AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Pages from 02 to 29 of this document are verified.

BANUKUMAR MAHAVIR

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PRINCIPAL

ROLES AND RESPONSIBILITIES

I. Background

Agurchand Manmull Jain College, founded in 1952 by Padma Shri Mohanmullji Chordia through the Sri S.S. Jain Educational Society (hereinafter referred to as the 'Society' in this document), is a prominent institution in Chennai affiliated with the University of Madras. Inspired by Her Holiness Shri Sayar Kanwarji Maharaj, the college is committed to providing quality, affordable education to the underprivileged sections of society while shaping the character and careers of young people.

The Governing Council, also known as the Management Committee, comprises of the Secretary, Associate Secretary, 12 Nominated Committee Members among the members of the Society, the Hon. President, and the Hon. Secretary General of the Society as ex-officio members, along with the Principal and University Nominee. For matters pertaining to the self-financing section (Shift-II) the Director and Dean are special invitees to the Governing Council meetings. The Governing Council consists of distinguished members from various fields who contribute to the holistic development of the institution, ensuring affordable quality education for all learners and upholding the following vision:

Vision: To establish the institution as a leading center for multifaceted learning, shaping individuals into innovative, independent, and noble citizens guided by Jain principles.

To achieve the vision of Agurchand Manmull Jain College as a leading educational institution, it is essential to define and outline the roles and responsibilities of key stakeholders. Each member of the institution plays a vital role in guiding, managing, and executing the strategic goals that support holistic development, quality education, and adherence to Jain principles.

I. SECRETARY OF THE COLLEGE

The Secretary of the College is elected by the members of Sri. S. S. Jain Educational Society, and plays a crucial role in ensuring the smooth functioning of the institution, overseeing both administrative and academic operations. The responsibilities are outlined as follows:

1. **Governance and Regulatory Compliance**
    a. Ensure that the college functions in accordance with the rules and regulations laid down by the Government of Tamil Nadu in terms of college administration and the University of Madras in respect of academic requirements.
    b. Oversee adherence to all statutory guidelines, ensuring that both administrative and academic procedures comply with government and university policies.
2. **Staff Management and Human Resources**
    a. Oversee the appointment, performance, and statutory actions for both teaching and non-teaching staff based on recommendations from the Principal and the Governing Council.

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b. Handle salary disbursal, employee welfare, and ensure the smooth operation of staff-related functions.
c. Address grievances related to staff performance and behaviour, and take necessary actions, including termination, with the concurrence of the Governing Council and report to the government for staff in the aided stream.

3. **Infrastructure and Estate Management**
   a. Manage the maintenance of the college estate, including buildings, grounds, and facilities.
   b. Ensure that adequate facilities, such as classrooms, laboratories, and equipment, are provided and maintained for the benefit of students and faculty.
   c. Oversee the purchase of necessary infrastructure and ensure that all physical assets are utilized effectively.
4. **Quality of Education and Student Welfare**
   a. Ensure that high standards of education are maintained and that the academic progress of students is regularly monitored.
   b. Conduct periodic meetings with the Principal, Heads of Departments, student sections, and parents to identify vulnerabilities in the education system and address any shortcomings.
   c. Work towards the continuous improvement of the academic environment by weighing feedback from various stakeholders and implementing changes where necessary.
5. **Conflict Resolution and Campus Harmony**
   a. Ensure that the college environment remains harmonious by addressing any disputes between staff and students promptly.
   b. Act as a mediator to resolve conflicts and ensure that any grievances reported are settled amicably and in the best interest of the institution.
6. **Strategic Planning and Development**
   a. Conduct periodic Management Committee meetings to discuss important developmental factors for the college.
   b. Draft and evaluate short-term and long-term plans for the college's development, conducting feasibility studies to ensure that the requirements of the college are met at appropriate periods.
   c. Collaborate with stakeholders, including educationalists, industry leaders, students, and parents, to make informed decisions regarding new programs, discontinuation of courses, and expansion of infrastructure.

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7. **Policy Formulation and Vision Development**
    a. In consultation with the Governing Council, industry experts, and educationalists, help formulate the college's Vision and Mission, as well as the institutional goals and policies.
    b. Scrutinize and adopt key policy documents after obtaining feedback from relevant committees and stakeholders.
    c. Lead the creation and implementation of strategic policies that align with the long-term growth and success of the institution.

II. ASSOCIATE SECRETARY

In the absence of the Secretary, the Associate Secretary assumes full charge of responsibilities, ensuring smooth functioning of all institutional activities. However, while also in the presence of the Secretary, the Associate Secretary plays an active role in decision-making processes and participates in all key operations of the college, contributing to the overall strategic direction and development.

