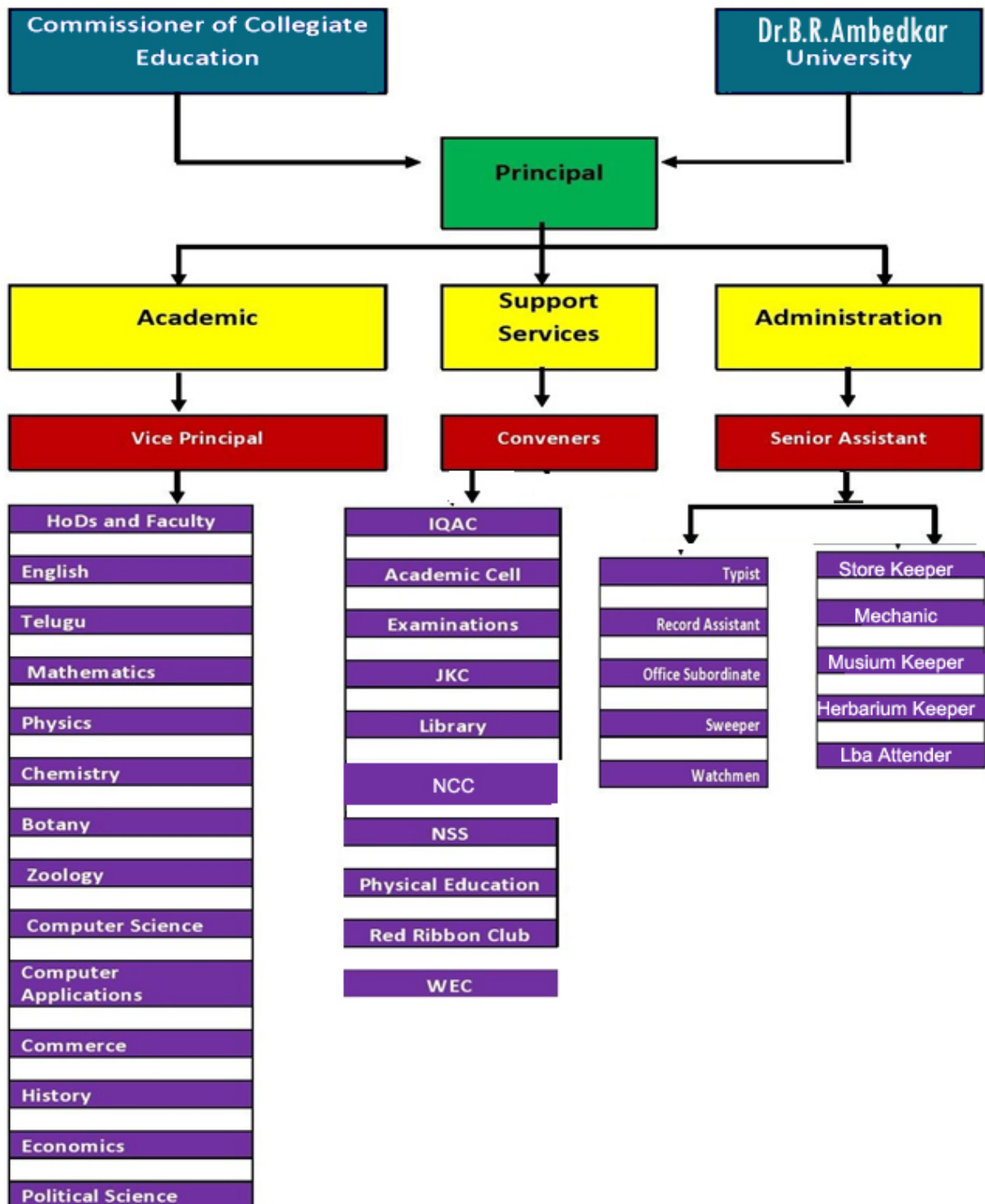


ORGANIZATIONAL CHART



ROLES AND RESPONSIBILITIES

Principal Role and Responsibility:

Responsibilities

The Principal is the academic and administrative leader of the college. He will plan and supervise the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.

Administrative functions:

- Sanction Casual Leave to Teaching Staff and Non Teaching Staff.
- Sanction increments to the teaching and nonteaching staff.
- Constitutes different committees for smooth functioning of the college.

Financial Functions (Powers):

Temporary Advance from GPF: - Sanction T.A. from GPF to Teaching Staff and Non Teaching Staff.

Reimbursement of tuition fee.

- To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
- Medical Reimbursement:- To sanction medical reimbursement to Gazetted Officers and Non Gazetted Officers.
- Distribution of Budget allotments – To distributes budget allotments to various departments of the college.
- Utilization of Special fee/ PD Funds:- To sanction expenditure and purchase of the Principal,
- DDO – Drawing and Disbursement of Salary to the staff. Reconciliation of Expenditure
- Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.

- Preparation of UGC Plan Proposal for a plan period.

Academic Functions (Powers):-

- Supervision over students and maintenance of discipline in the college.
- Issue of TC and Conduct Certificate to the outgoing students.
- Ensuring regular curricular activities in all disciplines.
- Encouraging concerted academic endeavours to create learning ambience.
- Steering the research and innovation activities in the college.
- Arranging academic seminars/workshops in association with external agencies.

