

Channabasaveshwara Institute of Technology

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

Roles and Responsibilities





Channabasaveshwara Institute of Technology

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

Roles and Responsibilities of stakeholders of Institute

Mandatory Disclosure:

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Channabasaveshwara Institute of Technology

The Channabasaveshwara Institute of Technology (CIT) was established in the year 2001 and is affiliated to Visvesvaraya Technological University (VTU), Belagavi. It is located in an ideal and congenial environment in the outskirts of Gubbi town, Tumkur city on the Bangalore - Honnavar National Highway 206, 90 km from Bangalore, spread over 60 acres of lush green, landscaped campus. It is one among the institutions run by Sri Channabasaveshwara Swamy Rural Education Society (CRED) Regd., Gubbi. The Chairman of the Society is Sri G. S. Basavaraj, Former Member of Parliament from Tumkur Constituency.

At the time of inception, the college had an intake of 180 students in the three undergraduate disciplines of Computer Science, Information Science and Electronics & Communication Engineering. The undergraduate course in Electrical & Electronics Engineering was started in the year 2004 and Civil and Mechanical Engineering branches were started in 2010, in the same year Post Graduate courses in engineering of different disciplines like Electronics, Computer Science also incepted. CIT focuses in developing young entrepreneurs and has started Management studies in Business Administration under VTU in 2010. Further another P.G course in Software Engineering stream started in 2012. In addition with this, second shift diploma programmes in Electronics, Mechanical Engineering were started in the same campus with the name of CIT Polytechnic in the year of 2012. In 2013, another two courses in the stream of Civil and Computer Science were added.



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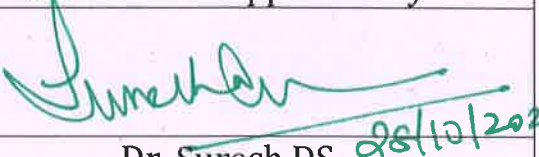
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ROLES & RESPONSIBILITIES OF DEAN-ACADEMICS

A Dean Academics plans, designs, monitors, leads, and controls the academic program to ensure that the highest standards are met by academic programs. Establishing academic regulations in accordance with university standards. Creating a system that monitors procedures and protects academic integrity in order to fulfil the mission of the Institution . Also, creating an organizational culture that encourages academic excellence, ensures minimal disparity between pedagogical levels, and fosters educational activities by creating intentional mentor-mentee relationships. Dean Academic is responsible for:

1. Preparation of the Academic Calendar, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
2. Helping faculty in planning effective remedial instruction.
3. Managing and evaluating instructional support program.
4. Conducting faculty appraisal, evaluation and collecting the data.
5. Translating evaluation data into effective faculty development

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Signature	
Name & Designation	Dr. Suresh DS Director & Principal

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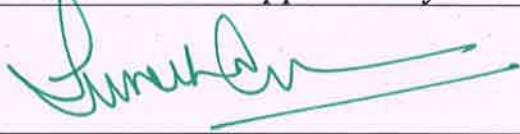
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6. Differentiating between the needs of experienced teaching faculty and those of newly joined teaching Faculty.
7. Inviting senior faculty from each of the departments to be mentors.
8. To act as mentor, identify and discuss upcoming technological developments with senior faculty.
9. Identifying the faculty with up to five years of experience in all the departments to be associated with mentors.
10. 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.
11. Preparing subjects-wise specialization of faculty list in all the subjects.
12. Maintaining an up-to-date record of mentee faculty list.
13. Guiding younger faculty in identifying their fields of interest.
14. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities.

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15. 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.
16. Liaison with the Heads of the departments to update the list of mentees and mentors from each department.
17. Mentoring others and identifying others with mentoring capabilities
18. Arranging Graduation Day by coordinating with all concerned

Accountable to perform any other functions assigned by the Director/Principal from time to time.

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ROLES AND RESPONSIBILITIES OF DEAN. ADMINISTRATION

The Dean (Admin) is responsible for overall administrative functions, public relations, and campus maintenance. The Dean of Administration is responsible for all administrative functions, including maintaining college property, operations of the canteen, hostel, health centre, and coordinating with the Director / Principal.

His specific duties and responsibilities are as follows:

Executive Responsibilities

- i. Is directly responsible to the college Principal/Director
- ii. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- iii. Supervises at the direction of the principal/Director and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- iv. Determining the need and planning for facility maintenance, and renovation expansion,
- v. Determining specifications for supplies and equipment.
- vi. Inventorying and distributing supplies and equipment.
- viii. Administration of College Hostel (Girls & Boys) As well as serving

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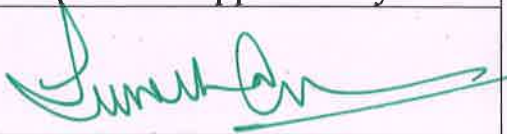
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as Chief Warden.

