

# **Supporting Documents**

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# Narula Institute of Technology

81, Nilgunj Road  
Agarpara  
Kolkata-700109, W.B



## KEY RESPONSIBILITY AREA

(KRA)

of

## Teaching and Non-Teaching Staffs of different Sections/Departments

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Principal  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

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**Principal**  
**Narula Institute of Technology**  
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## Responsibilities of HOI:

### Responsibilities include:

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

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

### Regulation / Monitoring:

One of the important responsibilities of 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 expectations of the top Management; students and their parents.

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

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the Institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / Institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaison activities with governmental, corporate and other academic bodies / Institutions.
7. Monitoring the liaison of activities with Departments within the college and most importantly with the Management of Narula Institute of Technology.
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 of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the Institution as per the prescribed procedures.



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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 with all those connected to 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.

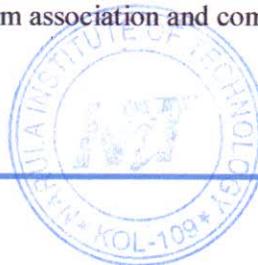
1. The HOI needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the Institution keeping in view the future needs of the Institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies 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 college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
3. Contributing to various governmental and non-governmental agencies resources from the side of the Institution so as to gain long term association and commitment from these bodies.

**Leadership Functions:**



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These are in fact the most critical functions of a HOI of an academic Institution. With the fulfilment of these 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 academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his/her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

**Visionary Functions:**

These functions are the ultimate functions of 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 preparing long term 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 function that they have taken-up or intend to take-up to the Management.



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## Responsibilities of Registrar

### **Executive Responsibilities**

1. The Registrar is directly accountable 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 of the college in the development of administrative practices and regulations.
4. Assists the HOI in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
5. Supervises at the direction of the HOI and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
6. Maintaining all records pertaining to students, faculty and staff members.

### **Administrative Responsibilities:**

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

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

### **The Registrar assists the HOI in**

#### **1. Improving quality of working of faculty, staff, and students by:**

- i. Ensuring effective utilization of transportation services to students, staff, and faculty
- ii. Ensuring safety and security to all in the college
- iii. Promoting multicultural interactions and understandings among students, staff, and faculty.

#### **2. Obtaining and developing personnel by:**

- i. Planning, directing, scheduling and coordinating in-service training program for nontechnical non-teaching staff.
- ii. Supervising and evaluating administrative personnel.

#### **3. Maintaining effective interrelations with the community by:**

- i. Maintaining student reporting procedures to parents.

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- ii. Interacting with parents and other citizens.
- iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
- iv. Preparing special reports and bulletins for general distribution.

**4. Providing and maintaining funds and facilities by:**

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

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



## Responsibilities of Dean – R&D

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

1. Manage effectively and efficiently the research programs and administration affairs of the research centre of the college.
2. Create an environment conducive to intellectual and research growth.
3. Maintain the confidence and co-operation of the faculty and students engaged in research activities.
4. Lead; motivate the team of engineers, scientists at multiple levels in the college.

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

### **I. Planning of research activities, resource mobilization and Management of R&D projects.**

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

### **II. Promotion of Research:**

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

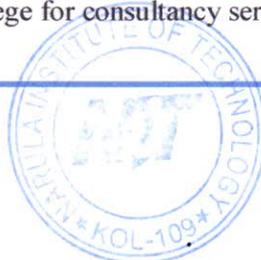
### **III. Research Publications:**

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

### **IV. Collaboration and Consultancy:**

- 1) Develop and establish consultancy policy for
  - i. Identifying and recognizing the areas of expertise of the college.
  - ii. Publicizing the expertise of the college for consultancy services.

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- iii. Encouraging the faculty to utilize their expertise for consultancy services.
  - iv. Costing of consultancy projects.
  - v. Revenue sharing as between Institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.
- 2) Initiate and co-ordinate signing of MoUs with other Institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
- 3) Evaluate the impact of the linkages, periodically, on:
- i. Curriculum development
  - ii. Faculty exchange and development
  - iii. Research, Publication
  - iv. Consultancy
  - v. Student placement.

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## **Responsibilities of Dean-Academic**

The Dean Academics is responsible for overseeing the functioning of the Faculty, mentoring and supporting faculty members, and attracting suitable persons to teach the students. He/she is expected to lead the process of curriculum and pedagogy review.

The key responsibilities of the Dean Academics are outlined under three broad categories: 1, Academic Leadership; 2, Faculty Administration; and 3, Outreach.

