

Roles and Responsibilities

PRINCIPAL

The Principal is the chief **ACADEMIC ADMINISTRATOR** and a liaison between management, staff, and students. He should preferably be of strong academic, administrative, and personal standing, with significant experience in engineering colleges. The Principal shall be an inspiration to the staff and students, particularly in terms of discipline and commitment to the institution.

Duties and Responsibilities of the Principal:

1. Assist the College Management Committee/Secretary and Correspondent in the preparation of academic programmes, administrative policies, action plans for infrastructure development, and institutional development schemes.
2. To carry out all decisions made by the College Management Committee / Secretary and Correspondent in academic and administrative areas assigned to him.
3. Ensure efficient academic administration by monitoring all academic activities such as day-to-day academic work, quarterly evaluation, accomplishment of good annual results, and so on.
4. To recommend the formation of various cells/committees for the active pursuit of curricular, co-curricular, and extra-curricular activities for approval by the CDC.

5. To ensure the efficient functioning of such activity cells/committees.
6. Enforcing discipline among students on or off the campus as the situation requires, taking required actions with the assistance of staff and, the guidance/assistance of the CDC whenever required.
7. To instill work culture and discipline in the staff in order to keep them as role models for pupils as envisioned by the sponsoring society/CMC/Secretary.

Note: While enforcing discipline among the staff, the Principal should act with due caution to protect the image and interests of the institution. The Principal needs to consult the Secretary and Correspondent and take his consent regarding disciplinary measures, particularly in cases of senior faculty members in higher cadres.

8. To look after overall Development, Planning and Implementation, Recruitment of Teaching/Non-Teaching staff, Extra-curricular activities, and Alumni affairs.
9. To prepare the budget for consideration of CDC and approval of the Governing Body.
10. To sanction leaves to staff as per leave rules and maintaining leave account.
11. To take steps for promotion of Industry-Institute Interaction and R&D work and provides suggestions to the Director Academics and Heads of the Department concerned.

12. To participate in Quality planning at University / Government / AICTE level for development of technical education.
13. To allow the individual members of faculty for participation in the FDPs, Workshops, STTPs, spot evaluation, curriculum development sessions etc.
14. To permit the students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development programmes at various levels.
15. To recommend the names of faculty members for various awards notified by the University/various institutions like IETE, IEEE, ISTE, IE(I), State Government, Central Government etc., and process their applications for such awards.
16. To sanction annual increment to the staff as approved by the CMC.
17. To make periodical review on the performance of the staff department-wise or individually, taking the help of the Director Academics, Heads of Department and presenting it to CMC for every Semester.
18. The Director Academics will report to Principal.

DIRECTOR-ACADEMICS & QUALITY ASSURANCE (QA)

Senior faculty member may be nominated as Director Academics.

Duties and Responsibilities of the Director-Academics:

1. To officiate the Principal's responsibilities in the latter's absence.
2. To carry out the specific duties assigned by the College Management Committee as and when necessary.
3. To help the Principal in his administration and looks after Academic Affairs, PG Studies, R & D and Consultancy.
4. Takes care of:
 - a. Teaching-Learning process.
 - b. Library and Laboratory Development.
 - c. Academic Development.
 - d. Result Analysis.
 - e. Infra structure Facilities
 - f. Student Counseling
 - g. Institutional Quality Initiatives
5. He is overall in charge for the respective areas under him and he shall ensure the success of these programmes.
6. He will make recommendations to Principal on formulation of various committees for different areas he is in charge of.
7. He will convene meetings of those committees at least once in two months.

8. He shall submit reports to the Principal twice in a semester on the programs he is in charge of.
9. All the information, correspondence regarding the programmes coming under the purview of the Director Academics shall be routed through him to the Principal.
10. Whenever necessary he shall convene a meeting of HODs concerning those programmes, with Principal as chairman and convener as invitee.
11. The Director Academics will be guided by the policies of the college in the matters that come under his/her purview.

Duties and Responsibilities of the Director Quality Assurance (QA)

The role of the IQAC coordinator is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects.

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.

4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
9. Development of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
11. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
12. Ensure internalization of the quality culture.
13. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
14. Provide a sound basis for decision-making to improve institutional functioning.
15. Act as a dynamic system for quality changes in HEIs.
16. Build an organized methodology of documentation and internal communication.