Other responsibilities

1. As the custodian of the college property records, manages the filing, storage and security of documents.
2. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, and supply of Private Vehicles by Travel agencies, as required.
3. Makes logistic arrangements for College Day, Graduation Day, ethnic Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
4. Liaison with consulting engineers and architects in order to convey the college's needs to them.
5. In charge of coordinating and maintaining campus infrastructure, installations, office equipment, such as classrooms, staff rooms, laboratories, washrooms, electrical installations, RO plants, furniture, campus green cover, transportation vehicles, photocopiers, fax machines, air conditioners, computers, printers, cash counting machines, CC cameras, and water coolers.
6. Ensures campus security and safety of personnel through

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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.

7. Oversees the functions of Security and Housekeeping, also responsible for care and upkeep of buildings, grounds, offices etc.
8. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Principal, and management, and to Police, with proper approvals.
9. Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.
10. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
11. Identifies training needs of office staff, and organizes staff development programmers.
12. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/ Sections-in-charge, following proper procedures.
13. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate

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expenditure to the levels of provision in the approved budget.

14. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets/stocks.
15. Reviews the working of, Maintenance section, Security, 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.

Accountable to perform any other functions assigned by the Director/Principal from time to time.

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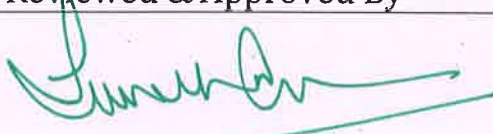
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ROLES AND RESPONSIBILITIES OF DEAN, STUDENT AFFAIRS

The Dean of Student Affairs is responsible for Student Life, Residential Life, Sports, and the Centre for Wellbeing. In order to further enhance the quality of student living and residential life, they will provide leadership skills and direction. In this position, the Dean is responsible for developing and overseeing programs that promote students' social and personal development. Additionally, Dean is responsible for integrating student life experiences with institution educational mission. The Dean of Students Affairs is responsible to function the below duties and responsibilities:

- Formation of student council
- Students Counseling other than mentoring / Proctorial system
- Student discipline
- Anti-ragging
- Student health care
- Scholarship
- E- Attestation
- 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

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extra-curricular activities.

2. Activities such as indicated below (not given extensively) could be under taken to derive the benefits indicated against them:

Literary activities:

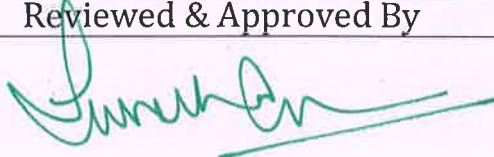
- a. Debate: helps the students to explore a topic from several points of view.
- b. Essay writing:
- c. Any other activities that Helps the students to develop the competence of logical and rational thinking regarding societal issues.

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. Ethnic day
- e. College Annual Day

NSS activities:

- a. Village Adoption Activity: Helps exposure to real life situations and provides opportunity to pay back to society.

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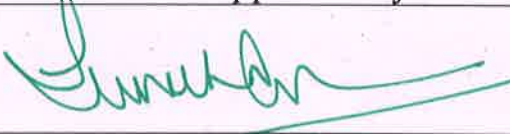
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- b. Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.
 - c. Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment day, Women's day etc.
 - d. Blood donation camps, tree plantation programs, etc.
3. Cultural events like skit/dance, drama, music, photography are to be organized.
 4. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
 5. 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.
 6. Establish a senior students committee in organizing induction program for freshman students.
 7. Organize programs on social and political environment (weekend series)/ Government, Business and society.
 8. Set up Art of Living/Yoga workshops and conducts activities under its banner.
 9. Help establish student network which will interact with professionals for further networking.

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10. Represents the college at meetings convened by VTU, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, conduct of KPSC examinations, NSS, Swach Bharat etc.

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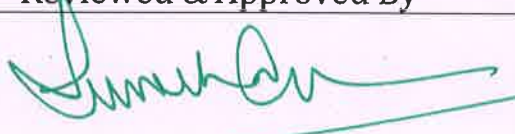
ROLES AND RESPONSIBILITIES OF DEAN – RESEARCH AND DEVELOPMENT

Research and development in the institution involve creative work that is undertaken on a systematic basis. This is part of efforts to advance knowledge in various fields of the humanities, Science and technology as well as education, and learning. In accordance with the institution's director/principal, the Dean of Research & Development is responsible for research and development.

The following are broad objectives

Dean research and development is a senior position in the college and reports to the Director/ Principal. He/she is expected to demonstrate capability to:

1. Manage effectively and efficiently the research programs and administration affairs of the research centre of the college.
2. Create an environment conducive to intellectual and research growth.
3. Maintain the confidence and co-operation of the faculty and students engaged in research activities.
4. Lead; motivate a team of Research scholars across department in the college.

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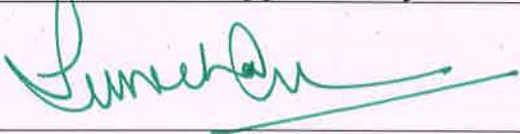
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The specific responsibilities of Dean (R&D) are as follows:

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 securing sanction of projects.
2. Identify R&D projects to be taken up with college funding.
3. Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
4. Prepare annual R & D plan of activities including externally funded projects and college funded projects.
5. Manage R & D projects
6. 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.
7. Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.

