

ROLES AND RESPONSIBILITIES OF GOVERNING BODY:

The Governing Body of the college has, inter alia, members drawn from the industry, affiliating University, and experts from the academic field. The Governing Body gives direction to the college management. Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine the recommendations of the College Academic Committee and prepare roadmap for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Prepare strategic plans for financial, infrastructural and staffing areas
5. Consider the recommendations of the staff selection committee and approve the same.
6. Consider the important communications and policy decisions received from the University, Government, AICTE,UGC, etc.
7. Encourage and facilitate college apply for Accreditations/ Certifications, if any
8. Facilitate and encourage college faculty to apply for research projects/proposals
9. Monitor the student and faculty development programs and guide the college appropriately so that they achieve the end objectives.
10. Facilitate the starting of new UG/PG programs, decide on discontinuing any existing programs, and increase/decrease in take into any UG/PG program.
11. Consider the recommendations of the College Academic planning Committee of the college and direct them to implementation.
12. Consider the recommendations of the IQAC planning Committee of the college and direct them to implementation.
13. Examine the budget proposals and accord approval.
14. Pass the annul budget of the college.
15. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
16. Consider and facilitate college to resolve legal/court cases, if any.

ROLES AND RESPONSIBILITIES OF DIRECTOR OF FINANCE & ACCOUNTS

1. Manage and oversee the institute's financial operations, including budgeting, forecasting, and financial planning, and ensuring alignment with organizational goals.
2. Develop and implement financial policies, procedures, and internal controls to maintain financial discipline and compliance with regulatory standards.
3. Coordinate and prepare financial reports, statements, and presentations for the institute's stakeholders, such as the board, management, and external parties.
4. Monitor cash flow, investments, and financial transactions, optimizing liquidity while minimizing risks.
5. Supervise the accounting team to ensure accurate recording, reconciliation, and reporting of financial data in adherence to accounting principles and standards.
6. Collaborate with department heads to analyze financial performance, provide strategic insights, and recommend cost-effective solutions for operational improvement.
7. Oversee audits and ensure timely responses to audit inquiries, addressing any identified issues and implementing corrective actions.
8. Stay updated on changes in accounting regulations, tax laws, and financial best practices, and implement necessary adjustments to ensure compliance.
9. Manage relationships with financial institutions, vendors, and external partners to optimize financial partnerships and negotiate favorable terms.
10. Serve as a key advisor to the executive team, offering financial guidance and contributing to decision-making processes to support the institute's growth and sustainability.

ROLES AND RESPONSIBILITIES OF THE COLLEGE ACADEMIC COMMITTEE:

1. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
2. Facilitating Officer in-charge Examinations for making arrangements for conducting examinations, as per the norms of JNTUH.
3. Recommending to the Governing Body for providing the necessary infrastructural, human resources, and other requirements for progressing towards the achievement of the vision of the college.
4. Facilitating supervision of the functioning of computing and IT infrastructure, central library, and other learning resources of the college.
5. Facilitating the promotion of research culture in the college through collaboration and corroboration among faculty.
6. Encouraging collaboration with other academic institutes and industry.
7. Creating a conducive environment for the development of entrepreneurship.
8. Ensuring discipline among students.
9. Facilitating and supervising the co-curricular activities of the students.
10. Recommending the Management to encourage students with awards, stipends, scholarships, medals prizes, and so on.
11. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
12. Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on their commendations of such committees after due consideration.
13. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.
14. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.

RESPONSIBILITIES OF PRINCIPAL

RESPONSIBILITIES INCLUDE:

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

1. Regulation/Monitoring
2. Development
3. Leadership
4. Visionary

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.

1. Monitoring the functioning of the academic and administrative staff and see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching /institutional methodology suggested by the University/ AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audits, and any other matter related to the administration of the college.
6. Monitoring all the liaising activities with governmental, corporate, and other academic bodies/institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of MREM.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of Staff, HoDs, GoB.

9. 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.
10. 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.
11. 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.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

DEVELOPMENTAL FUNCTIONS:

Principal also need 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.

1. 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.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. 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.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

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.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understanding aimed at improving specific strengths of the college
2. Developing a strong industry support and getting the industrialists and business people on the governing Body and other advisory bodies of the college.

3. 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.

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.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as an academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

VISIONARY FUNCTIONS:

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

1. Developing a long term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. 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 (concreted 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, Secretary, and GB).

