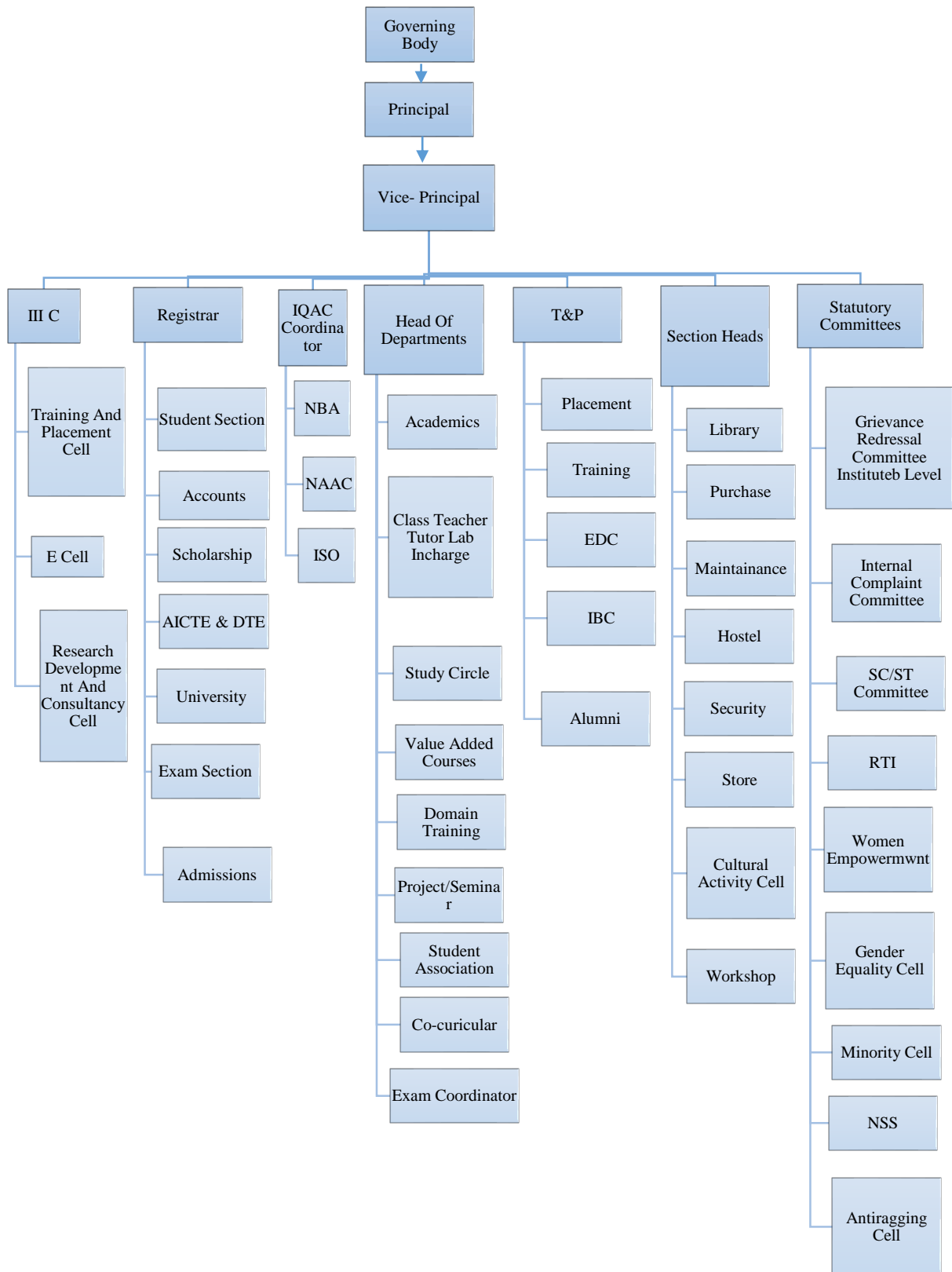


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Responsibilities of Principal / Vice – Principal:

1. Accountable for the effectiveness of the Quality and Management System.
2. Overall in charge of the College Academics, Library, TPO, Administration, and Alumni.
3. Developing quality policies and objectives that are relevant to the situation
4. Ensure that the quality management system's requirements are incorporated within the Processes in institutions
5. Ensuring availability of resources required for the quality management system.
6. To convey the importance of effective quality management and of compliant to quality management system requirements.
7. Confirming the quality management system to attain its future goals and results
8. Engaging, guiding effectively to the supporting persons to contribute to the effectiveness of the quality management system.
9. Encourage to all staff for the improvement of the culture within the organization.
10. Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of accountability.
11. To maintain the focus on enhancing student satisfaction.
12. To ensure that the responsibilities and authorities for relevant roles are assigned, Communicated and understood within the organization.

