

Basaveshwar Engineering College, Bagalkote

POLICY DOCUMENT FOR FACULTY & STAFF MEMBERS

1. CODE OF CONDUCT FOR TEACHERS:

In fulfillment of their obligations to the profession, faculty and staff members will strive to:

- Advance the interests of the profession through responsible and ethical practices
- Regard themselves as learners and engage in continuous professional development
- Be truthful when making statement about their qualifications and competencies
- Contribute to the development and promotion of sound educational ecosystem
- Contribute to the development of an open and reflective professional culture
- Treat colleagues and associates with respect, working with them in a very congenial environment
- Assist new comers to the profession through orientation programme
- Respect confidential information on colleagues unless the behavior of a colleague is seriously in breach of this code

2. DRESS CODE:

Dress Code: Faculty and staff members of BEC shall exhibit decent and appealing outlook to uphold the dignity of educational institute.

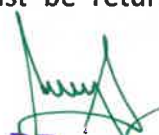
Indecent dressing is strictly prohibited. Disciplinary action shall be initiated for violating the dress code. Faculty and staff members violating the dress code will be immediately sent out of campus. He/she has to return to work place after proper dressing within 60 mins. Failing which, his/her duty for the day will be treated as ON Leave. Repeat of such/similar behavior for three times consecutively will be treated as one day leave without pay

3. ID CARD:

- It is mandatory for faculty and staff members to display ID cards at all times when they are on BEC campus

Disciplinary action shall be initiated for violating the ID card policy. Faculty and staff members violating the same will be immediately requested & reminded to put on the ID card. If ID is left back in home, then he/she has to return to work place after putting on ID card within 30 mins. Failing to return to his/her duty for the day will be treated as ON Leave. Repeat of such/similar behavior for three times consecutively will lead to a penalty of Rs.200/-, which will be deducted from his/her salary account.

- Faculty and staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the concerned student on the spot.


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4. COMMUNICATING WITH PARENTS:

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Disciplinary Committee

5. LATE COMING:

- **College:** Faculty/Staff members are expected to arrive within the stipulated timings of college working hours. He/she should leave after college working hours.
- **Class, Laboratory, invigilation, sessions:** Faculty/Staff members are expected to arrive 5 min before the schedule timing of their respective class/lab. He/she must leave in-time after the class/lab sessions is completed. He/she is expected to stay on duty during the stipulated timings.
- **College functions/activities/meetings:** Faculty/Staff members are expected to arrive 5 min before the scheduled timings. He/she must leave after completion of program/meeting. He/she is expected to stay during the stipulated timings.

Disciplinary action shall be initiated against Faculty and staff members for coming late. He/she shall be alerted/warned for late coming. Repeat of such/similar behavior for three times consecutively will be treated as one day leave without pay and issue of Memo. If the LWP is given for two times per semester, the case has to put for discussion in front of College Governing Council for further action.

6. COURSE FILE:

Every teacher must maintain and update the course file of their respective subject(s) allotted for a semester. Content & order of course file is as per the BEC-NBA/NAAC guidelines. Department NBA/NAAC coordinator will assist HoD in monitoring the status of course files.

Disciplinary action shall be initiated for not maintaining and upkeep of course file. Failing which, his/her duty for the day will be treated as ON Leave. Repeat of such/similar behavior for three times consecutively will lead to a penalty of Rs.500/-, which will be deducted from his/her salary account.

7. GOING ON LEAVE:

- Faculty/Staff members are entitled for availing different types of leaves as mentioned in KCSR. The same is adopted in BEC. Such faculty/staff members must inform HoD before applying for leave. Accordingly, faculty/staff members must adjust their workload with subordinates without causing any inconvenience. Disciplinary action shall be initiated against Faculty and staff members violating leave policy. He/she shall be alerted/warned once for violation. Any repeat of such/similar behavior for three times consecutively will be treated as one day leave without pay and issue of Memo. If the LWP is given for two times per semester, the case has to put for discussion in front of College Governing Council for further action.


