

**FUNCTIONAL ROLES/DUTIES/RESPONSIBILITY OF FACULTY, STAFF &
INSTITUTIONAL BODIES**

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MAJOR FUNCTIONS AND RESPONSIBILITIES OF GOVERNING BODY:

Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Monitor academic, research and other related activities of the college and guide them in the right direction.
3. Suggest on preparation of strategic plans for financial, infrastructural and faculty development.
4. Consider the recommendations of the staff selection committee and approve the same.
5. Ensure proper implementation of directives, guidelines and policy decisions received from the University, Government, UGC etc.
6. Encourage and facilitate the college to apply for Accreditations/Certifications, if any.
7. Facilitate and encourage college faculty to apply for research projects/proposals.
8. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
9. Facilitate starting of new UG/PG programs, and increase intake capacity of any UG/PG program.
10. Examine the budget proposals of the College and accord approval.
11. Pass the annual budget of the college.
12. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
13. Guide the college to resolve legal/court cases, if any



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Responsibilities of Principal:

Responsibilities include:

Reporting to the Governing body (President, and Secretary) of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership

Regulation / Monitoring:

Principal is the head of the institution, who is the leader and guide for both academic & administrative aspects and monitors the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as Affiliating University, Department of Higher and Technical Education, UGC, etc., along with the expectations of the top management; students and their parents.

The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / UGC / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements,



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accounts and audit and any such other matter related to the administration of the college.

6. Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, IQAC, HoDs, College and the Governing Body.
9. Recommending the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institutions as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as UGC, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Principal also takes-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to 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.



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2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image of the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions

Principal shoulders various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in the long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.



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Leadership Functions:

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as an academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

The following are some of the visionary functions

1. Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies to realize the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs of the institution from time to time.

Planning:

The Principal prepares long term as well as short term plans (concrete documents) and present to the top management.



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Execution and Reporting:

The Principal presents regular reports about each and every function that the institution has taken-up or intend to take-up to the top management



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IQAC

The Primary Aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

The Role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. The IQAC Coordinator will report to the principal periodically



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Functions and Responsibilities of Chair Examination Committee

Supports the Principal by carrying out the following functions:

1. Coordinates with Head of Departments and Academic Coordinator for arrangement of Examination related activities as per the University Guideline and report them accordingly.
2. Coordinates with respective HoDs and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Supports the Principal in appointing as examiners for the conduct of practical, theory and project work viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. Plan and circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards under the guidance of Principal
6. Prepares the list of candidates and the courses for which they are appearing for.
7. Arranges for the issue of Hall tickets.
8. Collects the Internal marks from HODs and send for approval via Head of Department and IQAC Coordinator to the Principal of HCC.
9. Monitors in forwarding the applications of students for the Examination related grievances.
10. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
11. Conducts result analysis and provides the same to each HoD, IQAC Coordinator, and Principal



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12. All records concerning examination be kept in safe custody and be made available as and when required
13. Any other task, which may be assigned by the Principal from time-to-time.



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Functions and Responsibilities of Head of the Department:

1. To seek advice/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Any Communication should be made in accordance with the organizations structure and should report to his/her immediate higher authority.
3. Assigns duties to teaching and non-teaching staff of the Department.
4. To ensure allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
5. To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab practical's.
8. To submit Recommendations, if any, to the examination committee for processing of results.
9. To ensure maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance and cleanliness of the department.
11. To recommend leave of the departmental Colleagues & arrange substitutes in the absence of faculty.



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12. To motivate faculty towards Research Proposals to various research funding agencies.
13. To encourage research/innovative programs in the department and arrange substitutes in the absence of faculty.
14. To organize need based workshop/seminars/symposia/visits/excursions etc.
15. To invite guest speakers for interaction and guidance to UG students.
16. To guide the students for career opportunities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance
18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
19. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college.
20. Coordinating the activities of the department and assisting the Principal of the College.

Responsibilities include:

Faculty

- Assisting faculty in providing a quality educational experience for students.
- Recommending, mentoring, and supervising faculty.
- Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- Providing the Principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.



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Program and Curriculum

- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- Assisting in providing leadership to meet the instructional goals of the department and college.
- Support the exam person in organizing internal assessment & examinations.

Department

- Conducting regular meetings of the department faculty.
- Coordinating the formulation of department's short- and long-term plans.
- Facilitating interaction and collegial spirit among the faculty members of the department.

