

Board of Governance

Governing Council

- Responsible for monitoring the overall performance of the institution.
- The committee meets twice in a year to review the performance and provides suggestions in the areas of improvements.

Academic Council

- Responsible for monitoring the academic schedule, maintaining the standards of teaching, research and the assessment tools and procedures.
- It reviews and appraises all the functions of the sub committees periodically.

Advisory Committee

- Plans and monitors all academics and other activities at institutional level.
- It reviews the quality of course delivery process and attainment of outcomes.
- It also reviews the process for providing skill and knowledge beyond the syllabus in attaining PO, PSO through CO.

Roles of Administrators & Decision Makers:

Chairman:

- Responsible for formulating the Policy and objectives of the Institution,
- Overall control of the financial function of the Institution.
- Overall responsibility for providing resources like Human, Infrastructure, other facilities
- Effective implementation of SDG goals , RAISE Model, EOMS Model & SCOPE Model

Principal

Principal Reports to Chairman/ Secretary and is responsible for,

- Overall in charge of the Institute &
- Ensure that QMS is established and implemented within the framework of Institutes guidelines.
- Principal shall be responsible for overall Management, Supervision, Control and Development of the Institute which broadly include:
 - Admissions
 - Academics
 - Staff administration, grievance handling and endeavour to develop subordinates.
 - Liaison with university, AICTE and other various agencies related to Operation of the Institute.

- Monitoring Performance of all the Departments
- To establish the QMS, monitor and review the implementation status within the framework of Institute's and statutory guidelines.
- To approve QMS documents before distribution,
- Approve changes requested on QMS documents
- To identify and specify the role and responsibilities of the staff / faculty including management representative for implementation of QMS plan and attainment of Quality Objectives.
- To ensure the continued effectiveness of the QMS through periodical analysis of internal audit reports, customer's feedback and management review system.
- To identify the training needs and arrange for imparting appropriate training to staff.
- In the absence of Principal either the Vice-Principal or any senior Professor, as nominated by the Principal shall deliver the responsibility of the chair.

Head of Department

Reports to Principal and is responsible for

- All the activities related to departments
- Ensure implementation of QMS
- Organizing faculty meeting periodically to appraise and review the departmental activities
- Participating in the HOD's meeting
- Maintain and Developing of departmental Library
- Suggesting improvements in the existing curriculum and syllabus
- Ensure academic achievements of the department
- Preparation of budget Plan for procuring necessary Resources for the department, and Initiating Procurement process after obtaining the approval
- Develop of laboratory and other infrastructure required for the department
- Review the Teaching method and aids
- Assessment, evaluation and counselling of students and faculties
- Promoting co-curricular and extra-curricular activities pertaining to the dept.
- Monitoring Research and development activities in the department (if any).
- Initiating disciplinary action against erring students and Staff.
- Organizing Class committee meetings,
- Counselling students to enhance their professional capabilities
- Measurement of performance of academics process

Professor/ Associate Professor

Reports to HOD and is responsible for

- To coordinate the activities of the department during the absence of the HOD
- Ensure implementation of QMS

Assistant Professor

Reports to HOD and is responsible for

- Developing learning materials and aids for the course handled
- Execution of lesson plan

Lab In-Charge

Reports to HOD and is responsible for

- All the activities related to Laboratory
- Maintain and upkeep the equipment's / materials in the laboratory
- Ensure Preventive maintenance activities as per carried out as per the plan
- Break down maintenance activities
- Measurements of performance of maintenance process

Lab Instructor

Reports to Lab In-charge and is responsible for

- Activities related to maintenance
- Maintaining stock in Laboratory
- Maintain registers related to laboratory

Attenders

Reports to HOD's and is responsible for executing assigned task

Placement Officer

Reports to Principal and is responsible for

- Maintaining List of Organization
- Updating List of organization
- Maintaining Placement Register
- Organizing Interviews
- Updating Interview Register
- Taking actions on improvement areas

Placement Facilitators

Reports to Placement Facilitators and is responsible for

- Completing the assigned task(s)
- Collecting testimonials from the students
- Collecting copy of appointment letter

Admin Officer

Reports to Principal and is responsible for

- All the activities related Administration department
- Ensure implementation of QMS
- Ensure smooth conduction of admissions
- Ensure the execution of responsibilities of Staff
- Verification of purchases
- Processing of Purchases for payments
- Conduction of Interviews

Office Superintendent

Reports to Admin officer and is responsible for

- All the Activities related to admission process
- Ensure implementation of QMS
- Collecting testimonials and application form from the students
- Updating admission register
- Issuing ID cards
- Issuing Documents requested by the students
- Is responsible for measuring performance of the admission process

Estate Officer

Reports to Admin Officer and is responsible for

- Planning and execution of civil and related works
- Processing Purchases
- Evaluation of vendor
- Store Keeping
- Ensure implementation of QMS
- Maintaining list of approved vendor
- Measuring the performance of the General admin process

Maintenance Manager

Reports to Principal and is responsible for

- Incharge for overall maintenance of the campus
- Ensure the execution of equipment maintenance in departments
- All the activities related to transportation process
- Ensure implementation of QMS
- Issuing Bus pass to the students and staff
- Ensure periodically verification of Bus pass

Librarian

Reports to Principal and is responsible for

- All activities related to Library
- Ensure implementation of QMS
- Ensure procurement of requested book
- Prepare Annual Procurement Plan
- Approve Library membership card

Physical director

Reports to principal and is responsible for

- All activities related to physical education
- Ensure implementation of QMS
- Suggesting improvements in the existing Facilities
- Preparing Annual Budget
- Provide Guidance / Instructions for Students and Staff in Using Sports materials and Gym.
- Maintain all the records related to the department.
- Measurement of performance of physical education process