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8. RESIGNATION FROM SERVICE:

- Faculty/staff members intending to resign from service should give 3 months' advance notice. Application for the same should be submitted to Principal through proper channel.
- Governing council of BEC reserves the right to relieve the staff at any time during notice period.

9. PROMOTION:

- BEC shall adopt and follow the promotion rules and policies as mentioned in AICTE for faculty members and KCSR for non-teaching staff members. Promotion will be subjected to the approval from BEC Governing Council.

10. PERFORMANCE APPRAISAL:

BEC shall adopt and follow the appraisal policies as mentioned in AICTE for faculty members and KCSR for non-teaching staff members. Award of annual increments will be based on appraisal score. **If the score is below set level, then he/she shall be denied the increment.** The performance appraisal shall be taken annually for every faculty member appointed on full-time basis. The performance appraisal shall yield Academic Performance Indicator (API), based on the parameters: (i) Teaching-Learning & Evaluation (Score: Max. 125 – Min. 75), (ii) Research & Academic Contributions (Score: Max. 45 – Min. 30) and (iii) Co-Curricular, Extension & Professional Development Related Activities (Score: Min. 30)

11. VEHICLE PARKING:

- RFID cards shall be issued to all appointed faculty and staff members of BEC on payment. The card charge includes annual parking charges on the campus. The card has to be renewed annually. The same will be used for entry and exit to BEC campus. Re issue of the card will be as per the regulations set by BEC-RFID team.

12. CLASS/LAB ETIQUETTES:

- It is mandatory for all faculty/staffmembers to take class/lab attendance of students present within first 5minutes of starting the class/lab.
- Coverage of syllabus of his/her subjects should be on pace with conspectus. Slow learners in the class should be identified and counselled.
- Faculty/staff members must behave humbly with students. Shouting, scolding, abusing, harassing, threatening, misbehaving with students is strictly prohibited.

Disciplinary action shall be initiated against Faculty and staff members violating class/lab etiquettes. Principal/Dean Academics/ HoD shall randomly visit the class/lab to check for any violations. He/she shall be alerted/warned once for violation. Any repeat of such/similar behavior for three times consecutively will initiate issue of Memo. If two such memos per semester are issued to any faculty/staff, then case shall be put for discussion in front of College Governing Council for further action.


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13. ASSESSMENT AND EXAMINATION:

Jurisdiction: (a) CIE and SEE of theory/lab/seminar/internship/mini project/major project/minor degree/major degree/honors degree/online courses/assignment. (b) Invigilation, internal/external examiner/HoD nominee, Chief/deputy chief, reliever, evaluator/valuator, scrutiny team member, squad chairman/member, malpractice committee member, paper setter of any one mentioned in (a).

Highest demonstration of integrity, confidentiality and alertness is expected from faculty/staff members.

Faculty/Staff members must follow and adhere to the rules and regulations of BEC Examination policy. He/she is expected to keep track of policy changes time to time.

Concerned authorities responsible for conducting the assessment/examination are expected to monitor and initiate action for violation viz. alerting/warning, black listing if violations are repeated, penalizing with monetary fine, reduction in API scores, etc. In case of frequently repeated violations, the case should be placed in front of BEC Governing Council for further action.



