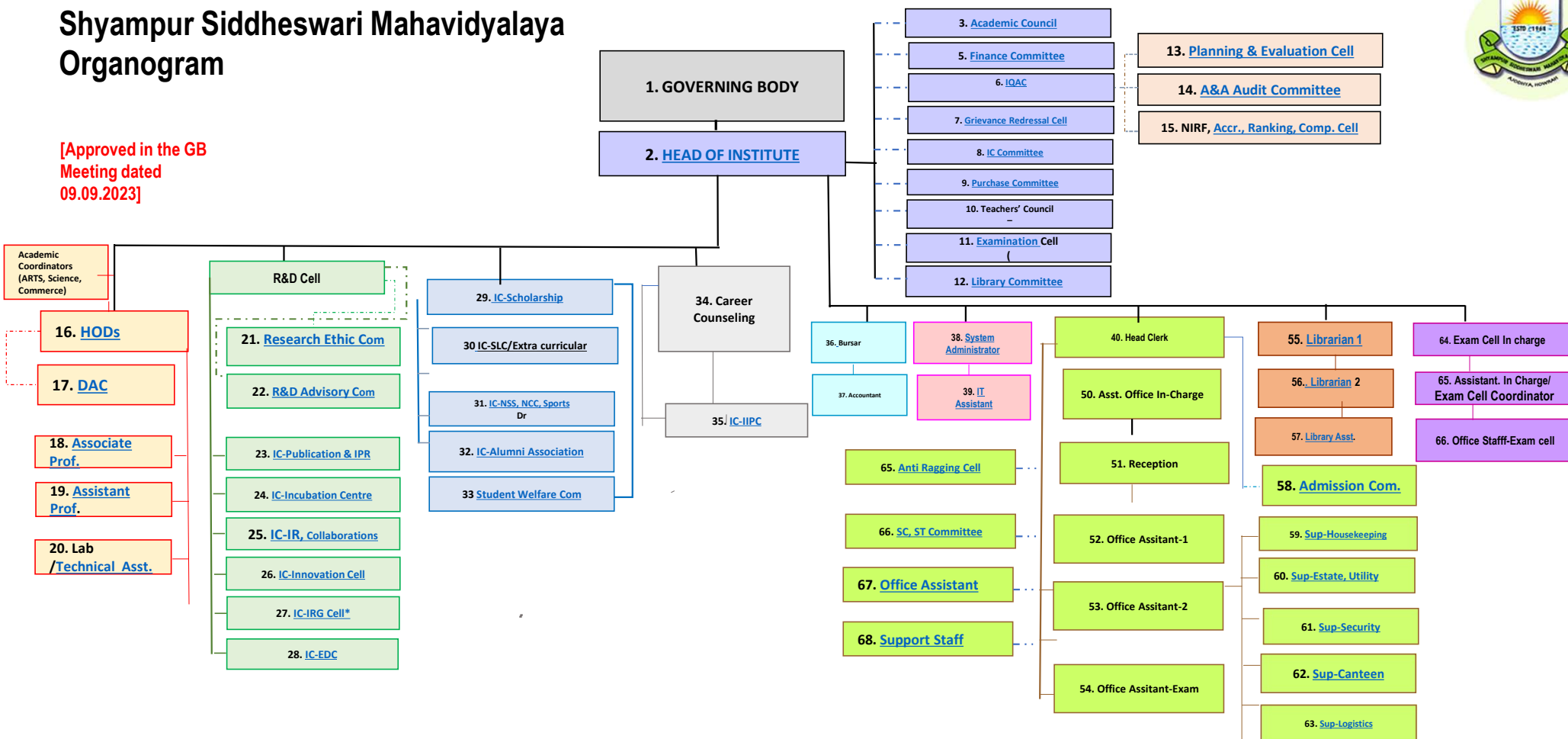


# Shyampur Siddheswari Mahavidyalaya Organogram

[Approved in the GB  
Meeting dated  
09.09.2023]



\*Consultancy, Research & Grants, etc.



