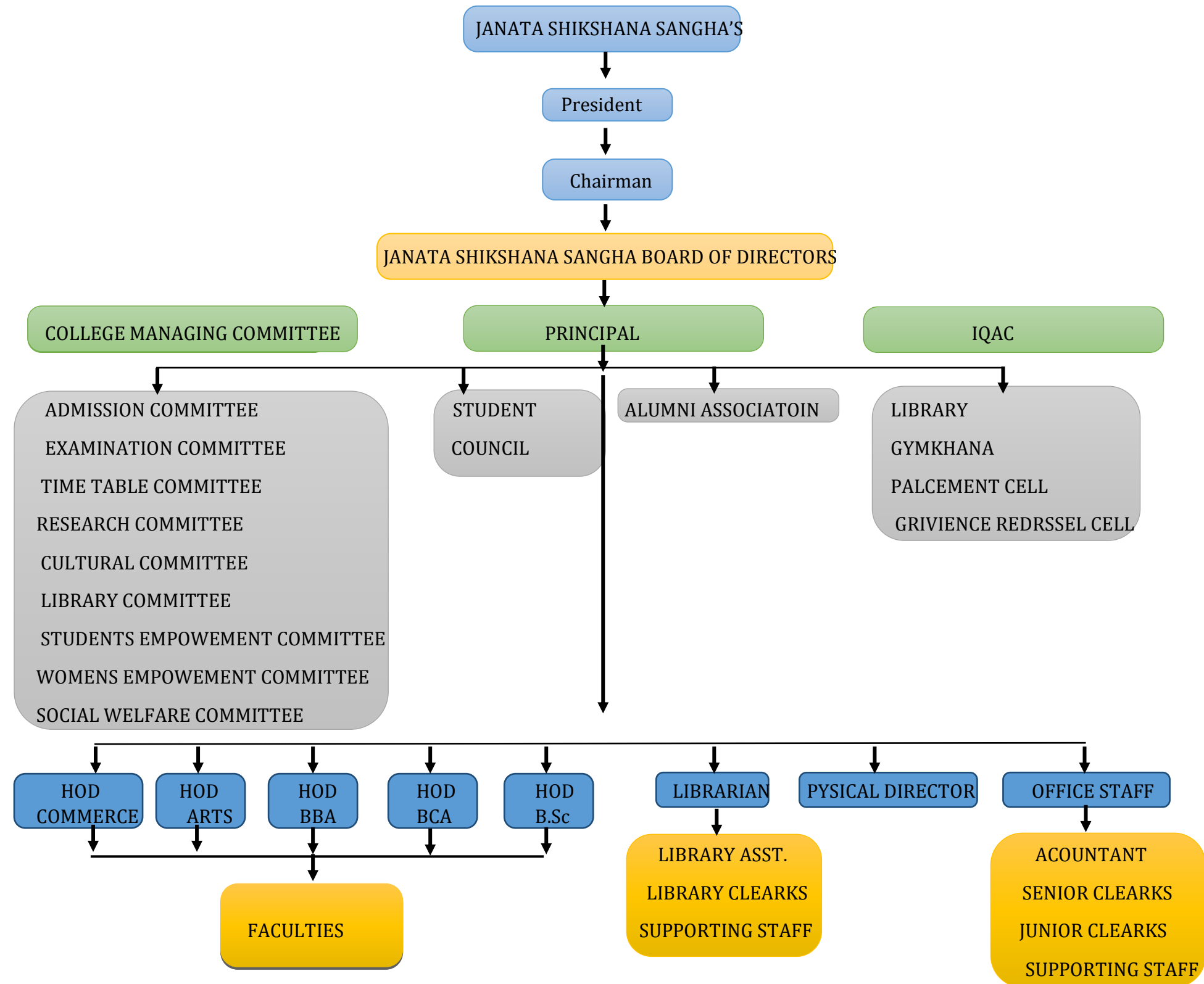


# Administration Chart





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## Roles and Responsibilities of Faculty, Staff and Institutional Bodies

### Responsibilities of the Management

- ❖ Associating with competent, dedicated faculty to implement effective quality policy and mission of institute through teaching-learning process.
- ❖ Making financial provisions to provide infrastructure and facilities suitable for effective services and to cater to further requirements as per growing needs.
- ❖ The institution maintains an effective internal co-ordination and monitoring mechanism with various departments and committees formed by the college for curricular, co-curricular and extracurricular activities.