### **I. Academic Leadership:**

1. Understand, imbibe, strengthen and further the mission of the institute.
2. Undertake collective visioning with teaching staff at the college in promoting excellence in teaching, research and administration.
3. Coordinating the development and implementing the college's Vision and Goals Statement.
4. Be involved in substantial teaching at Faculty level.
5. Leading college efforts toward achieving University goals.
6. Leading, and coordinating college strategic planning and curriculum development.
7. 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. Oversee the implementation of curricula through full-time, part-time and distance-learning programs at the institute.
8. Advance student learning and student success based on measures of success and outcomes outlined in the curricula.
9. Foster congenial atmosphere and nurture space for coexistence of diverse and critical points of view among colleagues in the college and facilitate their professional development.

### **II. Faculty Administration:**

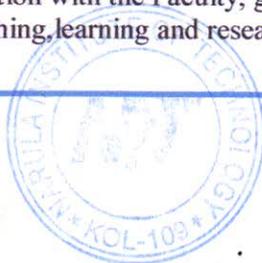
1. In collaboration with program chairs/coordinators and other faculty members, prepare, manage and implement budget for the Faculty and be responsible for the income and expenditure of the institute.
2. Provide leadership in coordination with the Faculty, generate resources and use them effectively to advance the teaching, learning and research mission.

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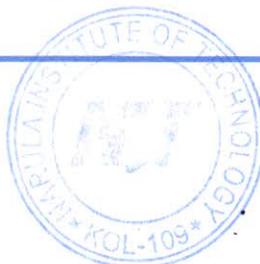


3. Apply, obtain and maintain necessary accreditation of courses from appropriate statutory and non-statutory (if needed) organizations.
4. Facilitate the appointment/recruitment of Program Chairs and Program Coordinators, and faculty members for the Faculty, reviewing their performance and in the functions 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.
5. 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.
6. Coordinating the professional development of college administrators and staff.

### **III. Outreach:**

1. Build and strengthen the relationships with the State and Central Governments, Autonomous bodies, other Indian and foreign universities.
2. Elevate the visibility and standing of the Faculty and its programs at appropriate international, national and regional forums.
3. Develop and nurture a meaningful relationship with the alumni of the Institution.
4. Developing, leading, and encouraging fundraising in support of the college's goals and the goals of its departments and programs, as well as outreach and public service efforts

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## Responsibilities of Training and Placement Officer

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T&P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
6. Assists students develop/clarify their academic and career interests and their short & long-term goals through individual counselling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members/Department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation or a colourful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between Students, Alumni and the Employment community.
17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.

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21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.
23. Provides right placement to the right candidate so that students excel in their future life.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Acts as a live wire connecting the students and the industrial houses.
26. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
27. Provides information on the schedule of recruitment drives well in advance to all Departments' placements coordinator, HoDs, Registrar, CoE, HOI, and students.
28. Details of placed candidates vis-a-vis the companies is sent to all HoDs, Departments' placement coordinators, HOI, Registrar, CoE, Admission Cell immediately after the recruitment drive is completed and placements announced.
30. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

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## Responsibilities of 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 non-teaching staff
4. To co-ordinate with the teaching and non teaching staff of the Department for smooth function of conduction of academic, co-curricular and extracurricular activities of the Department.
5. To present the Departmental budget/requirement to the 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 ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
8. To submit recommendations, if any, to the examination Committee for processing of results.
9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance and cleanliness of the Department.
11. To recommend leave of the Departmental Colleagues.
12. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
13. To encourage research/innovative programs in the Department.
14. To organize need based workshop/seminars/symposia/visits/excursions etc.
15. To invite guest speakers for interaction and guidance to UG/PG students.
16. To guide the students for career opportunities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance
18. To ensure that college equipment/facilities under the Department's control are properly maintained and serviced as required.

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19. Adherence to the procedures of staff (Teaching and Non-Teaching) of the department/college.

Coordinating the activities of the Department and assisting the HOI of the College.

**Responsibilities include:**

**Faculty**

1. Assisting faculty in providing a quality educational experience for students.
2. Recommending, mentoring, and supervising faculty.
3. Coordinating and recommending full-time faculty responsibilities: teaching assignments, Committee assignments and student advisee assignments.
4. 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.
5. Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
6. Supporting the integrity of the curricula, encouraging student success.
7. Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
8. Assisting in providing leadership to meet the instructional goals of the Department and college.

**Department**

1. Conducting regular meetings of the Department faculty.
2. Coordinating the formulation of Department short and long-term plans.
3. Facilitating interaction and collegial spirit among the Department faculty.
4. Coordinating the preparation of proposed Departmental budget request.