Vice Principal Role And Responsibility:

- This is a non cadre post with no additional remuneration and administrative & financial powers of delegation.
- The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the absence of Principal.
- The appointment authority is the Principal of concerned college.
- Vice Principal help set the agenda for monthly staff meetings and form committees for lecturers
- Attends various administrative and academic meetings and represents College in the DRC meeting, scholarship meetings and Commissioner meetings in the absence of Principal
- Vice Principal regularly meet with personnel, Students, Lecturers and parents and settles many issues
- Looks after Overall College Discipline
- Monitors Student attendance daily
- Adjusts work to the other faculty members in the absence of other Lecturers.
- Speaks to students who are sent to the office for inappropriate behaviour and determines the consequence

Nss Program Officer Role And Responsibility

- has to perform the duties as per the directions given by the Principal from time to time.
- Awareness shall be created in volunteer about the value of service and they should be treated properly to carry out the task assigned.
- To Organize Programmer as per the guideline and direction from NSS Officer of Concerned University.
- To Organize regular Programmers to be Organized throughout the year for the maintenance of college campus, work in slums, general service Programmer like Blood donator activities to promote civil sense awareness programmer, Project works that empower weaker section of Community.
- To Conduct Special Camps in nearby rural areas
- Constructer Programmer like laying of roads repairing Culverts, major irrigation projects, digging of wells, plantation of trees, improvement of sanitation they can be taken up in special camp to adopted a Village.

IQAC Coordinator Role And Responsibility

- Preparation and control of quality system documents.
- Organizing training in quality system, ensuring that the employees understand the quality policy, objectives and working of the installed quality system.
- Planning and implementation of internal quality audits.
- Maintaining the quality system & reporting on its functioning; implementation of all corrective and preventive actions.
- Liaison with the external agencies/bodies on matters related to quality system.
- Maintenance of Records of the operative Quality System and its constituent documents.
- Holding Review Meetings and updating the Quality System.

- Coordination all Quality initiatives such as NAAC, QMS ranking etc. on behalf of the college.
- Feedback collection from students and other stakeholders and its analysis

Academic Coordinator Role And Responsibility

Planning

- Whether it is the development of educational programs, faculty development, recruitment or any other activity, he plays an active part in planning these activities.
- Recommends best methods for these activities to attain desired results.

BOS:

- To conduct Board of Studies meetings of all departments and to finalize the curriculum.

Evaluation:

- All the short term and long term program of an educational institute are evaluated by the academic coordinator.
- Communicates with the participants of the programs to find out whether it has been effective and if not, then the measures that need to be taken to improve the programs in future.

Leadership:

- An academic coordinator leads all the programs including research projects of students and faculties.
- Provides necessary assistance to the faculty and staff and other personnel in the institute.

Documentation and Reporting:

- Documents the ongoing activities and programs in the institute.
- Prepares and presents reports to the dean or management during staff and board meetings.

In-charge Of The Department Role And Responsibility

- This is a non cadre post with no additional remuneration.
- The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the department.
- The appointment authority is the Principal of concerned college. He/She is authoritative to distribute the workload to individual teacher.
- Designing of curriculum and recommendation for introduction of new courses.
- Setting up of labs, in line with Krishna University requirements.
- Nominating staff to attend training Program / Faculty Development Program (both internal and external).
- Recommending of equipment to be purchased.
- Screening of quotations and selection of suppliers for purchasing consumables.
- Redressal of department staff grievances.
- Procurement of books pertaining to the department.

Senior Assistant Role And Responsibilities

- He/ She should monitor the movement of files going to the Officers / Principals and coming back from them.
- He / She should guide the Officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- He /She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
- See that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedures and also records are updated.
- He/She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proforma

and submit them to the Officers/ Principal before 5th of every month.

- He/ She should offer his /her remarks on the note intimated by assistant, and submit the same to Officer /Principal.
- He/She should supervise the remainder files maintained by assistants.
- is accountable to the Administrative Officer and the Principal
- working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with the rules in vogue.
- He /She will guide the Principal in the operation of the Government budget, special fee collection and the funds / grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- He /She will supervise the maintenance of all records pertaining to accounts , stocks, cash books, etc., The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He /She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
- should monitor the reconciliation of accounts from the treasury and the banks.

Typist Role And Responsibility

- should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
- After receiving the tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.

- While registering the current they will be sorted out in two groups, the new currents and reference received on old currents.

All details of the new currents be clearly entered in the P.R in the columns prescribed. The reference and old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.

- All details of the new currents be clearly entered in the P.R in the columns prescribed. The reference and old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
- should initiate the note pointing out the facts and the rule position in the note file opened on the current.
- should also maintain the register of court cases and register of disciplinary cases.
- should bring forward all undisposed files to the current years personal file on the 1st of April every year.
- When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to stock.
- should dispose off the file within three working days of its receipt by him/her.
- accountable to the Superintendent of the office.

Lecturer's(Assistant Professors/Associate Professors) Role And Responsibility

Responsibility

- The Lecturer has the primary duty to disseminate knowledge in his /her subject to all students
- At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the members of all staff members in the department.
- Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
- The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
- The Lecturer should inform the students regarding the schedule coverage of syllabus.
- The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.