



Sardar Tavindar Singh Kohli

Our Inspiration

The Promoter of Guru Nanak Institutions is actively involved in the management of various education institutions. Working with a missionary zeal for the cause of education, he is a visionary with rich experience in the field of academics and industry. His dreams of establishing world class institution took shape in the form of Guru Nanak Institute of Engineering and Technology (GNIET) & Guru Nanak Institute of Technology (GNIT) in Nagpur.



Sardar Navneet Singh Tuli, Chairman, GNI & GNES

Our Visionary

Sardar Navneet Singh Tuli, Chairman Gurunanak Institutions & Guru Nanak Education Society, has always demonstrated how a focused perseverance can leave an impression on whatever endeavor is undertaken. He is indeed multi-faceted personality with incredible success and fame in field of education, business, politics, religious and social work. His commitment, planning, drive and zeal to excel are the motivating force for the present development of GNIET and GNIT. He is also the President of Guru Nanak Bahu-Uddeshiya Shikshan Sanstha, Guru Nanak Shikshan Sanstha, HUM Foundation & Lt. Smt. Tejinder Kaur Tuli Memorable & Charitable Trust Nagpur. Under his inspiring leadership, GNI Nagpur has achieved several milestones and aims to be one of the comprehensive groups of institutions in India.



Sardarni Tanpreet Kaur Tuli, Secretary, GNI & GNES

Our Motivation

Sardarni Tanpreet Kaur Tuli, Secretary, GNI & GNES is charismatic and the vibrant motivating force behind the growth of the two institutes, Guru Nanak Institute of Engineering and Technology (GNIET) and Guru Nanak Institute of Technology (GNIT) at Dahegaon, Nagpur. She is the energy personified whose sustained efforts have been responsible for the development of these Engineering colleges and other institutions run by the Guru Nanak Educational Society. She believes that education is the fundamental requirement for the complete development of individuals and strives for academic excellence and versatility in a way that meet the ever-increasing needs of the stakeholders.



Sardar Rabjyot Singh Tuli, Trustee - GNES

We at GNI believe in continuous and holistic education. Students from varied backgrounds are integrated in the societal mainstream and are empowered with lifelong skills and knowledge. For years GNI has been educating young men and women who entered its community and attained their transformation into responsible citizens and leaders of various corporates. We continue to bring the cutting edge technology and a research aptitude to our multidisciplinary academic programmes ranging from engineering, Management and Hospitality. We believe in the true potential of the youth of our country and nurturing these young minds will create wonders.



From the
Principal Desk (GNIT)

Dr. Sudhir Shelke Principal GNIT (B.E., M.E., Ph.D. - Electronics Engg.)

Guru Nanak Institute of Technology imparts core as well as applied engineering curriculum to students. It has Civil, Mechanical and Computer Science and Engg. We apply different techniques and strategies to impart latest technological education to the students. More emphasis on practical education to students is given by the ways such as exposure to industries, guest lectures by eminent academicians, researchers and practicing engineers, various workshops and seminars, motivations for participating in co- curricular activities such as paper presentations, models exhibition, cart, robotics, structures, etc.

These not only give the students an exposure to latest trends and technologies in engineering, but also prove as practical training for developing their technical and soft skills. We are committed to impart quality technical education to the students and to develop their overall personality which will make them smart engineers.

GURU NANAK INSTITUTE OF TECHNOLOGY

Dahegaon, Near Radha Swami Satsang, Kalmeshwar Road, Nagpur-441501

Institution Governance



Roles and Responsibilities

Of

Faculty, Staff and Institutional Bodies

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Functions and Responsibilities of Governing Body:

The Governing Body of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. The Governing Body gives direction to the college management. Its Functions and Responsibilities are:

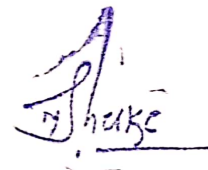
1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine and consider the recommendations of **College Development Committee** and **Local Management Committee** and prepare a road map for achieving the goals of the Institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Consider the recommendations of the staff selection committee and approve the same.
5. Consider the important communications, policy decisions received from the University, Government, AICTE, and UGC etc.
6. Encourage and facilitate 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 objective.
9. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
10. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
11. Consider and facilitate college to resolve legal/court cases, if any.



