



Roles and Responsibilities

Role and Responsibilities of Principal:

- Principal is the head of Administration and Academics of the college.
- To supervise the class teaching according to the timetable.
- To supervise the annual academic plans of faculty members of the college.
- To plan and arrange meetings on days of importance in consulting with staff.
- To sanction increment to teaching and non teaching staff.
- To supervise the overall discipline of students.
- Encourage research and innovative activities in the college by the staff and students.
- To encourage teaching staff to conduct seminars and workshops.
- To distribute special fee funds to various departments for the purchase of necessary lab equipment and stationery.
- To conduct annual review of stocks of various departments by forming committees.
- To constitute committees for the smooth functioning of the college.
- To encourage teaching faculty to use ICT tools in teaching extensively.

Role and Responsibilities of Vice Principal:

Vice principal is the senior most lecturer in the college who acts as principal in the absence of Regular Principal.

- To supervise the students discipline in the college.
- To attend as representative of principal in various DRC meetings and Commissionerate meetings in the absence of Principal.
- To monitor daily attendance of the students.
- To extend help to Principal in executing various activities of the college.
- To monitor conducting of the internal examinations as per the academic calendar.
- To meet the parents of students in the cases of inappropriate behavior by students
- To coordinate lecturers in conducting seminars and workshops.
- To adjust class work to other lecturers in the absence of some faculty members.

Role and responsibilities of the Department In-charge:

Department in charge was appointed by Principal of the college.

- To distribute the workload to each faculty of the department.
- To conduct the monthly review meetings to assess the completion of the syllabus as per the annual academic plan.
- To note the minutes of every departmental meeting in departmental minutes book.
- To nominate staff to training programmes and Faculty development Programmes.
- To rectify the grievances of the department staff.
- To purchase lab equipment from the special fee fund.
- To procure books which are required by the department.

Role and Responsibilities of Lecturer:

- Every lecturer has to attend college regularly at 9.45 am.
- To propagate his knowledge to students without any jealousy.
- To take classes as per the timetable without fail.
- To follow annual academic plan to complete syllabus.
- To prepare lesson plan before taking class.
- To conduct weekly assignments and slip tests and monitor the improvement of students.
- To take remedial classes to weak students and failed students.
- To give extra assignments and conduct tests for advanced learners.
- To conduct practicals as per the syllabus without fail.
- To guide student study projects of the final year students.

Role and Responsibilities of IQAC coordinator:

- To prepare institutional academic plan which contains curricular and co-curricular activities
- To design student centered activities.
- To organize guest lectures, webinars and workshops.
- To submit API scores to the CCE for CAS implementation.
- To collect feedback from the students, parents and different stakeholders on syllabus and faculty.
- To submit AQAR which includes all the achievements of the institution
- To conduct NAAC review meetings regularly.
- To conduct seminars on important days like science day, Mathematics day etc.
- To motivate staff members on using ICT tools in teaching learning process.
- To organize training sessions on quality policy and its objectives for faculty members and other staff members.
- To collect information about various activities conducted by faculty members.

Role and Responsibilities of JKC Coordinator:

JKC coordinator is the placement cell convenor for the institution

- To provide coaching and placement avenues to the students.
- To provide employable skills and career guidance to the students.
- To conduct campus drives and placement drives for the students.
- To provide soft skills and communication skills to the students.
- To provide good citizenship training and student mentorship.
- To conduct mock interviews and mock tests to create awareness among the students.
- To conduct group discussions to improve skills among the students.

Role and Responsibilities of Examination In-charge:

- Examination in charge has to provide timetable for conducting internal examinations.
- To give guidelines to staff members in preparing question papers for internal exams and practical exams.
- To prepare time table for practical examinations as per the academic calendar.
- To assign invigilation duties to staff members for conducting internal examinations.
- To visit examination halls during internal exams and practical exams.
- To post internal examination marks and practical examination marks through online.
- To paste notices about examination fee details and last date for payment of fee.
- To send gallies to the university after payment of the examination fee by the students.