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Roles, Responsibilities and Functions of College Administrators

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1. MAJOR FUNCTIONS AND RESPONSIBILITIES OF GOVERNING BODY

1.1 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

- (a) Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
- (b) Examine the recommendations of College Academic Council and prepare a road map for achieving the goals of the institution.
- (c) Monitor academic, research and other related activities of the college and guide them in the correct direction.
- (d) Prepare strategic plans for financial, infrastructural and staffing areas
- (e) Consider the recommendations of the staff selection committee and approve the same.
- (f) Consider the important communications, policy decisions received from the University, Government, AICTE, UGC etc.
- (g) Encourage and facilitate college apply for Accreditations/Certifications, if any
- (h) Facilitate and encourage college faculty apply for research projects/proposals
- (i) Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
- (j) Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
- (k) Consider the recommendations of the College Academic Committee of the college and direct them for implementation
- (l) Examine the budget proposals and accord approval.
- (m) Pass the annual budget of the college.
- (n) Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
- (o) Consider and facilitate college to resolve legal/court cases, if any

1.2 Academic Council

The college Academic Council will be solely responsible to

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body or other statutory bodies of the University.

2. RESPONSIBILITIES OF PRINCIPAL

Reporting only to the top Management (Chairman, and Secretary) of the institute and assisting them in the following functions of the institute.

- Regulation / Monitoring
- Development
- Leadership
- Visionary

2.1 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.

- (a) Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- (b) Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- (c) Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- (d) Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
- (e) 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.
- (f) Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
- (g) Monitoring the liaison of activities with departments within the college and most importantly with the Governing Council of BEC(A).
- (h) Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.
- (i) 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.
- (j) 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.
- (k) Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.

- (l) Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

2.2 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.

- (a) The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- (b) Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- (c) Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- (d) 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.
- (e) Developing the working and learning culture in the institution.
- (f) Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

2.3 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.

- (a) Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- (b) Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
- (c) 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.

2.4 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.

- (a) The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
- (b) 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.
- (c) To set high standards of discipline, commitment and involvement in work pattern.
- (d) To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- (e) Exhibiting sacrificial attitude and set model for all the staff.
- (f) Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

2.5 Visionary Functions

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

- (a) Developing a long term model for the institution and working for realizing this vision in close association with the top management.
- (b) Taking steps at regular intervals which facilitate towards realizing the vision.
- (c) Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- (d) 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 to prepare long term as well as short term plans (concrete documents) and present 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 the top management (Chairman, GB and Secretary, TES).

3. RESPONSIBILITIES OF DEAN-ACADEMICS

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

- (a) Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
- (b) Helping faculty in planning effective remedial instruction.
- (c) Managing and evaluating instructional support program.
- (d) Conducting faculty appraisal, evaluation and collecting the data.
- (e) Translating evaluation data into effective faculty development
- (f) Differentiating between the needs of experienced and inexperienced teachers
- (g) Inviting senior faculty from each of the departments to be mentors
- (h) Identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors
- (i) Identifying the faculty with up to six years of experience in all the departments to be associated with mentors.
- (j) Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
- (k) Preparing subjects-wise specialization of faculty list in all the subjects
- (l) Maintaining an up-to-date record of mentee faculty list
- (m) Guiding younger faculty in identifying their fields of interest
- (n) Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
- (o) Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits
- (p) Liaison with the Heads of the departments to update the list of mentees and mentors from each department

- (q) Preparing and getting approval of the management with the association of the Principal, the budget allocation for the activities
- (r) Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
- (s) Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
- (t) Serving as an instructional coach
- (u) Creating professional development opportunities for all
- (v) Motivating faculty and others
- (w) Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities
- (x) Mentoring others and indentifying others with mentoring capabilities
- (y) Any other function that may be assigned by the Principal from time to time.
- (z) Arrange Graduation Day by coordinating with all concerned

4. FUNCTIONS AND RESPONSIBILITIES OF REGISTRAR OR DEAN ADMINISTRATION

4.1 Executive Responsibilities

- (a) Is directly responsible to the college principal.
- (b) Assists the Principal in translating the college vision into an action plan
- (c) Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- (d) Assists the Principal in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
- (e) 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.
- (f) Maintaining all records pertaining to students, faculty and staff

4.2 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

4.3 The Registrar assists the Principal in

A. Improving quality of working of faculty, staff, and students by:

- i. Ensuring effective utilization of transportation services to students, staff, and faculty
- ii. Ensuring safety and security to all in the college
- iii. Promoting multicultural interactions and understandings among students, staff, and faculty.