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Functions and Responsibilities of Local Management Committee:

1. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
2. Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
3. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
4. Encouraging collaboration with other academic institutes and industry.
5. Creating a conducive environment for development of entrepreneurship.
6. Facilitating and supervising the co-curricular activities of the students.
7. Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.
8. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
9. Appointing committees amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
10. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.
11. Examine the budget proposals and Pass the annual budget of the college.



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Functions and Responsibilities of College Development Committee:

As per Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) clause 97, a College Development Committee (CDC) has been established.

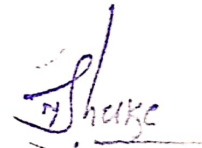
Role of CDC:

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extracurricular activities;
2. Decide about the overall teaching programmes or annual calendar of the college;
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
4. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
9. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
10. Formulate proposals of new expenditure not provided in the annual financial estimates (budget);
11. Make recommendations regarding the students' and employees' welfare activities in the college or Institution;
12. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;



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13. Frame suitable admissions procedure for different programmes by following the statutory norms;
14. Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
15. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
16. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
17. Recommend the distribution of different prizes, medals and awards to the students.
18. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
19. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.



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Functions and Responsibilities of Department Advisory Board:

Department advisory Board of Departments has members from the Industry, Alumni, Student, parents and experts from Academic Field. The DAB gives direction to Department Excellence. It acts as a driving force to accelerate the various departmental activities, required for expected outcome. Its functions and Responsibilities are:

1. To identify the curriculum gap and to suggest the corrective majors to bridge up / minimize it.
2. To promote Industry Institute Interaction, Industry Tie-ups and Industry Sponsored Projects related to emerging thrust areas in engineering.
3. To redefine existing PEO's, aligning of PEO's to the Mission statements and defining Program Specific Outcomes.
4. To recommend the topics beyond the syllabus/value added training courses and additional experiments to meet PEOs.
5. To propose necessary action plan for skill development of students, required for entrepreneurship development and quality improvement.
6. To identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments) to meet PEOs.
7. Suggest improvement in academic plans and recommend standard practices/systems for attainment of PEOs.



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Functions and Responsibilities of Programme Assessment Committee:

The Program Assessment Committee (PAC) has been formed for monitoring Departmental activities. The PAC consists of Programme Coordinator, Module Coordinator and faculty members/Course Coordinator and technical staff of the department who periodically monitors the departmental activities and evaluates different parameters. Its functions and Responsibilities are:

1. Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSO), Program Educational Objectives (PEOs).
2. Evaluating program effectiveness and proposing necessary changes. Preparing periodic reports on program activities, progress, status or other special reports for Management.
3. Motivating the faculty and students towards attending workshops, developing projects, working models, paper publications and engaging in research activities.
4. Interacting with students facilitating the achievement of POs, PSOs and PEOs.
5. Interacting with stakeholders regarding the improvement of POs, PSOs and PEOs.



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Responsibilities of Principal:

Responsibilities include:

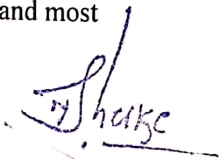
Reporting to the Executive Council of the Institute and assisting them in the following functions:

1. Regulation / Monitoring.
2. Development.
3. Leadership.
4. Visionary

Regulation / Monitoring:

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; 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 / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, 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


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importantly with the top management of GNES.

Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, LMC, CDC and the Governing Council.

8. Monitoring the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures
9. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
10. Maintaining the infrastructure of the institution with the help of concerned staff.
11. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Principal also needs to take-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, and attract the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
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 for 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.



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Strategic Functions:

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in 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 various 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.

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 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.



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Visionary Functions:

These functions are the ultimate functions of a Principal. 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 Executive Council.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the top management.

Execution and Reporting:

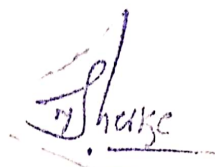
The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to Governing Body ,Local Management Committee and College Development Committee.