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8. Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
9. Ensure that the lab facilities and other installations and capital equipment's are used optimally through R & D/ consultancy related activities
10. 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.

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. Organize visits by eminent researchers to interact with the faculty and students.
5. Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
6. 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.

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7. 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, and other funding agencies.

Research Publications:

1. 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.
2. Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
3. 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.
4. Motivate the eligible faculty to guide Ph.D scholars.
5. Develop and establish policy to check malpractices and misconduct in research.
6. Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

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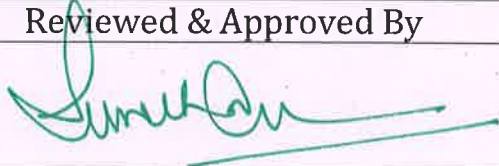
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ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

The Heads of the Departments are responsible for Plan, design, monitor, lead and control the activities of the department to ensure the achievement of highest standards. They are responsible for:

1. To take advise/sanction from the Principal for 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 allocation of workload (teaching load and practical load) to all faculty members and technical non-technical staff.
4. 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.
5. To present the departmental budget/requirement to the Principal.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
8. To submit Recommendations, if any, to the examination committee for processing of results.

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9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. Assuring the quality, maintenance, and aesthetics of the department.
11. To recommend leave of the departmental Colleagues.
12. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
13. To encourage research/innovative programs in the department.
14. To organize need based workshop/seminars/symposia/visits/excursions etc.
15. To invite guest speakers for interaction and guidance to UG/PG students.
16. To guide the students for career opportunities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance
18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
19. 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.

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Other Responsibilities include:

Faculty

- 1 Assisting faculty in providing a quality educational experience for students.
- 2 Recommending, mentoring, and supervising faculty.
- 3 Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- 4 Providing the Director/ 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

- 1 Preparing and recommending class schedules (Allocating courses (theory and lab also preparing time-tables).
- 2 Supporting the integrity of curricula, encouraging student success.
- 3 Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- 4 Assisting in providing leadership to meet the instructional

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goals of the department and college.

Department

- 1 Conducting regular meetings of the department faculty.
- 2 Coordinating the formulation of department short- and long-term plans.
- 3 Facilitating interaction and collegial spirit among the department faculty.
- 4 Coordinating the preparation of proposed departmental budget request.

Administrative

- 1 Represents the department at meetings of department chairs.
- 2 Assists with student complaints, and grievances originate in the department.
- 3 Plans, executes, and monitors academic and support activities of the department
- 4 Maintains discipline and culture in the department
- 5 Picks and promotes strengths of students / faculty / staff
- 6 Adheres to Quality Management System (QMS) Procedures
- 7 Maintains records of departmental activities and achievements

Responsible for performing any other duties assigned from time to time by the Director/Principal/Head of the Department.

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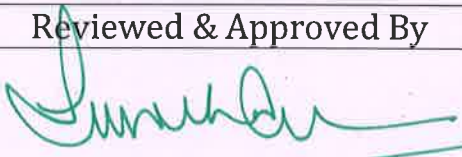
ROLES AND RESPONSIBILITIES OF PROGRAM COORDINATOR

As a program leader, the Program Coordinator plays a vital role in the sustainability and success of the program. The Program Coordinator facilitates key academic and operational processes, collaborating with the Director/ Principal, Head of the Department, faculty, and support staff. It is essential that the Program Coordinator:

1. Oversee all the courses offered by the department;
2. Appoint Course Coordinators for each course offered and administered by the department;
3. Ensure that Course files and lab manuals are reviewed and accurate prior to publication and timely distribution to students (i.e. distributed on the first day of the commencement of the semester);
4. Ensure that examination question papers are reviewed and accurate prior to submission, and are submitted by the relevant due date to designated official of "In-charge of Examination Branch";

Program Coordinator also

1. Demonstrates awareness of program goals and objectives

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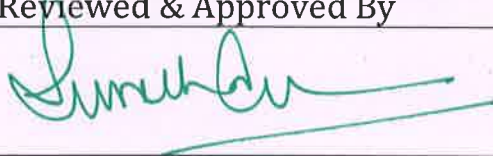
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- 2 Has a good knowledge of the accreditation process and its requirements
- 3 Has a good understanding of the competencies and their implementation by self and by the faculty
- 4 Has a good knowledge of the terminology used in the program.
- 5 Utilizes available resources and websites in an efficient way to help enhance the program
- 6 Networks with other coordinators, institutes and organizations to share information and to gain knowledge that would help improve the program
- 7 Reviews the performance of students undertaking courses offered by the department, paying particular attention to results that are borderline between Second class to First class and first class to Distinction;
- 8 Monitors the appropriateness of allocation of marks in accordance with the Academic Regulations and the effectiveness of evaluation assessment Practices in courses administered by the department (with advice from the Dean, Academic/HoD/Principal).
- 9 Ensures all ratified marks are submitted by the due date to the In-charge of Examination;
- 10 Considers reports from Course Instructors about alleged breaches of academic honesty (malpractice) and determines in