B. Obtaining and developing personnel by:

- i. Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.
- ii. Supervising and evaluating administrative personnel.

C. Maintaining effective interrelations with the community by:

- i. Maintaining student reporting procedures to parents.
- ii. Interacting with parents and other citizens.

- iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
- iv. Preparing special reports and bulletins for general distribution.
- D. Providing and maintaining funds and facilities by:
 - i. Determining the need and planning for facility maintenance, and renovation expansion,.
 - ii. Determining specifications for supplies and equipment.
 - iii. Inventorying and distributing supplies and equipment.
 - iv. Preparing reports/grant applications for AICTE, TSCHE, DTE, University, etc.
- E. Assumes such other responsibilities as may be assigned by the Principal from time to time.

5. ROLES AND RESPONSIBILITIES OF DEAN – R&D

Dean R&D is a senior position in the college and reports to the Principal. He/she is expected to demonstrate capability to:

- Manage effectively and efficiently the research programs and administration affairs of the research centre of the college.
- Create an environment conducive to intellectual and research growth.
- Maintain the confidence and co-operation of the faculty and students engaged in research activities.
- Lead, motivate a team of engineers, scientists at multiple levels in the college.

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

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

- (a) 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.
- (b) Identify R&D projects to be taken up with college funding.
- (c) Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
- (d) Prepare annual R & D plan of activities including externally funded projects and college funded projects.
- (e) Manage R & D projects
- (f) Submit quarterly reports to Principal/Secretary on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
- (g) Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
- (h) Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
- (i) Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities
- (j) 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.

B. Promotion of research

- (a) Develop and establish a policy to promote research culture in the college

- (b) Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
- (c) Identify prioritized research areas based on the expertise available with the college.
- (d) Organize visits by eminent researchers to interact with the faculty and students.
- (e) Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- (f) 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.
- (g) 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.

C. Research Publications:

- (a) 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.
- (b) Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
- (c) 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.
- (d) Motivate the eligible faculty to guide M.Phil and Ph.D scholars.
- (e) Develop and establish policy to check malpractices and misconduct in research.
- (f) Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

D. Collaboration and Consultancy:

- 1) Develop and establish consultancy policy for
 - (a) Identifying and recognizing the areas of expertise of the college.
 - (b) Publicizing the expertise of the college for consultancy services.
 - (c) Encouraging the faculty to utilize their expertise for consultancy services.
 - (d) Costing of consultancy projects.
 - (e) Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.

- 2) Initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.

- 3) Evaluate the impact of the linkages, periodically, on:
 - (a) Curriculum development
 - (b) Faculty exchange and development
 - (c) Research, Publication
 - (d) Consultancy
 - (e) Student placement

6. FUNCTIONS AND RESPONSIBILITIES OF DEAN, STUDENT AFFAIRS

Facilitates

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Anti-ragging
- 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:
 1. To promote and provide opportunities in college for development of extra-curricular activities.
 2. Activities such as indicated below (not given extensively) could be under taken to derive the benefits indicated against them:

6.1 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.
- (c) Alfamatica

6.2 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

6.3 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

6.4 Other activities

- (a) Cultural events like skit/dance, drama, music, photography are to be organized.
- (b) Literary events, sports and games should necessarily be planned in a structured format with specific dates.
- (c) 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.
- (d) Establish a senior students committee in organizing induction program for freshman students.
- (e) Organize programs on social and political environment (weekend series)/ Government, Business and society.
- (f) Set up Art of Living/Yoga workshops and conducts activities under its banner.

- (g) Help establish student network which will interact with professionals for further networking.

