
14. Observing student activities on grounds and corridor and report to the authorities for any incidence.
15. Performs other duties as assigned.

Responsibilities of IC-Transport

1. Monitoring bus driver and attendant and responsible for 4 buses-2 NIT Buses & 2 JISU buses.
2. Monitors sweepers/housekeeping staff.
3. Assisting Caretaker-Maintenance for lab shifting & classroom equipment shifting
4. Monitoring electricians and report in case any bulb/tube light is not working in the corridors.
5. Processing paper work for transport like Challan, Tax, bus insurance etc.
6. Maintenance of diesel & Mobil
7. Monitoring bus drivers and attendant and giving instructions.
8. Handle different aspects of bus maintenance issues and emergencies if any
9. Responsible for maintaining complete records of all the maintenance that have taken place on every bus.
10. Managing fuel consumption of the buses and also development of the bus timetable.
11. Responsible for the conduct and behaviour of the bus drivers and attendants.

Responsibilities of Caretaker / Supervisor- Housekeeping

1. Daily and periodic cleaning of designated areas of the school building and grounds according to schedule of work.
2. Monitoring and assisting sweepers to Clean, dust and sweep/mop twice a day.
3. Ensure all waste bins and recycling bins are emptied regularly, including outside bins.
4. Check sinks, toilets and surrounds are cleaned to a satisfactory standard
5. Clean other areas as directed
6. Movement of furnitures and equipments as instructed.
7. Ensure that paths, play areas and parking areas are kept tidy
 8. Clear paths and playground of leaves, animal droppings, mud/dirt.

Responsibilities of Office Attendants

1. Looking after the maintenance and refreshment serving in the Principal Section.
2. welcoming guest with tea and snacks serving,
3. collecting documents from reception,
4. Serving tea to members meeting at the Conference Room.
5. Lunch distribution for guests,
6. Providing institute stamp for documents as instructed,
7. Distribution of items during lockdown, as instructed by site supervisor.
8. Look after the plumbing of the institute
9. Act as the pump operator
10. Responsible for peon duties and serving tea/coffee to office staffs and guests
11. Repairing & washing water coolers,
12. Switching on aqua guard after entering and switching off before leaving the institute
13. Responsible for fixing water issues in all washrooms
14. Ensure on a daily basis that sufficient supplies of soap, paper towels and toilet paper in both children's and staff toilets.
15. Responsible for delivering cheques to bank and head office.
16. Assists in admission process like draft submission.
17. Delivering important documents/files to head office and other destination as instructed
18. Delivering lunch from canteen on special events.
19. Letter/other document submission to local authorities/police commisionarate.
20. Taking instructions from the accounts team as and when required.
21. Responsible for delivering cheques to bank and head office.
22. Delivering important documents/files to head office and other destination as instructed
23. Letter/other document submission to local authorities/police commisionarate.
24. Assisting Admission section
25. Serving tea/coffee to Registrar Section
26. Following any other duties as and when required

Responsibilities of Site Engineer

1. Managing, designing, developing, creating and maintaining construction projects.
2. Assessing potential risks, materials and costs.
3. Conducting on-site investigations and analyzing data (maps, reports, tests, drawings and other) in consultation with the Site Supervisor.
4. Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications.
5. Ability to work with a team of professionals and manage a large number of construction workers.
6. To check the feasibility of the design of the architect.
7. Oversee the construction and also check the quality during construction.
8. Thorough inspection of the construction before labelling the construction as complete.
9. Any other activity as directed by the HOI/Registrar.

Responsibilities of In Charge-Alumni Association

1. To nurture relationships among the current and future alumni and engage them in the life of the institute.
2. To coordinate and promote programs that in still good will and pride, and provide opportunities for professional growth and social interaction.
3. To promote and enhance effective communications between the institute and its alumni.
4. To promote sense of belongingness among the Alumni by being in regular contact with them.
5. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues by organizing and coordinating reunion activities.
6. To organize the alumni meet every year

Responsibilities of In-charge- Clubs, NSS, NCC, Sports

In-Charge-Clubs:

1. Student clubs help in learning to work with a team as it is an essential skill for any career.
2. Providing networking opportunities through student-meetings across various programs of the university, making connections, and building relationships for life.
3. Planning various events to promote all round student growth.
4. Engaging more number of students to participate in different activities.