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- line with the College's Malpractice Review Committee;
- 11 Ensures that College's quality assurance processes for evaluation, such as moderation of assessment in courses, if any, are followed;
 - 12 Ensures the College's Evaluation Assessment Policy and Procedures along with Academic Regulations are implemented;
 - 13 Prepares and reviews course evaluation and program evaluation reports and presents the same to Program Assessment and Evaluation Committee by convening the same.
 - 14 Participates actively in the department Assessment and Evaluation Committee and gives suggestions for improvement of courses and the program.
 - 15 Submit/ Prepare the budget in coordination with HoD & submit the same to Principal / Director.
 - 16 Establishment of new laboratories if any conduct of creative and Innovative experiments in lab courses that add value to the student.
 - 17 Check availability of Assignments given to student IA Question papers.
 - 18 Facilities in the preparation of lesson plan and check the same on a weekly basis.
 - 19 Over all in charge of the department for Teaching learning process, student and other administrative matters in

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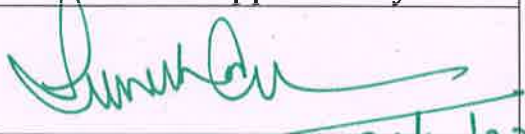
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cbordination with HoD.

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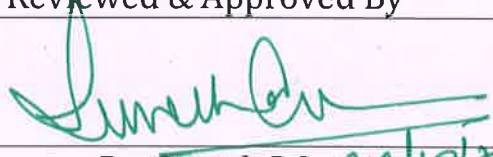
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ROLES AND RESPONSIBILITIES OF FACULTY

Faculty members are expected to support the institutional mission through instruction, applied research, scholarly activity, and service. All members of the academic staff, regardless of their rank, must always be held responsible for performing their duties and workload expectations competently and effectively, while maintaining a cordial relationship with supervisors, peers, students, and the University community as a whole. In addition to teaching, faculty members must perform the following duties

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the R 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 handout material
4. Development of audiovisual/multimedia materials for the topic presented

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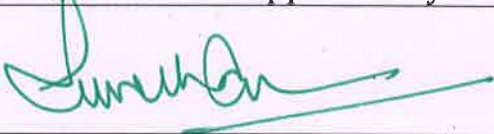
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5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques
9. Develops test questions in consultation with the course coordinator
10. Evaluates 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 counselling)
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 hard copy,

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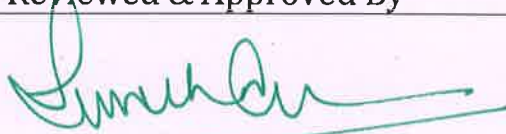
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15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom 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 amongst the students.
19. 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.
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 teacher's handbook / Cumulative Record

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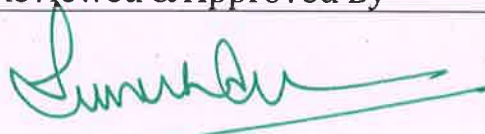
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27. If associated with the lab,
- designs new experiments, if any,
 - prepares lab workbooks
 - ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - ensures availability of equipment needed for 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
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/ excursions etc. by coordinating with the concerned HoD
31. Invites guest speakers for interaction and guidance with UG/PG students.

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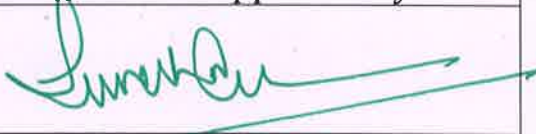
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Responsible for performing any other duties assigned from time to time by the Director/Principal/Head of the Department.

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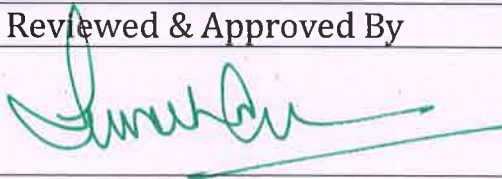
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RESPONSIBILITIES OF PROCTOR / MENTOR

Proctor / mentor system provides students with a wide range of support beyond academics. Each student has a Proctor assigned to them. The Proctor's role is to serve as a friend, philosopher, and guide to the student in order to help them be successful academically and develop responsibility as a citizen. The following are the major roles and responsibilities of a Proctor:

1. Be familiar with the personal history of assigned student including Educational and Family background.
2. 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.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
5. 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.
6. Helps the student to Analyze and discusses the requirements for graduating with a Bachelor's degree.

