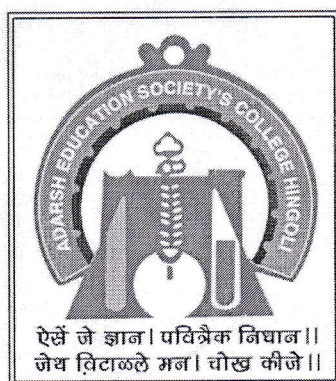


***ADARSH EDUCATION SOCIETY'S***  
**ARTS, COMMERCE AND SCIENCE**  
**COLLEGE, HINGOLI**



**ROLE AND RESPONSIBILITIES**

# CONTENT

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>PAGE NO</b>
<b>01</b>	<b>PRINCIPAL</b>	<b>03</b>
<b>02</b>	<b>COLLEGE DEVELOPMENT COMMITTEE (CDC)</b>	<b>04</b>
<b>03</b>	<b>INTERNAL QUALITY ASSURANCE CELL (IQAC)</b>	<b>06</b>
<b>04</b>	<b>VICE-PRINCIPAL</b>	<b>07</b>
<b>05</b>	<b>HEAD OF THE DEPARTMENTS</b>	<b>07</b>
<b>06</b>	<b>REGISTRAR</b>	<b>09</b>

# ROLE AND RESPONSIBILITIES

## PRINCIPAL :

- Assist the College Management Committee/Secretary and Correspondent in the preparation of academic programmes, administrative policies, action plans for infrastructure development, and institutional development schemes.
- To carry out all decisions made by the College Management Committee / Secretary and Correspondent in academic and administrative areas assigned to him.
- Ensure efficient academic administration by monitoring all academic activities such as day-to-day academic work, quarterly evaluation, accomplishment of good annual results, and so on.
- To recommend the formation of various cells/committees for the active pursuit of curricular, co-curricular, and extra-curricular activities for approval by the CDC.
- To ensure the efficient functioning of such activity cells/committees.
- Enforcing discipline among students on or off the campus as the situation requires, taking required actions with the assistance of staff and, the guidance/assistance of the CDC whenever required.
- To instil work culture and discipline in the staff in order to keep them as role models for pupils as envisioned by the sponsoring society/CMC/Secretary.
- To look after overall Development, Planning and Implementation, Recruitment of Teaching/Non-Teaching staff, Extra-curricular activities, and Alumni affairs.
- To prepare the budget for consideration of CDC and approval of the Governing Body.
- To sanction leaves to staff as per leave rules and maintaining leave account.

- To take steps for promotion of Industry-Institute Interaction and R&D work and provides suggestions to the Heads of the Department concerned.
- To participate in Quality planning at University / Government / AICTE level for development of technical education.
- To allow the individual members of faculty for participation in the FDPs, Workshops, STTPs, spot evaluation, curriculum development sessions etc.
- To permit the students for participation in inter-collegiate, interuniversity competitions and festivals, talent and personality development programmes at various levels.
- To sanction annual increment to the staff as approved by the CMC.
- To make periodical review on the performance of the staff department-wise or individually, taking the help of the Director Academics, Heads of Department and presenting it to CMC for every Semester.

#### **COLLEGE DEVELOPMENT COMMITTEE (CDC) :**

- prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- decide about the overall teaching programmes or annual calendar of the college;
- recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;

- make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- make recommendations regarding the students' and employees' welfare activities in the college or institution;
- discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- frame suitable admissions procedure for different programmes by following the statutory norms;
- plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- recommend the distribution of different prizes, medals and awards to the students.
- prepare the annual report on the work done by committee for the year ending on the 30<sup>th</sup> June and submit the same to the management of such college and the university;

- perform such other duties and exercise such other powers as may be entrusted by the management and the university.

### **INTERNAL QUALITY ASSURANCE CELL (IQAC) :**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality related activities, including adoption and dissemination of best practices.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.

- Build an organized methodology of documentation and internal communication.