**Administrative**

1. Represents the Department at meetings of Department chairs.
2. Assists with student complaints and grievances originate in the Department.
3. Plans, executes, and monitors academic and support activities of the Department

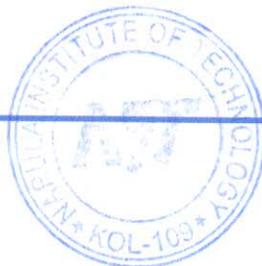
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4. Maintains discipline and culture in the Department
5. Picks and promotes strengths of students / faculty / staff
6. Adheres to Quality Management System (QMS) Procedures
7. Maintains records of Departmental activities and achievements

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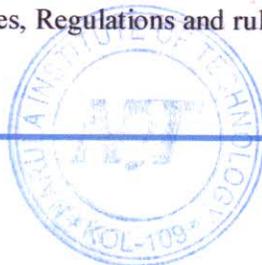
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## Responsibilities of Controller of Examinations

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 issue of Hall tickets.
8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and 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 of this University.
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.



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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 to evaluation and to process the 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 Faculty/ School/ 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

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## Responsibilities of Librarian

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the HOI, Dean-R&D about the same for procurement.
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material.
8. Weeding out obsolete study material as per the college norms.
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended.
13. Seeks suggestions/ feedback on databases used by the HoDs, HOI.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to the students, faculty.
18. Provides content page service.
19. Managing Mobile Library and distributing books as directed by the HoI, HoDs.
20. Facilitates conduct of reading sessions.
21. Regular updating the Digital Library for more links for useful sites and books.
22. Makes arrangements in the library for smooth reading and functioning of the library.

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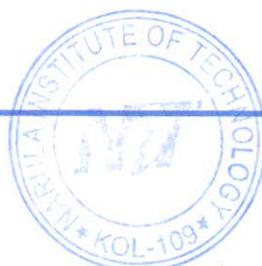
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23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
26. Coordinates with Departmental library in-charge for smooth functioning of Department's library.
27. Provides all statistical information pertaining to the library.

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## Responsibilities of Sports Officer

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 College 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 colleges initiatives to encourage participation in games and sports and organize parental involvement.
11. Managing resources and a budget.

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## Responsibilities of Faculty

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / HOI shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.
3. Development of course handout material.
4. Development of audiovisual/multimedia materials for the topic presented.
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques.
9. Develops test questions in consultation with the course coordinator.
10. Evaluates tests (if appropriate, based on type of test).
11. In consultation with the HOD, assures that course content allows students to meet outcomes associated with that course.
12. 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)
13. Informs HOD within a reasonable time about students' progress and how effectively students are learning.
14. Keeps a secure record of each student's results, both electronically and in hard copy.
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the HOD.
16. Attends meetings of the course etc. to discuss issues affecting learning and other classroom issues.
17. To obtain periodical feedback from the students.
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

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19. A faculty shall perform any other co-curricular work related to the College as may be assigned to him/her from time to time by the concerned HoD.
20. Maintain attendance record of students
21. To involve in recovering the dues from the defaulting students as and when necessary.
22. Provides information about job opportunities in their respective field to placement cell.
23. Guides students on career opportunities.
24. Maintain teacher's handbook.
25. Preparing Model Question Bank
26. **If associated with the lab,**
  - a. Designs new experiments, if any,
  - b. Prepares lab workbooks
  - c. Ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed.
  - d. Ensures availability of equipment needed for the lab in proper functioning
  - e. Evaluates lab workbooks and provides feedback to student on timely basis
  - f. Recommends for procurement of equipment, if any for the smooth conduct of all experiments,
  - g. Keeps the lab clean and tidy
27. Ensures quality, maintenance and cleanliness of the dept.
28. Carries out Research/Innovative programs in the Department.
29. Organizes need based Workshop/ Seminars / Symposia / Visits/ Excursions etc. by coordinating with the concerned HoD.
30. Conduct online classes.
31. Invites guest speakers for interaction and guidance with UG/PG students.
32. To follow the guidelines of Mentor-Mentee relationship with students. Review Weekly basis and intimate Guardians which include Semester result.
33. To take part in the Admission process of the Department in particular and Institute as a whole.

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## Responsibilities of Administrative Officer

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

1. Assists the Registrar in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. Assists Maintenance Supervisor in the preparation of contract agreement/document for canteen operations, security services, general maintenance and supply of Private Vehicles by Travel agencies, as required.
3. Monthly report preparation of the college activities including class conduction, events, accounts, R&D etc.
4. Assists Maintenance Supervisor in maintaining the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, furniture, telephones, photo copiers, Fax machines, air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras and Water Coolers etc.
5. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
6. Oversees hostel & canteen services with the assistance of Hostel & Canteen Committee.
7. Manages distribution of incoming mails, and dispatch of out-going mails.
8. Identifies training needs of office staff, and organizes staff development programmes with the help of Registrar and HoDs.
9. Handling the institute mail and communicating them to the concerned departments/staff members.
10. Handling scholarship programmes for the students and communicating with the concerned officials.
11. Handling Admission/ fee/ hostel enquiries and resolving them.
12. Regular visit to the hostels and canteen area to ensure proper functioning and resolving disputes if any.
13. Organising events and meetings of the Institutes as well as preparing minutes of the meetings.