In-Charge-NSS:

1. To engage in creative and constructive social action.
2. Providing service to society without bias.
3. Ensuring that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.
4. Motivating faculty members and other coordinators and students.
5. Organizing meetings with the NSS members and students for organizing several social work.
6. Coordinating several events under AICTE guidelines like Swachha Bharat, Jal Shakti Abhiyaan.
7. Report Preparation for several activities
8. Communicating with orphanages, old age home and other organization for fund raising and conduction of other social activities.
9. Fund raising for various social services.
10. Assisting in village adoption

In-Charge-NCC:

1.Enrolment of Cadets: The A.N.O. of the institute in the beginning of the session has to enroll NCC Cadets after selecting them out of the regular students in the institution according to the strength authorized. He has to motivate the students to enroll themselves in NCC by means of Poster/Photos/Organizing lectures by services personnel, preferably the CO of the unit.

2.Training of Cadets:

(i) An ANO has a major task of training the cadets by assisting the unit Permanent Instructional(PI) staff to hold regular parades for imparting military training to cadets regarding drill (with & without arms), map reading and Field Craft. It is also important to hold classes on topics like Indian History & Geography, Indian Military History, G.K., Leadership qualities, Man-Management etc.

- (ii) Prepare the cadets for ceremonial parades which are conducted during Republic Day, Independence Day & NCC Day (Last Sunday of Nov. every year) with the help of P.I. Staff.
- (iii) ANO is supposed to impart intensive coaching/training to cadets so that they can pass 'B' & 'C' certificate exams at SD Level.
- (iv) Always ensure that maximum No of cadets attend NCC parades and properly maintain the attendance register.

3.Attendance: An ANO will be responsible to submit attendance parade regularly to the unit through the PI staff.

4.Camps: It is mandatory for an ANO to attend CATC/NIC/Trekking or any other camp for which he has been detailed.

5.Refreshment to Cadets: At the end of each parade it is the responsibility of the ANO to provide healthy refreshments to the cadets at the prescribed rates.

In-Charge-SPORTS:

1. Organising, developing and delivering a varied range of sporting activities, projects or programmes.
2. To develop the Sports and Healthy Life Style Culture At Institute Level.
3. Assess the needs of the students and develops the appropriate sports and recreational activities to encourage the students' participation.
4. To prepare Sports and Recreational activities calendar.
5. Identifying sports talent and preparing him/her with the help of sports training.
6. Maintenance of playground, gym and sports facilities.
7. Organizing coaching camps, practice matches, practice recreation and health & fitness activities for students.
8. Raising public awareness of health and fitness issues and promoting participation in sport, particularly amongst underrepresented students.
9. Checking Tournaments, Coaching camp venues and managing sports facilities.
10. Working in partnership with schools and institutes initiatives to encourage participation in games and sports and organize parental involvement.
11. Managing resources and a budget.

Responsibilities of In Charge-Anti Ragging Committee

The main objective of the Anti Ragging Committee is to create and maintain ragging free environment through continuous awareness drive and all round monitoring. The other responsibilities include:

1. To ensure compliance with the provision of UGC regulation at the institute level.
2. Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee.
3. The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc.
4. The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to.
5. A gamut of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and molding their personality for a better cause. They shall work in Consonance and Guidance of Anti Ragging Committee.

Responsibilities of In Charge-Internal Complaint Committee

1. To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
2. To advise complainants of the informal and formal means of resolution as specified by the Cell.
3. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
4. Recommend appropriate punitive action against the guilty party.
5. To provide information regarding counselling and support services on our campus.
6. To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
7. To promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment.