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Duties and Responsibilities of Vice Principal:

1. Facilitate Principal for
 - Identifying core competencies of the Institution.
 - Developing strong Teaching-learning Environment.
 - Developing Strong Industry Support for Collaborative Learning.
 - Assist for Conducting Committee Meetings like Governing Council, College Development Committees etc.
2. Monitor smooth running of the classes & ensure timely completion of syllabus.
3. Monitor and assist Dean Alumni for Scaling up Alumni Network, Organizing Alumni Meet.
4. Conduct Regular meetings of Department Head, Committees to know the difficulties if any and progress.
5. Interact with students/Student Councils to know their academic problems and take necessary actions.
6. Monitor and Evaluate Academic audit conducted by IQAC.
7. Based on the reports, take corrective actions if any for the timely completion of Syllabus.
8. Monitor Dean Academic to make sure that the time tables are ready before opening the academic sessions.
9. Monitor Faculty & Students Discipline & Counseling.
10. Take progress from Departments about Industrial Visit, in plant Training of Students.
11. Monitor Dean Industry Institute Interaction about MOU Signing and Consultancy.
12. Monitor and Assist Dean faculty to organize Institute level FDP for Faculty quality Improvement.
13. Encourage the faculty to attend the Conference / FDP etc.
14. Monitor and assist Dean Information Technology for Online learning Opportunities for Students, Development of technology Interface for Outcome based Education.
15. Any other Responsibilities assigned by the Principal from time to time.



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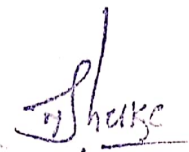
Responsibility of IQAC Coordinator and Committee Members:

Overall responsibility:

- To conduct the perspective plan meeting at the beginning of year.
- Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the College.
- To develop a monitoring system for quality assurance of the policies.
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/NAAC.

Academic Activities:

- To organize an interactive session with faculty members following the guidelines given by Governing Body, College development committee, Programme Assessment Committee ,Department Advisory Board to strengthen the Teaching Learning process.
- Preparation and release of guidelines regarding all Academic activities before the commencement of Semester.
- Uploading of Academic plans prepared by respective faculty members on the college portal for easy access to the students.
- Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same.
- To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities.
- Preparation of mentoring guidelines to be followed.
- To conduct interactive session with all faculty mentors regarding mentoring of students – Pink cards.
- To help the Departments in monitoring the mentoring process.
- To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department.



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To help the Departments in monitoring following activities:

1. Tutorials/Unit Test
 2. Assignments
 3. Seminars
 4. Add on content-Theory & Lab
 5. Remedial classes
 6. Make up tests
- Collection of teaching course outcome feedback) from students at the end of the semester
 - Collection of Programme exit Survey from final year students at the end of the academic year.

To help the Departments/bodies/authorities/clubs in collection and analysis of feedback from the following stake-holders:

1. Parents
 2. Industry Experts/Academicians who are visiting the college
 3. Executives of professional bodies like DAB.
 4. Alumni
- To help in the preparation of various rubrics regarding feedback from students and stakeholders, examination result, Course assessment, placement etc.
 - To suggest various value added programs to and to coordinate the execution of the same
 - To suggest various ways to strengthen the departments/CLT/Center for collaboration/Incubation centers/centre of excellence to help in enhancing the technical skills of the students
 - To organize the review /audit of all the academic activities by a team of internal experts and external experts and present the observation in the meeting of GB/CAC for further guidelines.
 - To coordinate the collection and compilation of self appraisal forms from faculty members at the end of academic year
 - To coordinate the collection, documentation and actions to be taken on the information about funding agencies, their norms and passing by the R&D centre and respective Departments.



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Duties and Responsibilities of Registrar:

1. Is directly responsible to the college principal.
2. Assists the Principal in translating the college vision into an action plan
3. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
4. Assists the Principal in administering and leading the college within the policy framework.
5. Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
6. Maintaining all records pertaining to students, faculty and staff.

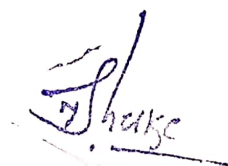
Administrative Responsibilities:

The Registrar along with the Dean, Academic may assist the Principal in:

- A. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment.
- B. Completing the student admission process of all programs of the college.

The Registrar assists the Principal in

1. Improving quality of working of faculty, staff, and students by:
 - Ensuring effective utilization of transportation services to students, staff, and faculty Ensuring safety and security to all in the college.
 - Promoting multicultural interactions and understandings among students, staff, and faculty.
2. Obtaining and developing personnel by:
 - Planning, directing, scheduling and coordinating in-service training program for non technical non-teaching staff.
 - Supervising and evaluating administrative personnel.