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7. Explains student importance of attendance and its implication to do well in examinations.
8. Explains importance of participation in the class activities.
9. Explains importance of CIE and its consequence in the end semester examinations.
10. 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.
11. Explains importance of submission of assignments and its consequence on the performance of CIE and End semester examinations.
12. Explains importance of laboratory exercises and their correlation with theory.
13. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
14. 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

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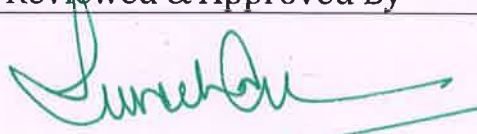
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limitations, alternatives, and consequences involved in making a decision.

15. 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.
16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
17. Assists the student at regular intervals to make adequate self-evaluation
18. Explains importance of Self-Motivation to do well in career and subsequently in life.
19. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.
20. Monitors the interim and final performance of students assigned and liaise with parents, whenever required.

Responsible for performing any other duties assigned from time to time by the Director/Principal/Head of the Department.

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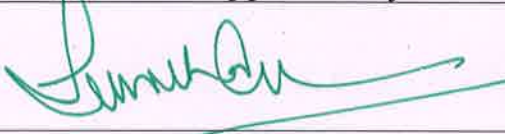
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RESPONSIBILITIES OF CLASS ADVISOR/TEACHER

Faculty shall be assigned as class advisors to the class they are teaching a course and assigned with the various responsibilities. The class advisor shall perform the following specific tasks:

1. Discusses all potentially significant issues given below and establishes good communication with the students.
 - a. Attendance
 - b. Number of credits required to get promoted
 - c. Semester system and how its different from Year wise system
 - d. Importance of labs and how they may lose marks if they are absent for lab/non-submission of records
 - e. Importance of assignments and how students lose marks for non/incomplete submission of assignments
 - f. Continuous reading as it is continuous evaluation in engineering
 - g. Importance of NOT missing even one lecture as continuity is important in engineering education (understanding of current day's lecture is dependent upon understanding of previous lecture)
 - h. Importance of getting a first class with distinction and how it

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helps in the development of their career

2. Makes students fully aware of their responsibility to meet performance standards (Putting in 85% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
3. Assists HoD to nominate two class representatives (One Boy and Girl) who have bright scholastic record and an ability to interact with a vast majority of students in their class amicably.
4. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
5. Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class advisers shall monitor inclusiveness to insure participation by all students in the class.
6. Acts as mentor, counsellor, and role model in resolving student related difficulties.
7. Conducts fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to HoD
8. Conducts weekly reviews with Proctors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to HoD and

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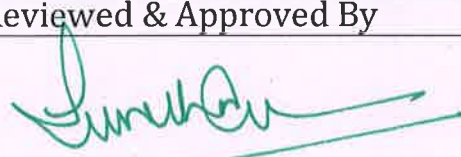
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Principal's office.

9. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
10. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the HoD.
11. Identifies good students and motivate them to excel.
12. Informs HOD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
13. Assists the department HoD with computation of fortnightly attendance of the corresponding class and ensure circulation of the same among students for their signatures and submission of the same to Principal's office.
14. Calls the parents of the students whose attendance is < 85% and arranges to ensure parents meet the HoD particularly in the case where student's attendance is < 75%
15. Assists the department HoD with computation of Internal Marks of the corresponding class and ensures circulation of the same among students for their signatures and the same is dispatched with attendance to Principal's office.
16. Assists the department HoD with dispatch of monthly attendance of

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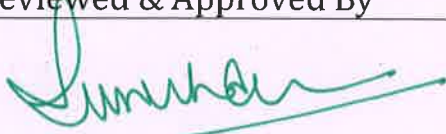
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the corresponding class to parents.

17. Assists the department HoD with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
18. Assists the department HoD with computation of semester internal marks of the corresponding class and ensures submission of the same to Principal's office and Examination department.
19. Assists department HoD and Accounts section to ensure no fee defaulters for the class he / she is adviser
20. Assists department HoD in issuing permission slips for students leaving college earlier than the scheduled time
21. Any other responsibility that may be assigned by corresponding HoD from time to time.

Responsible for performing any other duties assigned from time to time by the Director/Principal/Head of the Department.

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RESPONSIBILITIES OF DEPARTMENT'S PLACEMENT AND ALUMNI COORDINATOR

The placement coordinator role includes to source, identify, and secure suitable work placements for students, including monitoring, evaluating, and coordinating these placements. Make excellent connections with employers to maximise the student's opportunity for sustainable employment or other progression opportunities. As an alumni affairs coordinator, to coordinate the activities every department and support the development of Alumni Relations at the Institution. Supporting alumni engagement and community connection is a key responsibility of this position. In order to increase alumni engagement, the Coordinator uses his/her expertise within key alumni markets. Establishing and strengthening relationships between the institute and its alumni is the primary responsibility of this position. Further, the Coordinator is responsible for:

1. Acts as a link between Students, Alumni and the Placements Cell.
2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
3. 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.
4. Provides Campus Placements Training attendance statements of

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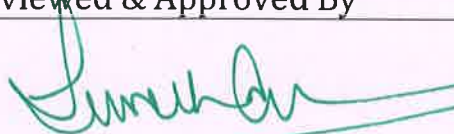
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students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.

5. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
6. 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.
7. 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.
8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
9. 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.
10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
11. Attends all meetings called by Placements Cell and conveys the outcomes of

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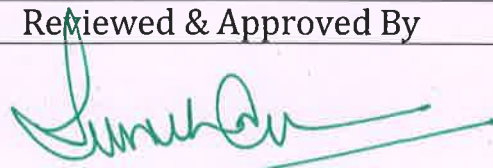
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such meetings to the concerned students, and HoD.

12. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
13. Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
14. 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.
15. Contacts alumni and apprises them about the various activities undertaken by the institute.
 - a. 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.)
 - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
16. Maintains database of the department's alumni and sharing the same with the Placements Cell.
17. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their wellbeing and performance and share the same with the HoD, and the Placements Cell. Passes this

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information to the students concerned on request.

Responsible for performing any other duties assigned from time to time by the Director/Principal.

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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 h/w and s/w
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in 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 installation of ICT and MIS requirements for the institute

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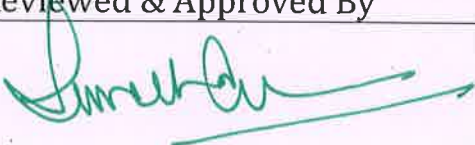
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9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time.

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ROLES AND RESPONSIBILITIES OF TRAINING AND PLACEMENT OFFICER

Manage the recruitment, recruitment, and placement of students and graduates under the general supervision of a Director/Principal and Director (CADC); oversee technical/vocational follow-up studies for students, programs, and employers. Placement officer has to act as a

1. Liaisons with industry
2. Identifies and provides for 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 develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic

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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 achieve their hiring goals.
14. Empowers 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. Up gradation of the students' 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.

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21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.
23. Provides right placement to the right candidate so that students excel in their future life.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Shall be a live wire connecting the students and the industrial houses.
26. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
27. Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Registrar, CoE, Principal, and students.
28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
29. Details of placed candidates vis-a-vis the companies is sent to all HoDs, departments' placement coordinators, Dean, Students

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal

Channabasaveshwara Institute of Technology

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Roles and Responsibilities of stakeholders of the Institute

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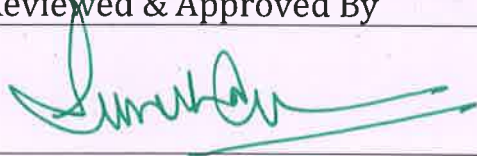
Affairs, Registrar, CoE immediately after the recruitment drive is completed and placements announced

30. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

Collaboration and Consultancy:

1) Develop and establish 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 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:
- i. Curriculum development

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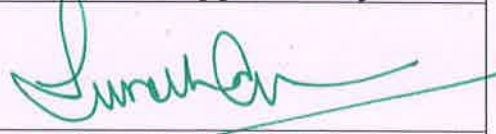
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- ii. Faculty exchange and development
- iii. Research, Publication
- iv. Consultancy
- v. Student placement.

Responsible for performing any other work entrusted by the Principal/Director & Director CADC.

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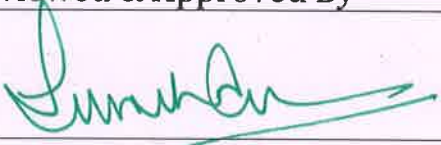
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RESPONSIBILITIES OF THE PUBLIC RELATION OFFICER

- Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.
- Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.

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RESPONSIBILITIES OF TRANSPORT IN-CHARGE

Transportation In charge Identifies the transport requirements of the college from to time and informs the same to Director/Principal and initiates action for meeting the requirement of Vehicles, drivers, Preventive maintenance, Registration of Vehicles, Insurance, parking place 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 Administrative Officer and with the approval of Director/Principal
3. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous year's 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 8.50 A.M. Also ensures compliance of drivers with these requirements.
5. Processes leave applications of drivers, recommends sanction, while

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- 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 VL/CL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
 8. Assigns extra/overtime duties to drivers following appropriate procedures.
 9. Prepares overtime bill for payment to drivers on monthly basis
 10. Bill for the buses used for other purposes such as Placement and Training & other society entrusted works
 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 troubleshooting or in case of vehicle break-down, arranges relief/ spare vehicles.

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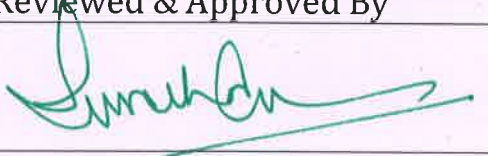
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13. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,.
14. Schedules the regular maintenance of the vehicles and follows up on the same.
15. To work as per the instructions from the office of the Director
16. All vehicles repairs & maintenance will be taken care by Society / Trust office
17. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
18. Handles requests for change of routes, special permission for travel by college buses for short periods.
19. Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.
20. 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

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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.
21. Maintains a current inventory of college owned vehicles.
 22. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
 23. Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
 24. Maintains documents such a vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.
 25. Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
 26. Attends to any other duties assigned from time to time.
 27. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
 28. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
 29. Convenes meeting of General Services Committee, at least once in 2 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Principal and Director.

