

Roles and Responsibilities of Faculty, Staff and Institutional Bodies



**Late Laxmibai Deshmukh
Mahila Mahavidyalaya,**

Parli Vaijnath – 431515 Dist. Beed Maharashtra

Major Functions and Responsibilities of Governing Body

The Governing Body gives direction to the college management.

Its Functions and Responsibilities are:

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

The college Local Management Committee will be solely responsible to –

1. 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 Local Management Committee 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. Make regulations regarding the admission of students to different programmes of study in the college.
 3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
 4. Recommend to the Governing Body proposals for institution of new programmes of study.
 5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
 6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
 7. Perform such other functions as may be assigned by the Governing Body or other statutory bodies of the University.
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Responsibilities of the Principal

Responsibilities include:

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

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

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Regulation / Monitoring:

One of the important responsibilities of a principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfil the expectations of the governmental monitoring bodies such as University Grants Commission, State Department of Higher 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 fulfil 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 / UGC / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of the institution.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College 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.

10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as UGC, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

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

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

Strategic Functions:

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

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

Leadership Functions:

These are in fact the most critical functions of the principal of an academic institution. With the fulfilment of these functions, the principal will exhibit the true qualities of a leader by

being a role model to all his / her colleagues. The following are some of the leadership functions.

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

Visionary Functions:

These functions are the ultimate functions of the principal. The following are some of the visionary functions.

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

Planning:

The principal requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

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

Duties of Internal Quality Assurance Cell

Internal Quality Assurance Cell Coordinator is directly responsible to the principal for development of quality culture in the institution through Internal Quality Assurance Committee.

The duties and responsibilities of IQAC are as follows:

- Development of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PSOs.
- Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC

Functions and Responsibilities of Office Superintendent

Executive Responsibilities

- i. Is directly responsible to the college principal.
- ii. Assists the Principal in translating the college vision into an action plan
- iii. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- iv. Assists the Principal in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
- v. Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- vi. Maintaining all records pertaining to students, faculty and staff

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Administrative Responsibilities

The Registrar along with the HoDs may assist the principal in:

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

The Office Superintendent assists the principal in:

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

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

2. Obtaining and developing personnel by:

- i. Planning, directing, scheduling and coordinating in-service training program for 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.
- ii. Interacting with parents and other citizens.
- iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
- iv. Preparing special reports and bulletins for general distribution.

4. Providing and maintaining funds and facilities by:

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

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

Functions and Responsibilities of Controller of Examinations

Facilitates the Principal by carrying out the following functions:

1. Coordinates with HoDs, 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 and project work viva-voce.
 4. Receives the filled in Examination Application forms from the students.
 5. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
 6. Arranges to prepare the list of candidates and the courses for which they are appearing for.
 7. Arranges for the issue of Hall tickets.
 8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to Director of Evaluation, Dr BAM University.
 9. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
 10. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
 11. Conducts result analysis and provides the same to each HoD, Academics, OS, and Principal
 12. All examination concerned records to be kept in safe custody and be made available as and when required
 13. Any other task, which may be assigned by the principal from time-to-time.
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Functions and Responsibilities of Student Welfares Department

Facilitates

- Formation of student council
- Students Counselling other than mentoring
- Student discipline
- Anti-ragging
- Student health care
- Plans for proper conduct of Extra Curricular activities and ensures execution of the same by coordinating with In-Charge of Student Activities including sports activities, which are as follows:
 1. To promote and provide opportunities in college for development of extra-curricular activities.
 2. Activities such as indicated below (not given extensively) could be under taken to derive the benefits indicated against them:

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Literary activities:

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

Cultural and Fine arts activities:

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

- a. Village Adoption Activity Helps exposure to real life situations and provides opportunity to pay back to society.*
- b. Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.*
- c. Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment Day, Women's Day etc.*
- d. Blood donation camps, tree plantation programs, etc*

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1. Cultural events like skit/dance, drama, music and photography are to be organized.
 2. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
 3. To create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction and recreation to the students.
 4. Establish a senior students committee in organizing induction program for freshman students.
 5. Organize programs on social and political environment (weekend series)/ Government, Business and society.
 6. Set up Art of Living/Yoga workshops and conducts activities under its banner.
 7. Help establish student network which will interact with professionals for further networking.
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Functions and Responsibilities of Head of the Department

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

Coordinating the activities of the department and assisting the Principal of the College.