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3. Maintaining effective interrelations with the community by:
 - Maintaining student reporting procedures to parents.
 - Interacting with parents and other citizens.
 - Preparing information to be disseminated to parents, students, other stakeholders and public.
 - Preparing special reports and bulletins for general distribution.

4. Providing and maintaining funds and facilities by:
 - Determining specifications for supplies and equipment.
 - Determining the need and planning for facility maintenance, and renovation expansion,.
 - Inventorying and distributing supplies and equipment
 - Preparing reports/grant applications for AICTE, DTE, University, etc.

5. Monitoring the functioning of Girls Hostel and facilitate the concern staff for resolving any issues related to Hostel.

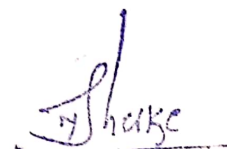


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Duties and Responsibilities of Dean-Academics:

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing and encouraging Outcome Based Education in Institute.

1. Preparation of the academic Calendar, monitoring the progress of class work, syllabus coverage, student mentoring, directing and supervising student activity programs.
2. Facilitate the creation of a learner-centric environment conducive for quality education;
3. Arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
4. Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
5. Ensure that the teachers' appraisal by students on Teaching Learning related is carried out and the reports thereof are sent to the authorities concerned;
6. be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
7. Recommend to the Governing Body through Local Management committee, proposals for the common facilities in the area of Innovation, Entrepreneurship
8. Control, regulate and co-ordinate research activities to maintain standards of teaching and research in the Institute.
9. Conducting regular meetings (preferably at least once in every month) of the Class Coordinator to Monitor and Evaluate Academic Activities.
10. Facilitate Dean Faculty to organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles.
11. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
12. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs.



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Duties and Responsibilities of Dean Research and Development:

Dean R&D is a senior position in the college and reports to the Principal. He is expected to demonstrate capability to create ecosystem of Research and Development in Institute.

The specific responsibilities of Dean (R&D) are as follows:

I. Planning of research activities, resource mobilization and management of R&D projects.

1. Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
2. Identify R&D projects to be taken up with college funding.
3. Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
4. Prepare annual R & D plan of activities including externally funded projects and college funded projects.
5. Manage R & D projects
6. Submit quarterly reports to Principal on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
7. Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
8. Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
9. Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities.
10. Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.



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II. Promotion of research:

1. Develop and establish a policy to promote research culture in the college.
2. Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
3. Identify prioritized research areas based on the expertise available with the college.
4. Organize visits by eminent researchers to interact with the faculty and students.
5. Organize national and international conferences with the participation of eminent Scientists/ technologists in specialized/emerging areas.
6. Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the Community.
7. Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

III. Research Publications:

1. Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
2. Ensure to publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
3. Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
4. Motivate the eligible faculty to guide PhD scholars.
5. Develop and establish policy to check malpractices and misconduct in research.
6. Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.



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Duties and Responsibilities of Dean Faculty:

The Dean Faculty Development (DFD) is overall responsible to enhance faculty development with respect to teaching and learning through programming and consultation; research the needs and effectiveness of faculty development and seek funds to support programming and strategic development, in collaboration with the Dean of Academic, HODs & Principal and the many collaborating units and faculty members, in that:

1. Arrange for training need analysis.
2. Maintain and Update faculty database.
3. Ensure to coordinate HOD, Principal for Faculty Performance appraisal System(FPAS)
4. For FPAS, Data must be collected from each department timely and accordingly Appraisal of all faculty data shall be sent back to HOD and Principal for further action.
5. Maintain faculty evaluation and teaching credentials.
6. Arrange new faculty orientation program.
7. Manage scheduling, delivery, and effectiveness of FDP.
8. Assist in budgeting and provision of FDP funding.
9. Arrange for individual faculty counseling.
10. Make sure of FDP contain Mentoring Programs, Workshops on teaching, learning.
11. Leadership & Research skills and succession planning.



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Duties and Responsibilities of Dean Student:

Facilitates

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Anti-ragging ,Grievances and action for the same
- Student health care
- Plans for proper conduct of Extra Curricular activities and ensures execution of the same by coordinating with In-Charge of Student Activities including sports activities, which are as follows:
 - To promote and provide opportunities in college for development of extra-curricular activities.
 - Ensure the effectiveness of following activities by facilitating activity coordinator.

Literary activities:

- A. **Debate:** helps the students to explore a topic from several points of view.
- B. **Essay writing:** Helps the students to develop the competence of logical and rational thinking regarding societal issues.

Cultural and Fine arts activities:

- A. **Painting:** helps the students to manifest their thoughts in the form of their art work.
- B. **Role Play:** Describes possible real life situations.
- C. Fresher's day
- D. Traditional day
- E. College Annual Day- Fusion



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NSS activities:

- A. **Village Adoption Activity:** Helps exposure to real life situations and provides opportunity to pay back to society.
 - B. Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.
 - C. Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment day, Women's day etc..
 - D. Blood donation camps, tree plantation programs, etc
1. Cultural events like skit/dance, drama, music, photography are to be organized.
 2. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
 3. To create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction and recreation to the students.
 4. Organize programs on social and political environment (weekend series)/ Government, Business and society.
 5. Set up Meditation/Yoga workshops and conducts activities under its banner.
 6. Help establish student network which will interact with professionals for further networking.



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Responsibilities of Training and Placement Officer:

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
5. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
6. Assists students develop and implement successful job search strategies.
7. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
8. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
9. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
10. Prepares a placement brochure having all the student profiles.
11. Undertakes a rigorous placement campaign.
12. Assists employers achieve their hiring goals.
13. Empowers students with life-long career decision-making skills.
14. Provides resources and activities to facilitate the career planning process.
15. Acts as a link between students, alumni and the employment community
16. Up gradation of the students' skill sets commensurate with the expectations of the industry.
17. Generation of awareness in the students regarding future career options available to them.



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18. Assists different companies in recruiting candidates as per their requirements.
19. Assists students in obtaining final placement in reputed companies.
20. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
21. Communicates the resume of suitable candidates to the potential employers.
22. Provides right placement to the right candidate so that students excel in their future life.
23. Organizes placement training for the students and make them ready for interview and group discussion.
24. Shall be a live wire connecting the students and the industrial houses.
25. Arranges to find suitable Industrial Training to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
26. Provides information on the schedule of recruitment drives well in advance to all departments' placements coordinator, HoDs, Deans, Registrar, CoE, Principal, and students.
27. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
28. Details of placed candidates vis-a-vis the companies is sent to all HoDs, departments' placement coordinators after the recruitment drive is completed and placements announced
29. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.



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Responsibilities of Entrepreneurship Development Cell and Startup Cell Coordinator:

1. To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes for the benefit of students.
2. To conduct research work and survey for identifying entrepreneurial opportunities.
3. To guide and assist prospective entrepreneurs on various aspects such as preparing Project reports, obtaining, project approvals, loans and facilities from agencies of Support system, information on technologies, etc.
4. To organize guest lectures, TV & Radio talks, Seminars, etc, for promotion and Growth of Technology based entrepreneurship.
5. To extend necessary guidance and escort services to the trainees in obtaining Approval and execution of their Projects.
6. To arrange visits to industries for prospective entrepreneurs.
7. To act as a Regional Information Centre on business opportunities, processes. Technologies, market, etc by creating and maintaining relevant database.
8. To provide testing, Calibration, quality assurance, design, tool room pilot plant and Other facilities for entrepreneurs besides expertise in intellectual property rights, Patents search etc.
9. To conduct competitions among students in developing project proposals.
10. To conduct management games in the area of developing innovative ideas, Creativeness and initiative.



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Duties and Responsibilities of Head of the Department:

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assigns duties to teaching and non teaching staff of the Department.
3. With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff.
4. 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.
5. To present the departmental budget/requirement to the Principal.
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.
8. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
9. To ensure Quality, Maintenance and cleanliness of the department.
10. To recommend leave of the departmental Colleagues.
11. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
12. To encourage research/innovative programs in the department.
13. To organize need based workshop/seminars/symposia/visits/excursions etc.
14. To invite guest speakers for interaction and guidance to students.
15. To guide the students for career opportunities.
16. To facilitate faculty in the preparation and processing of self-appraisal of performance.
17. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.



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18. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college. Coordinating the activities of the department and assisting the Principal of the College.
19. The Head of Department shall present about each and every function that they have taken-up or intend to take-up to Department Advisory Board (DAB) .

Responsibilities include:

Faculty

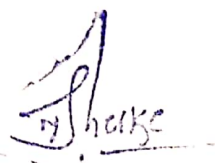
- Assisting faculty in providing a quality educational experience for students.
- Recommending, mentoring, and supervising faculty.
- Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- Providing the principal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

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.

Department

- Conducting regular meetings of the department faculty. (At least 1 Meeting in a week and Keep Minutes of Meeting).
- Coordinating the formulation of department short- and long-term plans.



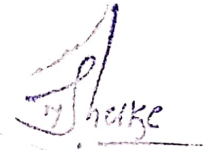
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- Facilitating interaction and collegial spirit among the department faculty and coordinating the preparation of proposed departmental budget request.

Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances originate in the department.
- Plans, executes, and monitors academic and support activities of the department.
- Maintains discipline and culture in the department.
- Picks and promotes strengths of students / faculty / staff
- Maintains records of departmental activities and achievements.
- Any other Responsibilities assign by Principal/Vice Principal.



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Responsibilities of Faculty:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment evaluation as the Head of the Department shall allot to him 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. It is pertinent for faculty to use Google classroom or Moodle for TL.
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. In consultation with the Programme coordinator, assures that course content allows students to meet outcomes associated with that course.
10. 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)
11. Informs Module Coordinator within a reasonable time about students' progress and how effectively students are learning;
12. Keeps a secure record of each student's results, both electronically and in hard copy.
13. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Programme Coordinator.
14. Attends meetings of the Programme and module coordinator to discuss issues affecting learning and other classroom issues.
15. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback.
16. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the



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students.

17. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
18. Maintain attendance record of students.
19. Provides information about job opportunities in their respective field to placement cell.
20. Guides students on career opportunities.
21. Ensures quality, maintenance and cleanliness of the dept.
22. Carries out research/innovative programs in the department.
23. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD.
24. Invites guest speakers for interaction and guidance with students.
25. Any other responsibility that may be assigned by HOD/Dean/Principal/Vice Principal.




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Responsibilities of Class Coordinator:

Class Coordinator to the class they are teaching a course and assigned with the various responsibilities. The class advisor shall perform the following specific tasks:

1. Discusses all potentially significant issues given below and establishes good communication with the students.
 - a. Attendance
 - b. Number of credits required to get promoted
 - c. Semester system and how its different from Year wise system
 - d. Importance of labs and how they may lose marks if they are absent for lab/ non submission of records
 - e. Importance of assignments and how students lose marks for non/incomplete submission of assignments
 - f. Continuous reading as it is continuous evaluation in engineering
 - g. Importance of NOT missing even one lecture as continuity is important in engineering education (understanding of current day's lecture is dependent upon understanding of previous lecture)
 - h. Importance of getting a first class with distinction and how it helps in the development of their career
2. Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
3. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
4. Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class advisers shall monitor inclusiveness to insure participation by all students in the class.
5. Acts as mentor, counsellor, and role model in resolving student related difficulties.
6. Conducts fortnightly reviews with class representatives, documents the same and submits to HoD.
7. Conducts fortnightly reviews with Mentors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to HoD and Principal's office.
8. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.


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9. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the HoD.
10. Identifies good students and motivate them to excel.
11. Informs HOD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
12. Calls the parents of the students whose attendance are $< 75\%$ and arrange to ensure parents meet the HoD particularly in the case where student's attendance is $< 65\%$.
13. Assists the dept's HoD with dispatch of monthly attendance of the corresponding class to parents.
14. Assists the dept's HoD with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
15. Assists dept's HoD and Accounts section to ensure no fee defaulters for the class he / she is adviser.
16. Any other responsibility that that may be assigned by corresponding HoD from time to time.


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Responsibilities of Lab In-charge:

Lab In-charge (I/C) is responsible for the following types of tasks:

Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.

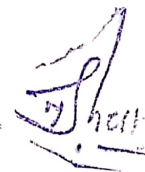
- 1 Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
- 2 Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- 3 Prepares lab manuals and arrange to get them printed as per the required number as per the subject practical's conducted in laboratory. (Get it done from concern staff, if staff, not seating but responsible for practical's in concerned laboratory).
- 4 Introduces new experiments, if any, that can reinforce the student learning. (Get it done from concern staff, if staff, not seating but responsible for practical's in concerned laboratory).
- 5 Arranges to display the laboratory schedule.
- 6 If it's a computer lab
 - a. Arranges to manage network taps and server capacity and configurations,.
 - b. Arranges to manage hardware and software configurations and updates.
- 7 If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
- 8 Makes periodic server backups.
- 9 Coordinates periodical testing of equipment.
- 10 Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
- 11 Maintains lab documentation (such as lab descriptions, diagrams, and processes).
- 12 Establishes physical security.
- 13 The lab I/C take measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
- 14 Sets up an inventory control system.