ROLES AND RESPONSIBILITIES OF INTERNAL QUALITY ASSURANCE CELL (IQAC):

1. Develop and implement quality benchmarks and assessment mechanisms to ensure the continuous improvement of academic and administrative activities within the institute.
2. Monitor and evaluate the effectiveness of teaching, learning, and evaluation methods to maintain and enhance academic standards and outcomes.
3. Facilitate workshops, training programs, and seminars for faculty and staff to promote understanding and implementation of quality assurance practices.
4. Compile and analyze feedback from stakeholders including students, faculty, employers, and alumni to identify areas for improvement and implement corrective measures.
5. Coordinate with various departments to ensure compliance with accreditation standards, statutory and regulatory requirements, and best practices in higher education.
6. Prepare and submit annual quality assurance reports highlighting achievements, challenges, and recommendations for enhancing institutional quality.
7. Foster a culture of quality consciousness among all stakeholders by promoting ethical practices, integrity, and accountability across the institute.
8. Develop and maintain a robust internal quality assurance system that includes periodic audits, reviews, and documentation of processes and procedures.
9. Collaborate with external quality assurance agencies and participate in accreditation processes to benchmark against global quality standards.
10. Continuously review and update policies, procedures, and guidelines related to quality assurance to align with evolving educational trends and requirements.

ROLES AND RESPONSIBILITIES OF EXAMINATIONS IN-CHARGE

Facilitates the Principal by carrying out the following functions:

1. Coordinates with respective HOD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
2. Arrange to issue appointment letters as examiners for the conduct of practical, theory, and project work viva-voce.
3. Receives the filled-in Examination Application forms from the students.
4. Arrange to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
5. Arrange to prepare the list of candidates and the courses for which they are appearing.
6. Arranges for the issue of Hall tickets.
7. Receives the Internal marks (finalized) and the attendance of each section of students from the respective Head of the Department and arranges to forward the same to the Director of Evaluation, JNTUH.
8. Publish results within one month after the completion of examinations.
9. Arrange to inform examiners of the spot valuation of answer scripts in JNTUH.
10. Arrange to receive the Mark Statements and the Consolidated Mark Statements of students from JNTUH.
11. Arranges for the conduct of advanced supplementary Examinations for outgoing students after the publication of final year results.
12. Arrange to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
13. Informs the Chief Superintendent
14. with regard to them all practice cases, if any, and forwards the same to the Director of Evaluation, JNTUH to make decisions.
15. Arrange to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
16. Conducts result analysis and provides the same to each HOD, Academics, and Principal
17. All examination -concerned records are to be kept in safe custody and be made available as and when required.
18. Any other task, which may be assigned by the Principal from
19. time-to-time

ROLES AND RESPONSIBILITIES OF DEAN -STUDENT AFFAIRS:

FACILITATES

- Formation of student council
- Student counseling other than mentoring
- Student discipline
- Anti-ragging
- Student healthcare
- 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 the development of extra-curricular activities.
 2. Activities such as those indicated below (not given extensively) could be undertaken to derive the benefits indicated against them:

LITERARY ACTIVITIES:

- a. Debate: helps the students to explore a topic from several points of view.
- b. Essaywriting:Helpsthestudentstodevelopthecompetenceoflogicalandrationalthinkingregardingsocietal issues.

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) Nirvana 2K23(College Annual Day)

NSS ACTIVITIES:

- a. Special days/Events/Weeks of societal themes and issues should be encouraged like World AIDS Day, Environment Day, Women's Day, etc.
 - b. Blood donation camps, tree plantation programs, etc
1. Cultural events like kits/dances, drama, music, and photograph yare to be organized.
 2. Literary events, sports, and games should necessarily be planned in a structured format with specific dates.
 3. To create an environment to promote learning through creative self-expression and at the same time offer enjoyment, relaxation, satisfaction, and recreation to the students.
 4. Establish a senior students committee to organize an induction program for freshman students.
 5. Organize program on the social and political environment/Government, and Business and society.
 6. Set up Art of Living/Yoga workshop and conduct activities under its banner.
 7. Help establish a student network that will interact with professionals for further networking.

ROLES AND RESPONSIBILITIES OF R&D COORDINATOR

R&D Coordinator reports to the Principal. He/she is expected to demonstrate capability to:

- manage effectively and efficiently the research programs and administrative affairs of the research center of the college.
- create an environment conducive to intellectual and research growth.
- maintain the confidence and cooperation of the faculty and students engaged in research activities.
- lead and motivate a team of engineers and faculty members at multiple levels in the college.