DIRECTOR - TRAINING AND PLACEMENTS

Duties and Responsibilities of the Director - Training and Placements

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.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Guidance for Higher Studies in India or Abroad.

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.
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 departments' placements coordinator, HoDs, 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, Students, 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.

Duties and Responsibilities of Dean of Administration

Dean of Administration looks after Planning & Monitoring and Students Affairs. He takes care of Overall Development, Planning and implementation, including Quality Document.

1. He is overall in charge for the respective areas under him and he shall ensure the success of these programmes.
2. He will make recommendations to Principal on formulation of various committees for different areas he is in charge of.
3. He will convene meetings of those committees at least once in two months.

4. He shall submit reports to the Principal twice in a semester on the programs he is in charge of.
5. All the information, correspondence regarding the programmes coming under the purview shall be routed through him to the Principal.
6. Whenever necessary he shall convene a meeting of HODs concerning those programmes, with Principal as chairman and convener as invitee.
7. Dean of Administration will record the minutes of the meetings of the Governing Body and College Management Committee.

The Dean of Administration will be guided by the policies of the college in the matters that come under their purview.

Committees:

Every committee shall have a coordinator/convener and two or more members. Coordinator/Convener will be in charge of the committees and its programs. These committees assist the Dean of Administration in the discharge of their duties. Each activity given under the Dean of Administration will have a committee.

The lists of committees are:

S.No	Name of the committee
1	Purchase & Stores Committee
2	Public Relations, Press & Media, Publication committee
3	General & Electrical Maintenance Committee
4	SC/ ST Welfare Committee
5	Library Committee
6	Industry Institute Inter action Cell
7	Institute Entrepreneurship and Innovation Development Cell
8	Computer & Network Maintenance/ ICT Committee
9	Women Grievance and Internal complaint committee
10	Right to Information Committee
11	Website Development & Maintenance Committee
12	Minority Cell
13	OBC Cell
14	Admission Committee

Duties and Responsibilities of Dean of Student Affairs

Dean of Student Affairs (DSA) is overall responsible for efficient conduct of co and extracurricular activities and availability of amenities to the best satisfaction of the committee, in that:

1. He is overall in charge for the respective areas under him and he shall ensure the success of these programmes.
2. He will make recommendations to Principal on formulation of various committees for different areas he is in charge of.
3. He will convene meetings of those committees at least once in two months.
4. He shall submit reports to the Principal twice in a semester on the programs he is in charge of.
5. All the information, correspondence regarding the programmes coming under the purview shall be routed through him to the Principal.
6. Whenever necessary he shall convene a meeting of HODs concerning those programmes, with Principal as chairman and convener as invitee.
7. Provides input for the academic calendar for various co and extracurricular activities.
8. Ensures proper conduct of co-curricular activities through respective in charges.
9. Jignasa

10. Ensures proper conduct of extracurricular activities through respective in charges.
11. NSS
12. ensures through respective In-Charges proper functioning of amenities such as
 - Canteen
 - Transport
 - Clubs
13. To redress any suggestion / complaint from the students through respective In- Charges.
14. To ensure proper planning/coordination/execution of industrial visits through respective HODs
15. The list of committees are:

S.No	Name of the committee
1	NSS Committee
2	Sports and Games Committee
3	Transport Committee
4	Students Club & Cultural Committee
5	Alumni Coordination Committee
6	Professional Societies Activities Committee
7	General Grievance Redressal Committee
8	Anti-Ragging Cell

9	Student Discipline Committee
10	Canteen & Food Safety Committee
11	Student Association Committee (Co-Curricular & Extra Curricular, Hobbies Club)
12	Hostel Committee

Duties and Responsibilities of Dean of Research and Development

The Dean of Research and Development (DRD) is overall responsible to develop, sustain and advance a research mission in the College, among its faculty and students, and through collaborative partnerships with industry and other institutions, in that:

1. Develop and promote the integration of research programs and research initiatives in collaboration with the Director Academics.
2. Lead the quest to establish Centers of Excellence via facilitating research creativity and innovations throughout and collaboratively with global academic and/or engineering industries.
3. Conduct programs of research to maintain scientific & engineering expertise in the campus.
4. Support research development among faculty and students.
5. Establish research programs in the college in accord to the HOD's and Departments priorities.
6. Lead, facilitate and support grant-writing activities for research investigations within the college and throughout its collaborative partnerships in academics and industry.