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- 15 Establishes a lab budget for support costs.
- 16 Labels hardware, including cabling.
- 17 Resolves environmental problems, if any.
- 18 Implements a preventative maintenance program for equipment.
- 19 To hold those responsible for any breakage / loss etc. and recover costs.
- 20 In order to prevent theft/damage, the Lab In-charge shall take the following action:
- 21 Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- 22 Lab Assistants in turn shall note down the missing items in the respective Lab Register. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
- 23 Establishes an approval process for removing any equipment.
- 24 Ensuring the lab is kept clean and orderly.
- 25 Any other duty as may be assigned by the HoD/Principal from time to time.
- 26 Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible.

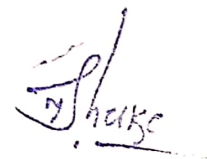
Ensures all of the processes designed to accomplish the above tasks should facilitate, not inhibit, use of the lab.



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Responsibility and authorities of Technical Assistant / Laboratory Assistant:

- 1 To prepare laboratory before session.
- 2 To assist lab in charge and staff for smooth conduct of lab sessions.
- 3 To prepare laboratory requirements.
- 4 To arrange set of instrument before start of session.
- 5 To keep the laboratory manuals /laboratory journals / files etc. update.
- 6 Issuing of laboratory equipment's & laboratory trainer/components with manual to students and getting it back.
- 7 To ensure student entry in logbook register / attendance book.
- 8 To suggest changes in QMS if any.
- 9 To maintain & update laboratory dead stock register, furniture & consumable register.
- 10 Routine repair of equipment's & trainers in laboratory and maintain the records.
- 11 To maintain laboratory equipment's and laboratory trainers.
- 12 To keep records of breakages and maintenance.
- 13 To Prepare and display of the records and safety instructions.
- 14 To display the details of the equipment's / models etc.
- 15 To prepare and maintain history cards of lab equipment's.
- 16 To maintain record of University TW/PR/OR examinations.
- 17 To supervise laboratory cleanliness.
- 18 Any other work assigned by the higher authorities.



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Responsibilities of Office Superintendent:

Administrative officer is the over-all in charge of administrative functions, responsible to Registrar/Principal for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

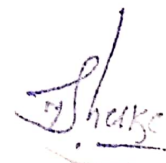
1. Assists the Registrar in the day-to-day administrative functions of the college.
2. As the custodian of the college property records, manages the filing, storage and security of documents.
3. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories , washrooms, electrical installations, RO plants, borewells, furniture, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
4. Ensures campus security and safety of personnel through administering the Agreement with security service providers.
5. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
6. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Principal, and management, and to Police, with proper approvals.
7. Oversees canteen services, administers canteen service contract, with the assistance of Registrar.
8. Identifies training needs of office staff, and organizes staff development programmers.
9. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
10. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
11. Any other functions assigned by the Registrar /Principal from time to time.



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Responsibilities of Accounts Officer:

- 1 Writing and maintaining accounts, cash books / ledgers.
- 2 Preparation of monthly accounts including writing of cash books, journals.
- 3 Verifying bills prepared.
- 4 Preparation and consolidation of budgets pertaining to all departments/sections/centers.
- 5 Cash collection.
- 6 Supervision of challan writing and remittance to bank.
- 7 Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny.
- 8 Verification of cheques and bills.
- 9 Writing daily collection register for college accounts.
- 10 Writing demand draft register, and other forms of money value register.
- 11 Preparation of audit reports and replies.
- 12 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
 - h. Bank challans
 - i. Other important office documents
- 13 Preparation of salary reports.
- 14 Attending to the subject of income tax, and performing TDS at source for all payment Transactions.
- 15 Monitor and Assist in Group Insurance, Student Welfare scheme, Scholarships.
- 16 Writing Caution deposit register, if any
- 17 Any other accounts related function assigned from time to time



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