### Responsibilities of the Principal

- ❖ Providing direction for programs through institution's Vision and Mission.
- ❖ Review of attainment of Program Outcomes by departments.
- ❖ Provision of inputs to Governing Council Meeting.
- ❖ Implementation of improvement initiatives suggested by the Governing Council.
- ❖ Approval of Annual Academic Calendar at the Institution Level.
- ❖ Approval of program budget on an annual basis and approval of expenses.
- ❖ Review of Department activities through HOD meetings.
- ❖ Approval of annual performance appraisal.
- ❖ Collection of informal feedback from students for improvement process.
- ❖ Review of complaints and suggestions by monitoring the corrective measures for implementation.
- ❖ Providing direction for establishing strategic relationship with other Institute and Industry.
- ❖ Review and approval of co-curricular activities of the institution.
- ❖ Identification and implementation of staff welfare measures.
- ❖ Single Point of Contact for Rani Channamma University and UGC.
- ❖ Approval of proposal for projects forwarded to various funding agencies.
- ❖ Approval of human resources requirements for the institution.
- ❖ Identifying, Planning and Monitoring the Academic Performance Improvement initiatives.

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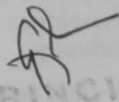
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### Responsibilities of Head of Departments

- ❖ Chair the Department Advisory Committee Meetings.
- ❖ Approval and Publication of Program Vision, Mission.
- ❖ Approval of Curricular Gaps identified and relevant Value-Added Courses.
- ❖ Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes.
- ❖ Identification and monitoring of Program Outcome Improvement Initiatives.
- ❖ Approval and Publication of Department Level Academic Calendar and Time Table.
- ❖ Approval of Course Plan.
- ❖ Planning, Allocation and Utilization of Human Resources.
- ❖ Planning, Procurement and Utilization of Department Level Infrastructure/Labs/Equipment.
- ❖ Identification of Class Advisors and Mentors and allocation of students to Mentors.
- ❖ Chairing Department Review Meetings and Class Committee Meetings.
- ❖ Identification and provision of co-curricular programs.
- ❖ Approval of student, staff leave and OD requests.
- ❖ Identification and monitoring of staff competency enhancement initiatives.
- ❖ Reviewing and monitoring of support initiatives for Slow Learners.
- ❖ Reviewing and monitoring of support initiatives for Advanced Learners.
- ❖ New faculty induction and evaluation.
- ❖ Annual Performance Appraisal for Department Staff Members.
- ❖ Approval of Reference Books for courses.

  
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### Responsibilities of Faculties

- ❖ Report to HOD
- ❖ Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.
- ❖ Complete the syllabi in the subjects assigned to you.
- ❖ Prepare Lecture Plan/ Lecture Materials/ Course Material
- ❖ Conduct at least two internal Tests during each semester in the subjects assigned Encourage students to participate in co-curricular and extra-curricular activities.
- ❖ Plan, deliver and evaluate theoretical / practical instructions.
- ❖ Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
- ❖ Participate in professional development activities
- ❖ Involve in at least one task for Institutional Development during a semester
- ❖ Any other responsibilities that may be assigned by the HOD.
- ❖ To produce 95% result in the subject taught.
- ❖ To take all needful steps for Research and Development towards establishing a Centre of Excellence.
- ❖ To take up Collaborative programmes with leading organizations by exchange of know-how's and in turn help placement.
- ❖ To publish at least one paper in international conference and journals of repute every year.
- ❖ To organize an International Conference on any thrust area on relevant subject.
- ❖ To take all efforts in bringing the name and fame of the institution to the top level in the nation.
- ❖ Items and other items mentioned in the approved budgets.

  
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### Responsibilities of Librarian

- ❖ Assume responsibility for the daily operation of the Library and the supervision of the staff.
- ❖ Assist in the preparation of the Library budget
- ❖ Implement the collection development process and planning and developing of the library.
- ❖ Supervising the process of cataloguing and indexing of books and periodicals.
- ❖ Provide reference services as needed.
- ❖ Orienting the users towards effective utilization of Library services.
- ❖ Assume primary responsibility of managing the maintenance of print and non-print materials and equipment's in the library.
- ❖ Supervising circulation (charging and discharging) of books and learning materials.
- ❖ Arranging for stock verification of library collection and weed-out/write-off books.
- ❖ Strengthen library automation, e-library-digital aspects.
- ❖ Maintain records and statistics and submit reports as required.
- ❖ Provide bibliographic instruction upon request.
- ❖ Promote and implement mediated instruction, interactive media conferencing, and other related emerging technologies.
- ❖ Promote a Library atmosphere conducive to study, reading and research.
- ❖ To attend/participate library related meetings, workshops/seminars/conference/ orientation programmes/refresher courses/any other training programmes.
- ❖ Represent the Library as a member of college-wide and university-wide committees.
- ❖ Assign and supervise the duties of library staff.
- ❖ Maintenance and Supervision of library premises.
- ❖ Teaching students on scholarly information resources and Scholarly communication.
- ❖ Initiate and process purchase of materials if any for library.

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### Functions and Responsibilities of Physical Director:

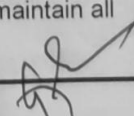
- ❖ Reports to Dean, Students Affairs
- ❖ Ensures smooth conduct of sports
- ❖ Ensures proper use of sports material and facilities
- ❖ Purchase of sport items by coordinating with AO
- ❖ Encourages students to participate in zonal/university tournaments
- ❖ Creation and upkeep of sports facilities
- ❖ Proposing annual budget for sports
- ❖ Ensures discipline among students in campus
- ❖ Ensures NO Ragging activity takes place
- ❖ Oversees medical facilities to campus
- ❖ Organizes sports training camps, if any, and facilitates students to involve in NSS activities and report the to Principal on monthly basis Helps in the organization of various events in the college

### Functions and Responsibilities of Office Assistant:

The Office Staff shall discharge the duties under directions of the Principal.

He/she shall broadly perform the following duties and any other duties.

- ❖ Taking up dictation and typing work to help the Principal/HOD's/faculty's 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.
- ❖ 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.

  
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- ❖ Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
- ❖ Assists the Principal/HOD's/faculties in drafting letters, putting up items with suitable notes, precedents, etc.
- ❖ Maintains inward/outward registers and uses them for sending/receiving all official communication.
- ❖ Maintains leave record, permission records of faculty, staff and students as may be applicable
- ❖ Informs HoD with regard to the faculty who are absent and assists in the adjustment of class work whenever a need arises
- ❖ Posts attendance of the students daily, prepares fortnightly attendance reports of the students, sends the same to class advisers/mentors and HoD
- ❖ Maintains personal register with regard to the appointments etc., if any
- ❖ 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
- ❖ Facilitates to provide the desired information sought under the RTI Act, 2005.
- ❖ Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
- ❖ Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- ❖ Drafts letters/notes for the officer and handling correspondence independently as and when required.
- ❖ Summarizes from documents and prepares information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.

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- ❖ Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department/College, as the case may be
- ❖ Supervises the work of the sub staff in the department/section.
- ❖ 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.
- ❖ Enters data, maintains data entered, and backs up data files periodically
- ❖ Be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.
- ❖ Any other work assigned from Principal time to time.

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