III. MANAGEMENT COMMITTEE MEMBERS

The Management Committee Members support the Secretary, Associate Secretary, and the administrative heads—such as the Director, Principal, and Dean—in the day-to-day functioning and operations of the college. Each member is assigned leadership responsibilities in key focus areas, which include academics, finance and budgeting, infrastructure development, NAAC, and quality assurance, legal and advisory, reviewing management approvals, and strategic decision-making, ensuring continuous growth and institutional excellence.

ACADEMIC AND ADMINISTRATIVE EXECUTIVES

IV. PRINICIPAL OF THE COLLEGE

The Principal, appointed by the Secretary in accordance with UGC regulations for Minority Institutions, serves as the executive head of the college. The appointment is approved by the University for qualification and the Regional Joint Director of Collegiate Education (RJDCE) for salary grant purposes. The Principal's key responsibilities are as follows:

1. **Policy Development and Implementation**
    a. Formulate strategies and policies to accomplish the vision and mission of the institution, aligning them with the management's objectives.
    b. Ensure the effective implementation of the management's policies within the institution.
    c. Assist the Secretary and the Governing Council in forming the College policy documents.

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2. **Leadership and Direction**
    a. Provide leadership, guidance, and coordination across various departments and sections of the institution to foster unity and drive institutional progress.
    b. Oversee the preparation and implementation of both long-term and short-term development plans, ensuring compliance with statutory bodies, relevant authorities, and committees.
3. **Governance and Reporting**
    a. Present reports to the Governing Council (GC) or College Committee on institutional activities, while adhering to their suggestions for further improvement.
    b. Supervise and manage the administration of academic programs and the overall administration of the institution.
4. **Quality Assurance and Continuous Improvement**
    a. Ensure that high standards of education and academic services are maintained, focusing on continuous improvement and quality enhancement in all institutional processes.
    b. Act as the Chairperson of the Internal Quality Assurance Cell (IQAC) of the College.
5. **Industry and Research Development** - Foster industry-institution interactions and promote research and development activities to enhance the academic and professional environment.
6. **Committee Formation and Progress Monitoring**
    a. Form and manage various college-level committees necessary for the academic and institutional progress, monitoring their activities and outcomes.
    b. Act as the head of all clubs and committees in the College, except the PoSH committee.
    c. Serve as the President of the National Service Scheme (NSS).
7. **Programme Management** - Collect and analyse information related to the addition and discontinuation of new programs to ensure the institution remains aligned with academic and industry trends.
8. **Policy Enforcement and Discipline**
    a. Ensure that all staff and students adhere to the rules, policies, and procedures laid down by the college, enforcing them impartially and appropriately.
    b. Maintain discipline within the institution, taking decisive and impartial action when necessary for faculty, non-teaching staff, and students.
9. **Faculty and Student Relations**
    a. Act as a liaison between the Secretary and the faculty, ensuring smooth communication and coordination.

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b. Encourage interaction between faculty members and foster an environment of open dialogue between faculty and students.
c. Listen to students' concerns and ideas, promoting a supportive and inclusive atmosphere.

10. **Administration and Office Management** - Oversee office administration, ensuring smooth operations and maintaining discipline across all levels of staff.
11. **Student Engagement and Empowerment**
    a. Conduct regular class committee meetings with students, taking follow-up actions as needed.
    b. Empower both staff and students to reach their maximum potential through motivation, guidance, and support.
12. **Annual Reporting and Stakeholder Feedback**
    a. Submit annual progress reports on developmental and collaborative programs to various committees and management.
    b. Gather stakeholder feedback, including from staff, students, and parents, and take necessary remedial actions to improve the institution's administration and academic processes.
13. **Integrity and Leadership** - Exemplify the highest standards of integrity, demonstrating strong leadership and ethical behaviour in all aspects of institutional management.
14. **Internal Quality Assurance Cell**
    a. Act as the Chairperson of the Internal Quality Assurance Cell (IQAC) of the College.
    b. Prepare Internal Quality Assurance Cell Reports, scheduling and conducting IQAC activities as per institutional guidelines.
15. **Dissemination of Government Policies -** Disseminate relevant information on government policies to students and staff, ensuring that the benefits of such policies reach deserving students.

V. VICE-PRINCIPAL

The Vice-Principal assists the Principal in both academic and administrative functions, ensuring the smooth operation of the institution. In the absence of the Principal, the Vice-Principal assumes leadership responsibilities. As per the UGC regulations, 2018, a senior faculty member is designated as Vice-Principal by the Governing Council on the Principal's recommendation for a tenure not exceeding that of the Principal. Specific additional duties may be assigned.