Administrative

- Assists with student complaints, and grievances that originate in the department.
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Identifies and promotes strengths of students / faculty / staff
- Adheres to Quality Management Procedures
- Maintains records of departmental activities and achievements
- Maintains exam and evaluation related documents & records. Acts as a bridge between faculty members and administration in acquiring needed support for both academic and curricular activities of the departments.



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Responsibilities of Student Council / Cultural Coordinator:

It is the responsibility of Coordinator to organize all the cultural events, celebrate different festival and important Days (such as Republic Day, Independence Day, Graduation Day, Teachers Day, Farewell, etc.) and help all departments to organize such events.

Coordinator also

- Demonstrates awareness of program goals and objectives
- Has a good knowledge of the cultural events and its requirements.
- Has a good understanding of the competencies and their implementation by self and by the faculty
- Has a good knowledge of the terminology used in the committee
- Utilizes available resources and websites in an efficient way to help enhance the program.
- Networks with other institutes and organizations to improve the participation
- Acts as a bridge between various departments, students and administration in organizing all the events in the college
- Plans well and monitors all the cultural programs of the college ensuring utmost quality and professionalism
- Help administration in planning and budgeting the expenses of various programs
- Looks into the logistic needed for organizing any cultural programs in the college.
- Any other duty assigned by Principal/Head of Department from time to time.



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Responsibilities of Members of Faculty:

1. A faculty shall engage in classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop methodology 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. Develops test questions in consultation with the head of department
10. Evaluates tests (if appropriate, based on type of test)
11. In consultation with the HOD, assures that course content enables students to meet outcomes associated with that course
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)
13. Informs HOD within a reasonable time about students' progress and how effectively students are learning;



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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 (HOD)
16. Attends meetings of the University to discuss issues affecting learning and other issues
17. To obtain feedback
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
19. Maintain attendance record of students
20. Provides information about job opportunities in their respective field to placement cell.
21. Guides students on career opportunities.
22. Maintain teacher's logbook
23. 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 needed 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



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24. Ensures quality, maintenance and cleanliness of the dept.
25. Carries out research/innovative programs in the department.
26. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. bycoordinating with the concerned HoD
27. Invites guest speakers for interaction and guidance with students.
28. Mentoring to Students.
29. Spends at least an hour in research and updating through the various facilities available in thecollege specially the library.
30. Identifies students with special needs and guides them through extra instruction.
31. Guides students in project related works.
32. Evaluates periodically teaching – learning gap to become more effective.
33. Attends at least one FDP in an academic year
34. Writes at least one research-based article in an academic year
35. Identify advanced learners and help them to excel
36. Identifies students who are slow learners and help them through remedial classes.
37. A faculty shall perform any other co-curricular work related to the College as may beassigned to him/her from time to time by the concerned HoD.



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Responsibilities of Department's Placement Coordinator

- Acts as a link between Students, Alumni , Industry experts and the Placements Cell
- Registration of students eligible for placements and Internship from time-to-time
- To inform and circulate internship and Placements vacancy's to the students through HOD
- To organize Career Guidance sessions for betterment of students
- To organize JOB FAIR by creating platform where Corporates can meet Campus ,vice versa
- To analyse students' performance during Placements Drive /Job Fair and share the feedback with Principal and HOD
- To keep a record of Career Guidance and Training sessions
- To keep a record of Final placements
- To maintain linkages with Alumni's and students going abroad so that the database can be used for exploring more opportunities
- Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.
- Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
- Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.
- Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry
- Coordinates with industries and companies to organize campus recruitment in the college.
- Maintain and updates the placement / jobs opportunity notice board in the college.
- Keep a record of those students who are recruited through campus recruitment in companies or industry



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Responsibilities of Department's Alumni Coordinator:

1. Acts as a link between current Students and passed out students
2. To prepare Alumni directory
3. To organize Alumni meet
4. Coordinating with the Alumnus and finding various opportunities that may be available for students for internship, placements, etc in the organization in which Alumni is working
5. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
6. 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.
7. Facilitates Placements Cell in procuring any material that may be of some value in addition to the students as suggested by Placements Cell.
8. 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. Contacts alumni and appries them about the various activities undertaken by the institute.
 - a. 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.)
 - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.



