

Administrative setup :

Role of the Top Management

- ❖ Responsible for smooth and efficient functioning of the college keeping in view of the Vision, Mission and Quality policy of the Institution.
- ❖ To preside over and conduct proceedings of GC.
- ❖ To initiate and support to implement all the GC resolutions.
- ❖ To review periodically all the financial, academic and other matters pertaining to the institution.
- ❖ To review performance of the Principal of the college periodically.
- ❖ To give approval to the Principal for certain specific actions of urgent nature subject to ratification.
- ❖ To examine and approve proposals of Principal on academic and administrative matters of the institution.
- ❖ To support any policy/function delegated by Governing Council.
- ❖ To initiate action on any matters of interest to the college subject to ratification by Governing Council.

MANAGEMENT REPRESENTATIVE (MR)

Reports to CEO and is responsible for

- ❖ The top management of SSCE has appointed Dr. R. ARUNKUMAR as a Management Representative to manage, monitor, evaluate and coordinate the QMS processes.
- ❖ Irrespective of other responsibilities MR shall enhance effectiveness and efficient operation of the QMS
- ❖ MR shall report to top management and communicate with customers and other interested parties on matters pertaining to the quality management system
- ❖ Regular monitoring of QMS is being done through internal quality audits
- ❖ Reporting to the principal on performance of QMS by presenting audit reports, process and service metrics, service non-conformances, customer satisfaction survey reports and any need for improvement during management review meeting.

- ❖ Ensure the Memorandum of Association, the Rules, By-laws and Regulations of the Institute are clearly observed and implemented

PRINCIPAL

Principal reports to chairman/ secretary and is responsible The Principal is the Head of the institution and for,

- ❖ Overall in-charge of the institute and
- ❖ 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 administrations, 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
- ❖ Qualification as per AICTE norms.
- ❖ 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 the internal audit reports, customer's feedback and management review system
- ❖ He is to function as the Member Secretary of the Governing Council (GC).

- ❖ To be a link between Governing Council, CEO, Executive Director and Trust office on one hand & the college administration, staff and students on the other hand.
- ❖ To provide the interface to project the activities of the college as decided by the Governing Council to all external agencies.
- ❖ As the principal is the Member Secretary of the Governing Council, he is the functionary legally responsible on behalf of the college in all matters.
- ❖ To prepare Budget Estimates for capital and recurring expenditure in consultations with Vice – Principal, Section Heads, Trust office, Executive Director and CEO.
- ❖ To make payments towards the various activities of the college as per the approved budget after scrutiny by Chief Account Manager (Finance)/Finance officer.
- ❖ To ensure maintenance of proper discipline both among students and staff.
- ❖ To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
- ❖ To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- ❖ He is responsible for maintaining the discipline of the students in the College. In this regard, he shall coordinate with the college disciplinary team.
- ❖ The principal has to coordinate with the Examination Section in the conduct of the examinations as chief superintendent.
- ❖ He is the Chief Warden of the Hostels to look after administration of the Hostels and the needs of the residents.
- ❖ To identify the training needs and arrange for imparting appropriate training to staff
- ❖ In the absence of principal either vice-principal or any senior professor, as nominated by the principal shall deliver the responsibility of the chair.

ADMIN OFFICER:

Reports to principal and 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 office and 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
- ❖ Is responsible for measuring performance of the admission process

ESTATE OFFICER:

Reports to Admin office and 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 responsible for

- ❖ In-charge 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 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 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 staffs in using sports materials and gym
- ❖ Maintain all the records related to the department
- ❖ Measurement of performance of physical education process

HEADS OF DEPARTMENTS (HODs) AND THEIR FUNCTIONS

Reports to Principal and 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
- ❖ Review the teaching method and aids
- ❖ Authority for sanctioning leave etc. to the members of staff of the Department.
- ❖ Conduction the Internal Assessment test & model examination periodically.
- ❖ Conduction of review meetings with the staff of the Department to assess the work done.
- ❖ Responsible for improving the results of the Department.
- ❖ Assessment evaluation and counselling of students and faculties
- ❖ Develop of laboratory and other infrastructure required for the department
- ❖ 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

Roles of the faculty

Professor/Associate Professor:

Reports to HOD and responsible for

- ❖ To coordinate the activities of the department during the absence of the HOD
- ❖ Ensure implementation of QMS
- ❖ Qualification as per AICTE/VTU norms.
- ❖ Instruction and conduction of experiments in laboratory.

- ❖ Students Assessment, Evaluation and Conduction of Examinations.
- ❖ Research Activities and Research Guidance.
- ❖ Leader for Consultancy Projects and Extension Services.
- ❖ Student counseling and Interaction.
- ❖ Co-curricular and extra-curricular activities.
- ❖ Conduction of Workshops/Seminars/Conferences and liaison with industry and R&D organizations.
- ❖ Preparation and Submission of Project Proposals to obtain External Financial Assistance.
- ❖ Conducting bridge courses for Slow Learners.

Assistant Professor:

Reports to HOD and responsible for

- ❖ Developing learning materials and aids for the course handled
- ❖ Execution of lesson plan
- ❖ Qualification as per AICTE/VTU norms.
- ❖ Instructions and conduction of experiments.
- ❖ Students Assessment, Evaluation and Conduction of Internal tests & University Examinations.
- ❖ Involving in Consultancy and R & D activities
- ❖ Developing Resource Materials and Lab Manuals.
- ❖ Involving in Co-curricular and Extra-curricular Activities.
- ❖ Proctoring, Mentoring and Guidance to the students.
- ❖ Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- ❖ Assisting in Departmental Administration and other Developmental Works.

Lab In-charge:

Reports to HOD and 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 responsible for

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

Attenders:

Reports to Lab In-charge and responsible for executing assigned task

Placement Officer:

Reports to Principal and responsible for

- ❖ Maintaining list of organization
- ❖ Updating list of organization
- ❖ Maintaining placement register
- ❖ Taking actions on improvement areas
- ❖ Organizing soft skills program to enhance the students skill set