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Responsibilities of the Vice-Principal:

a. Assist the Principal in managing academic and administrative tasks to ensure efficient and productive operations of the institution.
b. Work with the Principal and management to implement strategies and initiatives that align with the institution's mission and goals.
c. Assist the Principal in enforcing institutional policies, ensuring that they are adhered to by all stakeholders and effectively executed across the institution.
d. Encourage and motivate faculty, staff, and students for a positive, productive, and goal-oriented educational environment.
e. Support and promote sports and placement activities to enhance student development and career opportunities.

VI. IQAC COORDINATOR

1. **Strategic Planning and Implementation:** Lead the formulation and execution of strategies to enhance the quality of teaching, learning, and administrative processes in alignment with the institution's goals.
2. **Quality Assurance Framework:** Develop and implement quality assurance processes, ensuring adherence to institutional policies, NAAC guidelines, and other accreditation standards.
3. **Monitoring and Evaluation:** Regularly monitor, review, and evaluate the quality of academic and administrative functions, identifying areas for improvement and recommending actionable steps.
4. **Data Management:** Collect and maintain data on institutional activities, performance metrics, and quality initiatives, facilitating internal and external audits, accreditations, and rankings.
5. **Documentation:** Ensure systematic documentation of all quality-related activities, initiatives, and outcomes for submission to statutory bodies such as NAAC and other accrediting agencies.
6. **Capacity Building:** Organize workshops, seminars, and training programs on quality enhancement, promoting a culture of continuous improvement among faculty and staff.
7. **Feedback Mechanism:** Oversee the collection, analysis, and use of feedback from stakeholders (students, parents, faculty, and alumni) to improve institutional performance.
8. **Collaboration:** Collaborate with various departments and committees to implement quality enhancement measures, ensuring alignment with the overall institutional objectives.
9. **Annual Quality Assurance Report (AQAR):** Coordinate the preparation and timely submission of the Annual Quality Assurance Report (AQAR) to NAAC as per prescribed guidelines.

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10. **NAAC Accreditation Process:** Play a key role in the preparation for NAAC accreditation/re-accreditation cycles, ensuring compliance with all necessary documentation and processes.
11. **Best Practices:** Identify and promote the adoption of institutional best practices that contribute to academic and administrative excellence.
12. **Communication and Reporting:** Regularly report on IQAC activities, quality initiatives, and progress to the Principal, Management, and other relevant bodies.
13. **Innovations and Research:** Encourage innovation in teaching, learning, and research practices to improve academic outcomes and faculty development.
14. **Institutional Audits:** Coordinate internal and external academic and administrative audits, ensuring that quality parameters are met and improvements are implemented.
15. **Continuous Improvement:** Foster a culture of continuous quality improvement by promoting collaboration, innovation, and engagement within the college community.

VII. DEAN – SELF-FINANCE (Shift – II)

Reporting to the Management of the institute and assisting them in the following functions of the institute.

1. **Regulation / Monitoring**
    a. regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution to fulfil the expectations of the governmental monitoring bodies such as University of Madras, UGC; along with the expectations of the management; students and their parents.
    b. Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.
    c. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
    d. Monitoring effective teaching as per the prescribed curriculum and as per the teaching pedagogies suggested by the University / Institution.
    e. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, and audit and any such other matter related to the administration of the college.
    f. Monitoring the liaison of activities with departments within the college and most importantly with the management of AM Jain.
    g. Monitoring the conduct of meetings on behalf of the institution which include the meetings of Facilitator, staff, and Coordinators

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h. Monitoring the procurement and purchase of the entire necessary infrastructure like lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
i. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as IQAC, University of Madras.

2. **Development**
   a. 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.
   b. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
   c. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
   d. 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.
   e. Developing the working and learning culture in the institution.
   f. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.
   g. Conducting faculty appraisal, evaluation and collecting the data. Translating evaluation data into effective faculty development.
3. **Strategic Functions**
   a. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
   b. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
   c. Contributing to various governmental and non-governmental agencies to gain long term association and commitment from these bodies.
4. **Leadership**
   a. 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.
   b. To set high standards of discipline, commitment and involvement in work pattern.
   c. To inspire all colleagues towards the achievement of the goals of the organization and leading them from the forefront.

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d. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

5. **Visionary**
   a. Developing a long-term model for the institution and working for realizing this vision in close association with the management.
   b. Taking steps at regular intervals which facilitate towards realizing the vision.
   c. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
6. **Execution and Reporting:** The Dean requires to present regular reports (biannual and annual) about each function that they have taken-up or intend to take-up to the management.