Responsibilities of In Charge-Grievance Redressal Committee

1. Making admission contrary to merit determined in accordance with the declared admission policy of the Institute.
2. Irregularity in the admission process adopted by the Institute.
3. Refusing admission in accordance with the declared admission policy of the Institute.
4. Withhold or refused to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Institution with a view to induce for compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
5. Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such Institution.
6. Breach of the policy for reservation in admission as may be applicable.
7. Complaints of alleged discrimination by students from schedule caste, schedule tribes, OBC, Women, Minority or disable categories.
8. Non payment or delaying payment of scholarships to any students that such Institution is committed, under the conditions imposed by AICTE, or by any other authority.
9. Delay in conduct of examination or declaration of result beyond that specified in the academic calendar.
10. On provision of student amenities as may have been promised or required to be provided by the Institution.
11. Denial of quality education as promised at the time of admission or required to be provided.
12. Non transparent or unfair evaluation practices.
13. Refund of fees on withdrawal of admission as per AICTE instructions from time to time.

Responsibilities of IC-SC & ST Committee

To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Institutes for different courses, in forms prescribed, by a stipulated date.

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of institute life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of SC/ST students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the carrier growth
7. To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
8. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

Responsibilities of BOG

The board is responsible for defining the role and mission of the institute and, thereby, setting the strategic directions for the institute to achieve. The board of governors has responsibility for fiduciary oversight and institutional performance. All of its decision and policies are made for the best interest of the institution, not for particular constituents.

1. To ensure the establishment and monitoring of proper effective and efficient systems of control and accountability.
2. Monitor Institutional Performance and quality assurance arrangements.
3. To put in suitable arrangements for monitoring the head of the institutions performance.
4. Oversee the Creation and delivery of the strategic Vision and direction of the institution.
5. To identify the financial, physical and staffing strategies necessary to achieve the set of objectives.
6. To appoint and review performance of different managerial / administrative positions of the institution
7. To approve requests for new programmes of study leading to degrees and/or diplomas
8. To promote Transparency and Openness at every level
9. To fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.
10. To approve Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
11. Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations
12. Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and ABET etc.)
13. To perform such other functions, as may be necessary and deemed fit for the proper development, and fulfillment of the Vision of the institution

Responsibilities of Academic Council

The Academic Council performs the following duties, namely:

1. To scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. To introduce value added courses/ certificate courses which are required to meet industry needs
3. To make regulations regarding the admission of students to different programmes of study in the college.
4. To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
5. To recommend to the Governing Body proposals for institution of new programmes of study.
6. To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
7. To frame regulations for Conduct of Exams, for upgrading quality of teaching and evaluation
8. To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
9. To advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
10. To perform such other functions as may be assigned by the Governing Body

Responsibilities of Internal Quality Assurance Cell

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institute;
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
4. Dissemination of information on the various quality parameters of higher education;
5. Organization of inter and intra institute workshops, seminars on quality related themes and promotion of quality circles;
6. Documentation of the various programmes/activities of the institute, leading to quality improvement;
7. Acting as a nodal agency of the institute for coordinating quality-related activities, including adoption and dissemination of good practices;
8. Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
9. Development of Quality Culture in the institute;
10. Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;

Responsibilities of Finance Committee

1. To prepare the annual accounts and financial estimates of the Institute and thereafter submit to the BOG together with the comments of the Finance Committee for approval.
2. To fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
3. No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
4. To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.
5. To estimate the income from fees and other sources
6. To estimate the fund received from UGC/AICTE/any other funding agency
7. To Prepare plan of expenditure for running of the institution on day to day basis
8. To scrutinize the budget submitted by the different depts. and monitor the utilization of department's budget.
9. To propose the budget for the financial year for the departments and the institute.
10. To consider audited accounts of the Institute and submits the audited accounts to BOG
11. To prepare & propose the Admission Fee, Tuition fees and other sectional fees to be paid by the students to BOG

Responsibilities of Board of Examination

To monitor and execute the continuous evaluation process of students along with internal & semester endExaminations. The key responsibilities are

The BoE should also work closely with the departments immediately prior to the BoE meetings to ensure that all special cases are considered and that students are appropriately represented during the meeting. .