7. ROLES AND RESPONSIBILITIES OF DEAN- POSTGRADUATE PROGRAMS IN ENGINEERING

The Dean, Postgraduate programs in Engineering will have the following responsibilities for the development of postgraduate programs. This position incorporates many of the functions of the Heads of Department in respect of postgraduate students. The responsibilities include

- (a) Representing at College Academic Committee and Liaising with the HoDs offering Postgraduate programs in Engineering to ensure best practice in teaching and learning at postgraduate level.
- (b) To develop and propose new postgraduate courses, if any
- (c) To recommend closure of postgraduate courses which may be found unviable
- (d) Offers general advice and support for postgraduate students
- (e) Oversees the academic requirements, academic schedule including conduct of internals examinations (liaising with corresponding HoD, department's PG program coordinator and Controller of Examinations)
- (f) Monitoring of class work
- (g) Monitoring of attendance of postgraduate students
- (h) Maintaining a record of project titles and associated supervisors of final year postgraduate students
- (i) Scheduling project/thesis, seminar reviews and monitoring the same with the help of concerned HoD
- (j) Distribution of pre-submission reports prepared by project review committee to Dean, Academic, Controller of Examinations, and Principal
- (k) Recommending approval of candidature for thesis viva-voce to Controller of Examinations
- (l) Maintaining records of external examiner appointments for all M. Tech examinations
- (m) Monitoring of postgraduate degree admission dates and completion times of all students
- (n) Oversees detentions, and re-registrations
- (o) Oversees GATE Scholarships

8. FUNCTIONS AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS

Facilitates the Principal by carrying out the following functions:

- (a) Coordinates with Dean-Admin., to receive the details of the Fresh Batch of students.
- (b) Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
- (c) Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
- (d) Receives the filled in Examination Application forms from the students.
- (e) Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
- (f) Arranges to prepare the list of candidates and the courses for which they are appearing for.
- (g) Arranges for the issue of Hall tickets.
- (h) Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department

- (i) Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examinations.
- (j) Arranges to inform examiners for the spot valuation of answer scripts.
- (k) Arranges to receive the Mark Statements and the Consolidated Mark Statements of students.
- (l) Arranges for the conduct of Advanced supplementary Examinations for outgoing students after the publication of final year results.
- (m) Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
- (n) Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the Principal to take decisions.
- (o) Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
- (p) Conducts result analysis and provides the same to each HoD, Dean, Academics, Registrar, and Principal
- (q) All examination concerned records to be kept in safe custody and be made available as and when required
- (r) Any other task, which may be assigned by the Principal from time-to-time

9. FUNCTIONS AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT (HOD)

- (a) To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- (b) Assigns duties to teaching and non teaching staff of the Department.
- (c) 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
- (d) 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.
- (e) To present the departmental budget/requirement to the Principal.
- (f) To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- (g) To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- (h) To submit Recommendations, if any, to the examination committee for processing of results.
- (i) To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- (j) To ensure Quality, Maintenance and cleanliness of the department.
- (k) To recommend leave of the departmental Colleagues.
- (l) To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
- (m) To encourage research/innovative programs in the department.
- (n) To organize need based workshop/seminars/symposia/visits/excursions etc.
- (o) To invite guest speakers for interaction and guidance to UG/PG students.
- (p) To guide the students for career opportunities.
- (q) To facilitate faculty in the preparation and processing of self-appraisal of performance

- (r) To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
- (s) 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. 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.
- Coordinating the formulation of department short- and long-term plans.
- Facilitating interaction and collegial spirit among the department faculty.
- 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
- Adheres to Quality Management System (QMS) Procedures
- Maintains records of departmental activities and achievements

10. RESPONSIBILITIES OF FACULTY

- i. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- ii. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
- iii. Development of course handout material
- iv. Development of audiovisual/multimedia materials for the topic presented