VIII. DEPUTY DEAN (Shift II)

1. Monitoring the progress of class work, syllabus coverage, student counselling/mentoring, directing and supervising student activity programs.
2. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
3. Ensuring OBE practices
4. Helping faculty in planning effective remedial instruction.
5. Maintaining an up-to-date record of mentee faculty list
6. Guiding younger faculty in identifying their fields of interest
7. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
8. 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
9. Liaison with the Facilitators to update the list of mentees and mentors from each department
10. Preparing and getting approval of the management with the association of the Dean, the budget allocation for the activities
11. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
12. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
13. Creating professional development opportunities for all

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14. Facilitates: Formation of student council, Students Counselling other than mentoring, Student discipline, Anti-ragging, Student health care, club activities
15. 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, extra-curricular activities, club activities
16. Supports in admission process
17. Any other function that may be assigned by the Dean/ Management from time to time.

IX. HEADS OF DEPARTMENT (HOD) – Govt. Aided. Departments.

The Head of the Department (HoD) plays a crucial and dynamic role in managing the department's academic and administrative functions. Their responsibilities span across various areas, including faculty appointments, student discipline, academic activities, research, and overall departmental development. Based on the instruction from the Principal, the HoDs carry out the academic and extra-curricular functioning of the Department.

Roles and Responsibilities of HoDs:

1. **Appointment of Teachers:**
   a. **Member of faculty Recruitment:** Involved in the selection, interviewing, and recruitment process of new faculty members in coordination with the Secretary and college administration and its management committees.
   b. **Faculty Development:** Responsible for ensuring that faculty members undergo continuous professional development, including encouraging them to attend workshops, Orientation Courses, Refresher Courses, conferences, and other educational activities.
2. **Conducting Classes and Academic Planning:**
   a. **Timetable Management for the Semester and the Academic year**: Prepares the timetable for classes and ensures proper distribution of courses among faculty.
   b. **Class Monitoring:** Ensures that faculty members are conducting classes as per the schedule and syllabus, maintaining high teaching standards.
   c. **Course Curriculum:** Works on curriculum development, syllabus reviews, and updating course content in consultation with faculty and academic boards of the University of Madras.
3. **Inculcating Discipline Among Students:**
   a. **Student Behaviour:** Encourages and enforces discipline within the department by creating a structured environment, setting rules, and addressing behavioral issues.

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b. **Counselling:** Acts as a mentor to students, guiding them in academic and personal matters when needed.

4. **Research and Development:**
   a. **Research Promotion:** Promotes research activities among faculty and students by encouraging them to undertake research projects, publish papers, and participate in conferences.
   b. **Project Guidance:** Assists students and faculty members in acquiring grants, conducting research, and successfully completing projects.
   c. **Collaborations:** Fosters collaborations with industries, academic institutions, and research organizations to enhance research opportunities and departmental growth.
5. **Carrying Out Projects:**
   a. **Departmental Projects:** Identifies and manages research projects that align with the department's academic goals. May include government-funded, private, or institutional projects.
   b. **Supervision:** Provides guidance and support for ongoing departmental projects and ensures that faculty and students have the resources to complete them.
6. **Routine Continuous**
   a. **Internal Assessment and Examination:**
      i. Internal Assessments: Plans and organizes continuous internal assessments (CIA), ensuring fair and transparent evaluation of students.
      ii. Internal Examinations: Oversees the preparation and execution of departmental examinations, including semester-end assessments, and ensures proper evaluation and grade submission.
7. **Extra-Curricular Activities:**
   a. **Student Engagement:** Encourages and supports extracurricular activities such as departmental seminars, cultural events, sports, and other co-curricular activities to ensure holistic development of students.
   b. **Workshops and Seminars:** Organizes departmental events, guest lectures, and technical workshops to enhance students' learning and networking opportunities.

8. **Improving the Pass Percentage:**
   a. Academic Support: Identifies weak students and ensures additional support through remedial classes, mentoring, and continuous monitoring of their progress.

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b. Result Analysis: Analyses examination results and feedback to implement strategies that improve overall student performance and pass percentage.

9. Conducting Alumni Meetings:

a. **Alumni Engagement:** Organizes periodic alumni meetings to maintain strong relationships with former students, creating opportunities for networking, mentoring, and collaboration.

b. **Alumni Contributions:** Facilitates alumni participation in departmental growth by inviting them to contribute through guest lectures, donations, or project sponsorships.

10. Parents Teacher Meetings

Parents Teacher Meetings are held to indicate the student's development. The student's progress and if need for improvement is informed to the parents.

