

SERVICE RULES

Duties and Responsibility PART-II



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Part I: Human Resource Policy

Part II: Duties and Responsibility

(Duties and Responsibilities)

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1. Duties and Responsibilities of Principal

Principal is responsible for achieving MICT Vision, Mission and Goals with strategies defined by the Management by promoting the various curricular & extra-curricular activities, administrative and financial matters. As a Principal he shall advise the Management and other Directors in all

educational, financial and administrative matters of the institute. In addition he shall:

- Be responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.
- Be responsible for preparation of the Budget Proposals and get them approved by BOG.
- Inspect the departments for monitoring their functioning on day to day basis.
- Liaison and coordinate with JNTUK, AICTE, and other professional bodies, engineering and allied departments/industries etc.
- Work to develop the institute in all areas for an all-round growth of the institute
- Arrange and organise the various faculty and staff development programmes.
- Participate in BOG meetings as a member secretary, advise in various policy decisions and ensure implementation of decisions
- Advise the HODs and faculty in various academic and administrative matters
- Represent the institute in various State and regional level bodies, societies, councils as required.
- Optimize the resources available in academic, administration, finance, etc.
- Implement integrated and uniform systems in academic, administration, finance, etc. where and whenever it is possible
- Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution
- Responsible for obtaining quality certifications like ISO, NBA , NAAC etc

2. Duties and Responsibilities of Head of Department

Head of Department is responsible for achieving Vision and Mission of the Department and also for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and in turn, the objectives of MICT:

- Be Responsible for implementing active teaching-learning process in the department.
- Be Responsible for the implementation of academic schedule in the Department.
- To allocate and monitor the work of all the staff of the department.
- To conduct examination and evaluation process as per the schedule and all related activities like posting of marks, attendance and coordination with examination section etc.
- To monitor the performance of the students and also counseling them
- Be responsible to communicate the reports to parents about the attendance and performance of the students.
- Be responsible for organizing seminars, workshops, guest lectures, FDPs and any other departmental activities like Alumni activities etc.
- To conduct various activities under department club.
- Be responsible for preparation of budget proposal and forwarding them to Principal for obtaining approval from BOG.
- To organize Industrial Tours, internships and to have MOUs with Industries.
- Be responsible for implementation of quality system procedure of ISO, NBA, NAAC, etc
- To promote research activities in the Department.

- Be responsible to maintain and upgrade laboratories in the Department.
- To encourage staff to adopt innovative teaching methodologies.
- To coordinate with Training and Placement, Examination section, Library and other departments of the Institution.
- Be responsible to maintain Faculty profiles and registers
- To conduct department staff meetings, parents meetings as required and maintain relevant records from time to time.
- To enhance the employability skills of the students.
- To ensure about substitute subjects for rejoining students in the event of change of regulation.
- To keep the roll list updated with respect to attendance, detention , rejoining of students etc.
- To associate with the professional bodies like IE, IEEE, ASME, ASCE, AIMA etc.
- Any other duties assigned by Principal/ Higher authorities as and when it is required.

3. Duties and Responsibilities of Faculty (Assistant/ Associate / Professors)

- To implement teaching – learning process.
- To conduct examination and to carryout evaluation.
- To maintain course files.
- To adopt innovative teaching methodologies.
- To counsel students.
- To guide and carryout projects.
- To conduct seminars and workshops.
- To organise various activities to students.
- To maintain attendance and marks registers
- To update oneself with various developments and carryout research.
- To abide with any other work assigned by HOD or any higher authority.
- To conduct all the experiments as per the syllabus and also to ensure few experiments are carried out beyond the syllabus and also responsible to evaluate.
- To prepare and update lab manuals where ever applicable.
- To ensure timely submission of lab records by the students for certification.

4. Duties and Responsibilities of Training and Placement officer

Training and Placement officer is responsible to train the students for their employability and also to arrange for on/off campus drives with an aim to generate more employment opportunities to students. The following activities shall be carried out by Training and placement Officer:

- Be responsible to identify and organize training by in-house faculty as well as external professional bodies.
- To maintain the database of third and fourth year students.
- To facilitate and guide students to prepare and update their Bio-data.
- To arrange and organize various on campus and off campus drives
- Be responsible to have Industry-Institute interaction and to get institute accreditations with the companies and to attract more number of companies to visit the campus for the recruitment of the students.
- To maintain database of the employed students and to keep track of their performance in their

respective organisations.

- To explore possibilities of organising more no. of drives including the assessment agencies etc.
- To guide students to appear for job oriented written test conducted by external agencies like Govt bodies and assessment agencies etc if any.
- Should strive to improve in increasing the no. of recruiters every year.

