



ROLES and RESPONSIBILITIES

• Vice Principal - *Administrative Responsibilities*

1. Planning and coordinating respective faculty in consultation with the Principal and guidelines of IQAC.
2. Reporting of important events to the Principal in the form of a weekly meeting.
3. Collecting necessary information from the HoD's from time to time.
4. Planning, coordinating, conducting meetings of the HoD's, staff and non-teaching staff at least once a month or as per the necessity.
5. Taking care of general administration of the faculty.
6. Setting up of committees, sub committees for specific needs and governance of committees allotted to you.
7. Implementation of policies decided in the meetings or as suggested by the Principal.
8. Time table preparation, implementation, smooth conduct and its reporting to the Principal.
9. Examination related work in coordination with the Examination Committee.
10. Admission committee set up, Admission procedures, Admission cancellations be carried out with proper intimation to the Principal.
11. Decision making in absence of the Principal is done by the Vice Principals for the respective faculty.
12. Maintenance of the infrastructure, repairs, governance of agencies such as canteen, security services, parking, etc.as allotted by the College.
13. Disciplinary actions cases are prepared and handed over to the Discipline Committee with reports.
14. Preparation of the budget of the faculty with the consultation of the heads and making proper allocations and follow ups of concerned departments to the authority.
15. Preparation of the academic calendar, Verification of teaching plans of the departments. Implementation, execution and supervision of lectures, practical's and other curricular/ co-curricular and extracurricular activities.
16. Sanction of casual leaves of teaching and non-teaching staff of the faculty and its intimation to the Principal.
17. Promotion and follow up of minor and major research Projects of various funding agencies and monitoring the preparation and submission of progress reports of major and minor research projects. Promoting teachers to take on new research projects.




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18. Result analysis to monitor academic progress.
19. Planning and implementation of remedial teaching programs, Quality Improvement, Organization of Seminars / Workshops and Symposium and its smooth conduct when conducted by the departments.
20. Compilation and analysis of feedback from students.
21. Conducting medical checkup camps for the first-year students.
22. Organization of parents' and ex-students' and other stake holders' meetings.
23. Verification of Teachers diaries and nonteaching diaries.
24. Preparation of database of students for placement purpose.
25. Preparation of the proposals for UGC.
26. Preparation of progress reports / activity lists.
27. Celebration of various academic days.
28. Compilation of self-appraisal reports and Preparation of confidential reports of the staff members.
29. Organization and supervision of various educational tours, curricular, co-curricular and extra-curricular activities
30. Maintenance of specific time slot for students once a week (student grievances and suggestions).
31. Stock verification of the faculty resources.
32. Preparation of quarterly / budget allotment analysis.
33. Preparation of daily record of the lectures / practical's engaged by the teachers and the adjustment of lectures, leaves and submission of reports of the same.
34. Keeping a vigilant approach towards class attendance and measures to improve it.
35. Updating and maintenance of college website in association with the appointed administrative staff (administrative officer)
36. Verification for true copies and signatures
37. Any other work / responsibility assigned by the principal.




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• Head of Department - Academic and Administrative Responsibilities

The head has a role of Planning and implementation of policies in accordance with the Principals, Vice Principals and IQAC.

1. Preparation and monitoring the preparation of teaching plans.
2. Assistance to time table committee in forming time table.
3. Academic activity planning.
4. Smooth functioning of lectures, practical's, examinations and other academic activities.
5. Keeping a vigilant approach towards class attendance and taking measures to improve it.
6. Forwarding leave applications to the Vice Principal before the staff member takes a leave and assuring the necessary arrangements
7. Supporting and promoting research projects in the department.
8. Result analysis.
9. Planning and implementation of remedial teaching and other programs.
10. Taking and analyzing indirect and direct feedback of the students.
11. Support and implementation of the College policies as per the guidelines.
12. Being in touch with the alumni and parents and keeping rapport with other Departments.
13. Organization of Seminars, Workshops and Symposium and curricular, co-curricular and extracurricular activities.
14. Preparation of Departmental budget and its effective utilization.
15. Flashing of the activity notices on electronic board at least two days in advance and posting the activity pictures post event for the next one or two days.
16. Posting the activity reports, photos and relevant details on the website.
17. Any other work / responsibility assigned by the Authorities from time to time.