### **VICE-PRINCIPAL :**

- Acting Principal in absence of the Principal
- Liaising with various departments and forwarding any issues or suggestions to the principal.
- Helping with the development and review of budgets, school policies, and rules and regulations.
- Attending and participating in meetings with staff, parents, and other officials.
- Planning and organizing college events and field trips as well as assisting with various committees.
- Establishing rapport and maintaining relationships with parents, staff, and students.
- Sitting in on disciplinary hearings and providing advice for at-risk students.
- Updating student and college records.
- Addressing concerns raised by students, staff, and parents.
- Remaining active and visible on field trips and during school functions.

### **HEAD OF THE DEPARTMENT :**

- Responsible for the functioning of that Department as per the laid down policies of the college.
- Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- Plan and form various Committees required in the department and assign them to various faculty members in the beginning of the academic year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.

- Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one week before the commencement of the class work.
- Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
- Make sure that the faculty members should submit 2 sets of Question Papers for the internal examinations and the examination section should select one set for the examination.
- Convene departmental meetings as and when required and record the minutes of the meetings for the development of the department.
- Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from semester to semester.
- Counsel the students who are regularly absent for the mid test or irregular to the class work.
- Form the student batches and allot the project guides as per guidelines given by the Principal.
- Route all the correspondence through the office of the principal.
- Inform the concerned authorities of any important information of events taking place in the Department from time to time.
- Ensure special classes if necessary for the benefit of the slow learners.
- Ensure academic discipline in the department.
- Follow the guidelines / instructions given by the principal from time to time.
- Maintain and update the department files
- Monitor the coverage of the syllabus in the classes.
- Get the requirements from all the laboratory in-charges, regarding the recurring and non-recurring items in their respective laboratories and request the budget approval from the management at the beginning of the academic year.

- Regularly monitor the recurring items in the laboratories and procure them and see that the laboratories work will be conducted smoothly.
- Plan the Seminars/Workshops/Conferences to be organized in the department at the beginning of the year and organize them on the scheduled dates.
- Recruitment of the faculty should be done when any faculty member leaves the department and if any vacancy arises.
- Encourage the faculty members to go for FDPs which are being conducted at premier institutions like IITs and NITs.
- Organize Bridge Courses required for the students.
- Plan Industrial Tours for the students and send them to various industries.
- Plan and get permissions from various industries to send the students for Industrial Training during Semester break and/or in summer.
- Plan and get MOUs from the industries for the Industrial Training, Industrial Visits and for placements or any other interaction with them.
- Get the PBAS from all the faculty members at the end of every Year.
- Prepares budget estimation for the Department for its operation, maintenance and development. 47. Prepares and submits a report to the Principal on all matters.
- Allocates academic and other duties to the staff members of the department.

### **REGISTRAR :**

- To participate in the student admission process and support the Admissions Team during counselling.
- To obtain and verify all the necessary certificates from the students.
- To ensure that all the first-year students of all the programmes (which include UG and PG) who get admitted into college be ratified as per the norms of parent university and State Government.
- To prepare the roll list of the students of all the programmes and send the same to the HoD's of the concerned Departments.

- To take up the National scholarship work of the students.
- Preparing the Office Orders of the students related to the rejoining of the student into the college and joining the student when he/she gets transferred from other institutions. instructions of A.O.
- To issue identity cards duly signed by the Principal to all the newly admitted students.
- To issue duplicate identity cards to the students in case of loss or theft of the same, by collecting a nominal fee from the student.
- To maintain the certificates of all the students in a proper and safe manner.
- To issue the certificates this may include: custodian, bonafide, course completion, study certificate and transfer certificate upon the receipt of the request from the students. The stated certificates will be issued with the approval and attested by the Principal.
- To prepare 'No Objection Certificate' and 'Service Certificate' to the faculty members upon their request to get admitted into the Ph D programme. The stated certificates need to be attested by the Principal.
- To issue 'No Due Form' to the student at the time completion of his programme.
- To prepare and maintain the necessary records and files in prescribed formats related to the affiliating University, State Government, UGC and any other competent authority as per the requirement.
- To liaison with the Principal, HODs, and other Section Heads in providing timely information, data, records etc. with prior permission from the Principal.
- To handle the queries of students and parents and provide necessary clarifications, and support.