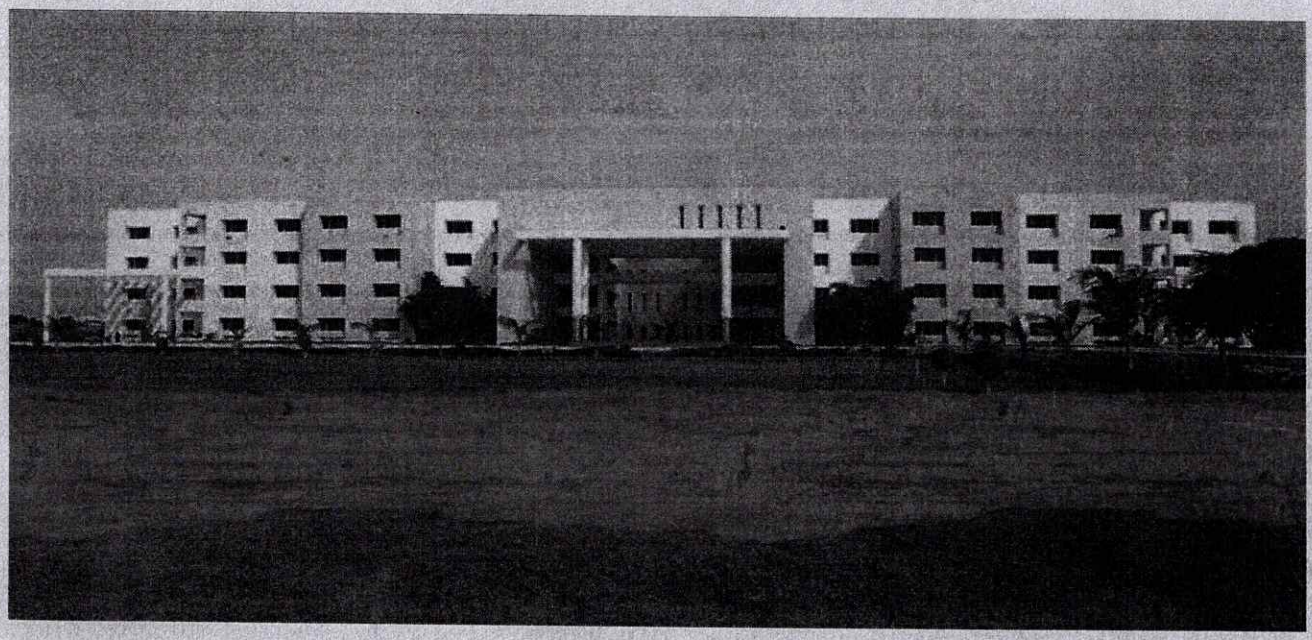
Roles and Responsibilities

of

Faculty, Staff and Institutional Bodies



Geethanjali College of Engineering and Technology

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MAJOR FUNCTIONS AND RESPONSIBILITIES OF GOVERNING BODY:

The Governing Body of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. 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 College Academic Council 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. Consider the recommendations of the College Academic Committee of the college and direct them for implementation
12. Examine the budget proposals and accord approval.
13. Pass the annual budget of the college.
14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
15. Consider and facilitate college to resolve legal/court cases, if any

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Functions of Academic Council:

The College Academic Council 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 Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

2. 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 suggestion(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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Functions and Responsibilities of College Academic Committee:

1. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
2. Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of JNTUH.
3. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
4. Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
5. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
6. Encouraging collaboration with other academic institutes and industry.
7. Creating a conducive environment for development of entrepreneurship.
8. Ensuring discipline among students.
9. Facilitating and supervising the co-curricular activities of the students.
10. Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.
11. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
12. Motivating and guiding students in order to utilize the services of CACHE of the College.
13. Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
14. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.
15. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.

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Responsibilities of 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

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 fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the laisoning 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 GCET.
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 AICTE, government, and university apart from the ones conducted by the top management.

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

Leadership Functions

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment 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.

