

Power and Function of Senior Functionaries

Director / Principal

Being the academic and administrative head of the Institute, Director / Principal will look after the following activities :-

- To look after the academic programme and standards of the Post Graduate as well as Under Graduate studies in this college, maintenance of law and order of the campus, hostels, execution of the Rules and Regulations etc. for persuasion towards Centre of Excellence of the Institute.
- To coordinate with the AICTE/University/UGC/Dept. of Higher Education /such other Regulatory Bodies, as and when required.
- To look after various consultancy programme/ Research /Sponsored Research project from different funding agencies, faculty development programme, NBA/NAAC Accreditation process, etc.
- To introduce new market driven non-traditional UG and PG courses with advice of Departmental Academic Committee (DAC)/Academic Council / Board of Studies (BOS) etc.
- To look after for proper utilization and maintenance of equipment, instrument and other materials in various laboratories/workshop of the Institute.
- He/She shall be the sanctioning authority of all kinds of leave for the Faculty members and Technical employees.
- Responsible for the controlling of finance related matter in consultation with Finance Manager/Registrar/Secretary/Chairman and he/she shall also be authorized to sanction any expenditures -
 - ✓ upto Rs. 1,00,000/- on a single purchase and all statutory payment etc. For any expenditures more than Rs. 1,00,000/-[except statutory expenditures] with prior approval from the Finance Committee and competent authority.
- To perform any other jobs as may be assigned by the Authority.

Deans of various School(s)

- He/She shall coordinate day to day academic activities in consultation with the HODs/TICs / higher authority, as applicable.
- He/she shall encourage teachers for research and development work, consultancy work, other extension service, student counseling etc.
- He/She shall also be involved in teaching, examination, answer script evaluation & invigilation, as and when required.
- To look after the quality sustaining of the concerned departments / school in respect of course curricula, teaching methodology / introducing new research and consultancy works, etc.
- Arranging additional classes/remedial classes for the students, if required.
- To coordinate activities pertaining to various short term courses, seminar, conference, workshop, mentoring process etc., and to look after the activities of the library, training & placement, hostel administration, students activities, extra-curricular activities and any such related matters of the Institute.
- Academic Audit (Internal / External).
- Any other duty as may be assigned by the Higher Authority.

Dean, Students Welfare

- Responsible for Hostel Administration/ hostel canteen services /amenities of all hostels of the Institute in consultation with Provost (Hostels) / Institute's authority.
- Monitoring/ coordination of various students welfare activities, cultural events, programmes of different Students Chapter (IEEE, IChE, IETE, CSI etc.) and various Clubs.
- Monitoring/ coordination of Students' Games and Sports /Extra-curricular activities / Students' Discipline in the campus.
- Any other activities as may be assigned by the Higher Authorities from time to time.

Heads of the Department(s)

- Responsible for overall general administration & academic administration in the concerned department(s) within framework of Academic Council / BOG resolutions.
- Responsible for implementation of new & ongoing projects, special course / seminar, summer training, industrial visit etc. in his/her department as per resolutions of DAC (Departmental Academic Committee).
- Identification of the Academic areas or research activities which need to be strengthened & recommendation for suitable measures with the guidelines of DAC resolutions.
- Responsible for the class teaching, preparation of class routine, Training & Placement of the students, arrangement for holding class test / examination / evaluation & invigilation, student attendance, etc.
- Monitoring /coordination towards completion of courses on schedule.
- To take necessary follow-up action for publication of research papers, journals, consultancy service, stock verification and records of laboratories etc.
- Authorized to sanction impressed money upto Rs. 5000/- for the urgent needs of the concerned department
- Students counseling, interaction / Alumni Association etc.
- Responsible for Faculty & Staff development programme including assessment / evaluation in his department as advised by DAC.
- To prepare/suggest proposals for the annual budget of concerned department for approval of the Academic Council / higher authority.
- Preparation of departmental proposal towards application for NBA/NAAC or for any such other accreditation bodies/approval authorities, like, AICTE/University /Higher Education Department, etc.
- To arrange meetings with different stakeholders for overall development of the concerned department(s).
- Any other job assigned by Higher Authority.

Registrar

- Custodians & maintenance of personal files, service records, service book, leave records etc. of all employees.
- He shall take necessary steps in respect of all categories of appointment, promotion, resignation, joining procedure & other related matter as advised by the Authority.
- He shall sign papers / vouchers / documents / agreements etc. in connection with the day to day activities of the College and also issue office orders, circulars etc. on behalf of College from time to time.
- Responsible for supervision & control of academic administration, general administration and HR activities.

- Guest entertainment & welfare activities of the Institute.
- Responsible for supervision & control of student admission, registration, examination, and results related matter, and he shall be the sanctioning authority of all kinds of leave for the Administrative employees and Officers.
- Responsible for the liaisoning with the Industries / Govt. Offices / University / AICTE/UGC/ Funding Agencies etc.
- Any other job assigned by the Higher Authority.

Finance Manager

- Responsible for general accounting and preparation of budget in consultation with academic departments/ Academic Council /Director/Principal/Registrar and submission of the same to the Higher Authority for approval.
- Responsible for Tax related matters like IT / ST/ PT/ other statutory liabilities.
- Responsible for audit and assessment of Income Tax.
- Preparation of various MIS reports.
- Responsible for all receipts & disbursement in consultation with the Principal/Director/ Registrar/ Secretary.
- Any other job assigned by Higher Authority.

Controller of Examinations

- The Controller of Examinations shall be the Officer-in-charge of the Examination Cell of the Institute.
- He/she shall discharge his/her functions under the supervision, direction and guidance of the Director/Principal of the Institute.
- The Controller shall be responsible for arranging paper-setters, examiners and moderators in consultation with the guidelines of Academic Council, Board of Studies and Examination Committee.
- He/She shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his/her responsibility-
 - a) to prepare and announce in advance the calendar of examinations;
 - b) to arrange for printing of question papers;
 - c) to arrange proper execution of all examinations (regular and backlog), answer script evaluation, marks tabulation, award list preparation etc. ;
 - d) to arrange for the timely publication of results of examinations and other tests ;
 - e) to review from time to time, the results of Institute's examinations and forward reports thereon to the Academic Council.
- The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Authority.

Librarian

- Responsible for day to day library administration / overall development of the Central Library.
- Look after for requisition & Cataloguing of books, journals & publications / issue and return of books/journals/magazine and subscription of journal..
- To suggest proposals for inclusion in the annual budget.

- Responsible for selection of books for purchase / Procurement of Journal/E-journal/magazine / Newspaper etc. as advised by Library Committee.
- Responsible for staff development programme for the employees of the library including assessment / evaluation.
- Responsible for arrangement of routine for shift duties in the library.
- Responsible for document preparation for AICTE/University/UGC/NBA/NAAC etc.
- Maintenance of Digital library/Book Bank scheme / proper book arrangement /stock verification, etc.
- Look after for Library attendance / book transaction record /storing of University /Institute question papers.
- Look after for Library membership card / record of lost or replacement books/ long-overdue books etc.
- Any other job assigned by Higher Authority.