

Roles and Responsibilities of Stake Holders

(Staff and Students)

1. Principal

Sr no	Role and Responsibility
	General
1	<ol style="list-style-type: none">1. Lead the HoDs and various committees / councils for continuous development of the institute2. Co-ordinate and motivate the faculties, administrative authorities and the supporting staff, so that they perform their respective roles more effectively.3. Work for the common goal of providing effective and relevant technical education to enable the students to achieve promising career and lifelong learning.4. Establish networks with industry, research centres, and eminent academicians for enhancing the horizons of institution outreach.5. Represent the institute at regional, national and international events and serve the cause of development of technical education.6. Should ensure that all the criteria required by the University, State \ Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college are met with.
	Academic Administration
2	<ol style="list-style-type: none">1. On academic matters the Principal is generally guided by the rules and regulation laid down by University, AICTE, UGC, and State Government.2. Will be assisted by various Heads of the departments, Head (Admin.), Head (R&D), Head (Student Affairs), Head (Outreach), senior faculty members and various committees mentioned in the manual.3. In matters related to policy decision and interpretation Principal should consult senior colleagues.4. An integrated time table of the entire institution should be prepared and available with the Principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Principal.5. Closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in charge.6. Develop an ecosystem for institute as well as departments to conduct technical fests, conferences, seminars, workshops etc on a regular basis.7. Hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve good results, desired academic outcomes and placements.8. Plan with class work coordinators and Heads of the departments to conduct

	<p>remedial classes academically to support the slow learners.</p> <p>9. In matters related to internal examinations, semester end examinations, result analysis, detained students, Principal will be assisted by Coordinator of examinations.</p> <p>10. In matters related to student attendance, drop outs, compensation of attendance, will be assisted by HoDs.</p> <p>11. Plan for training need analysis (TNA) of faculty and staff and devise training programmes such as refresher courses, orientation courses, quality enhancement programmes etc.</p> <p>12. Ensure quality assurance parameters with the help of Head, IQAC.</p> <p>13. Monitor and evaluate research, development and consultancy activities assisted by Head, R&D. Shall advise the faculty members to get sponsored research projects from various funding agencies.</p> <p>14. Should continuously network to promote industry-institute interaction for better training, employability, and placements of the students.</p> <p>15. Should conduct meetings/activities in smaller groups to build close rapport between staff, students and management for effective functioning of institute.</p> <p>16. Shall ensure discipline among all the staff and students and maintain high quality academic environment in the campus.</p> <p>17. Shall regularly send reports, and interact with government, AICTE, University, State Council of technical education, Department of Technical Education authorities.</p> <p>18. Shall involve all faculty members at different levels for various institutional activities.</p>
	General Administration
3	<p>1. Proposal for sanction and appointment to all posts of all cadres.</p> <p>2. Regularization of services, declaration of probation, and release of increments.</p> <p>3. Performance appraisal of faculty and supporting staff.</p> <p>4. Sanction any kind of leave up to the level of Heads of departments. Approval of Principal's leave should be taken from Director.</p> <p>5. Disciplinary proceedings (by constitution of enquiry committee) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of financial loss to the government.</p> <p>6. All such cases requiring suspension, removal, from the services shall be referred to the Head Office.</p> <p>7. Head (Estate) with various coordinators and committee shall assist principal for development, repairs, maintenance of civil, mechanical, electrical, security, housekeeping, and gardening on campus. They shall also assist in appointment of agency, payment and penalty on bills.</p> <p>8. Head Administration, Head (Stores) and Head (Accounts) with coordinators will,</p>

	<p>submit budget estimates, grants requirements, new items for equipment, books, furniture, and any other such as A.C., LAN, CCTV etc., to Principal, attend and effectively answer audit authorities, work to make timely salaries and all payments, maintain all records and book of accounts, GPR and other registers.</p> <p>9. Head (Student affairs) and Head (Exams) shall manage all student related activities, scholarships, and exams.</p>
	Hostel Administration
4	<ol style="list-style-type: none"> 1. Hostel rector and wardens shall be responsible for reporting and assisting Principal in administration, discipline and maintenance of hostels of the institute. 2. Regular visits, inspections, and meetings with wardens, hostel staff and students should be conducted by Principal, Heads of Departments and WDC faculty, for resolving any problems and discipline issues. 3. Periodic meetings with PWD, Civil, Mechanical, Electrical, Housekeeping and all outsourced agencies should be conducted by rector and Head (Estate) along with Principal. Regular reports and follow up action should be taken by Principal and rector. 4. Facilitation for food, health and Hygiene. 5. Security coordinator should regularly keep check on personnel, and entry-exit along with Rector. All complaints to civic and state authorities should be done immediately by institute security coordinator through security agency supervisor as per contract and inmate Principal for further actions. 6. Rector and Head (Estate) along with wardens and coordinators shall assist Principal for development, repair and maintenance.
	Financial Administration
5	<ol style="list-style-type: none"> 1. Principal is assisted by the Drawing and Disbursing Officer (DDO), Purchase and Finance committee in financial administration. 2. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the CTE/GOG from me to me. 3. Empowered to incur recurring contingent expenditure as per the norms prescribed by the CTE/GOG from me to me. 4. All contracts for and on behalf of the college (except himself and the college) when authorized by a CTE/GOG from me to me passed in writing and expressed to be made in the name of the college shall be executed by the Principal. 5. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college. 6. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget. Shall countersign bills as a controlling officer

2. Head of the Department

Sr No	Role and Responsibility
1	<ol style="list-style-type: none">1. Take proactive steps for academic growth of the Department and College2. Prepare and implement time-tables, improving teaching-learning process, maintaining high standards of results, projects, placements, student engagements and contribution, collaboration among senior and junior students and faculties.3. Conduct performance appraisal of faculty and staff. Plan and help them to achieve the targets and scale up every year.4. Initiate research and training programmes of the Department/College.5. Planning and implementation of academic programmes such as orientation courses, seminars, conferences, training programmes/workshops for academic competence of the Faculty Members, industry personnel training etc.6. Admission of students and maintenance of discipline of the Department/College.7. Development and Management of Department Library/College Libraries, Laboratory, Gymkhana and Hostels.8. Receipts, expenditures and maintenance of registers and submission of data, reports, spread sheets, in required formats and well within the limits.9. Observance of provisions of Accounts, Finance, Administration and General Code of conduct.10. Correspondence relating to the administration of the Department/College.11. Administration and supervision of curricular, co-curricular/extra-curricular and related activities on and off campus. Activities and welfare of the Department/College, and maintenance of records.12. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued by authorities.13. Conducting and supervise exams.14. Setting of question papers, for the Department/ College and University Examinations, Moderation and assessment of answer papers and such other work pertaining to the Examinations.15. Assessing reports of teachers.16. Assisting principal in academic, hostel, campus and overall administration as per the delegated work.

3. Lecturer Selection Grade

Sr No	Role and Responsibility
1	<ol style="list-style-type: none">1. Teaching including laboratory work.2. Evaluation including administering tests, invigilation, paper seer3. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.4. Leading consultancy projects and extension services.5. Curriculum development and learning resource materials.6. Assisting and organizing seminars/workshops/guest lecturers etc.7. Conceptualizing and guiding student Projects for industry and social needs.

4. Lecturer Senior Scale

Sr No	Role and Responsibility
1	<ol style="list-style-type: none">1. Teaching theory and laboratory classes.2. Assisting and organizing seminars/workshops/guest lecturers etc.3. Assisting in testing and consultancy works.4. Attempt to publish books and research papers.5. Carry out co-curricular activities and extra-curricular activities.6. Be a member in such student welfare committees as An Ragging Committee, Discipline Committee and a proctor.7. Extend his/her beneficial influence in building up the personality of students8. Students' Project implementation

5. Lecturer

Sr No	Role and Responsibility
1	<ol style="list-style-type: none">1. Teaching including laboratory instruction and academic activities such as Class Review Committee member, invigilator, Lab-In-charge, Coordinator (Attendance), Assistance in conducting seminars, workshops, guest lecturers.2. Students assessment and evaluation, aside from acting as paper seer3. Assisting in testing and consultancy.4. Developing resource material and laboratory development.5. Co-curricular and extracurricular activities / student welfare activities.6. Assisting in department/institute administration.7. Involvement in departmental / institutional developmental activities.8. Helping in Academic development of the institute.9. Update their knowledge by attending trainings/seminars/workshops/conference, after obtaining necessary permission from the competent authority.10. Prepare him / herself academically learn new technology methodology of teaching so that the input may be useful for the students. The lecturer should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned by the department/institute.

6. Students

Sr No	Role and Responsibility
1	<p>Expected responsibilities of students towards college and surroundings</p> <ol style="list-style-type: none">1. Attending classes on time and regularly.2. Being prepared for classes with all necessary supplies.3. Taking good care of college property.4. Completing all homework assignments.5. Organizing their time well.6. Respecting themselves and others.7. Reading on a regular basis.8. Doing their best.9. Obey the teachers10. Maintain discipline in the class11. Keep the college campus neat and tidy12. Greet everyone with a smile13. Be helpful and to others14. Abide by the rules of the college.15. Participate in the activities organized in the college16. Co-operate with the teachers <p>Expected responsibilities of students towards society</p> <ol style="list-style-type: none">1. Fight anti-social activities.2. Work with the teachers and other staff members of the college to uplift the socially and economically disadvantaged groups.3. Be sensitive towards their environment, and devise ways to protect their environment from pollution, fight energy crisis, and more. Some ways of doing this are keeping their localities and college clean and tidy, practice reuse, recycle.4. Students are the future of our nation, and it is important for them to actively participate in the cultural, social, political, and economic affairs, striving to be the change they wish to see around themselves.