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

Visionary Functions

These functions are the ultimate functions of a 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 (Chairman, GB and Secretary, TES).

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Functions and Responsibilities of Dean Academics

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 Principal, 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

Functions and Responsibilities of Registrar (formerly Dean, Administration)

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

Administrative Responsibilities

The Registrar along with the Dean, Academic 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 Registrar assists the Principal in

b. 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.

c. Obtaining and developing personnel by:
   i. Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.
   ii. Supervising and evaluating administrative personnel.

d. 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.

e. 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.

f. Assumes such other responsibilities as may be assigned by the Principal from time to time.

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24. Mentoring others and indentifying others with mentoring capabilities
25. Any other function that may be assigned by the Principal from time to time.
26. Arrange Graduation Day by coordinating with all concerned.

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Functions and Responsibilities of Controller of Examinations

Facilitates the Principal by carrying out the following functions:

1. Coordinates with Dean-Admin., to receive the details of the Fresh Batch of students.
2. Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
6. Arranges to prepare the list of candidates and the courses for which they are appearing for.
7. Arranges for the issue of Hall tickets.
8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to Director of Evaluation, JNTUH
9. Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examinations.
10. Arranges to inform examiners for the spot valuation of answer scripts in JNTUH.
11. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from JNTUH.
12. Arranges for the conduct of Advanced supplementary Examinations for outgoing students after the publication of final year results.
13. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
14. Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the Director of Evaluation, JNTUH to take decisions.
15. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
16. Conducts result analysis and provides the same to each HoD, Dean, Academics, Registrar, and Principal
17. All examination concerned records to be kept in safe custody and be made available as and when required
18. Any other task, which may be assigned by the Principal from time-to-time

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Functions and Responsibilities of Dean, Students Affairs:

Facilitates

- Formation of student council
- Students Counseling 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:

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.
c. Alfamatica

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. VIBGYOR and VIBES (College Annual Day)

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, Health camps, etc

3. Cultural events like skit/dance, drama, music, photography are to be organized.
4. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
5. 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.
6. Establish a senior students committee in organizing induction program for freshman students.

7. Organize programs on social and political environment (weekend series)/ Government, Business and society.
8. Set up Art of Living/Yoga workshops and conducts activities under its banner.
9. Help establish student network which will interact with professionals for further networking.

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Role and Responsibilities of Dean, Postgraduate Programs in Engineering

The Dean, Postgraduate programs in Engineering will have the following responsibilities for the development of postgraduate programs. This position incorporates many of the functions of the Heads of Department in respect of postgraduate students.

The responsibilities include:

1. Representing at College Academic Committee and Liaising with the HoDs offering Postgraduate programs in Engineering to ensure best practice in teaching and learning at postgraduate level.
2. To develop and propose new postgraduate courses, if any
3. To recommend closure of postgraduate courses which may be found unviable
4. Offers general advice and support for postgraduate students
5. Oversees the academic requirements, academic schedule including conduct of internals examinations (liaising with corresponding HoD, department's PG program coordinator and Controller of Examinations)
6. Monitoring of class work
7. Monitoring of attendance of postgraduate students
8. Maintaining a record of project titles and associated supervisors of final year postgraduate students
9. Scheduling project/thesis, seminar reviews and monitoring the same with the help of concerned HoD
10. Distribution of pre-submission reports prepared by project review committee to Dean, Academic, Controller of Examinations, and Principal
11. Recommending approval of candidature for thesis viva-voce to Controller of Examinations
12. Maintaining records of external examiner appointments for all M. Tech examinations
13. Monitoring of postgraduate degree admission dates and completion times of all students
14. Oversees detentions, and re-registrations
15. Oversees GATE Scholarships

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Functions and Responsibilities of the 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 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 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 such as AICTE, DST, DRDO, etc
13. To encourage research/innovative programs in the department.
14. To organize need based workshop/seminars/symposia/visits/excursions etc.
15. To invite guest speakers for interaction and guidance to UG/PG students.
16. To guide the students for career opportunities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance
18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
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 Program Coordinator