Responsibilities of IQAC Coordinator:

1. Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Conducting internal Academic as well as Administrative Audits.
4. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
5. Dissemination of information on various quality parameters of higher education
6. Organization of inter and intra institutional workshops, seminars on quality related

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themes.

7. Documentation of the various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality
8. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Responsibilities of HOD:

1. Monitoring of the overall working of their respective department.
2. Carry out planning of academic year by preparing the academic department calendar
3. Distribute the teaching load among the teachers
4. Monitor the execution of the teaching programs.
5. List out the annual requirement of Lab equipments books, stationery & consumable.
6. Monitor the achievement of quality objectives set by the institute.
7. Monitor and take appropriate action on student, faculty problem.
8. To approve the purchase requirement.
9. To select coordinator for co-curricular activities.
10. To recommend the requirement of staff selection (Teaching / Non-Teaching)
11. Monitor and take action on students test & attendance performance.
12. To approve internal test results, journals and project work.
13. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
14. To ensure that the processes are delivering their intended outputs.
15. To report on the performance of the quality management system and on opportunities for improvement to Vice Principal and Principal.
16. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Responsibilities of Professor and Associate Professor:

1. To plan prepare for the topic wise teaching activity

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2. To participate in policy planning, monitoring and evaluation at departmental and institutional level.
3. To develop and make use of new teaching methodology & facilities.
4. To complete the teaching program within the specified time.
5. To evaluate the answer sheet.
6. To guide the student in project work.

7. To guide the lecturers in teaching process.
8. To take actions on defaulter student in discussion with HOD and Principal.
9. To suggest changes in teaching & QMS process.
- 10 To configure learning objectives for the subjects & topics/units.
- 11 Any other duties assigned by the higher authority time to time.
- 12 To suggest quality objective measuring tools & accordingly changes in teaching process.
- 13 To report on the performance of the quality management system and on opportunities for improvement to top management

Responsibilities of Assistant Professor:

1. To plan prepare for the topic wise teaching activity.
2. To complete the teaching program and laboratory sessions within the specified time.
3. To evaluate the answer sheet.
4. To develop resource material and laboratory development
5. To submit monthly attendance report to HOD
6. To interact and counsel with students.
7. To take actions on defaulter student in discussion with HOD and Principal.
8. To suggest changes in teaching & QMS process.
9. Any other duties assigned by the higher authority time to time.
10. To ensure that the processes are delivering their intended outputs.
11. To report on the performance of the quality management system and on opportunities for improvement to top management.
12. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

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Responsibilities of Lab Asst.:

1. To prepare the lab before the session.
To rectify the problem with the help from external agency or maintenance department.
2. To ensure proper maintenance of lab equipment.
3. To maintain the Dead Stock Register.
4. To assist lab I/C & lecturer for smooth function of lab
5. To arrange & set the instruments before start of practical session.
6. To maintain attendance of student for Practical.
7. To suggest the changes in QMS. 9. To recommend the lab requirements.
8. Any other duties assigned by the higher authority time to time.
9. To ensure that the processes are delivering their intended outputs.
- 10 To ensure the promotion of student focus throughout the department.
- 11 To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Responsibilities of Peon:

1. Opening & closing of department
2. Cleanness, sweeping department.
3. Help during the examination
4. Cleaning of instruments
5. To circulate notice & other documents given by higher authority. (Teaching / Non Teaching).
6. To display & remove the notice from notice board.
7. Any other duties assigned by the higher authority time to time
8. To ensure that the processes are delivering their intended outputs.
9. To ensure the promotion of student focus throughout the department.