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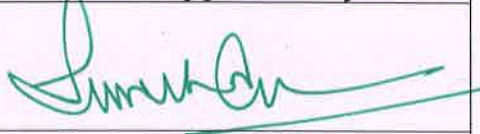
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30. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
31. Convenes meetings with Bus-In charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, forwards a copy of the minutes to Registrar and Principal.
- Responsible for performing any other work entrusted by the Principal/Director.

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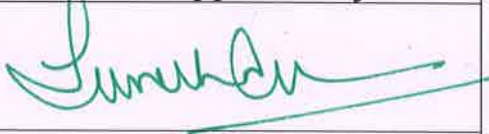
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ROLES AND RESPONSIBILITIES OF PHYSICAL DIRECTOR

Institution provides an infrastructure for sports/games, and competitions, students of our college naturally get motivated to showcase their talent. They have demonstrated their ability to compete with other colleges by winning various intercollegiate sports and game matches and proving to be competent with others in the region. Through continual upgradation of the infrastructure and facilities available to students, the department is committed to maintaining its efforts to raise the level of competency among students. Thus, the Physical Directors are responsible for performing the following duties and taking up the stated responsibilities to promote Sports Culture and Physical Education in the College.

1. Reports to Dean(Admin)
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with office of the Director
5. Encourages students to participate in zonal/university tournaments
6. Creation and upkeep of sports facilities

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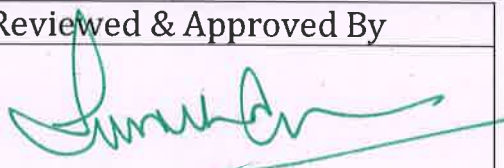
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7. Proposing annual budget for sports
8. Ensures discipline among students in campus
9. Ensures NO Ragging activity takes place
10. Oversees medical facilities on campus
11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean (Admin)with a copy forwarded to Principal/Director on monthly basis
12. Helps in the organization of various events in the college

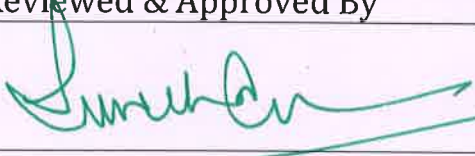
Responsible for performing any other work entrusted by the Principal/Director.

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Name & Designation	Dr. Suresh DS Director & Principal

ROLES AND RESPONSIBILITIES OF LIBRARIAN

Librarians select, create, organize, and maintain library collections and provide advice to students, faculty, and researchers. In addition, they provide book recommendations and help consumers find the information that they need. Additionally, they educate people on how to use library systems to find information. The following are some of the major roles played by librarians.

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as 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 of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics 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

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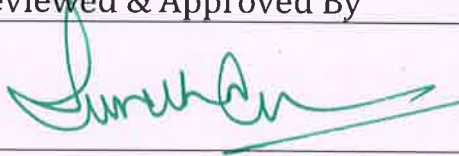
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9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library 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. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
22. Makes arrangements in the library for hooking up laptops.

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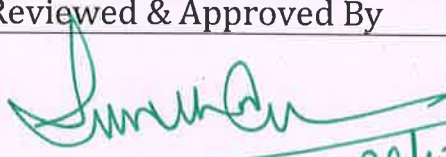
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23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
26. Coordinates with departmental library in-charge for smooth functioning of department's library
27. Provides all statistical information pertaining to the library
28. Ensure to collect all the photos & Videos, CD's of college of all functions such as conferences, workshops co- curricular and extracurricular activities and passing the bill
29. Monitoring the activities of Book bank scheme.

Responsible for performing any other work entrusted by the Principal/Director.

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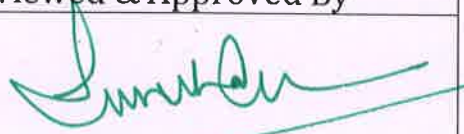
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ROLES AND RESPONSIBILITIES OF HR EXECUTIVE

The HR Executive shall discharge the duties under directions of the Head/Program co-ordinator / Dean/Principal /Director concerned. He/she shall broadly perform the following duties and any other duties.