Role and Responsibilities of NSS Co-ordinator:

- To create awareness and enthusiasm among students about joining as NSS volunteer.
- To motivate students to join in NSS by motivational speeches and telling importance and history of NSS formation.
- To organize NSS programmes in accordance with the guidelines of NSS officer of the university.
- To conduct special camp in near by village.
- To plan constructive programmes like laying of roads, construction of rain harvesting pits and sanitation work in the adopted village.
- To organize NSS programmes in the college campus in consultation with principal every week.
- To conduct civic sense awareness programmes, blood donation programmes.
- To organize rallies on AIDS day and World environment day to create awareness among students and public.

Role and Responsibilities of NCC officer:

- To motivate students to join in NCC by telling importance of and history of NCC.
- To conduct various NCC activities in the institution in accordance with the Commanding officer of NCC.
- To organize different NCC activities on consulting with principal.
- To provide security services in the institution through NCC cadets whenever important programmes are conducted.
- To encourage students to write examinations like C and B which give guarantee to students to get job in defense field.
- To encourage NCC cadets to assist police during processions whenever they are asked.
- To conduct and supervise parades during Independence day, Republic day and NCC day.
- To encourage NCC cadets to join NCC training programmes through which students may get selected to Republic day parade at Red fort at New Delhi.

Role and responsibilities of Librarian:

- To take indent for the purchase of books from various departments in the institution.
- To perform accession of books and maintain a separate accession register.
- To install SOUL software in library.
- To purchase books based on syllabus requirements.
- To provide usernames and passwords of INFLIBNET to all faculty members in the institution.
- To inform staff members and student about e-resources and application of e-resources.

Role and Responsibilities of Physical Director

- To encourage balanced and healthy life style in students.
- To help students physically in flexibility, endurance and strength.
- To encourage group activities and team work among students.
- To assess student's fitness and encourage them to get fitness.
- To motivate students about different sports and their importance in achieving their goals.
- To help students enjoy physical education rather than imposing curriculum.
- To encourage healthy diet and activities among students.
- To explain the benefits of different physical activities.
- To take special measures for improving discipline of students.
- To conduct competitions for different games and sports at college level to identify talented students.
- To identify suitable students for different sports and form college teams.
- To accompany college teams at university level, inter college level, district level and state level sports meets.
- Try to provide good facilities to students at different sports meets.

Role and responsibilities of Superintendent:

The superintendent is accountable to the Principal.

- Supervise the service registers of all teaching and non-teaching staff in the college.
- To guide the principal with latest rule position and should assist principal in taking correct decision.
- To assign numbers to each and every paper received by her.
- To distribute the papers to the concerned staff member in the office.
- To supervise all non-teaching staff working under her and to see all works assigned to them to be completed with in time.
- To offer remarks on note intimated by assistant and submit it to the principal.
- To see all records are updated time to time.
- To supervise the distribution of scholarships and fees reimbursements are distributed to the students without delay and submit the report to the principal.

Role and responsibilities of senior assistant:

- Prepare salary bills for all teaching and non-teaching staff.
- Assisting all staff members in income tax calculations and deductions .
- To upload income tax forms of staff members to the income tax department.
- Preparation of arrear bills, CAS bills, GPF bills of teaching and non-teaching staff members.
- To post the entries of increments, earned leaves and half pay leaves in service registers of all staff members.

Role and responsibilities of Junior assistant:

- To maintain scholarship data and inform students about scholarship applying date..
- To guide students about documents required for applying scholarship and uploading documents.
- To dispatch the letters of the college to concerned departments.
- To take active part in examination work by preparing room wise allotment plan.
- To help students in online admissions and confirming seat after allotment of seat.

Role and responsibilities of Store keeper:

This post is related to Physics department.

- To check the quality and quantity of equipment after obtaining equipment from vendor.
- Categorization of equipment and placing of equipment in appropriate locations in the store.
- To take utmost care in the preservation of lab material.
- To inform and warn the students about operating apparatus.
- To issue materials as per indent and schedule.
- To maintain records up to date.
- To perform disposal of scrap material as per the procedure.