It is the responsibility of Program Coordinator to:

- Oversee all the courses offered by the department;
- Appoint Course Coordinators for each course offered and administered by the department;
- Ensure that Course files and lab manuals are reviewed and accurate prior to publication and timely distribution to students (i.e. distributed on the first day of the commencement of the semester);
- Ensure that examination question papers are reviewed and accurate prior to submission, and are submitted by the relevant due date to designated official of "In-charge of Examination Branch";

(HoD may nominate another staff member in the department to ratify marks deduced by In-charge of Examination Branch);

Program Coordinator also

- Demonstrates awareness of program goals and objectives
- Has a good knowledge of the accreditation process and its requirements
- Has a good understanding of the competencies and their implementation by self and by the faculty
- Has a good knowledge of the terminology used in the program.
- Utilizes available resources and websites in an efficient way to help enhance the program
- Networks with other coordinators, institutes and organizations to share information and to gain knowledge that would help improve the program
- Reviews the performance of students undertaking courses offered by the department, paying particular attention to results that are borderline between Second class to First class and first class to Distinction;
- Monitors the appropriateness of allocation of marks in accordance with the Academic Regulations and the effectiveness of evaluation assessment practices in courses administered by the department (with advice from the Dean, Academic);
- Ensures all ratified marks are submitted by the due date to the In-charge of Examination Branch;
- Considers reports from Course Instructors about alleged breaches of academic honesty (malpractice) and determines in line with the College's Malpractice Review Committee;
- Ensures that College's quality assurance processes for evaluation, such as moderation of assessment in courses, if any, are followed;
- Ensures the College's Evaluation Assessment Policy and Procedures along with Academic Regulations are implemented;
- Prepares and reviews course evaluation and program evaluation reports and presents the same to Program Assessment and Evaluation Committee by convening the same.
- Participates actively in the department Assessment and Evaluation Committee and gives suggestions for improvement of courses and the program.

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 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 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 counseling)
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,

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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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Functions and Responsibilities of Course Coordinator

Course Coordinator is responsible for planning and coordinating the teaching and assessment arrangements for a course, and upholding its academic quality and integrity, in consultation with the Program Coordinator, who has the final responsibility for the quality of the program offered. Specific responsibilities include the following:

1. Explains the course purpose;

The course purpose involves the following:

- ✓ What role does this course play within the Program?
- ✓ How is the course unique or different from other courses of the Program?
- ✓ What essential knowledge or skills should they gain from this experience?
- ✓ What knowledge or skills from this course will students need to have mastered to perform well in future classes or later (Higher Education / Jobs)?
- ✓ Why is this course important for students to take?
- ✓ What is/are the prerequisite(s) for this course?
- ✓ When students complete this course, what do they need know or be able to do?
  - Is there specific knowledge that the students will need to know in the future?
  - Are there certain practical or professional skills that students will need to apply in the future?
  - Five years from now, what do you hope students will remember from this course?
- ✓ What is it about this course that makes it unique or special?
  - Why does the program offer this course?
  - Why can't this course be "covered" as a sub-section of another course?
  - What unique contributions to students' learning experience does this course make?
  - What is the value of taking this course? How exactly does it enrich the program?

The "Course Purpose" should describe how the course fits into the student's educational experience in the program and how it helps in his/her professional career.

2. Provides expected course learning outcomes (CLOs /COs);

   Expected learning outcome statements refer to

   - Specific knowledge
   - Practical skills
   - Areas of professional development
   - Attitudes
   - Higher-order thinking skills, etc.

   that faculty members expect students to develop, learn, or master during a course.

3. Facilitates course instructors/faculty teaching the course in writing the COs. While doing so, identifies
   a. what are the most essential things the students need to know or be able to do at the end of this course?
   b. What knowledge and skills are required to do this course?
   c. What knowledge and skills should they learn from the course?
4. Further, in developing the course outcomes

a. Limits the course-level expected learning outcomes to 5 – 10 statements for the entire course (more detailed outcomes can be developed for individual units, assignments, chapters, etc.).
b. Focuses on overarching or general knowledge and/or skills (rather than small or trivial details).
c. Focuses on knowledge and skills that are central to the course topic and/or discipline.
d. Creates statements that are student-centred rather than faculty-centred (e.g. "upon completion of this course students will be able to list the names of the 20 districts" versus "one objective of this course is to teach the names of the 20 districts").
e. Focuses on the learning that *results* from the course rather than describing activities or lessons in the course.
f. Incorporates or reflect the institutional and departmental missions.
g. Incorporates various ways for students to show success (outlining, describing, modeling, depicting, etc.) rather than using a single statement such as "at the end of the course, students will know "_____" as the stem for each expected outcome statement.

5. Develops course content: Prepares a description of the course mentioning what the course is all about. We may as well provide a written statement regarding the course's purpose; i.e. by clarifying the purpose of the course, faculty can help discover the main topics or themes related to students' learning.
6. Methods for assessing expected learning outcomes: Develops and implements course assessment, coordinates with other faculty and staff involved in course assessment, prepares solutions, if required, and applies the principles and procedures of the assessment of coursework to all assessment-related activities. This policy contains an extensive list of responsibilities on Course Coordinators, related to:
   a. Setting assessment tasks and weightage
   b. Examinations
   c. Assignments
   d. Tutorials/Case Studies
   e. Marking assessments
   f. Giving feedback to students (including timelines for return of assessment tasks).
7. At least once in two years, updates and/or oversees course design/curriculum which:
   a. is aligned with Course Learning Outcomes.
   b. is compliant with the Course Requirements specified in the academic regulations of the batch of students admitted.
   c. takes account of feedback from course-end surveys, recent course reviews, if any, and other quality indicators and recommends revision of course content, if any, to the Program Assessment Committee (PAC) and supervises implementation of recommendations.
8. Prepares and delivers lectures, tutorials, workshops and seminars in the course.
9. Provides leadership and support for the advancement of teaching in a relevant discipline including overseeing delivery, monitoring student progress, assuring quality, initiating course

improvement and innovation, improving academic standards, leading assessment design, conduct and moderation.

10. Contributes to time-tabling and planning processes for structured learning activities and required physical facilities or resources.
11. In accord with PAC and Department Assessment Committee (DAC) processes, coordinates and monitors inputs from other staff, if any, including assessment marking or supervision; and ensures all faculty and staff involved in teaching the course have all course materials and textbooks at least FOUR WEEKS before the commencement of the semester.
12. Organizes textbooks, library reference material, and other learning material so that students can access all such material in timely manner.
13. Informs students of the course objectives, outcomes and requirements and provides a detailed course file coordinating with other faculty teaching the same course.
14. Teaches the course content, coordinates with other faculty and staff involved in teaching the course, inducting, mentoring and meeting them regularly, and also liaises with them by solving problems for course related matters.
15. Providing guidance to students in the course, coordinating course-end survey, providing guidance to faculty teaching the course, ensuring uniform
    a. delivery of instruction in the course
    b. assessment of students
    c. content delivered vis-a-vis time
16. Contributing to reviews and updating of the course, and the programs to which it contributes.
17. Ensures the course achieves the requisite quality outcomes as required by the college and where appropriate, external accrediting agencies
18. Creates a vision for the course and sets future directions in alignment with departmental/ college goals.
19. Collaboratively develop an appropriate academic team to enable course learning outcomes to be achieved
20. Focuses efforts and assist staff to make desired changes and realise vision for course
21. Prepares annual course reports as required by School and or Faculty Committees
22. Liaises with the CACHE and ensures appropriate and timely career advice is embedded into the course, if any.
23. Chairs the course instructors review meetings, if any.
24. Conducts orientation sessions of the course for new faculty instructors allocated the course
25. Promotes a culture of academic quality, rigor and integrity

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Responsibilities of Faculty Advisers/ 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.S / M. Tech, 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.

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Responsibilities of Class Adviser

Role of Class Adviser. Instructors (senior most among the instructors teaching a class) should be assigned as class advisors to the class they are teaching a course and assigned with the various responsibilities. The class advisor shall perform the following specific tasks:

1. Discusses all potentially significant issues given below and establishes good communication with the students.
   a. Attendance
   b. Number of credits required to get promoted
   c. Semester system and how its different from Year wise system
   d. Importance of labs and how they may lose marks if they are absent for lab/non-submission of records
   e. Importance of assignments and how students lose marks for non/incomplete submission of assignments
   f. Continuous reading as it is continuous evaluation in engineering
   g. Importance of NOT missing even one lecture as continuity is important in engineering education (understanding of current day's lecture is dependent upon understanding of previous lecture)
   h. Importance of getting a first class with distinction and how it helps in the development of their career
2. Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
3. Assists HoD to nominate two class representatives (One Boy and Girl) who have bright scholastic record and an ability to interact with a vast majority of students in their class amicably.
4. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
5. Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class advisers shall monitor inclusiveness to insure participation by all students in the class.
6. Acts as mentor, counsellor, and role model in resolving student related difficulties.
7. Conducts fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to HoD
8. Conducts weekly reviews with Mentors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to HoD and Principal's office.
9. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
10. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counseling sessions in consultation with the HoD.
11. Identifies good students and motivate them to excel.

12. Informs HOD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
13. Assists the dept's HoD with computation of fortnightly attendance of the corresponding class and ensure circulation of the same among students for their signatures and submission of the same to Principal's office.
14. Calls the parents of the students whose attendance is < 75% and arranges to ensure parents meet the HoD particularly in the case where student's attendance is < 65%
15. Assists the dept's HoD with computation of Internal Marks of the corresponding class and ensures circulation of the same among students for their signatures and the same is dispatched with attendance to Principal's office.
16. Assists the dept's HoD with dispatch of monthly attendance of the corresponding class to parents.
17. Assists the dept's HoD with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
18. Assists the dept's HoD with computation of semester internal marks of the corresponding class and ensures submission of the same to Principal's office and examination branch
19. Assists dept's HoD and Accounts section to ensure no fee defaulters for the class he / she is adviser
20. Assists dept's HoD in issuing permission slips for students leaving college earlier than the scheduled time
21. Any other responsibility that may be assigned by corresponding HoD from time to time.

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Responsibilities of Department's Examination Branch Coordinator

Under the supervision of the Controller of Examinations, performs the following duties:

Major Duties and Responsibilities:

1. Ensures adherence to JNTUH policies in addition to GCET's autonomous status governing examinations.
2. Organizes and coordinates submission of Question papers of Mid Examinations well within time (as per the schedule).
3. Manages conduct of the Internal/External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates with special needs are in place.
4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms).
6. Coordinates distribution of hall tickets through department's Office Assistant and class adviser
7. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
8. Ensures distribution of question papers to all examination halls within the time schedule
9. Briefs invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
10. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures
11. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
12. Produces analysis of examination results as soon as possible.
13. Provides statistics on examination entries and results for the HoD/Principal, senior management team, etc.
14. Prepares examination schedules and timetables, wherever applicable. Distributes the same to faculty members and students of his / her department through the Head of the department. Resolves schedule conflicts, if any.
15. Provides information on substitute courses, if any, for readmitted students who were detained earlier
16. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee for regular semester examination
17. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures security measures are in place and maintained in the Examination Branch.

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18. Acts as resource person. Liaises between faculty members of his/her department, students and the Examination Branch of the College. Resolves problems. Makes recommendations to improve functioning process of examination branch.
19. Coordinates and authorizes allocation of room for examination purpose. Schedules and administers special needs of students for examinations.
20. Uses a variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, and may be requested to perform other reasonable tasks, if any commensurate to the examinations from time to time.

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Responsibilities of Department's Placement and Alumni 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 apprises 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.

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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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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 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 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/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.