**RESPONSIBLY AREA**

**of**

**Teaching /**

**Non-Teaching Staffs /**

**Departments**

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### **Responsibilities of HOI:**

#### **Responsibilities include:**

Reporting only 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 a HOI is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as UGC, Higher Education Department (HED) and the University; along with the expectations of the Governing Body; 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.
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 JIS College of Engineering.
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 Building, 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, HED, 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:**

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 and digital learning facilities of 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 body and other advisory bodies of the college.

3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

### **Leadership Functions:**

These are in fact the most critical functions of a HOI of an academic institution. With the fulfillment 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 a HOI. The following are some of the visionary functions.

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

### **Planning:**

The HOI requires to prepare long term as well as short term plans (concrete documents) and present 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 (GB).

### **Responsibilities of Academic Council:**

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

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

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



## **ROLES AND RESPONSIBILITIES OF R&D Cell**

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

- 1) Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
- 2) Identify R&D projects to be taken up with college funding.
- 3) Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
- 4) Prepare annual R & D plan of activities including externally funded projects and college funded projects.
- 5) Manage R & D projects
- 6) Submit quarterly reports to 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 equipment are used optimally through R & D/ consultancy related activities.
- 10) Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.

### **II. Promotion of research:**

- 1) Develop and establish a policy to promote research culture in the college.
- 2) Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
- 3) Identify prioritized research areas based on the expertise available with the college.
- 4) Organize visits by eminent researchers to interact with the faculty and students.
- 5) Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- 6) Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the

community.

- 7) Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

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

- 1) Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- 2) Publish a Research journal of the college, SSM Journal of Science & Humanities (**Peer Reviewed ISSN Journal: 2456-8767**) 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 enroll as PhD supervisor and guide Ph.D scholars.
- 5) Develop and establish policy to check malpractices and misconduct in research.
- 6) Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

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

- 1) Develop and establish consultancy policy for
  - i. Identifying and recognizing the areas of expertise of the college.
  - ii. Publicizing the expertise of the college for consultancy services.
  - iii. Encouraging the faculty to utilize their expertise for consultancy services.
  - iv. Costing of consultancy projects.

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

### **Functions and Responsibilities of Head of the Department:**

1. To take advise/sanction from the 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 in the stipulated time.
  7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
  8. To submit Recommendations, if any, to the examination committee for processing of results.
  9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
  10. To ensure Quality, Maintenance and cleanliness of the department.
  11. To recommend leave of the departmental Colleagues.
  12. To motivate faculty towards Research Proposals to various research funding agencies such as DST, DRDO, UGC, CSIR etc
  13. To encourage research/innovative programs in the department.
  14. To organize need based workshop/seminars/symposia/visits/excursions etc.
  15. To invite guest speakers for interaction and guidance to UG/PG students.
  16. To guide the students for career opportunities.
  17. To facilitate faculty in the preparation and processing of self-appraisal of performance
  18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
  19. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college.
- Coordinating the activities of the department and assisting the HOI 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 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

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

#### Department

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

request. Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances originate in the department.
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Picks and promotes strengths of students / faculty / staff
- Adheres to Quality Management System (QMS) Procedures
- Maintains records of departmental activities and achievements

### **Responsibilities of Faculty:**

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / 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. 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 counseling)
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.

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 informing the dues from the defaulting students as and when necessary.
22. Provides information about job opportunities in their respective field to Career Counseling 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/practices digital pedagogy as resolved in AC or other Meeting of other relevant bodies.
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.

### **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 Engineering Degree and how the degree helps in building a career in other areas and programs such as M.Sc. MA, M.Com, 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 liaises with parents, whenever required.



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

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

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

- If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
19. Establishes an approval process for removing any equipment.
  20. Ensuring the lab is kept clean and orderly.
  21. Any other duty as may be assigned by the HoD/HOI 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 Examination Cell In-charge**

Facilitates the HOI by carrying out the following functions:

1. Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
2. Facilitates the exam form submission process and notifies about the Examination Application forms from the students.
3. Arranges to circulate the schedule of CIA/internal and semester examinations for all programs and display the same on Notice Boards.
4. Arranges to prepare the list of candidates and the courses for which they are appearing for.
5. Arranges for the issue of Hall tickets.
6. 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.
7. Conducts the internal examinations, tutorial, CIA and publication of results within one month after the completion of examinations.
8. Arranges to inform examiners for the valuation of answer scripts and marks submission in the University portal.
9. Conducts result analysis and provides the same to each HoD and HOI.
10. All examination concerned records to be kept in safe custody and be made available as and when required
11. To prepare Draft Ordinances, Regulations and rules relating to different course of studies, syllabi and examinations.
12. To conduct all end semester examination, tests assigned by the University.
13. To prepare internal and CIA examination schedule as per academic calendar and implement the same.
14. To arrange all question papers for all examinations as per UGC guidelines.
15. To arrange for printing of answer books and their safe custody.
16. To arrange to evaluation and to process the results.
17. To ensure confidentiality and to make assessment/improvement in the process of the University examination/evaluation;
18. To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
19. To provide mark sheets to the students after receipt form the University.
20. Any other task, which may be assigned by the HOI from time-to-time

### **Functions and Responsibilities of System Administrator/IT Manager:**

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

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

### **Functions and Responsibilities of Career Counseling Cell :**

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Coordinates about campus interview prospects
4. 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.
5. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
6. Arranges training on Competitive examinations, soft skill, life skill.
7. Facilitates conduction of mandatory internship programme.
8. Assists students develop and implement successful job search strategies.
9. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ internship programs.
10. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
11. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
12. Empowers students with life-long career decision-making skills.
13. Provides resources and activities to facilitate the career planning process.
14. Acts as a link between students, alumni and the employment community
15. Up gradation of the students' skill sets commensurate with the expectations of the industry/organization.
16. Generation of awareness in the students regarding future career options available to them.
17. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
18. Shall be a live wire connecting the students and the industrial houses.
19. Arranges to find suitable Internship opportunities for the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.

### **Functions and Responsibilities of Library Dept.:**

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

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

The Office Assistant shall discharge the duties under directions of the HoI. He/she shall broadly perform the following duties and any other duties.

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

### **Roles and Responsibilities of Maintenance Supervisor:**

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

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 equipment.
11. Upkeep of maintenance store.
12. Any other function assigned by HOI.



## **Responsibilities of Purchase & Stores Dept. :**

1. Maintain receipts, records, and withdrawals of the stockroom
2. Receive, unload, and shelf 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. Generating E Waybill
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; Responsible for store keeping, documentation & record keeping
16. Knowledge in various types of commercial activities such as inducting procurement, export-import, banking and L/C.
17. Procurement Process for Raw Materials/Consumables.
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.
21. Develop and implement a logistics process
22. Proper goods distribution/supply chain maintain and follow up.
23. Goods delivery schedule maintain according to delivery order qty.

### **Functions and Responsibilities of Accounts Dept.:**

Bursar will be in-charge of all financial activities of the Institute.

Responsible for the following activities:

1. Managing and overseeing the daily operation of Accounts Dept. which includes following :
  - a. Writing and maintaining accounts, cash books / ledgers
  - b. Preparation of monthly accounts including writing of cash books, journals
  - c. Verifying bills prepared
  - d. Preparation and consolidation of budgets pertaining to all departments/sections/centers
  - e. Collection of all type of Receipts viz. Tuition Fee, Exam Fee etc.
  - f. Supervision of challan writing and remittance to bank
  - g. Supervision of postal accounts, if any
  - h. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/HOI for scrutiny.
  - i. Verification of cheques and bills
  - j. Writing daily collection register for college accounts.
  - k. Payroll and utilities
  - l. Revenue and expenditure variance
  - m. Preparation of audit reports and replies
  - n. Check and run of bills in ERP
  - o. Capital asset reconciliation.
2. 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
3. Preparation of salary reports

4. Attending to the subject of income tax, and performing TDS at source for all payment transactions
5. Monitoring and analyzing accounting data and produce financial data or statement
6. Establishing and enforcing proper Accounting methods policies and principles
7. Coordinate and complete all reports including annual reports
8. Improve system and procedures and initiate corrective actions.
9. Ensure compliances and accuracies
10. Ability to catch financial mistake and should have abilities to generate ideas
11. Writing Caution deposit register, if any
12. Any other accounts related function assigned from time to time