In addition to these responsibilities, the HoD is also expected to act as a liaison between the department and the college administration, handle budget allocations for departmental needs, and ensure the overall smooth functioning of the College.

X. FACILITATOR (Shift II)

1. Seek advice and sanction from the Dean for implementing academic, co-curricular, and extracurricular activities.
2. Assign duties to teaching and non-teaching staff within the department.
3. Ensure proper allocation of teaching and practical workloads to faculty members and technical non-teaching staff.
4. Coordinate with departmental staff to ensure smooth conduct of academic, co-curricular, and extracurricular activities.
5. Organize and conduct regular meetings with department faculty.
6. Coordinate the development of short- and long-term plans for the department.
7. Promote interaction and collegial spirit among department faculty.
8. Present the departmental budget and requirements to the Dean.
9. Ensure lesson plans are followed and syllabi are completed on time.
10. Manage the smooth conduct of examinations, including paper setting and assessment of theory and lab work.
11. Ensure proper management and maintenance of stock registers by the Laboratory Assistant.
12. Maintain the quality, cleanliness, and overall upkeep of the department.
13. Recommend leave for departmental colleagues.
14. Encourage faculty to submit research proposals to funding agencies like UGC, DST, DRDO, etc.

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15. Foster research and innovative programs within the department.
16. Organize need-based workshops, seminars, symposia, visits, and excursions.
17. Arrange for guest speakers to interact with and guide UG/PG students.
18. Provide career guidance to students.
19. Assist faculty with the preparation and processing of self-appraisal of performance.
20. Ensure that department equipment and facilities are properly maintained and serviced.
21. Ensure adherence to departmental and college procedures for staff (teaching and non-teaching).
22. Handle student complaints and grievances originating in the department.
23. Plan, execute, and monitor academic and support activities of the department.
24. Assist with departmental coordination and support the Dean/Deputy Dean as needed.
25. Gather and act on feedback from students periodically.
26. Facilitate and maintain interactions with alumni.
27. Assign mentors to students and designate faculty as class teachers.

XI. FACULTY

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Facilitator/ Deputy Dean/ Dean 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 met facilitator ology 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. Sets question paper for assessments
10. Evaluates tests (if appropriate, based on type of test)
11. Assures that course content allows students to meet course outcomes.
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 counselling)

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13. Informs facilitators 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 facilitator
16. Attends meetings of the facilitator to discuss issues affecting learning and other classroom issues
17. Attends meetings with the facilitator and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned facilitator 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 facilitator.
22. Maintain attendance record of students
23. Provides information about job opportunities in their respective field to placement cell.
24. Guides students on career opportunities.
25. Maintain teachers handbook.
26. If associated with the lab,
    a. designs new experiments, if any,
    b. prepares lab workbooks
    c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed.
    d. ensures availability of equipment for the lab in proper functioning.
    e. evaluates lab workbooks and provides feedback to student on timely basis
    f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
    g. keeps the lab clean and tidy
27. Ensures quality, maintenance, and cleanliness of the dept.
28. Carries out research/innovative programs in the department.
29. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned Facilitator
30. Invites guest speakers for interaction and guidance with UG/PG students
31. Act as mentor for a batch of students.

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XII. LAB IN-CHARGE

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.
2. Requisition for consumables shall be submitted to the Facilitator, who in turn shall verify the same and forward to the Dean for necessary action.
3. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
4. Prepares lab manuals and arrange to get them printed as per the required number.
5. Introduces new experiments, if any, that can reinforce the student learning.
6. Arranges to display the laboratory schedule
7. If it is 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
8. Coordinates periodical testing of equipment
9. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
10. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
11. Establishes physical security.
12. The lab in charge takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
13. Sets up an inventory control system.
14. Establishes a lab budget for support costs.
15. Labels hardware, including cabling.
16. Resolves environmental problems, if any.
17. Implements a preventative maintenance program for equipment.
18. To hold those responsible for any breakage / loss etc. and recover costs.
19. Lab In-charge shall report the matter in writing immediately to the Facilitator 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

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to compensate the loss as well as prevent recurrence of the same. They shall note down the missing items in the respective Lab Register.

20. 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.
21. Establishes an approval process for removing any equipment.
22. Ensuring the lab is kept clean and orderly.
23. Any other duty as may be assigned by the Facilitator/Dean/HOD/Principal from time to time.