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14. Applying to the different surveys and rankings and incorporating the data collected from all the Departments/staff members.
  15. Acts on behalf of the Registrar and has delegated signing authority of the same (in absence of the Registrar).
  16. Creating, updating, and maintaining records and databases
  17. Preparation of Purchase Orders & Service Orders with the assistance of stores department.
  18. Maintaining data/record of the Institutional events and activities on regular basis.
  19. Maintains excellent public relations and arranging meetings, if any, as required.
  20. Offer assistance in organizing events, including ordering materials and requisitioning meeting spaces
  21. Attend meetings and record notes and messages for managers and senior-level officer.
- Any other functions assigned by the Registrar /HOI from time to time.

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### Responsibilities of Warden (Boys/Girls)

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.
7. Resolving Hostel disputes.
8. Any other assignment as per requirement of the Institute and instructions of the HOI.

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## Responsibilities of 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 colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
  - a. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the HOI for necessary action.
2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.
3. Prepares lab manuals and arrange to get them printed as per the required number.
4. Introduces new experiments, if any, can reinforce the student learning.
5. Arranges to display the laboratory schedule
6. If it's a computer lab
  - a. Arranges to manage network taps and server capacity and configurations,.
  - b. Arranges to manage hardware and software configurations and updates.
  - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
  - d. Makes periodic server backups
7. Coordinates periodical testing of equipment
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The TA take measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hardware, including cabling.
15. Implements a preventative maintenance program for equipment.

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17. To hold those responsible for any breakage / loss etc. and recover costs.

**18. In order to prevent theft/damage, the TA shall take the following action:**

a. TAs are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

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. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

19. Establishes an approval process for removing any equipment.

20. Ensuring the lab is kept clean and orderly.

21. Any other duty as may be assigned by the HoD/HOI from time to time.

22. Ultimately, a TA is responsible for making the lab as usable and flexible as possible.

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



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## Responsibilities of Site Supervisor

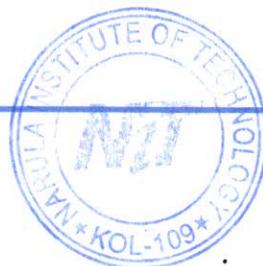
The maintenance supervisor is responsible for general maintenance work throughout the college and campus which includes following functions:

**1. Plan and execute maintenance work systematically by:**

- (a). Preparing schedules for routine maintenance on daily, weekly and monthly basis.
  - (b). Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
  - (c). Taking corrective action to minimize gap between plan and action.
  - (d). Submission of monthly status report on complaints.
  - (e). Continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
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 college 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 college 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 college.
  13. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.

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14. Recruits ministerial, contingency staff, and drivers in co-ordination with the Admin department, following proper procedures.
15. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/ Sections-in-charge, following proper procedures.
16. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required and also controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
18. Convenes meetings with Bus-Incharges, atleast once in 2 months, to review transport operations, acts promptly to resolve issues, if any, and forwards a copy of the minutes to Registrar and HOI.
19. Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
20. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources.
21. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
22. Any other function assigned by Administrative officer/ Registrar / HOI.



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## Responsibilities of Store in Charge

1. Maintain receipts, records, and withdrawals of the stockroom
2. Receive, unload, and shelve supplies
3. Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
4. Rotate stock and coordinate the disposal of surpluses
5. Ensure proper record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
6. Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
7. Managing Store (Inward, Outward)
8. Preparing Purchase and service orders as requested by the departments after getting approval from the HOI.
9. Follow up with Courier and logistic vendor for arranging pick up and deliveries of the material
10. Taking Care of Materials as Storekeeper
11. Managing stock in ERP
12. Ensure Quarterly audit in stores
13. Taking physical inventory once a month to cross check with the monthly inventory report.
14. Materials receiving and reporting of stock. Ensure development and Management of materials planning functions, create item specific forecasts over a lead-time to be used for effective and efficient inventory Management
15. Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items.
16. Responsible for store keeping, documentation & record keeping.
17. Procurement Process for Raw Materials.
18. Sourcing of new suppliers & sampling, testing and approval for new development.
19. To ensure goods keep by first in first out method (FIFO).
20. To ensure recording of the necessary data in ledger and computer on time.

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21. Develop and implement a logistics process.
22. Proper goods distribution/supply chain maintains and follow up.
23. Goods delivery schedule maintenance according to delivery order quantity.

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## Responsibilities of Civil 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.

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## Responsibilities of Security Officer

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. Observe weather conditions on campus and report dangerous or unusual weather related activity to Management.
15. Performs other duties as assigned.



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