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Functions and Responsibilities of Electronics Laboratory Technician

Scope of the Work:

The Electronics Laboratory Technician performs technical work in the maintenance, repair, calibration and installation of various electronic equipment; distributes and maintains laboratory test equipment for students; arranges for repair and calibration of major equipment, and ensures efficient operation of EDA tools, if any used in the lab.

Key Functions and Responsibilities: The following are key duties interpreted as being descriptive and not restrictive in nature.

1. Troubleshoots, repairs, calibrates and fabricates / prepares circuits, conducts testing of the same and other electronic equipment.
2. Helps students to assure proper operation and maintenance of equipment and laboratory; distributes various components/parts to students for use in laboratory exercises.
3. Facilitates maintenance of documentation and upkeep of stock register.
4. Plans and schedules EDA software upgrades; tests, debugs, configures and documents software as required to meet user needs.
5. Establishes and maintains computer laboratory procedures for use of EDA tools.
6. Installs new equipment and modifies current installations using various manual and power tools such as hand drill, drill press, soldering, etc.
7. Orders and maintains inventory of replacement parts for electronic equipment; maintains warranty, service and repair records; works with vendors to obtain pricing and availability of needed parts; performs quality checks on newly delivered equipment to ensure proper operation.
8. Maintains a fabrication area for the Electronics workshop class; assists in the maintenance of the lab.

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Functions and Responsibilities of Systems Administrator

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 h/w and s/w
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.

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Functions and Responsibilities of Training and Placement Officer

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
6. Assists students develop/clarify their academic and career interests, and their short 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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Roles and Responsibilities of Administrative officer:

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

1. Assists the Registrar in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. As the custodian of the college property records, manages the filing, storage and security of documents.
3. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.
4. Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
5. Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
6. Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories , washrooms, electrical installations, RO plants, bore-wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
8. Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.
9. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
10. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
11. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Principal, and management, and to Police, with proper approvals.
12. Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.

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13. Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.
14. Represents the college at meetings convened by JNTUH, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, conduct of TPSC examinations, NSS, Swach Bharat etc.
15. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
16. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
17. Manages distribution of incoming mails, and dispatch of out-going mails.
18. Identifies training needs of office staff, and organizes staff development programmers.
19. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
20. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/ Sections-in-charge, following proper procedures.
21. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
22. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
23. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
24. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
25. Convenes meetings with Bus-in-Incharges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, forwards a copy of the minutes to Registrar and Principal.
26. Convenes meeting of General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Principal and Registrar.
27. Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
28. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
29. Any other functions assigned by the Registrar /Principal from time to time.

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Functions and Responsibilities of the 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. Mainitaing 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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Functions and Responsibilities Office Assistant

The Office Assistant shall discharge the duties under directions of the Head/Dean/Registrar/CoE concerned. He/she shall broadly perform the following duties and any other duties.

1. Taking up dictation and typing work to help the Head/Dean/Registrar/CoE concerned 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 Head/Dean/CoE/ Principal 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 HoD 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.
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 equipments.
11. Upkeep of maintenance store.
12. Any other function assigned by Administrative officer/ Dean-Admin / Principal.

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Roles and Responsibilities of In-charge, Electrical Maintenance:

The Electrical Maintenance In-charge is responsible for the maintenance of Electrical equipment in the college and campus which includes following functions

1. Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three phase motors etc.
2. Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements and main events in the college by switching ON generators and UPS, as and when required.
3. Perform regular maintenance and servicing of the generator.
4. Perform regular maintenance and servicing of the UPS and batteries.
5. Recording the runtime readings of both the generators.
6. Recording the output voltages of both UPS and batteries for smooth functioning of ONLINE exams.
7. Repairing of OHP's.
8. Maintenance of LT and HT side 100 KVA and 200 KVAS transformers.
9. Maintenance of all panel boards in the college.
10. Erecting of cable from panel boards to distribution box.
11. Installation of capacitor banks to improve power factor at LT side of both the transformers.
12. Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from TSPDCL.
13. Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
14. Providing assistance during emergencies by operating floodlights and generators.
15. Providing support for the installation of Electrical equipment in the campus.
16. Any other function assigned by Principal.

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