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9. Maintains database of the department's alumni
10. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their wellbeing and performance and share the same with the HoD



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Functions and Responsibilities of Accounts Officer:

1. Responsible for the following activities in consultation with the Registrar:
2. Maintaining accounts, cash books / ledgers
3. Preparation of monthly accounts including maintaining of books & journals
4. Verifying bills prepared
5. Preparation and consolidation of budgets pertaining to all departments/sections/centers
6. Monitoring cash collection if any.
7. Supervision of challan writing and remittance to bank
8. Supervision of postal accounts, if any
9. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
10. Verification of cheques and bills
11. Writing demand draft register, and other forms of money value register
12. Preparation of audit reports and replies
13. Responsible of keeping the following in safe custody
 - a. Bill books / receipt books
 - b. Files pertaining to accounts/purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / pass books



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- h. Bank challans
 - i. Fixed deposit certificates
 - j. Other important office documents ensuring financial matters.
 - k. Preparation of salary reports
14. Attending to the subject of income tax, and performing TDS at source for all payment transactions
 15. Writing Caution deposit register, if any
 16. Achieving completing cashless transaction in the college
 17. Maintaining fee reconciliations of students.
 18. Maintaining timely disbursement of salaries to employees.
 19. Ensuring correct procedure in procurement of goods & services.
 20. Ensuring various taxes like professional tax on time.
 21. Maintaining records and payments of EPF
 22. Maintaining remittance of various welfare measures to employees on time
 23. Help in preparing budget and ensure proper implementation of approved budget detailing each heading.
 24. Ensure transparency and accountability in all financial transactions
 25. Any other accounts related function assigned from time to time



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Functions and Responsibilities of Physical Instructor/ Sports Teacher:

1. Reports to HOD and IQAC Coordinator for proper implementation of sports plan in accordance with Academic Plan
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with Principal
5. Encourages students to participate in zonal/university tournaments
6. Creation and upkeep of sports facilities
7. Proposing annual budget for sports
8. Ensures discipline among students in campus
9. Ensures that NO Ragging takes place in the campus
10. Ensure First-Aid medical facilities on campus.
11. Helps in the organization of various events in the college
12. Train & form college teams for different sports and games
13. Identify talented students in sports and help them to participate at state & national level sports
14. Encourage games and sports among students for overall development of the students
15. Ensure the equipment, sports materials are properly maintained and kept in safe custody
16. Ensure that students don't unnecessarily skip classes for the sake of sports
17. Keep with sports and games tournaments at different levels and helps students to participate.



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Functions and Responsibilities of Librarian:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Proper Disposal of weeded out material
10. Maintaining the books in good condition
11. Seeks reviews on books recommended
12. Seeks suggestions / feedback on databases used.
13. Provides digital library access from anywhere on campus.
14. Establishes specialized search facilities for faculty's teaching and research needs.
15. Establishes a repository of cases and keeps adding new cases on a continuous basis.
16. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
17. Provides content page service.
18. Facilitates conduct of reading sessions.
19. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.



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20. Makes arrangements in the library for hooking up laptops.
21. Develops a system for posting new additions online.
22. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
23. Provides all statistical information pertaining to the library
24. To Conduct Regular meeting with College Library Committee and prepare accordingly
25. Helps college in preparing budget annually for of new books
26. Updates library dates and provides login id for faculty and students
27. Updates oneself with latest development in library management.
28. Any other work related to library that may be assigned from time to time.



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Functions & Responsibility of Registrar

- The Registrar regulates the work and conduct of the staff following the Standard Code 1984 and the Maharashtra Civil Service Rules. The Registrar assesses and evaluates the performance of Non-Teaching employees and sections and takes such measures as he deems fit to regularize and to improve the working of the College.
- The Registrar has the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
- The Registrar is the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
- The Registrar keeps the minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- The Registrar coordinates the work in the College amongst the teaching and non-teaching staff.
- The Registrar brings to the notice of the Principal any of the acts of the staff or the students,
- If prejudicial to the College and/or are not in the interest of the Institution/College.
- The Registrar maintains an inquiry service for students, staff and visitors to the College, regarding courses being conducted, examination and admission rules and other allied matters of importance.
- The Registrar signs letters issued from the College office of a routine nature.
- The Registrar supervises the work of the College affiliation, staff recognition and follows procedures for appointments. He also oversees the Accounts, Audit assessment work of
- Maintenance and other Grants and keeps a check on the Accounts of the College
- The Registrar exercises such other powers and performs such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.



I/C PRINCIPAL
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