1. To brief the members of faculty with regard to the examination procedures and the role and responsibilities
2. To collect list of examiners for assessment and moderation of each subject from respective HODs.
3. To appoint and liaison with External Examiners as required throughout the year
4. To prepares an overall Supervision Duty List
5. To ensure that the evaluation and moderation process is completed on time
6. To prepare examination time – table, Invigilation duty chart, Seat allotment in the Examination halls etc. for smooth conduction of Examinations
7. To ensure that the entire exam related documents reach the institute in time.
8. To ensure distributes marks lists and mark sheets to the students
9. To process all Circulars, Guidelines, Office Orders, Notifications received by the affiliating University
10. To deal with subsequent student appeals via Registrar or Institute

Responsibilities of Board of Studies

The following shall be the functions of the Boards of Studies:

1. To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department
2. To design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department
3. To prepare the contemporary syllabi for different programs based on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional/global developmental needs.
4. To approve the curriculum and its structure for all the programs of the department.
5. To recommend to the Academic Council the rules, regulations and minimum qualifications required for admission into subject/course concerned.
6. To prepare model question papers for the subject concerned as and when there is a revision of syllabus.
7. To advise innovative pedagogical methods teaching and evaluation methods
8. Suggest panel of names to the academic council for appointment of examiners
9. To coordinate research, teaching, consultancy and any other academic matters for the growth of the department/institute.
10. To make recommendations to the Academic Council for the following:
 - i. Starting of new courses
 - ii. Initiate measures for improvements of standards of teaching, Training and research

Responsibilities of Department Academic Committee (DAC)

The Department Academic Committee has responsibility for oversight of all matters related to academics of the department. The responsibilities are:

1. To plan, monitor and control of the academic system of the department concerned
2. To implement the innovative practices in the Teaching and Learning methods
3. To examine or make decisions on important issues concerning student handbooks, session plans, subject allotments, time table, student's projects, disciplinary construction, and other academic affairs that need the examination of the committee.
4. To examine and make decisions or authorize to examine and make decisions on teaching and research achievements, projects, awards and academic requirements of students.
5. To ensure that the academic activities are planned in a way to achieve PSO's and CO's.
6. To recommend for the establishment of the New/Additional infrastructural facilities for the department
7. To keep the quality of teaching and learning at all levels in the Department under review at all times
8. To plan on organisation of Industry visits
9. Review Result Analysis
10. Review on research proposals from different funding agencies
11. Review on research publications
12. To discuss on preparations of various visit related to NBA, NAAC, UGC etc.
13. To discuss on B.Tech and M.Tech Projects topic, finalisation of project guide, etc
14. To review mentorship scheme
15. To discuss and implement the decisions taken in the Academic Council/Committee.

Planning and Development Committee

• To advise the Governing Council / Academic Council on matters related to academic management of the institute. • To estimate the future requirement of the infrastructural facilities, human resources and to plan future course of action. • To propose new programs & courses, increase in intake and plan for accreditation by various agencies. • To advise the Governing Council on all financial matters. • To scrutinize the budget submitted by the different depts. and monitor the utilization of departments budget. • To propose the budget for the financial year for the departments and the institute. • To consider and submit the audited accounts to GC

Selection Committee

- Properly scrutinize and short list the applications as per the Job Requirements
- Conduct the tests and rank the applicants as per the test scores
- Conduct the Interviews and rank the applicants as per the Interview scores
- Make final list of selected candidates and recommend for the approval by the Governing Council.
- To select the qualified, meritorious, talented and efficient faculty.
- Responsible for appointment of technical, administrative and other staff.
- To recommend the Governing Council for approval/ratification of appointments made to different positions