THE SPECIFIC RESPONSIBILITIES OF THE R&D COORDINATOR AREAS FOLLOWS:

I. PLANNING OF RESEARCH ACTIVITIES, RESOURCE MOBILIZATION, AND MANAGEMENT OF R&D PROJECTS.

- 1) Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, and follow up with the funding agencies, for secure sanction of projects.
- 2) Prepare R&D budget including, among others, seed money for faculty for research, incentives, and project cost; obtain funds for budget proposals.
- 3) Prepare annual R&D plan of activities including externally funded projects and college-funded projects.
- 4) Manage R&D projects
- 5) Submit quarterly reports to the Principal on the progress of R & D activities and actions proposed to meet /exceed targeted performance.
- 6) Identify infra structure requirements for research work, prototype development, plan for procurement, and installation of facilities in a phased manner.
- 7) Identify external facilities where part of research activities, and prototype development can be carried out; enter Into MOU with such organizations.
- 8) Ensure that the lab facilities, other installations, and capital equipment are used optimally through R&D activities.
- 9) 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.

II PROMOTION OF RESEARCH:

- 1) Develop and establish a policy to promote research culture in the college
- 2) Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.

- 3) Identify prioritized research areas based on the expertise available with the college.
- 4) Take initiative and develop mechanisms for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.
- 5) Develop plans, and co-ordinate efforts of departments of the college, to obtain recognition for their research activities by national, and international agencies such as UGC, DST,ICSSR,ICHR,ICPR, etc.

II. RESEARCH PUBLICATIONS:

- 1) Coordinate the setting of yearly targets for research publications by the department faculty in national and international journals, and major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for the achievement of targets.
- 2) Maintained database of paper presentations, paper publications, and publication of books, by the faculty of all the departments of the college including research awards, and recognition received by them from reputed professional bodies and agencies.
- 3) Motivate the eligible faculty to guide Ph.D. scholars.
- 4) Develop and establish a policy to check malpractices and misconduct in research.
- 5) Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

III. COLLABORATION AND CONSULTANCY:

- 1) Develop and establish a consultancy policy for:
 - i. Identifying and recognizing the areas of expertise of the college.
 - ii. Publicizing the expertise of the college for consultancy services.
 - iii. Encouraging the faculty to utilize their expertise for consultancy services.
 - iv. Costing of consultancy projects.

- v. Revenue sharing is between the institution and the consultants-including faculty consultants, external consultants, and technical services staff of the college.
- 2)** Initiate and coordinate the signing of MOUs with other institutions, industries, and 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:
 - i. Faculty exchange and development
 - ii. Research, Publication
 - iii. Consultancy
 - iv. Student placement.

ROLES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT:

1. To take advice/sanction from the Principal for the implementation of academic, co-curricular, and extracurricular activities.
2. Assigns duties to teaching and non-teaching staff of the Department.
3. With the help of the Program coordinator ensures the allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
4. To coordinate 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.
5. To present the departmental budget/ requirement to the Principal.
6. To take the lesson plan from the teachers and ensure they follow the plan and syllabi are completed in the stipulated time.
7. To ensure smooth conduct of examinations including mid-examinations paper setting, and assessment of theory and lab.
8. To submit Recommendations, if any, to the examination committee for processing of results.
9. Ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance, and cleanliness of the department.
11. To recommend a leave of the departmental Colleagues.
12. To encourage research/innovative programs in the department.
13. To organize need-based workshops/seminars/symposia/visits/excursion etc.
14. Invite guest speakers for interaction and guidance to students.
15. To guide the students for career opportunities.
16. To facilitate faculty in the preparation and processing of self-appraisal of performance.
17. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
18. 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 timetables).
- Supporting the integrity of curricula and encouraging student success.
- Planning and evaluating curriculum for students enrolled in the programs offered by the department.
- 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 requests.

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
- Maintains records of departmental activities and achievements

RESPONSIBILITIES OF THE DEPARTMENT ADVISORY COMMITTEE (DAC):

It is the responsibility of the Department Advisory Committee (DAC) to:

1. Provide guidance and advice on matters related to the effective implementation of the fixed curriculum in accordance with the affiliating university's standards.
2. Offer recommendations on enhancing teaching methodologies and strategies within the prescribed curriculum framework.
3. Review and suggest improvements in the teaching-learning process, aiming to optimize student engagement and comprehension.
4. Facilitate the identification and incorporation of relevant industry trends and advancements within the existing curriculum framework.
5. Advise on the incorporation of new technologies or tools to supplement teaching methods without altering the curriculum.
6. Evaluate and recommend resources, including books, journals, and educational materials, to complement the existing curriculum.
7. Assess the need for infrastructure and recommend facilities that could enhance the learning environment for students within the constraints of the fixed curriculum.
8. Provide counsel on fostering an environment conducive to research activities and encouraging faculty involvement in research projects related to the established curriculum.
9. Assist in the identification and recruitment of qualified faculty members who align with the established curriculum's goals and objectives.
10. Oversee and offer suggestions for the professional development of faculty to ensure their teaching methodologies align with the prescribed curriculum.
11. Collaborate with industry professionals to gain insights into the practical applications of the curriculum and advise accordingly without altering its structure.
12. Periodically assess the relevance and effectiveness of co-curricular activities in complementing the fixed curriculum's learning objectives.
13. Offer guidance on assessment methods and tools to ensure alignment with the prescribed curriculum's learning outcomes.
14. Advocate for continuous improvement in teaching standards while staying consistent with the prescribed curriculum guidelines.
Engage in periodic reviews to ensure compliance with the affiliating university's standards and
- 15 guidelines, fostering a robust educational experience within the established curriculum framework

RESPONSIBILITIES OF FACULTY:

1. 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.
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
3. Development of course hand out material
4. Development of audiovisual/multimedia materials for the topic presented
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques
9. Develops test questions in consultation with the course coordinator
10. Evaluates tests (if appropriate, based on type of test)
11. In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
12. 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 counseling)
13. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
14. Keeps a secure record of each student's results, both electronically and in hardcopy,
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
17. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned HOD to enforce and maintain discipline among the students

19. A faculty shall perform many other co-curricular work related to the College as may be assigned to him from time to time by the concerned Ho D.
20. Prepares and executes Lesson Plan.
21. Completing syllabus within the stipulated time.
22. Report to the class on time.
23. Maintain attendance record of students
24. Provides information about job opportunities in their respective field to placement cell.
25. Guides students on career opportunities.
26. Maintain teachers hand book.
27. If associated with the lab,
 - a. designs new experiments, if any,
 - b. prepares lab work books
 - c. ensure the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - d. ensures availability of equipment needed for the lab in proper functioning
 - e. evaluates lab work books and provides feedback to student on timely basis
 - f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - g. keeps the lab clean and tidy
28. Ensures quality, maintenance and cleanliness of the dept.
29. Carries out research/innovative programs in the department.
30. Organizes need based workshop/seminars/symposia/visits/excursion etc. by coordinating with the concerned HoD
31. Invites guest speakers for interaction and guidance with UG/PG students.

ROLES AND RESPONSIBILITIES OF COURSE COORDINATOR:

The course Coordinator is responsible for planning and coordinating the teaching and assessment arrangements for a course, and upholding its academic quality and integrity. Specific responsibilities include the following:

1. Explain the course purpose;

The course purpose involves the following:

- ✓ What role does this course play within the Program?
- ✓ How is the course unique or different from other courses in the Program?
- ✓ What essential knowledge or skills should they gain from this experience?
- ✓ What knowledge or skills from this course will students need to have mastered to perform well in future classes or later(Higher Education / Jobs)?
- ✓ Why is this course important for students to take?
- ✓ What is/are the prerequisite(s) for this course?
- ✓ When students complete this course, what do they need to know or be able to do?
 - Is there specific knowledge that the students will need to know in the future?
 - Are there certain practical or professional skills that students will need to apply in the future?
 - Five years from now, what do you hope students will remember from this course?
- ✓ What is it about this course that makes it unique or special?
 - Why does the program offer this course?
 - Why can't this course be "covered" as a sub-section of another course?
 - What unique contributions to students' learning experience does this course make?
 - What is the value of taking this course? How exactly does it enrich the program?

The "Course Purpose" should describe how the course fits into the student's educational experience in the program and how it helps in his/her professional career.

2. Provide expected course learning outcomes (CLOs/COs); Expected learning outcome statements refer to

- Specific knowledge
- Practical's skills
- Areas of professional development
- Attitudes
- Higher-order thinking skills, etc.

that faculty members expect students to develop, learn, or master during a course.

3. Facilitate course instructors/faculty teaching the course in writing the COs. While doing so, identifies
- a. what are the most essential things the students need to know or be able to do at the end of this course?
 - b. What knowledge and skills are required to do this course?
 - c. What knowledge and skills should they learn from the course?