- v. Prepares and executes Lesson Plan.
- vi. Completing syllabus within the stipulated time.
- vii. Reports to the class on time.
- viii. Utilizes classroom assessment techniques
- ix. Develops test questions in consultation with the course coordinator
- x. Evaluates tests (if appropriate, based on type of test)
- xi. In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
- xii. 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)
- xiii. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
- xiv. Keeps a secure record of each student's results, both electronically and in hard copy,
- xv. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
- xvi. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
- xvii. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
- xviii. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
- xix. 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.
- xx. Prepares and executes Lesson Plan.
- xxi. Completing syllabus within the stipulated time.
- xxii. Provides information about job opportunities in their respective field to placement cell.
- xxiii. Guides students on career opportunities.
- xxiv. Maintain teacher's handbook.
- xxv. If associated with the lab,
 - designs new experiments, if any,
 - prepares lab workbooks
 - ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - ensures availability of equipment needed for the lab in proper functioning
 - evaluates lab workbooks and provides feedback to student on timely basis
 - recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - keeps the lab clean and tidy
- xxvi. Ensures quality, maintenance and cleanliness of the dept.
- xxvii. Carries out research/innovative programs in the department.
- xxviii. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
- xxix. Invites guest speakers for interaction and guidance with UG/PG students.

11. RESPONSIBILITIES OF FACULTY ADVISER/ MENTOR

- (a) Be familiar with the personal history of assigned student including Educational and Family background.
- (b) Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
- (c) Assists student in periodic evaluation of his/her academic progress.
- (d) Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
- (e) Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
- (f) Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.
- (g) Explains student importance of attendance and its implication to do well in examinations
- (h) Explains importance of participation in the class activities
- (i) Explains importance of Mid Examination (s) and its consequence in the end semester examinations
- (j) Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well
- (k) Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations
- (l) Explains importance of laboratory exercises and their correlation with theory
- (m) Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
- (n) Serves as a "Teacher Friend" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.
- (o) Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.
- (p) Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
- (q) Assists the student at regular intervals to make adequate self-evaluation
- (r) Explains importance of Self-Motivation to do well in career and subsequently in life.
- (s) Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.
- (t) Monitors the interim and final performances of students assigned and liaise with parents, whenever required.

12. RESPONSIBILITIES OF DEPARTMENT'S PLACEMENT AND ALUMNI COORDINATOR

- (a) Acts as a link between Students, Alumni and the Placements Cell.
- (b) Provides the list of students eligible for placements from time-to-time to the Placements Cell.
- (c) Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, HoD and others related in the matter.
- (d) Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.
- (e) Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
- (f) Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.
- (g) Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
- (h) Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
- (i) Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
- (j) Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
- (k) Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
- (l) Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
- (m) Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
- (n) Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.
- (o) Contacts alumni and apprises them about the various activities undertaken by the institute.
 - i. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)
 - ii. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
- (p) 16. Maintains database of the department's alumni and sharing the same with the Placements Cell.
- (q) 17. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their well being and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request.

13. RESPONSIBILITIES OF LAB IN-CHARGE:

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

- (a) 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. A Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
- (b) Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- (c) Prepares lab manuals and arrange to get them printed as per the required number.
- (d) Introduces new experiments, if any, that can reinforce the student learning.
- (e) Arranges to display the laboratory schedule
- (f) If it's a computer lab
 - i. Arranges to manage network taps and server capacity and configurations,.
 - ii. Arranges to manage hardware and software configurations and updates.
 - iii. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - iv. Makes periodic server backups
- (g) Coordinates periodical testing of equipment
- (h) Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
- (i) Maintains lab documentation (such as lab descriptions, diagrams, and processes).
- (j) Establishes physical security.
- (k) The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
- (l) Sets up an inventory control system.
- (m) Establishes a lab budget for support costs.
- (n) Labels hardware, including cabling.
- (o) Resolves environmental problems, if any.
- (p) Implements a preventative maintenance program for equipment.
- (q) To hold those responsible for any breakage / loss etc. and recover costs.
- (r) In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - 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.
 - 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.
- (s) Establishes an approval process for removing any equipment.
- (t) Ensuring the lab is kept clean and orderly.
- (u) Any other duty as may be assigned by the HoD/Principal from time to time.
- (v) 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.