7. Advise to build research infrastructure within the college and collaboratively to facilitate and advance research productivity.
8. Build relationships with engineering industries throughout India.
9. Build relationships with local, national and international foundations and facilitate communication and interaction with federal funding agencies like AICTE, DST, DRDO Etc.
10. Advise and assist faculty on research proposals, patenting, research contracts and intellectual property issues.
11. Develop mechanisms for identifying research funding sources and systems to support grant applications.

HEAD OF THE DEPARTMENT

Roles and Responsibilities of the HOD

1. Responsible for the functioning of that Department as per the laid down policies of the college.
2. Consults with and report to Director Academics in technical matters coming within the purview of the Director Academics.
3. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
4. Plan and form various Committees required in the department and assign them to various faculty members in the beginning of the academic year.

5. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
6. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the Faculty members and students at least one week before the commencement of the class work.
7. Send staff attendance register after making necessary entries to the principal office by 9:30 A.M every day.
8. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
9. Verify the student attendance registers maintained by the staff members once a week and submit to the Director Academics for verification once in a fortnight and to the Principal once in a month.
10. Make sure that the faculty members should submit 2 sets of Question Papers for the internal examinations and the examination section should select one set for the examination.
11. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams

& Assignment test also to be submitted to the exam branch as per schedule.

12. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
13. Convene departmental meetings as and when required and record the minutes of the meetings for the development of the department.
14. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the Principal. If any subject is handled by the other department faculty members, communicate one copy to the respective Head of the Department.
15. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from semester to semester.
16. Communicate the attendance particulars and internal marks of the students to the concerned Parents from time to time with the help of class teachers.
17. Counsel the students who are regularly absent for the mid test or irregular to the class work.
18. Form the student batches and allot the project guides as per guidelines given by the Principal.
19. Monitor the Project reviews for the final year students.
20. Route all the correspondence through the office of the principal.

21. Designate faculty member who will be the Head In-charge during his/her absence and make sure that all files and records are available for Head in-charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from head quarters.
22. Allocate the students to the teacher-counselors in the beginning of the academic year.
23. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
24. Ensure special classes if necessary for the benefit of the slow learners.
25. Ensure academic discipline in the department.
26. Follow the guidelines / instructions given by the principal from time to time.
27. Maintain and update the department files
28. Provide necessary inputs to the principal for conducting the Governing Body Meetings.
29. Monitor the coverage of the syllabus in the classes.
30. Nominate Class Representative for each class in the beginning of the year through the class teacher.
31. Get the requirements from all the laboratory in-charges, regarding the recurring and non-recurring items in their respective laboratories and request the budget approval from the management at the beginning of the academic year.

32. Regularly monitor the recurring items in the laboratories and procure them and see that the laboratories work will be conducted smoothly.
33. Plan the Seminars/Workshops/Conferences to be organized in the department at the beginning of the year and organize them on the scheduled dates.
34. See that the documentation work in the department is streamlined for the ISO, FFC, NBA and NAAC.
35. Recruitment of the faculty should be done when any faculty member leaves the department and if any vacancy arises.
36. Encourage the faculty members to go for FDPs which are being conducted at premier institutions like IITs and NITs.
37. Request the management for any requirement of the books for the library and procure them with the help of the librarian.
38. Organize Bridge Courses required for the students.
39. Plan Industrial Tours for the students and send them to various industries.
40. Plan and get permissions from various industries to send the students for Industrial Training during Semester break and/or in summer.
41. Plan and get MOUs from the industries for the Industrial Training, Industrial Visits and for placements or any other interaction with them.
42. Prepare newsletter for each semester for the department.

43. Get the PBAS from all the faculty members at the end of May of every Year.
44. See that the College Website is updated regularly.
45. See that the events that are being organized in the department will be communicated to the press for publication in the news papers.
46. Prepares budget estimation for the Department for its operation, maintenance and development.
47. Prepares and submits a report to the Principal on all matters.
48. Will be in-charge of all the academic and other Departmental activities of the department and will be reporting on these matters at the end of every semester.
49. Allocates academic and other duties to the staff members of the department.
50. Registers with relevance to the Inventory need to be maintained and all Inward/Outward items need to be recorded.