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Responsibilities of Workshop Superintendent

1. Planning scheduling, organizing, coordinating and monitoring of workshop classes and tasks.
2. Prepare theoretical and workshop instructions.
3. Design, develop and test instructional materials (process sheet and Job drawing).
4. To allocate work among Instructors.
5. To finalize the material, tools and instrument requirement for the year.
6. To plan for maintenance of machinery.
7. To decide the quality objectives for workshop.
8. To take actions against nonconformity observed in the workshop systems.
9. To select the service provider in case maintenance work is outsourced.
10. To ensure that the processes are delivering their intended outputs.
11. To report on the performance of the quality management system and on opportunities for improvement to top management.
12. . To ensure the promotion of student focus throughout the department
13. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented

Responsibilities of Assistant Workshop Superintendent

1. Accounting of raw material, tools and instrument in the work shop.
2. Plan, deliver and evaluate theoretical and workshop instructions
3. Assist workshop superintendent as and when necessary
4. Carry out stock verification periodically
5. Assessment of student performance in the end of academic year
6. Execution of preventive and breakdown maintenance
7. To ensure that the processes are delivering their intended outputs.
8. To report on the performance of the quality management system and on opportunities for improvement to top management.
9. To ensure the promotion of student focus throughout the department.
- 10 To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented

Responsibilities of Registrar and Section Head

1. To monitor and control activities in student and examination section.
2. To take actions on the nonconformities observed in administrative sections
3. To ensure that the processes are delivering their intended outputs
4. To report on the performance of the quality management system and on opportunities for improvement to top management.
5. To ensure the promotion of student focus throughout the department.
6. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented

Responsibilities of Student Section Clerk

1. To carry out correspondence with University, DTE and other authorities involved in admission procedure.
2. To obtain approval to admission from the authorities
3. Issue leaving certificate, appearing certificate and bonafide certificate
4. Any other duties assigned by the higher authority time to time
5. To ensure that the processes are delivering their intended outputs
6. To ensure the promotion of student focus throughout the department.
7. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented

Responsibilities of Scholarship Section Clerk

1. To carry out correspondence with DTE and other authorities involved in scholarship procedure
2. To communicate with students on all scholarship related matters.
3. To get the scholarship forms filled from the students and send to the relevant authorities.
4. To process the student scholarships.
5. Any other duties assigned by the higher authority time to time.

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6. To ensure that the processes are delivering their intended outputs
7. To ensure the promotion of student focus throughout the department.
8. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented

Responsibilities of Librarian

1. General Administration
2. Monitor and controlling overall functioning of the library.
3. Carry out book purchasing, periodical subscription
4. Planning and developing the library.
5. Carry out stock verification periodically
6. Define and communicate rules for the library
7. To ensure that the processes are delivering their intended outputs
8. To report on the performance of the quality management system and on opportunities for improvement to top management.
9. To ensure the promotion of student focus throughout the department.
10. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Responsibilities of TPO

1. To maintain student database related to academic performance in soft format.
2. To coordinate with the companies for registration
3. To Liaison with companies and student on the matters related to placement procedure / recruitment.
4. To obtain feedback from placed student and companies in soft format
5. To conduct Entrepreneurship development program activities
6. To plan training for soft skill development of student
7. To ensure that the processes are delivering their intended outputs
8. To report on the performance of the quality management system and on opportunities for improvement to top management.
9. To ensure the promotion of student focus throughout the department

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10. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented

Responsibilities of Rector

1. To maintain discipline in the hostel.
2. To ensure basic amenities in the hostel are provided
3. To take rounds in the inside and surroundings of hostel premises to ensure cleanliness, proper sanitation etc.
4. To attend complaints of student
5. To maintain conducive atmosphere for studies in the hostel.
6. To coordinate between hostel staff.
7. To monitor hostel staff for their regularity and punctuality.
8. To ensure follow up and implementation of policy matters strictly
9. To ensure that the processes are delivering their intended outputs
10. To report on the performance of the quality management system and on opportunities for improvement to top management
11. To ensure the promotion of student focus throughout the department.
12. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Responsibilities of Chief Security Officer

1. Overall monitoring and control of security department
2. To carry out duty planning for the security personnel.
3. Implementation of management policies related to security
4. Decide & implement protective & precautionary measures against pilferage, theft and outbreak of fire.
5. To monitor the performance of outsourced security personnel
6. Imparting necessary training to the security staff
7. To make arrangements for attendance of the college staff members.
8. To conduct patrol periodically.
9. To take necessary actions in case of mis-happening in coordination with Sanstha

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Management.

10. To ensure that the processes are delivering their intended outputs
11. To report on the performance of the quality management system and on opportunities for improvement to top management
12. To ensure the promotion of student focus throughout the department.
13. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.