4. Further, in developing the course outcomes
 - a. Limits the course-level expected learning outcomes to 5 – 10 statements for the entire course (more detailed outcomes can be developed for individual units, assignments, chapters, etc.).
 - b. Focuses on overarching or general knowledge and/or skills (rather than small or trivial detail).
 - c. Focuses on knowledge and skills that are central to the course topic and/or discipline.
 - d. Creates statements that are student-centered rather than faculty-centered (e.g. "upon completion of this course students will be able to list the names of the 20 districts" versus "one objective of this course is to teach the names of the 20 districts").
 - e. Focuses on the learning that *results* from the course rather than describing activities or lessons in the course.
 - f. Incorporates or reflects the institutional and departmental missions.
 - g. Incorporates various ways for students to show success (outlining, describing, modeling, depicting, etc.) rather than using a single statement such as "at the end of the course, students will know" _____ "as the stem for each expected outcome statement.
5. **Develops course content:** Prepares a description of the course mentioning what the course is all about. We may as well provide a written statement regarding the course's purpose; i.e. by clarifying the purpose of the course, faculty can help discover the main topics or themes related to students' learning.
6. **Methods for assessing expected learning outcomes**
 Develops and implements course assessment, coordinates with other faculty and staff involved in course assessment, prepares solutions, if required, and applies the principles and procedures of the assessment of course work to all assessment-related activities. This policy contains an extensive list of responsibilities on Course Coordinators, related to:
 - a. Setting assessment tasks and weight age
 - b. Examinations
 - c. Assignments
 - d. Tutorials/Case Studies
 - e. Marking assessments
 - f. Giving feedback to students (including time lines for the return of assessment tasks).
7. At least once in two years, updates and/or oversees course design/curriculum which:
 - a. Is aligned with Course Learning Outcomes.
 - b. Is compliant with the Course Requirements specified in the academic regulations of the batch of students admitted.
 - c. Takes account of feedback from course-end surveys, recent course reviews, if any, and other quality indicators and recommends revision of course content, if any, to the Department Advisory Committee (DAC) and supervises the implementation of recommendations.
8. Prepares and delivers lectures, tutorials, workshops, and seminars in the course.

9 Provides leadership and support for the advancement of teaching in a relevant discipline including overseeing delivery, monitoring student progress, assuring quality, initiating course improvement and innovation, improving academic standards, leading assessment design, conduct, and moderation.

Contributes to time-tabling and planning processes for structured learning activities and required physical facilities or resources.

11 In accordance with Department Advisory Committee (DAC) processes, coordinates and monitors in puts from other staff, if any, including assessment marking or supervision; and ensures all faculty and staff involved in teaching the course have all course materials and text book sat least FOUR WEEKS before the commencement of the semester.

12 Organizes textbooks, library reference material, and other learning material so that students can access all such material in a timely manner.

13 Informs students of the course objectives, outcomes, and requirements and provides a detailed course file coordinating with other faculty teaching the same course.

14 Teaches the course content, coordinates with other faculty and staff involved in teaching the course, inducting, mentoring, and meeting them regularly, and liaises with them by solving problems for course-related matters.

15 Providing guidance to students in the course, coordinating course-end survey, providing guidance to faculty teaching the course, ensuring uniform

- a. delivery of instruction in the course
- b. assessment of students
- c. content delivered to the students

16 Contributing to reviews and updating of the course, and the programs to which it contributes.

Ensures the course achieves the requisite quality outcomes as required by the college and where appropriate, external accrediting agencies.

Creates a vision for the course and sets future directions in alignment with departmental/college goals.

Collaboratively. develop an appropriate academic team to enable course learning outcomes to be achieved.

Focuses efforts and assists staff to make desired changes and realize the vision for the course.

Prepares annual course reports as required by School and or Faculty Committees.

Conducts orientation sessions of the course for new faculty instructors allocated the course.

Promotes a culture of academic quality, rigor, and integrity.

RESPONSIBILITIES OF LAB IN-CHARGE / LAB PROGRAMMER:

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

1. Facilitates procurement of hardware, software, and other consumable items well before the 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 it to the Principal for necessary action.
2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
3. Prepares lab manuals and arranges to get them printed as per there quired number.
4. Introduces new experiments, if any that can rein force the student learning.
5. Arranges to display the laboratory schedule
6. I fit's a computer lab;
 - a. Arranges to manage network taps and server capacity and configurations,.
 - b. Arranges to manage hard ware and software configurations and updates.
 - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - d. Makes periodic server backups
7. Coordinates periodical testing of equipment
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation(such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hard ware, including cabling.
15. Resolves environmental problems, if any.
16. Implements a preventative maintenance program for equipment.
17. To hold those responsible for any breakage/loss etc. and recover costs.
18. In order to prevent theft/damage ,the Lab In-charge shall take the following action:
 - The 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 for the loss as well as

prevent the 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 a 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.