Note: HODs are given an imprest money of Rs.25,000/- to utilize for emergencies and unforeseen expenditure only

FACULTY

Roles and Responsibilities of the Faculty

1. Prepare and submit the complete lesson plan and Lecture Notes for atleast 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
2. It is compulsory for each faculty/staff to register his/her daily working attendance by recording their finger impression through the biometric machines at the time of incoming as well as at the time of outgoing from the institute on all working days except on that working day when he/she on full day leave. Sign in the staff attendance register at 8:50 A.M on every working day unless he/she is on leave.
3. Prepare good lecture notes by referring to number of standard text books, Web resources and university question papers
4. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class.
5. Suggest the list of books which are to be referred by the students for the subject being taught.
6. Mark attendance in the classroom itself and write the academic diary in the attendance register in time.

7. Ensure academic discipline in the department.
8. Follow the guidelines / instructions given by the principal from time to time.
9. Maintain and update the department files
10. Prepare and submit two sets of internal question papers in examination section in time and maintain strict confidentiality regarding the question papers.
11. Correct the answer scripts as per the key unabaisedly and post marks within two days after the conduction of the examination and submit the scripts to examination section after disclosing the scripts to the students
12. Submit the attendance register and academic diary to the Head of the Department at the end of every week.
13. Consolidate and post the attendance in the master register on the last working day of every month.
14. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day
15. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class are mandatory for all types of leave.

16. Engage the class work of the colleague who has assigned his/her class in the leave letter.
17. Act as “Mentor” for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
18. Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty is advised to refrain from making alternative arrangements regularly.
19. Route all the Correspondence through the office of the Head of the Department.
20. Assist the HOD in exigencies and in developmental works.
21. Be available in the Department during the working hours for consultation by the students.
22. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal
23. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.

24. Wear ID card as long as you stay in the college campus.
25. Result analysis must be done after the announcement of results by the university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.
26. Motivate the students to attend the seminars without fail.
27. Instruct the students to attend the internal / external exams without fail.
28. Motivate the students to present papers in Conferences / Seminars at regional / national /International level.
29. Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
30. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
31. Conduct Bridge Courses for the department
32. Take remedial classes for the slow learners.
33. Verify the stock in the laboratories and in the department when ever assigned by the Head of the Department.
34. Plan and inform the Head of the Department to procure any teaching aids required in their respective subjects.

35. Coordinate Seminars/Workshops/Conferences/Guest Lectures when assigned by the Head of the Department.
36. Perform the tasks assigned by the Head of the Department for the smooth running of the department.

CLASS IN-CHARGE

Duties and Responsibilities of Class In-charge

1. The Class In-charge has to take up the following duties:
2. The Class In-charge has to ensure about maintenance of student list and their databases including in ERP.
3. Has to maintain an up-to-date attendance of the class
4. Problems regarding the class room (or) with the teaching aids should be addressed to.
5. By periodic meetings with the students verify about any difficulties of subject (or) faculty (or) both , and the same should be assisted.
6. Is responsible for collecting & maintaining the student feedback of teachers twice a semester as follows :
 - A. One month after course starts .
 - B. Before last 10 days.
7. Maintain the regular Result Analysis of class.
8. Is Responsible for coordinating effectively between students of class & HOD.
9. Has to ensure, through class counsellors, updating of the Proctorial Sheets, assisting and counseling students observing their

performance.

Mentor

Duties and Responsibilities of Mentor

The **Mentor** is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

Should maintain “Proctor’s Diary” of the students.

1. The contents of “Proctor’s Diary” of the students have to be duly filled in and updated from time to time and the same has to be submitted to the HoD for verification periodically.
2. The contents of “Proctor Diary” are to be uploaded in ERP which include: contact details, admission details, academic record, co/extracurricular activities details, achievements and disciplinary actions if any etc.
3. To submit a report to the Management Committee (Through Proper Channel) on how the mentoring was carried out by the mentor.
4. Meet them at least once in a fortnight for the counseling sessions and record it.
5. Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
6. Long absenteeism to classes or internal exams, abnormal academic

performance,

7. Unusual or unacceptable behavior should definitely be brought to the notice of the parents and college authorities.
8. Emphasis should be made on attitudes, value systems, hard work, and career planning in all the counseling sessions.
9. A separate document needs to be maintained by the mentor to record any other matter of relevance about the mentee.
10. In short, Mentor should act as a buddy, a guide as well as a mentor.

LABORATORY IN-CHARGE

Duties and Responsibilities Of Laboratory In-Charge:

The Laboratory In-charge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.

➤ The Lab I/C should maintain the following documents

1. The inventory of the laboratory
2. Layout
3. Room Time Table
4. Organization Chart
5. Log Book for daily usage
6. Complaint Register
7. Lab Manuals
8. List of Experiments
9. Register of condemned equipment
10. Lab ambiance document

11. Annual Maintenance document
12. Warranty information file
13. In case if any equipment or device is damaged it should be brought to the notice of Management Committee through proper channel.

➤ The Lab I/C should also ensure the following:

1. Bags/eatables are NOT to be allowed into the lab
2. Excess talking/unnecessary movement of the students is to be restricted
3. Chairs to be put in proper position at the time of leaving
4. Equipment/ devices to be switched off or made inactive as per authorized procedure before leaving
5. The ACs, fans and lights need to be switched off when not needed.
6. Lab ambiance needs to be maintained
7. List of experiment boards are to be displayed.
8. Lab I/C should be conversant with all the lab experiments and exercises.
9. Lab I/C should be conversant with the emergency procedures to extinguish fire or any other unexpected emergency.

Duties and Responsibilities of Faculty In-charge for Laboratory

The Faculty In-Charge of lab has to take up the following:

1. Take the attendance of students for the Lab.
2. Verify the observation books.
3. Make students to upkeep Record.
4. Day to day assessment
5. Conduct Final Lab Internal Exam.
6. Finalize internal marks [Session Marks].
7. Assist External Examiner to conduct the Final Lab Exam .,if detailed as Internal Examiner
8. Creating and Implementing New Exercises over University Syllabus requirements
9. Is responsible for Monitoring the proper utilization and upkeep of Lab Equipment
10. Is responsible for Preparing / Updating the Lab Manual

Responsibilities of A.O

1. To take up the works related to various statutory bodies which include AICTE, JNTUK, APSCHE, AISCHE, NIRF, NBA and NAAC.
2. To watch over the activities of college approvals and effectiveness from (agencies) - AICTE and JNTUK respectively.
3. To be the custodian of the records, documents, data pertaining to the college. And shall part to the parties concerned with the prior approval from the Principal.

4. To take up the process of recruitment of teaching and non-teaching staff members as per the stipulated procedure in consultation with the Management Committee and the Principal.
5. To see that the faculty members get ratified by the affiliating university.
6. To maintain the service records and personal files of all the employees of the institution.
7. To maintain the data related to the students from the inception of the college to till date.
8. To see that all the details of the students are uploaded to the concerned government authorities and to the affiliating university on time.
9. To monitor the process of uploading the relevant data related to the students and the staff members
10. To administer the employee welfare related activities which include - ESI, EPF, Group Insurance etc.
11. To assist the Principal in monitoring the attendance registers of the teaching and non-teaching staff members.
12. To obtain budget proposals from all the HoDs of their respective Departments and from various committees of the college.
13. To process and to forward the budget proposals to the Accounts Manager for disbursement of money to various agencies/individuals within and or outside the institution with necessary approvals from the Principal and the Management Committee.
14. To maintain the record of leaves applied by the staff members for the quick disbursement of salaries.
15. To finalise monthly pay bill with the support of Accounts Manager and get it attested by the Principal and get the approval from the Management Committee to remit salaries in the accounts of the employees of the college.
16. To support the Principal to the work related to concerning the meeting of governing body members. The works include: preparation of agenda, calling on the members for the meeting, recording the deliberations and the preparation of the minutes of the meeting.
17. To return the certificates to the students and the staff members when they leave the institution.
18. To issue the identity cards duly signed by the Principal to the students and the staff members.
19. To issue necessary certificates to the students and to the staff members with the prior permission from the Principal.
20. To prepare and regularly update Teaching and Nonteaching staff lists in prescribed formats.
21. To follow up and maintain records of new recruitments / appointments.

22. To maintain and verify attendance registers of staff members to calculate the number of leaves applied in that particular month.
23. To inform the concerned staff member that he/ she will not be paid salary for that number of days in case the leaves got exhausted.
24. To process regular increments, internal promotions, transfer if any.
25. To maintain and update service files of the staff members.
26. To maintain and updating personal file of each employee.
27. Providing relevant information / data for preparation of various mandatory reports to be submitted to competent authorities.
28. Preparation of Advertisement for staff selection, handling selection process as per norms. Issue of appointment orders, Record of joining reports etc.
29. To handle relevant queries of employees and providing necessary clarification and support.
30. To provide all the required resources with the necessary approvals from the Principal and Management Committee for maintenance of infrastructure.
31. To dispense the inputs for the smooth functioning of the central facilities of the college which include: library, laboratory, sports, canteen, hostel, transportation and security.
32. To maintain necessary records related to disciplinary matters, confidential information if any.
33. To create and maintain healthy work environment among employees through effective communication and follow-up of systematic procedures.
34. To be responsible for the smooth and efficient functioning of the administrative office of the institution.
35. To maintain the stock registers of the college manually.
36. To see that the Departments' stock registers be audited once in every two months.

Responsibilities of the Office Superintendent

1. To participate in the student admission process and support the Admissions Team during counseling.
2. To obtain and verify all the necessary certificates from the students.
3. To ensure that all the first year students of all the programmes (which include B. Tech, MBA and M Tech) who get admitted into college be ratified as per the norms of JNTUK Kakinada and APSCHE.
4. To prepare the roll list of the students of all the programmes and send the same to the HoD's of the concerned Departments.
5. To maintain the admission registers of the students of all the programmes.

6. To take up the National scholarship work of the students.
7. Preparing the Office Orders of the students related to the rejoining of the student into the college and joining the student when he/she gets transferred from other institutions. instructions of A.O.
8. To issue identity cards duly signed by the Principal to all the newly admitted students.
9. To issue duplicate identity cards to the students in case of loss or theft of the same, by collecting a nominal fee from the student.
10. To maintain the certificates of all the students in a proper and safe manner.
11. To issue the certificates this may include: custodian, bonafide, course completion, study certificate and transfer certificate upon the receipt of the request from the students. The stated certificates will be issued with the approval of the A.O. duly attested by the Principal.
12. To provide the photocopies or scanned copies of the original certificates of the students whenever they require.
13. To prepare 'No Objection Certificate' and 'Service Certificate' to the faculty members upon their request to get admitted into the Ph D programme. The stated certificates need to be attested by the Principal.
14. To issue 'No Due Form' to the student at the time completion of his programme.
15. To return all the certificates of the students after receiving the duly filled in and attested 'No Due Form'.
16. To prepare the list of the students who would like to obtain the 'Bus Pass' from the APSRTC and submit the same to the concerned officials of APSRTC.
17. To display notifications if any for information to the students and the faculty members and taking up forward to the A.O. and to the Principal for necessary action.
18. To support the A O in preparing and maintaining the necessary records and files in prescribed formats related to the affiliating University, AICTE, AFRC, FFC and any other competent authority as per the requirement.
19. To liaison with the Principal, HODs, and other Section Heads in providing timely information, data, records etc. with prior permission from the AO.

20. To handle the queries of students and parents and provide necessary clarifications, and support.
21. To co-ordinate and work in line with the guidance and support of the AO in all matters not mentioned above.
22. To act as in-charge head of the Administrative Office in the absence of AO.

Responsibilities of Scholarship Section In-charge

1. To distribute scholarship forms.
2. To submit scholarship forms to concerned authorities and keep track of the same.
3. To co-ordinate with various authorities for scholarship grievances.
4. To ensure transfer of scholarship to the individual student.
5. To maintain students' scholarship records.
6. To upload the data pertaining to the newly admitted students which include: personal details, admission details and scholarship details to the JVD portal.
7. The allotment orders related to student admission given by the Higher Education Department will be uploaded in the JVD portal.
8. In case of any query or pending issue leveled by the District Welfare Officer about the details of the student which include: caste certificate, income certificate or rice card, mother's bank details, the correct data need to be obtained from the student and the same has to be posted to the District Welfare Officer.
9. To upload the attendance of all the faculty members and the students of all the programmes through the 'Face Recognition Services' application to JTUK Kakinada and to the agencies of Government of Andhra Pradesh through Jnanabhumi Portal on daily basis.
10. To upload the attendance of all the students of all the programmes to the agencies of Government of Andhra Pradesh through Jnanabhumi Portal on daily basis.
11. To upload the attendance of all the students of all the programmes to the agencies of Government of Andhra Pradesh through Jnanabhumi Portal during 1st and 5th of every month.

12. To obtain the necessary data from the students which include: Percentage in SSC, percentage in intermediate, percentage of the preceding year of his/ her study, aadhar numbers of mother and father and the student registered number.
13. To obtain the thumb impression and iris recognition through JVD portal of Government of A.P.
14. The details of the students sent by Social Welfare Department of Govt. of A P need to be verified on a student to student basis. After verification of the same, the details need to be sent to the District Welfare Officer.
15. The One Time Password (OTP) sent to the Principal need to be obtained and the same has to be used to get the approval from the District Welfare Officer.
16. In case of any query or pending issue leveled by the District Welfare Officer about the details of the student which include: caste certificate, income certificate or rice card, mother's bank details, the correct data need to be obtained from the student and the same has to be posted to the District Welfare Officer.
17. It is the responsibility of the In-charge person to attend the meetings convened by the District Welfare Officer, Minority Welfare Officer and Social Welfare Officer. The instructions given by the concerned authorities will implement in the college.
18. The students of all the four years will come in person to the Scholarship In-charge to know the status of their candidature regarding the scholarship. The status has to be communicated to the students.
19. The details of the all the faculty members which include: name of the faculty member, employee id, designation, adhar number, date of birth, experience in other college, year of joining in this institution, pay scale, mobile number, email id and the address for communication need to be uploaded to the Government of A P through JVD portal and to the affiliating university.
20. Any other duties assigned by the higher authority time to time.

Responsibilities of Accounts Manager

1. To ensure that all the financial transactions are carried out as per rules and regulations made in that behalf.
2. To monitor the financial activities of the college as per directions of the Principal.
3. To place the financial position of the college such as receipts, payments, grants received from outside agencies to the Management Committee.

4. To contemplate work related to accounts, audit and maintenance of records of the college.
5. To adhere to the process to be followed for receiving funds from various sources with the consent of the Management Committee.
6. To receive budget proposals from the AO with respect to all the Departments and from various Committees of the college.
7. To process and disburse money to various agencies/individuals within and or outside the institution through the A.O with necessary approvals from the Principal and the Management Committee.
8. To update on the financial position of the college to the Management Committee whenever required.
9. To examine and ensure that the stipulated financial norms are followed by the employees of the accounts wing.
10. To prepare an annual budget estimate for the institution for the each academic year with the requirements collected from all Head of Departments, Section Heads and the Conveners of various Committees.
11. To prepare the income-expenditure statements, maintain all accounts and get them audited.
12. To scrutinize all the bills for the expenditure incurred before making payments.
13. To ensure that the various payments are made with the necessary approval from the Management Committee and the Principal as the case may be.
14. To part/furnish any data related to the accounts to the faculty members with prior permission from the AO and the Principal as the case may be.
15. To attend and respond to the queries and statements made by the State Government and or AICTE and or any other higher authorities with the assistance of the Assistant accountant.
16. To act as a liaison officer with other offices such as Income Tax, Professional Tax, Provident Fund, ESI etc.
17. To prepare budget and final accounts of funds of the institution.
18. To participate and support the officers concerned during internal auditing.
19. To provide all necessary accounts and other documents required to carry out external auditing.

20. To prepare 'Fee Reconciliation Statement' on quarterly basis and the same need to be maintained.
21. The 'Fee Reconciliation Statement Report' has to be submitted to the Management Committee and to the Principal through the AO on quarterly basis.
22. To prepare TDS and GST returns on monthly basis.
23. To attend any other work assigned by the Management Committee, Principal and the A.O.
24. To depute Senior Accountant as In-charge Head of the Accounts Section to look after the regular duties in the absence of Accounts Manager.

