

OFFICERS OF THE INSTITUTE AND THEIR POWERS AND FUNCTIONS

INTRODUCTION

Director/Principal is the overall Head of the Institute and is assisted by the Registrar, various Officers, Deans and the Heads of the Departments. Work distribution and functional responsibility along with authority of various positions are detailed hereunder.

POWERS AND FUNCTIONS OF THE DIRECTOR/ PRINCIPAL

The Director/Principal as a Head of the Institute shall be the Chief Academic and Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and implement the decisions/resolutions of all the Authorities of the Institute.

The Director/Principal shall have the following powers and functions:

Subject to specific and general directions of the Board of Governors, the Director/Principal shall exercise all the powers of the Board of Governors for management and administration of the Institute.

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 (PG) as well as Under Graduate (UG) 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 as the case may be, and he/she shall also be authorized to sanction any expenditures -
 - ✓ upto Rs. 5,00,000/- on a single purchase and all statutory payment etc. For any expenditures more than Rs. 5,00,000/-[except statutory expenditures] with prior approval from the Finance Committee / competent authority.
- To perform any other jobs as may be assigned by the Authority.

POWERS AND FUNCTIONS OF DEANS OF VARIOUS SCHOOLS

- 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).
- He/she is authorized to recommend upto Rs. 10,000/- on a single purchase and Rs. 5,000/- for monthly Imprest cash of departmental expenditure, like - for organizing short term course, Summer/Winter School, Faculty Development Programme etc.
- Besides, he/she is entitled to forward upto Rs. 25000/- per annum per department, for organizing National/International Seminar/Conference/workshop etc., alongwith seed money of Rs. 25000/- per annum to academic departments/faculty members towards promotion of innovative projects/industrial projects/ consultancy/ patent/product development etc. for approval of the Competent Authority.
- Any other duty as may be assigned by the Higher Authority.

POWERS AND FUNCTIONS OF 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.

POWERS AND FUNCTIONS OF HEADS OF DEPARTMENTS

- 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 and 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.

- 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).
- He/she is authorized to recommend upto Rs. 10,000/- on a single purchase and Rs. 5,000/- for monthly Imprest cash of departmental expenditure, like - for organizing short term course, Summer/Winter School, Faculty Development Programme etc.
- Besides, he/she is entitled to forward upto Rs. 25000/- per annum per department, for organizing National/International Seminar/Conference/workshop etc., alongwith seed money of Rs. 25000/- per annum to academic departments/faculty members towards promotion of innovative projects/industrial projects/ consultancy/ patent/product development etc. for approval of the Competent Authority.
- Any other duty as may be assigned by the Higher Authority.

POWERS AND FUNCTIONS OF THE REGISTRAR

- Custodians of all properties of the Institute & maintenance of personal files, service records, service book, leave records etc. of all employees.
- He/she shall take necessary steps in respect of all categories of appointment, promotion, resignation, joining procedure & other related matter.
- He/she 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 of the Institute.
- To look after the guest entertainment & welfare activities of the Institute.
- Responsible for supervision & control of student admission, registration, examination, and results related matter.
- Responsible for the liasioning with the Industries / Govt. Offices / University / AICTE/UGC/ Funding Agencies etc.
- Any other job assigned by the Higher Authority.

POWERS AND FUNCTIONS OF THE FINANCE MANAGER

- Responsible for general accounting and preparation of budget in consultation with academic departments /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.

POWERS AND FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS

- The Controller of Examinations shall be the Officer-in-charge of the Examination Cell 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 necessary arrangements for holding examinations, tests and declaration of results as advised by the Examination Committee. 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/her, from time to time, by the Competent Authority.

POWERS AND FUNCTIONS OF THE 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.