19. Establishes an approval process for removing any equipment.
20. Ensuring the lab is kept clean and orderly.
21. Any other duty may be assigned by the HOD/Principal from time to time.
22. 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, the use of the lab

ROLES AND RESPONSIBILITIES OF SYSTEM ADMINISTRATOR:

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of hardware and software.
2. Administering and configuring servers and System performance tuning.
3. Facilitating the development and maintenance of the institute's websites and updating the same.
4. Installation and maintenance of software for the systems on the campus including operating system updates, patches, and configuration changes.
5. Installing and configuring new hardware and software
6. Administering campus-wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
8. Identify and help implement the installation of IT and MIS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data center environments.
11. Performing routine audits of systems and software.
12. Performing a backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries.
15. Be responsible for the security of systems and network.
Any other work assigned from time to time.

ROLES AND RESPONSIBILITIES OF TRAINING AND PLACEMENT OFFICER:

1. Liaison with industry
2. Identifies and provides for the training needs of students
3. Arranges campus interviews
4. Proposes annual T&P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team, etc. for which services of some students could be utilized.
6. Assists students in developing/clarifying their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students in developing and implementing successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/Summer Training /internship programs.
9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers in achieving their hiring goals.
14. Empower students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni, and the employment community
17. Upgradation of the student's skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.
21. Keep track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to potential employers.

23. Provides the right placement to the right candidates so that students excel in their future lives.
24. Organizes placement training for the students and makes them ready for interview and group discussion.
25. There shall be a live wire connecting the students and the industrial houses.
26. Arrange to find suitable summer assignments for the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with prospective employers.
27. Provides information on the schedule of recruitment drives well in advance to all department's placement coordinators, HODs, Principal, and students.
28. Places requests for resources required well in advance coordinates with the concerned and ensures availability of the same
29. Details of placed candidates vis-a-vis the companies are sent to all HODs, departments' placement coordinators, and Principal immediately after their recruitment drive is completed and placements announced
30. Send hard copies of all appointment orders of students recruited to the concerned HODs.

ROLES AND RESPONSIBILITIES OF INNOVATION CENTER:

1. Foster a culture of creativity and innovation among students and faculty members.
2. Organize workshops and seminars to promote entrepreneurial skills and a mindset of innovation.
3. Provide resources and support for students' entrepreneurial projects and startup ideas.
4. Collaborate with industry partners to facilitate real-world problem-solving projects for students.
5. Offer mentorship programs connecting students with successful entrepreneurs and industry experts.
6. Create opportunities for interdisciplinary collaboration and idea-sharing among students and faculty.
7. Manage a space equipped with tools and technology to facilitate prototyping and experimentation.
8. Host innovation challenges and competitions to encourage innovative thinking and problem-solving.
9. Conduct research on emerging technologies and trends relevant to different fields of study.
10. Develop and implement initiatives focused on sustainable and socially impactful innovations.
11. Establish partnerships with other educational institutions to share best practices in innovation.
12. Support faculty members in integrating innovative teaching methods into their courses.
13. Collaborate with alumni networks to provide opportunities for networking and collaboration.
14. Evaluate and measure the impact of innovation programs on students' skill development.
15. Serve as a hub for connecting students, faculty, and external stakeholders interested in innovation, entrepreneurship

ROLES AND RESPONSIBILITIES OF ENTREPRENEURSHIP DEVELOPMENT CELL (EDC):

1. Facilitate workshops and seminars to foster entrepreneurial spirit among students.
2. Provide guidance and support to students interested in starting their ventures.
3. Organize networking events to connect students with successful entrepreneurs and industry professionals.
4. Offer mentorship programs for aspiring student entrepreneurs.
5. Conduct market research and feasibility studies for potential business ideas.
6. Assist in the development of business plans and models.
7. Coordinate competitions and challenges to encourage innovative thinking and creativity.
8. Collaborate with local businesses and organizations to create internship and job opportunities for students.
9. Arrange guest lectures by industry experts to impart knowledge about various aspects of entrepreneurship.
10. Manage a resource center with access to entrepreneurial literature, case studies, and online resources.
11. Facilitate the process of patent filing and intellectual property rights for innovative ideas.
12. Create awareness about government schemes and funding opportunities available for startups.
13. Organize boot camps and training sessions on essential entrepreneurial skills.
14. Provide support in accessing incubation facilities for student startups.
15. Evaluate and track the progress of student-led entrepreneurial projects and initiatives.

ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER:

The administrative officer is over all in-charge of administrative functions, responsible to the Principal for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, and Health Centre, among others. His specific duties and responsibilities are as follows:

1. Assists the Registrar in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. As the custodian of the college property records manage the filing, storage, and security of documents.
3. Assists in the preparation of contract agreements /documents for canteen operations, Security services, and general maintenance.
4. Oversees and manages the transport operations with the assistance of the Transport-in-charge and ensures the provision of convenient, safe, and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
5. Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, Governing Body meetings, Academic Committee meetings, faculty selection interviews, Industrial visits, and other events.
6. Liaisons with consulting architects/engineers to translate the college's needs into specific requirements.
7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like classroom, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photocopiers, Faxmachines, Airconditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers, etc.
8. Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.
9. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
10. Oversees the functions of Care taker, responsible for care and up keep of buildings, grounds, offices, etc.
11. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, and break-ins and promptly reports such incidents to the Principal, management, and to Police, with proper approvals.
12. Oversees canteen services, and administers canteen service contract, with the assistance of the Canteen committee.

13. Serves as the primary point of contact and liaison with the public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.
14. Represents the college at meetings convened by JNTUH, the Social welfare department, the Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, the conduct of TPSC examinations, NSS, Swach Bharat, etc.
15. Coordinates response to legal notices, filing of petitions, and liaisons with advocates representing the college.
16. Coordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
17. Manages distribution of incoming mail, and dispatch of outgoing mail.
18. Identifies training needs of office staff, and organizes staff development programmers.
19. Recruits ministerial, contingency staff, and drivers in coordination with the HR department, following proper procedures.
20. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in coordination with HODs, following proper procedures.
21. Prepares capital and operating budgets for the Administration department, and exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
22. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
23. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
24. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., and coordinates annual verification of the assets.
25. Convenes meetings with Bus-Incharges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, and forwards a copy of the minutes to the Principal.
26. Reviews the working of the Transport section, Maintenance section, Security, and Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
27. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance, and experience of drivers, ensuring optimum use of college resources,
28. Any other functions assigned by the Principal from time to time

ROLES AND RESPONSIBILITIES OF ACCOUNTS OFFICER:

Responsible for the following activities in consultation with the Registrar:

1. Writing and maintaining accounts, cashbooks/ledgers
2. Preparation of monthly accounts including writing of cash books, journals
3. Verifying bills prepared
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
5. Cash collection
6. Supervision of challah writing and remittance to bank
7. Supervision of postal accounts, if any
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
9. Verification of cheques and bills
10. Writing daily collection register for college accounts.
11. Writing demand draft register, and other forms of money value register
12. Preparation of audit reports and replies
13. Responsible for keeping the following in safe custody
 - a. Bill books/receipt books
 - b. Files pertaining to accounts/purchases
 - c. Registers
 - d. Cashbooks
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books /passbooks
 - h. Bank challans
 - i. Fixed deposit certificates
 - j. Other important office documents
14. Preparation of salary reports
15. Preparation of the acquaintance register and obtaining signatures of all employees
16. Attending to the subject of income tax, and performing TDS at source for all payment transactions
17. Writing Caution deposit register, if any
18. Any other accounts-related function assigned from time to time

RESPONSIBILITIES OF TRANSPORT IN-CHARGE:

Identifies the transport requirements of the college from time to time and informs the same AO and initiates action for meeting the requirement of Vehicles, drivers, parking places, etc.

1. Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.
2. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with the Administrative Officer and with the approval of the Registrar/Principal
3. Review the routes and the allocation of buses and drivers at least once a year (at the end of the Academic year), and re-organize them, based on the previous years' experience and expected future needs.
4. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college by 9-15 A.M. Also ensures compliance of drivers with these requirements.
5. Processes leave applications of drivers, recommends sanction, while deploying substitute (spare) drivers, and ensures all vehicles run as per schedule.
6. Operates limited buses on semester-end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
7. Schedules leave of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
8. Assigns extra/overtime duties to drivers following appropriate procedures.
9. Prepares over time bills for payment to drivers on a monthly basis
10. Prepares bills for rent for private parking lots
11. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills, and bills for private vehicle hiring charges for payment
12. Stays connected with drivers / bus-in-charges during journey time and assists in trouble shooting or in case of vehicle breakdown, arranges relief/spare vehicles.
13. Interacts regularly with Bus-in-charge to understand and assist in resolving problems if any, such as traffic congestions, restrictions, en route, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving, etc.
14. Schedules the regular maintenance of the vehicles and follows up on the same.

15. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
16. Handles requests for change of routes, and special permission for travel by college buses for short periods.
17. Handles transport-related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.
18. Receives transport requests (other than those for regular commuting from place of residence to college) from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It may include arranging for private vehicles from any approved Travel agency, if :
 - a. College vehicles are not available ,and private vehicle booking is authorized.
 - b. Specific requests for private vehicle booking are received.
19. Maintains a current inventory of college-owned vehicles.
20. Complies with local(RTA)regulations, and college procedures, pertaining to registration, fitness inspection, and use of college vehicles.
21. Arrangestoinsureallvehicles,monitortheexpirydatesofinsurancecertificates,andschedulepre mium payments for renewals well in time
22. Maintainsdocumentssuchasvehicleregistrations,insurancecertificates,fitnesscertificates, permits, and pollution certificates.
23. Attends to any other duties assigned from time to time.

ROLES AND RESPONSIBILITIES OF PHYSICAL DIRECTOR:

1. Reports to Principal.
2. Ensures smooth conduct of sports.
3. Ensures proper use of sports material and facilities.
4. Purchase of sport items by coordinating with AO.
5. Encourages students to participate in zonal/university tournaments.
6. Creation and up keep of sports facilities.
7. Proposing annual budget for sports.
8. Ensures discipline among students in campus.
9. Ensures NO Ragging activity takes place.
10. Oversees medical facilities on campus.
11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to Principal on monthly basis.
12. Helps in the organization of various sevents in the college.

ROLES AND RESPONSIBILITIES OF LIBRARIAN:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage the library as well as the digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs for Books/Journals/Magazines/CDs etc. and apprise the Principal about the same for procurement.
6. Ensures procurement of books, CD-ROMs, Software, Journals, etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Disposal of weeded-out material
10. Ensures availability of repro graphic facilities
11. Maintain the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions/feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services.
20. Facilitates conduct of reading sessions.
21. Makes arrangements in the library for hooking up laptops.
22. Develops a system for posting new additions online.

23. Any other work related to library that may be assigned from time to time.
24. Ensures availability of previous years question papers (semester end examination), academic regulations, syllabus copies, thesis/dissertation reports.
25. Provides all statistical information per training to the library

ROLES AND RESPONSIBILITIES OF MAINTENANCE SUPERVISOR:

The maintenance supervisor is responsible for general maintenance work throughout the college and campus which includes the following functions:

1. Plan and execute maintenance work systematically by
 - a) Preparing schedules for routine maintenance on a daily, weekly, and monthly basis.
 - b) Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
 - c) Taking corrective action to minimize the gap between plan and action.
 - d) Submission of monthly status report on complaints.
 - e) Continuously striving to increase the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
2. Trouble-shoot maintenance problems/complaints including plumbing problems.
3. Trouble-shoot, diagnose, and correct minor failures of photocopiers, water coolers, fans, pumps, etc.
4. To work in liaison and in coordination with outside maintenance contractors and technicians.
5. Facilitate the maintenance of the college grounds.
6. Manage staff of maintenance technicians /semi-skilled, unskilled labor.
7. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase orders.
8. Inspect the college properties for safety hazards and take corrective action.
9. Coordinate the setting up different areas/classrooms, Seminar Halls/Auditorium, etc.
10. Dealing with the setup of various rooms and offices and assisting in removing and relocating offices, rooms, and equipment.
11. Upkeep of maintenance store.
12. Any other function assigned by the Administrative officer/ Principal.

ROLES AND RESPONSIBILITIES OF IN-CHARGE, ELECTRICAL MAINTENANCE:

The electrical maintenance In-charge is responsible for the maintenance of Electrical Equipment in the college and campus which includes the following functions.

1. Attending to general complaints received from different departments, which includes repairing tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three-phase motors, etc.
2. Providing an Uninterruptible power supply for smooth conduction of ONLINE exams, placements, and main events in the college by switching ON generators and UPS, as and when required.
3. Perform regular maintenance and servicing of the generator.
4. Perform regular maintenance and servicing of the UPS and batteries.
5. Recording the runtime readings of both generators.
6. Recording the out put voltages of both UPS and batteries for smooth functioning of ONLINE exams.
7. Repairing of OHPs.
8. Maintenance of LT and HT side 100 KVA and 200 KVA transformers.
9. Maintenance of all panel boards in the college.
10. Erecting of cable from panel boards to the distribution box.
11. Installation of capacitor banks to improve power factor at the LT side of both transformers.
12. Daily recording of the power factor readings to check for unity power factor and thereby avoiding penalty charges from TSSPDCL.
13. Filing of electricity bills, generator service reports, UPS service reports, test reports, and bills of equipment purchased if any.
14. Providing assistance during emergencies by operating flood lights and generators.
15. Providing support for the installation of Electrical Equipment on the campus.
16. Any other function assigned by the Principal.