5. Duties and Responsibilities of Examination section

Examination section is responsible to conduct all the examination as per the university schedule as follows:

- To conduct online mid examination and upload the marks.
- To ensure timely posting of internal marks and verification of internal marks received from university and also uploading of internal marks duly verified by the departments.
- To coordinate with all the departments about conducting the mid examinations of the departments.
- To ensure proper conduct of all the university examinations as well as supplementary examination as per the procedure laid down by university /SBTET from time to time and related documentation thereof.
- To coordinate all the activities related to the conducting of laboratory examinations by the departments.
- To coordinate all the activities related to evaluation of projects in the departments by external examinations
- To organize spot valuation as assign by university from time to time.
- To preserve answer scripts of all laboratory exams for a period of 3 years.
- To maintain database of question papers of all subjects of all courses.
- To maintain database of all students including status of failures of students in subject as well as status of detained students.
- To coordinate all the activities related to disbursement of mark lists, provisional certificates and original degree certificates to students.

6. Duties and Responsibilities of Librarian

- To coordinate and manage all the library functions.
- Procurement of Text books as well as reference books based on the recommendations of various departments from time to time.
- To coordinate the issue and return of books to the students as well as staff.
- To maintain accession register.
- To ensure the subscriptions of various national and international journals (online and off line) in various areas.
- To make available the video content and e-books.
- To maintain utilization register of all library facilities.
- To maintain, Periodicals, News papers etc.
- To maintain the reading and reference section.
- Any other tasks like printing activity (News letter, student handouts, Lab manuals etc.)

maintaining internet.

- To carry out stock verification periodically in order to maintain the account of books.
- To maintain the project reports of various departments.
- To maintain DELNET membership.
- To procure, maintain and distribute various stationary items to the departments of the college.
- To upkeep and maintain library premises clean and tidy.

7. Duties and Responsibilities of Physical Director

Physical education department shall ensure that all the students are motivated to actively participate in various games and sports.

- To ensure both indoor and outdoor games are conducted to students at the Institution.
- To encourage students to participate in various sports meets at inter college and university levels.
- To maintain all the sports facilities and to procure sports material as required.
- To organize sports meets with the prior approval from the management.
- To ensure the overall discipline of the students in the campus.

8. Duties and Responsibilities of Transport Department

It is the responsibility of the Transport department to schedule the buses in various routes including rescheduling due to exigencies if any and to ensure the safe and timely commuting of students and faculty from various places.

- To ensure all the buses are maintained in good condition as per the norms of RTA of State Government for safe travel of students and staff.
- To the issue of bus passes to students and staff after ensuring the transport payments by students.
- To ensure discipline of the students in the buses.
- To maintain the data base of the students and staff travelling by buses in various routes.
- To carryout and routine maintenance of all the buses.
- To appoint drivers as per RTA rules and to coordinate with them.

9. Duties and Responsibilities of In-charge - R&D

It is the responsibility of the Dean R&D to promote research environment in the institution

- To motivate and guide various faculty members to pursue research in their respective domains.
- To create awareness about the opportunities of publishing papers in national and international journals as well as conferences.
- To keep track of the research publications by various faculty members in the institute.
- To organize various faculty development programs as necessary.
- To encourage and guide various faculty members to apply for grants from various government agencies for conducting seminars /Faculty Development programs / Research

Programs/ workshops/conferences etc..

- To coordinate various in-house activities of Aagama- a national level technical paper contest and working model exhibition which aid at inculcating research flair among the students.
- To organise national and international workshops / conferences
- Advise and assist faculty on research proposals, patenting, research contracts and intellectual property issues.

10. Duties and Responsibilities of IT Support Services

It is the Responsibility of the IT Support Services to ensure the installation, maintenance and up gradation of computer systems and proper LAN Networks including servers in the college premises

- To install and maintain computer systems and LANs in various Departments.
- To ensure proper system administration.
- To maintain the servers and software.
- To maintain all the network related hardware.
- To coordinate UPS related problems with electrical maintenance department.
- To maintain all the printers including replacement of consumables like cartridge etc.
- To ensure that Internet facility is provided including wifi facility in various places in the institute.
- To maintain LCD Projectors in various departments.
- To design and update college website from time to time and also to ensure proper web hosting.
- To maintain relevant records related to systems (Desktops and Laptops), application software, system software and maintenance.

11. Duties and Responsibilities In-charge - Student Affairs

Dean of Student Affairs (DSA) is overall responsible for efficient conduct of co and extracurricular activities and availability of amenities.

- To provide inputs for the academic calendar for various co and extracurricular activities.
- To ensure proper conduct of co-curricular activities like Finishing School Programs, Seminars, Guest Lectures, workshops, departmental club activities etc.
- To ensure proper conduct of extracurricular activities like ICE Activities, Sports, NSS, EDC activities etc.
- To ensure discipline among students and to give the recommendations to the principal.
- To make students aware of ill effects and consequences of ranging by way of posters, counseling, lectures by faculty and other resource persons.
- To take necessary measures to avoid raging and to take appropriate disciplinary actions as required.
- To coordinate all the activities related to Aagama, A National Level Technical Paper Contest and working model exhibition.
- To ensure proper functioning of amenities like Canteen, Hostel, Transport, stationary stores, Recreational Facilities etc.
- To redress any suggestion / complaint from the students through respective In-Charges including grievances redressal and women empowerment cell.
- To coordinate the activities related to the quarterly News letter of the college, Quest.

- To ensure proper planning/coordination/execution of industrial / information visits through respective HODs