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• **Teachers - Academic and Administrative Responsibilities**

1. Implementation of the policies of the Organization in accordance with Principal, authorities and IQAC.
2. Preparation of Teaching plans, Academic planning, and activity planning.
3. Conducting lectures, practical, examinations and other academic, co-curricular and extracurricular activities.
4. Preparation of research proposals, implementation of research schemes, conducting and publishing of research and presentation of papers in conferences and research journals of significance.
5. Result analysis.
6. Maintenance of records such as attendance, assignments, practical conducted etc.
7. Conducting remedial teaching and programs for advanced learners.
8. Conducting various activities as decided by the department or various committees.
9. Implementation of Quality Improvement Programs.
10. Organization of Seminars / Workshops and symposium at state Level.
11. Participation in seminars, symposia, lectures, orientation and refresher programs for updates.
12. Provision of necessary data to the authorities, college and IQAC.
13. Any other work / responsibility assigned by the Authorities from time to time.



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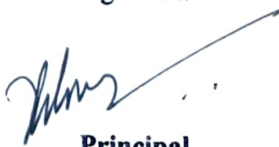
INTERNAL QUALITY ASSURANCE CELL (IQAC)

• **Office Superintendent - *Administrative Responsibilities***

All the duties as per the Government, University acts, Civil Service and IQAC as:

1. Office Management and work planning.
2. Work distribution among the office staff.
3. Drafting of letters, preparation of notices and putting up of notices on notice boards and electronic display system in time
4. Timely Updating of records regarding GR, circulars, notices from government, affiliating University, Mandal, and College, education Department or the concerned.
5. Maintenance of smooth communication directly with the staff in matters related.
6. Admission process and related matters.
7. Eligibility process for students.
8. Organization of 'training 'programs' for office and nonteaching staff of the college.
9. Preparation of I-cards of Teaching and nonteaching faculty in time.
10. Maintenance of records related to UGC, University, College and the concerned.
11. Being present for the meetings in the committees where Office Superintendent is invited.
12. Salary statement preparation and issue of salary slips to the staff promptly on demand.
13. Communication with University, Government Authorities, Management and other Organizations and Individuals.
14. Recruitment process.
15. Financial matters.
16. Examination work and related matters.
17. Provident fund related matters and income tax related issues.
18. Document verification of the students and staff.
19. Stationary maintenance, distribution and purchases needed for the office and college.
20. Alumni support for Transcripts, etc.
21. Any other work assigned by the Principal/ Vice Principals, college and management.




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• **The Librarian - *Administrative Responsibilities***

1. Maintaining time standards for the library to be available for students.
2. Library management and work planning.
3. Work distribution among the library staff.
4. Issuing library cards to the students.
5. Accession of books.
6. Purchase orders processing for purchase of books.
7. Classification and codification of books.
8. Issuing and collecting books.
9. Communication with other libraries and being updated.
10. Maintenance of necessary records.
11. Creative approach to promote library amongst the students and teachers
12. Communication with office, students, management and other organizations related to books.
13. Provision of newspapers, periodicals, journals, magazines in the library, renewal of subscriptions, availability and maintenance.
14. Work given from time to time by the authorities.




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• **Laboratory Assistant - Responsibilities**

1. Laboratory management and work planning in the laboratories.
2. Placement of collection of requirements, inviting tenders, its processing, placement of orders, and physical verification of materials received.
3. Completion of technical procedures and acquiring of materials such as alcohol, and chemicals, instruments and tax related issues for purchases of equipment's and transport of materials where special attention is needed.
4. Data entry of final budget under the guidance of the Vice Principal.
5. Reporting of day today working to the Vice Principal.
6. Work distribution of attendants and laboratory preparation.
7. Making attendants accountable and keeping them busy for the best utilization of their services.
8. Management of Attendant leave and keeping its record
9. Examination preparations, examination related matters and attendant distribution
10. Provision of assistance during admissions.
11. Laboratory dead stock maintenance.
12. Calculation of breakages and related procedures
13. Adjustments of duties of attendants as per requirement.
14. Laboratory related administrative work.
15. Provision of necessary support services to the College from time to time.




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