XIII. ELECTRONICS LABORATORY TECHNICIAN

1. 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.
2. Troubleshoots, repairs, calibrates and fabricates / prepares circuits, conducts testing of the same and other electronic equipment.
3. Helps students to assure proper operation and maintenance of equipment and laboratory; distributes various components/parts to students for use in laboratory exercises.
4. Facilitates maintenance of documentation and upkeep of stock register.
5. Plans and schedules EDA software upgrades; tests, debugs, configures and documents software as required to meet user needs.
6. Establishes and maintains computer laboratory procedures for use of EDA tools.
7. Installs new equipment and modifies current installations using various manual and power tools such as hand drill, drill press, soldering, etc.
8. 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.
9. Maintains a fabrication area for the Electronics workshop class; assists in the maintenance of the lab.
10. Any other assignment given by the Lab In-charge / Facilitator.

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XIV. SYSTEM ADMINISTRATOR

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. Analysing 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.

XV. TRAINING AND PLACEMENT (T&P) COORDINATOR, CAREER DEVELOPMENT CENTER

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 counselling and group sessions.
7. Assists students develop and implement successful job search strategies.

ROLES AND RESPONSIBILITIES

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 colourful 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. Upgradation 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 placement coordinators, HODs/Facilitators, Dean, Principal, and students.
28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same

ROLES AND RESPONSIBILITIES

29. Details of placed candidate's vis-a-vis the companies are sent to all Facilitators, departments' placement coordinators, Dean, Principal immediately after the recruitment drive is completed and placements announced.
30. Sends copies of all appointment orders of students recruited to the concerned Facilitators
31. Organize "Employified" event and distribute offer letters to placed students

XVI. PHYSICAL DIRECTOR

1. Reports directly to the Principal for Aided streams and to the Dean for Self-financed streams.
2. Oversees the smooth organization and conduct of all sports activities.
3. Ensures the proper utilization and maintenance of sports equipment and facilities.
4. Coordinates with the management office for the procurement of sports items.
5. Actively encourages student participation in zonal and university-level tournaments.
6. Supervises the development and maintenance of sports infrastructure and facilities.
7. Proposes the annual sports budget, ensuring alignment with institutional priorities.
8. Ensures student discipline is maintained across the campus, particularly in sports-related activities.

XVII. LIBRARIAN

1. Facilitates access to all literature and resources required by students, faculty, and staff for academic and research purposes.
2. Manages both the physical and digital libraries, ensuring seamless operation and availability.
3. Prepares the library budget and formulates policies for the effective management of the library and digital resources.
4. Promotes the utilization of library resources, encouraging broad usage among the campus community.
5. Regularly engages with students and faculty to assess their needs for books, journals, magazines, CDs, and other materials, and informs the Dean/Principal for necessary procurement.
6. Ensures the timely procurement of essential and recommended books, software, and journals, as suggested by faculty.
7. Provides URL links and other digital resources for accessing study material and information.
8. Oversees the weeding out of obsolete materials in accordance with college norms.

ROLES AND RESPONSIBILITIES

9. Manages the disposal of outdated library materials following institutional policies.
10. Ensures that reprographic services are available for the convenience of users.
11. Maintains the library's collection in good condition, ensuring proper care and handling.
12. Gathers and reviews recommendations for new books and resources.
13. Collects suggestions and feedback on the effectiveness of library databases and resources.
14. Facilitates campus-wide digital library access for students and staff.
15. Establishes specialized search tools to assist faculty in their teaching and research needs.
16. Develops and maintains a repository of academic cases, ensuring continual updates.
17. Provides extended access and borrowing privileges to faculty members pursuing doctoral programs.
18. Organizes and facilitates reading sessions to enhance engagement with library resources.
19. Coordinates library events, such as Library Week, and initiates clubs (e.g., Reading Club) to foster a vibrant reading culture on campus.
20. Develops an online system to post and publicize new additions to the library collection.
21. Undertakes any additional responsibilities related to the library as assigned by the management.
22. Ensures the availability of previous years' question papers, academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports, and other academic resources.
23. Compiles and provides statistical data and reports on library operations as required.

ADDITIONAL RESPONSIBILITIES OF FACULTY

XVIII. 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.

ROLES AND RESPONSIBILITIES

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 Degree and how the degree helps in building a career in other areas and programs such as M.Sc, 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 facilitator .
20. Monitors the interim and final performance of students assigned and liaise with parents, whenever required

XIX. CLASS IN-CHARGE

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

ROLES AND RESPONSIBILITIES

   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 education
   g. Importance of NOT missing even one lecture as continuity is important in education
   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 Facilitator 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.
6. Class teachers shall monitor inclusiveness to insure participation by all students in the class.
7. Acts as mentor, counsellor, and role model in resolving student related difficulties.
8. Conducts fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to Facilitator
9. 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 Facilitator and Deputy Dean's office.
10. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
11. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the Facilitator.
12. Identifies good students and motivate them to excel.
13. Informs facilitator about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
14. Assists the dept's Facilitator 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 Deputy Dean's office.