1. Taking up dictation and typing work to help the Head/Dean/Principal coordinator / Principal/Director concerned in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
2. Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
3. Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
4. Assists the Head/Dean/Principal in drafting letters, putting up items with suitable notes, precedents, etc.
5. Maintains inward/outward registers and uses them for sending/receiving all official communication.
6. Maintains leave record, permission records of faculty, staff and students

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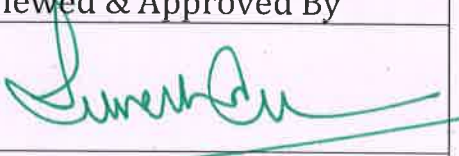
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as may be applicable

7. Informs HoD with regard to the faculty who are absent and assists in the adjustment of class work whenever a need arises
8. Posts attendance of the students daily, fortnightly attendance reports of the students, sends the same to class advisers/Proctor and HoD
9. Maintains personal register with regard to the appointments etc., if any
10. Provides any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
11. Facilitates to provide the desired information sought under the RTI Act, 2005.
12. Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
13. Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
14. Drafts letters/notes for the officer and handling correspondence independently as and when required.
15. Maintains excellent public relations and arranging meetings, if any, as required.

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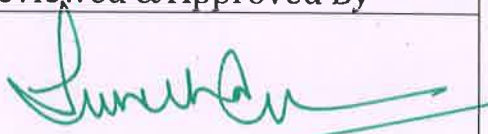
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16. Summarizes from documents and prepares information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.
17. Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department/College, as the case may be
18. Supervises the work of the sub staff in the department/section.
19. Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
20. Enters data, maintains data entered, and backs up data files periodically
21. Be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.
22. Any other work assigned from time to time.

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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 following functions.

1. Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three phase motors etc.
2. Providing 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 and also maintaining of the logbook of generator.
4. Perform regular maintenance and servicing of the UPS and batteries.
5. Recording the runtime readings of both the generators.
6. Recording the output voltages of both UPS and batteries for smooth functioning of ONLINE exams.
7. Maintenance of LT and HT side of Transformers.
8. Maintenance of all panel boards in the college.
9. Erecting of cable from panel boards to distribution box.

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10. Installation of capacitor banks to improve power factor at LT side of both the transformers.
 11. Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from KPTCL.
 12. Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
 13. Providing assistance during emergencies by operating floodlights and generators.
 14. Providing support for the installation of Electrical Equipment in the campus.
- Any other function assigned by Principal/Dire

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RESPONSIBILITIES OF TRANSPORT IN-CHARGE

Transportation In charge Identifies the transport requirements of the college from to time and informs the same to Director/Principal and initiates action for meeting the requirement of Vehicles, drivers, Preventive maintenance, Registration of Vehicles, Insurance, parking place etc.,

32. 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.
33. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of Director/Principal
34. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous year's experience and expected future needs.
35. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college by 8.50 A.M. Also ensures compliance of drivers with these requirements.
36. Processes leave applications of drivers, recommends sanction, while deploying substitute (spare) drivers and ensures all vehicles run as

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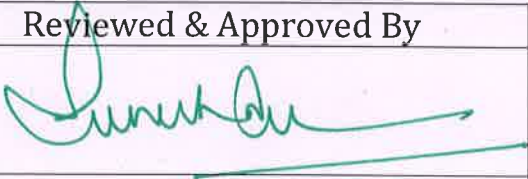
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per schedule.

37. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
38. Schedules VL/CL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
39. Assigns extra/overtime duties to drivers following appropriate procedures.
40. Prepares overtime bill for payment to drivers on monthly basis
41. Bill for the buses used for other purposes such as Placement and Training & other society entrusted works
42. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment
43. Stays connected with drivers / bus-in-charges during journey time and assists in troubleshooting or in case of vehicle break-down, arranges relief/ spare vehicles.

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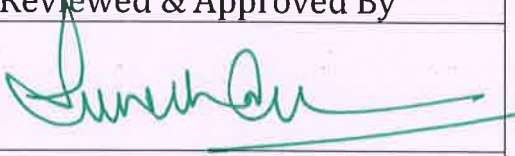
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44. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,.
45. Schedules the regular maintenance of the vehicles and follows up on the same.
46. To work as per the instructions from the office of the Director
47. All vehicles repairs & maintenance will be taken care by Society / Trust office
48. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
49. Handles requests for change of routes, special permission for travel by college buses for short periods.
50. Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.
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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.
52. Maintains a current inventory of college owned vehicles.
 53. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
 54. Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
 55. Maintains documents such a vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.
 56. Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
 57. Attends to any other duties assigned from time to time.
 58. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
 59. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
 60. Convenes meeting of General Services Committee, at least once in 2 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Principal and Director.
 61. Guides and assists Transport-in-charge in fixing bus routes, allocating

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal

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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,

62. Convenes meetings with Bus-In charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, forwards a copy of the minutes to Registrar and Principal.

Responsible for performing any other work entrusted by the Principal/Director.

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal

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ROLES AND RESPONSIBILITIES OF NON – TEACHING FACULTY MEMEBER

All non-teaching faculty members across various departments have been allocated distinct responsibilities by their respective department heads. It is mandatory that they promptly report to their department head. Any modifications in their workload or any relevant information shall be conveyed by the department head.

Additionally, when any staff members are assigned tasks at the institutional level, the institution director will first communicate these responsibilities to the department head, who will then convey to the non-teaching staff members. It is crucial to note that all assigned tasks will be regularly supervised by the department head.

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal