

## **Duties and Responsibilities of Dean (Students Welfare)**

- To maintain a ragging free Campus.
- To ensure students discipline in and outside the Institute.
- Organize extra-Curricular activities (Cultural as well as Sports).
- Organizing Student's Counselling and other related activities.
- Liaison with parents / guardians about their progress and problems in consultation with Dean Academics.
- Issue Conduct Certificates to the Students during their period of study.
- Issue identity Cards to students and monitor the entry of students in the Campus.
- Coordinate Merit cum Means Scholarships and other scholarships.
- To monitor the working of Vendors / Mess and Shops including checking of rates of commodities sold, Quality of material related to students.
- Chair the meetings pertaining to students Extra-Curricular activities.
- Managing the Alumni affairs.
- Chair the meeting pertaining to student's welfare on behalf of Director.
- Other matters as may be referred for decision by the Academic Council / Discipline Committee / Anti Ragging Committee / Girls Convenience Cell / Alumni Association / Director.

## **Duties and Responsibilities of Dean (Academic)**

- To ensure adherence to the ordinances as approved by the Academic Council and the Board of Governors.
- Conduction of meeting related to academics.
- To prepare the Institute Academic Calendar.
- To advise Examination body regarding the academic rules.
- To issue necessary directions for implementation of the ordinances and other decisions.
- Plan expansion of academic programmes.
- To work for Internationalization / National Collaborations in the field of academics.
- To supervise the registration of students through a duly constituted committee.
- To supervise the admission process of students at Institutional level through a duly constituted committees.
- To supervise the awards of Medals for Meritorious students.
- Make decision on behalf of Director for the confidential work related to Examinations.
- Creation of more Center of Excellence and monitor collaborative activities.
- To monitor upkeep and up gradation of library and other learning resources including Central Computer Centre.
- Coordinate the process of Accreditation etc., with the various committees constituted for the same.
- To monitor the activities of various chapters including student chapters.
- To chair the meeting related to Academics on behalf of Director.
- Other matter as may be referred by the BOG / Academic Council / Director.

## **Duties and Responsibilities of Registrar**

- Will be Incharge of General Section Office of Institute.
- To monitor the admissions of all courses in the Institute.
- Maintain the students' records / files.
- To maintain academic records as per the requirement under rules.
- Prepare class-wise roll lists and distribute them to various departments prior to commencement of Semesters.
- To arrange the scholarships of students under various categories from various sources and accounting of same.
- To verify / issue the pass-out students, their transcripts, TC, Character Certificates.
- To Liaison between University, AICTE, DST, DTE, UGC and other Government agencies for the administrative and financial matters of the Institute.
- To arrange for the Affiliation of University and approval of programmes from various Government Agencies.
- To maintain the discipline of the Institute.
- Registrar will be custodian of Students' related records i.e., files, results, merit lists, transcripts, schemes and Syllabus.
- Any other work assigned from time to time by Deans' / Director.

## **Duties and Responsibilities of Controller (Examination)**

- Issue the paper setting to the examiners after obtaining the list of the examiner from the Dean (Academic)
- Receive the question papers from the setters.
- Printing of question papers.
- Prepare the names of faculty to carry out confidential work related to setting of question papers printing, moderation and checking.
- Preparation of the Examination Time Table.
- To prepare the list of students, who are eligible to appear in various subjects as Regular, Ex and N-Batch students from the previous examination results.
- Issue the notification for filling the examination form.
- Guide the students regarding the examination fee chargeable from the students.
- Collect the examination form and scrutinize them.
- Prepare nominal roll list to conduct the Theory and Practical examination.
- Send the nominal roll list for practical examination, mid sem award and sessional to the departments.
- Receive the practical, mid semester and sessional award for the result tabulation.
- Hand-over the nominal roll list to the Exam Superintendent.
- Receiving of answer books from the Exam Superintendent.
- Valuation of the answer books (name of the valuer will be decided by Dean (Academic) and arranged by separate valuation team.)
- Preparation of the result.
- Declaration of the result.
- Preparation of Mark sheet and distribution of Mark Sheets.
- Preparation of Migration and Provisional Certificates for Final year students.

- Issue notification for revaluation / retotalling.
- Receive the applications for revaluation / retotalling.
- Revaluation and Retotalling result declaration.
- Updation of Revaluation and Retotalling Marks in the TR.
- Call the UFM Committee meeting
- Enrollment of the students in the University.
- Organize payment of remuneration and TA/DA to the External Examiners / Internal Examiners and all the work related to the examination.

### **Dy.Controller (Examination)**

- Duties of Dy.Controller (Exam) will remain same in all practical aspects as Controller (Exam), however distribution of work will be done by the Controller (Exam) and they will report to him/her for all purposes.

### **Duties and Responsibilities of Chief Warden**

- To frame policy on the running of the hostel, messes and other facilities within the hostel.
- To ensure that no ragging takes place in the hostel and maintain a ragging free hostels.
- To plain for up gradation of facilities in the hostels.
- To ensure maintenance of Discipline in and around the hostel.
- Any other responsibility assigned by the Director

### **Duties and Responsibilities of Warden**

- To assist Chief Warden in maintaining hostel discipline and all other works related hostel.
- To advise and guide in smooth running of the Mess i.e. display of the menu for the week and maintaining the quality of the food.
- To monitor the duties of staff including security staff of the hostel.
- To check the account of the mess regularly and countersign the entries in various registers maintained by the mess supervisor/Contractor.
- To ensure no ragging takes place in the hostel.
- To maintain the leave record of the students. (To keep a watch on the In and Out register specially for first year hostels)
- To supervise the caretaker in maintaining the stock of the hostel.
- Regular visit to the hostel to solve the day to day problems of the students.
- Forward all the applications of the inmates of the hostel to the administration or for opening of the bank account.
- Any other matter/duties assigned by Chief Warden/Dean Administration/Director.

## **Duties and Responsibilities of Head of Department**

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the Department/Course.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the Institute and the curricular policies determined by the Academic Council.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, physical resources within the department effectively to support the department development.
- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Institute.
- In conjunction with the Director to foster and oversee the growth of the Department.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To undertake Performance Management Review(s) of the Departmental faculty & Staff.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the interview process for teaching posts when required and
- To ensure effective induction of new staff in line with Institute procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.

- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To analyze and evaluate, with the department, performance data provided and take appropriate action in response.
- To liaison with the parents of the students and communicate than about the attendance and performance.
- To monitor student attendance together with students progress and performance, with the class coordinator, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To undertake teaching as per the norms.
- HOD will be responsible and final authority regarding the academic matters of the Department.
- Any other matters as referred by the Dean (Academic)/Director.

### **Duties and Responsibilities of Class Coordinator**

- To monitor and maintain attendance of students.
- Coordinating between student parents and institute.
- Apprising parents/families of students regarding the attendance and performance of their ward.
- Assisting with Institute functions.
- Assisting with special projects.
- General contact point for parents of the class.
- Organizing a working group to help with resources of Institute.
- Advisory the students absent the course and selection of electives.
- To communicate any positive feedback or concerns raised by parents to the relevant Authorities of the Institute/Director.
- Organize Class Coordinator meetings on campus with students of class assigned.
- To keep the records of awards of marks of students.
- Any other matter as referred by HOD/Dean (Academic)/ Director.
- To moderate the activities of the class assigned.

### **Duties and Responsibilities of Proctor**

- To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators.

- The proctor should serve as a friend, philosopher and guide.
- To advise/counsel the student on all the matters (like registration / re-registration for the courses, dropping of courses and/or withdrawing from courses).
- Proctor must meet the students at least once in every fortnight. Shall report to the Director about those students who avoid meeting the Proctor.
- Proctor shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression and well being of students and continuously monitor and assess the same.
- To keep the parents appraised about the academic progress and general behaviour of their wards.
- To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's behavioural progress with proper verification.
- To maintain the discipline of students in the campus.
- To head the discipline committee of the institute.
- To maintain the ragging free environment in the campus.
- Any other work assigned from time to time by Director.