Responsibilities of Senior Accountant

1. To maintain the various books of accounts as per instruction of the Accounts Manager.
2. To prepare the bank reconciliation statement and update the same to the Accounts Manager.
3. To prepare trial balance reports.
4. To prepare fee due list of the students separately for JVD and MQ students on monthly basis and submit the same to the Secretary, Treasurer and to the Principal.
5. To prepare 'Fee Demand Notice' for students who obtain scholarship through JVD for every three month. The notice has to be prepared after 20 days from the date of release of the scholarship amount by the Government.
6. Similarly a 'Fee Demand Notice' for students who got admitted under Management Quota need to be prepared once in every six months.
7. It is the responsibility of the Senior Accountant to maintain and verify the stock inventory by applying Tally software package.
8. To support other officer for the smooth conduct of internal auditing.
9. To submit all types of statutory returns to the concerned authorities with prior permission from the Accounts Manager.
10. To carry out any other duties assigned by the higher authority time to time.

Responsibilities of Cashier

1. To be available in the cash counter as per the timings decided by the Principal and the A.O and collect the cash paid by the students towards tuition fee, hostel fee, bus fee or any other payment made by the student and or the parent.
2. To issue receipts for all the payments made by outside parties.
3. To disburse cash to the concerned person or agency as per the instructions of the Management Committee, Principal, A.O, and Accounts Manager.
4. To obtain bills/ vouchers from the concerned persons or agencies to whom the payments were made.
5. To submit the cash and the details to the Accounts Manager as per the norms.
6. To take up any other task assigned by the Accounts Manager from time to time.
7. 'No Due Forms' for students have to be issued and the duly filled in forms need to be collected and forwarded to the Accounts Manager.
8. The queries of the students and parents related to the fee need to be clarified.
9. ESI, EPF forms have to be given to the newly appointed faculty members and the duly filled in forms have to be submitted to the Accounts Manager.
10. To facilitate the faculty members in opening the SB account.
11. To generate Ez data report and submit the same to the concerned authorities.
12. To send the 'End of the Day Report' (pertaining to cash transactions) to the Secretary, Treasurer and the Principal.

Duties and Responsibilities of Maintenance In-charge

The Maintenance in-charge is responsible to the Director in ensuring the following:

Maintenance of the Campus

The members in college maintenance are responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of units and properties and striving to provide the best service to the users. The overall objective is to maintain the campus through preventive measures and repairs if needed.

Site Supervisor

1. The site supervisor is incharge of all the civil works that needs to be carried out on the campus from time to time.
2. The civil works may include: any construction activity on the campus as per the requirement, maintenance of road ways, electrical works, plumbing works, carpentering and or any other work assigned by the Management Committee from time to time.
3. He needs to maintain the stock register of the inventory of various consumables that would be utilized for the proper upkeep of the campus.
4. Under the supervision of the Site Supervisor the plumber and the electrician will discharge their duties.
5. The plumber will be in-charge of proper supply of water to all the outlets on the campus.
6. He is also responsible for supply of drinking water through the existing RO plants.
7. He needs to repair any damage which may lead to leakage of water or lack of supply of water.
8. He is also responsible for cleaning the overhead tanks of the college. A register to that affect has to be maintained and get duly signed by the site engineer and the Principal.
9. The electrician is in-charge of maintenance of all the electrical equipment on the campus.
10. The electrician will repair or replace any electrical fitting on the

campus.

House Keeping

1. The person in-charge of housekeeping should see that the college premises is well maintained.
2. He/she would be responsible for the maintenance of seminar halls on the campus.
3. All the class rooms, staff rooms, office rooms, laboratories, corridors, path ways and wash rooms should be maintained in tidy and orderly manner.
4. He/she is responsible for the maintenance of the furnishings on the campus. The curtains need to be washed and pressed once in three months.

STOCK VERIFICATIONS

- Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year.
- Principal or any member of the Management may also conduct surprise checks. In addition to that library verification carried out once in a year.
- Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.
- Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.