Responsibilities include:

Faculty

- Assisting faculty in providing a quality educational experience for students.
- Recommending, mentoring, and supervising faculty.
- Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.

- Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

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

Department

- Conducting regular meetings of the department faculty.
- Coordinating the formulation of department short- and long-term plans.
- Facilitating interaction and collegial spirit among the department faculty.
- Coordinating the preparation of proposed departmental budget request.

Administrative

- Represents the department at meetings of department chairs.
 - Assists with student complaints, and grievances originate in the department.
 - Plans, executes, and monitors academic and support activities of the department.
 - Maintains discipline and culture in the department.
 - Picks and promotes strengths of students / faculty / staff.
 - Adheres to Quality Management System (QMS) Procedures.
 - Maintains records of departmental activities and achievements.
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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 / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
3. Development of course handout material
4. Development of audio-visual/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, HoD.
10. Evaluates tests (if appropriate, based on type of test)
11. In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
12. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
13. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
14. Keeps a secure record of each student's results, both electronically and in hard copy,
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
17. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
19. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
20. Prepares and executes Lesson Plan.
21. Completing syllabus within the stipulated time.
22. Report to the class on time.
23. Maintain attendance record of students
24. Provides information about job opportunities in their respective field to placement cell.
25. Guides students on career opportunities.

26. Maintain teachers handbook.
 27. If associated with the lab,
 - a. designs new experiments, if any,
 - b. prepares lab workbooks
 - c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - d. ensures availability of equipment needed for the lab in proper functioning
 - e. evaluates lab workbooks and provides feedback to student on timely basis
 - f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - g. keeps the lab clean and tidy
 28. Ensures quality, maintenance and cleanliness of the dept.
 29. Carries out research/innovative programs in the department.
 30. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
 31. Invites guest speakers for interaction and guidance with UG/PG students.
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Responsibilities of Mentor

1. Be familiar with the personal history of assigned student including Educational and Family background.
2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
5. Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
6. Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.
7. Explains student importance of attendance and its implication to do well in examinations
8. Explains importance of participation in the class activities
9. Explains importance of Mid Examination(s) and its consequence in the end semester examinations
10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well
11. Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations
12. Explains importance of laboratory exercises and their correlation with theory
13. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
14. Serves as a "**Teacher Friend**" to the student by demonstrating a personal interest in him/her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.
15. Explains importance of getting a meritorious Degree and how the degree helps in building a career in other areas and programs such as MA, MCom MBA, Civil Services, Group Services, etc.
16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
17. Assists the student at regular intervals to make adequate self-evaluation
18. Explains importance of Self-Motivation to do well in career and subsequently in life.
19. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.
20. Monitors the interim and final performance of students assigned and liaise with parents, whenever required.

Responsibilities of Alumni Association Coordinator

1. Acts as a link between Students, Alumni and the Placements Cell.
2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
3. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, HoD and others related in the matter.
4. Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.
5. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
6. Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.
7. Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
9. Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
11. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
12. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
13. Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
14. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.
15. Contacts alumni and appraises them about the various activities undertaken by the institute.
 - a. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)
 - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.

16. Maintains database of the department's alumni and sharing the same with the Placements Cell.
 17. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their well-being and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request.
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Functions and Responsibilities of Placement Cell Coordinator

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni and the employment community
17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.
21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.
23. Provides right placement to the right candidate so that students excel in their future life.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Shall be a live wire connecting the students and the industrial houses.
26. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.

27. Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Registrar, CoE, Principal, and students.
 28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
 29. Details of placed candidates vis-a-vis the companies is sent to all HoDs, departments' placement coordinators, Dean, Students Affairs, Registrar, CoE immediately after the recruitment drive is completed and placements announced
 30. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.
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Responsibilities of Lab In-charge

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

1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the principal for necessary action.
2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
3. Prepares lab manuals and arranges to get them printed as per the required number.
4. Introduces new experiments, if any, that can reinforce the student learning.
5. Arranges to display the laboratory schedule
6. If it's a computer lab
 - a. Arranges to manage network taps and server capacity and configurations.
 - b. Arranges to manage hardware and software configurations and updates.
 - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - d. Makes periodic server backups
7. Coordinates periodical testing of equipment
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hardware, including cabling.
15. Resolves environmental problems, if any.
16. Implements a preventative maintenance program for equipment.
17. To hold those responsible for any breakage / loss etc. and recover costs.
18. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - Lab Assistants in turn shall note down the missing items in the respective Lab Register.

- If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

19. Establishes an approval process for removing any equipment.

20. Ensuring the lab is kept clean and orderly.

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

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

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

Functions and Responsibilities of Accounts Officer

Responsible for the following activities in consultation with the Registrar:

1. Writing and maintaining accounts, cash books / ledgers
 2. Preparation of monthly accounts including writing of cash books, journals
 3. Verifying bills prepared
 4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
 5. Cash collection
 6. Supervision of challan writing and remittance to bank
 7. Supervision of postal accounts, if any
 8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
 9. Verification of cheques and bills
 10. Writing daily collection register for college accounts.
 11. Writing demand draft register, and other forms of money value register
 12. Preparation of audit reports and replies
 13. Responsible of keeping the following in safe custody
 - a. Bill books / receipt books
 - b. Files pertaining to accounts/purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / pass books
 - h. Bank challans
 - i. Fixed deposit certificates
 - j. Other important office documents
 14. Preparation of salary reports
 15. Preparation of acquittance register and obtaining signatures of all employees
 16. Attending to the subject of income tax, and performing TDS at source for all payment transactions
 17. Writing Caution deposit register, if any
 18. Any other accounts related function assigned from time to time
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Functions and Responsibilities of Physical Director

1. Reports to Principal
 2. Ensures smooth conduct of sports
 3. Ensures proper use of sports material and facilities
 4. Purchase of sport items by coordinating with the principal
 5. Encourages students to participate in zonal/university tournaments
 6. Creation and upkeep of sports facilities
 7. Proposing annual budget for sports
 8. Ensures discipline among students in campus
 9. Ensures NO Ragging activity takes place
 10. Oversees medical facilities on campus
 11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of principal, Students, with a copy forwarded to Principal on monthly basis
 12. Helps in the organization of various events in the college
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Functions and Responsibilities of Librarian

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
 2. To manage library as well as digital library of the college.
 3. Arranges to prepare the library budget and policies relating to the library/Digital library.
 4. To encourage widespread usage of available information access facilities.
 5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
 6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
 7. Provides URL links/resources for information on various study material
 8. Weeding out obsolete study material as per the college norms
 9. Disposal of weeded out material
 10. Ensures availability of reprographic facilities
 11. Maintaining the books in good condition
 12. Seeks reviews on books recommended
 13. Seeks suggestions / feedback on databases used.
 14. Provides digital library access from anywhere on campus.
 15. Establishes specialized search facilities for faculty's teaching and research needs.
 16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
 17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
 18. Provides content page service.
 19. Encourages use of smart card for library services.
 20. Facilitates conduct of reading sessions.
 21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
 22. Makes arrangements in the library for hooking up laptops.
 23. Develops a system for posting new additions online.
 24. Any other work related to library that may be assigned from time to time.
 25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
 26. Coordinates with departmental library in-charge for smooth functioning of department's library
 27. Provides all statistical information pertaining to the library
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