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15. Calls the parents of the students whose attendance is < 75% and arranges to ensure parents meet the Facilitator particularly in the case where student's attendance is < 65%
16. Assists the dept's Facilitator 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 Deputy Dean's office.
17. Assists the dept's Facilitator with dispatch of monthly attendance of the corresponding class to parents.
18. Assists the dept's Facilitator with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Deputy Dean's office.
19. Assists the dept's Facilitator with computation of semester internal marks of the corresponding class and ensures submission of the same to Deputy Dean's office and examination branch
20. Assists dept's Facilitator and Accounts section to ensure no fee defaulters for the class he / she is class teacher
21. Assists dept's Facilitator in issuing permission slips for students leaving college earlier than the scheduled time
22. Any other responsibility that may be assigned by corresponding Facilitator from time to time.

XX. DEPARTMENT'S PLACEMENT COORDINATOR

1. Acts as a link between Students and the Placements Cell.

1. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
2. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, Facilitator and others related in the matter.
3. Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and Facilitator immediately the next day of the completed training session.
4. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and Facilitator.
5. Analyses students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, Facilitator, and Placements Cell. Keep a record of the same.
6. Provides information regarding 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.

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7. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
8. 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.
9. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
10. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and Facilitator.
11. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
12. Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.

XXI. DEPARTMENT'S ALUMNI COORDINATOR

1. Acts as a link between Alumni and the Department.
2. 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.
3. Contacts alumni and apprises them about the various activities undertaken by the institute.
4. 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.)
5. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
6. Maintains database of the department's alumni and sharing the same with the Placements Cell.
7. 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 Facilitator, and the Placements Cell. Passes this information to the students concerned on request.

XXII. DEPARTMENT NAAC AND IQAC SPOC

1. **Liaison with IQAC:** Act as the primary contact between the department and the Institutional IQAC, ensuring smooth communication and coordination of quality initiatives.
2. **Departmental Data Collection:** Collect, compile, and maintain all relevant data and documentation from the department needed for NAAC accreditation and quality assurance purposes.

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3. **Facilitating Compliance:** Ensure the department complies with NAAC guidelines and IQAC processes, supporting timely submission of reports and evidence.
4. **Monitoring Quality Standards:** Regularly monitor and assess the department's academic and administrative performance in alignment with IQAC quality standards, suggesting improvements where needed.
5. **Support in AQAR Preparation:** Assist the IQAC in gathering departmental information for the Annual Quality Assurance Report (AQAR) and other accreditation-related documents.
6. **Implementation of Best Practices:** Coordinate with the department to implement best practices as recommended by the IQAC, and document the results for quality enhancement.
7. **Feedback Management:** Oversee the collection of feedback from students, faculty, and other stakeholders within the department, ensuring that it is communicated effectively to the IQAC for improvement actions.
8. **Facilitate Audits:** Support internal and external audits by providing necessary departmental data and coordinating with IQAC for audit requirements.
9. **Training and Workshops:** Ensure department faculty and staff are informed about and participate in IQAC-organized training sessions, workshops, and quality-related initiatives.
10. **Continuous Improvement:** Work closely with the Head of Department (HoD) to promote continuous improvement in teaching, learning, research, and administrative processes as per IQAC recommendations.

MANAGEMENT EXECUTIVES

XXIII. DIRECTOR

1. **Public Relations (PR) and Marketing:**
    a. **Strategic Planning:** Develop and implement a comprehensive PR and marketing strategy aligned with the institution's vision, mission, and goals.
    b. **Brand Management:** Enhance the institution's brand identity by ensuring consistency in communication across all media channels, including digital platforms, print media, and events.
    c. **Media Relations:** Cultivate relationships with media outlets to promote the institution's achievements, events, and key initiatives. Prepare press releases and oversee media coverage to ensure accurate and positive portrayal.
    d. **Marketing Campaigns:** Design and execute targeted marketing campaigns to attract potential students, faculty, and partners, utilizing both traditional and digital platforms.

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e. **Event Promotion:** Coordinate promotional efforts for institutional events, including admissions drives, conferences, and public events, ensuring maximum visibility and engagement.

f. **Social Media Management:** Oversee the institution's social media presence, ensuring proactive engagement with stakeholders, including students, alumni, and the broader community.

2. **Human Resource Development (HRD):**

a. **HR Strategy and Planning:** Formulate HR policies and strategies that support staff recruitment, development, and retention, ensuring alignment with institutional goals.

b. **Staff Recruitment and Onboarding:** Oversee the recruitment process for faculty and staff, ensuring a robust selection process to attract high-quality candidates. Coordinate the onboarding process to facilitate smooth transitions.

c. **Training and Development:** Initiate professional development programs, workshops, and training sessions aimed at enhancing the skills and competencies of faculty and administrative staff.

d. **Performance Management:** Develop and implement performance appraisal systems, ensuring constructive feedback and goal-setting to enhance staff productivity and motivation.

e. **Employee Engagement and Well-being:** Foster a positive work environment by promoting employee engagement initiatives and addressing HR issues such as conflict resolution, work-life balance, and staff welfare.

3. **Alumni Association Activities:**

a. **Alumni Engagement:** Build strong relationships with the institution's alumni by organizing regular events, reunions, and networking opportunities to foster ongoing engagement and support.

b. **Fundraising and Sponsorship:** Collaborate with the alumni network to explore fundraising opportunities for institutional development, scholarships, and endowments.

c. **Career Support and Mentorship:** Develop programs where alumni can mentor current students, provide career guidance, and create internship and employment opportunities.

d. **Alumni Database Management:** Maintain an up-to-date database of alumni, ensuring smooth communication and coordination for events, newsletters, and other alumni-related activities.

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e. **Recognition of Alumni Achievements:** Create platforms to highlight the accomplishments of distinguished alumni, thereby enhancing the institution's reputation and inspiring current students.

XXIV. CHIEF MANAGER

The Chief Manager of the Management Office oversees the administration and operations of the School, Shift II, and Estate Office, ensuring seamless coordination and implementation of management directives. Key responsibilities include:

1. **Office Systems and Correspondence**
    a. Set up and maintain efficient manual and computerized office systems for the School and Shift II offices, ensuring smooth information retrieval.
    b. Draft and type correspondence for the Management Office.
    c. Deal diplomatically with visitors, representing the management effectively.
2. **Coordination and Meetings**
    a. Effectively manage and coordinate with the Managers of Shift II, School, and Estate Office.
    b. Arrange committee meetings and prepare the minutes as instructed by the Management.
    c. Coordinate with the Dean, Principal of School, and Shift-II in preparing the prospectus and application forms.
3. **Admissions and Budgeting**
    a. Follow the admission procedures as per the guidelines set by the Management, ensuring effective implementation.
    b. Prepare budgets and financial statements as required by the Management, monitoring expenditures to ensure they align with the budget.
    c. Monitor overall fee collection from College, School, and ITC, providing regular updates to Management.
4. **Documentation and Records**
    a. Prepare appointment letters, service certificates, and salary certificates in coordination with the Managers of Shift II and School.
    b. Maintain and update the Fixed Asset Register.
    c. Submit records and documents to IQAC/NAAC/ISO in a timely manner.
5. **Maintenance and Infrastructure**
    a. Ensure the cleanliness and maintenance of college infrastructure, hostels, and school premises in coordination with the Estate Office.

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b. Supervise repairs and maintenance of buildings in coordination with the Estate Office, including the timely execution of daily maintenance tasks.
c. Oversee housekeeping, security, and garden maintenance with the help of the Estate Office.
d. Ensure continuous water supply and electricity for the institution.

6. **Procurement and Financial Supervision**
   a. Obtain quotations, prepare comparative statements for purchases, and seek Management approval.
   b. Prepare purchase orders, follow up on deliveries, and submit bills to the Accounts Department for payment processing.
   c. Verify cash and cheque bills before submission to the Management for approval.
   d. Coordinate with the Accounts Department to prepare salary bills and cheques on time.
7. **Regulatory Compliance and Legal Liaison**
   a. Liaise with government and university authorities for necessary approvals and certifications.
   b. Maintain statutory records (PF/ESI, TDS, Professional Tax, etc.) and ensure timely payments for the School and College.
   c. Coordinate with legal advisors on court cases and manage licenses for stability, fire, and sanitation in collaboration with the Estate Office.
8. **Assets and Stock Management**
   a. Ensure the safe custody of all important documents, including college and school approvals, land documents, and legal judgments.
   b. Conduct annual verification of building equipment, fixtures, and furniture with the Estate Office.
   c. Collect stock reports from departments annually and ensure the proper management of equipment and materials.
9. **Communication and Media**
   a. Handle advertisements in print and media as instructed by Management.
   b. Maintain the college and school websites in coordination with the Principal, Dean, Advisor, and Managers of Shift II and School.
   c. Maintain photo albums and CDs related to institutional functions.
10. **Staff and Student Support**
    a. Handle staff welfare matters and report regularly to the Management.