



ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade

Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

Institute Level Roles and Responsibilities and Authority: Policy

The institute clearly articulated the roles and responsibilities of the principal, deans, heads of the department and staff. The management delegates authority to the principal to look after the functioning of the institute under the guidance of governing body and academic council.

To encourage decentralization, several committees are formed with staff and students to make them participate in various activities like curriculum development, research and development, student support, Anti-ragging, grievance redressal, etc.

The roles and responsibilities of various authorities are listed below:

(1) Roles and Responsibilities of the Governing Body:

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

- Formulate the vision and mission of the institute and guide the institute towards the achievement of the same.
- Examine the recommendations of the Academic Council and prepare a road map for achieving the goals of the institution.
- Monitor academic, research and other related activities of the institute
- Prepare strategic plans for financial, infrastructural, and staffing areas
- Consider the recommendations of the staff selection committee and approve the same.
- Ensure the institute abides by the rules and regulations of various statutory bodies.
- Encourage and facilitate the institute to participate in the Accreditations/Certifications process
- Monitor the student and faculty development programs and guide the institute appropriately to achieve the end objectives.
- Facilitate and encourage faculty to apply for research projects/proposals
- Facilitate initiation of new UG/PG programs, discontinue existing programs and increase/decrease existing intake.
- Consider the recommendations of the Academic Council and direct them for implementation
- Examine the budget proposals and accord approval.
- Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.

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(2) Roles and Responsibilities of Academic Council

The college Academic Council will be solely responsible to

- Scrutinize and approve the proposals with or without modification of the Boards of Studies about programmes of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the institute.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend proposals to the Governing Body for initiation of new programmes of study
- Recommend institution of scholarships, prizes and medals to the Governing Body, and frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs.
- Perform any other functions as may be assigned by the Governing Body or other statutory bodies.

(3) Roles and Responsibilities of the Internal Quality Assurance Cell (IQAC):

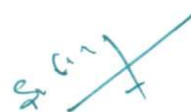
- Establishing and monitoring the quality standards.
- Facilitating the development of a learner-centric environment.
- Identifying and monitoring the quality parameters for various academic and administrative activities for the institute development.
- Providing information to the stakeholders on various quality metrics.
- Reviewing stakeholders' feedback for improving the quality standards.
- Hosting workshops and seminars on quality initiatives.
- Serving as the nodal centre for coordinating operations related to quality, accreditation, and ranking process.

(4) Roles and Responsibilities of Principal:

Responsibilities include:

Reporting to the Management (Chairman and Vice-Chairman) of the institute and assisting them in the following functions:

- a) Regulation / Monitoring
- b) Development
- c) Leadership



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d) Vision

a) Regulation / Monitoring

- Monitoring the functioning of the academic and administrative staff.
- Monitoring the administrative and academic staff in terms of their regularity, discipline, and conduct.
- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts, and audit and any such other matter related to the administration of the college.
- Monitoring all the liaisoning activities with the government, corporate and other academic bodies/institutions.
- Monitoring the liaison of activities with departments within the college and most importantly with the management
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, Academic Council, and the Governing Body.
- Monitoring the procurement and purchase of the necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and university apart from the ones conducted by the management.
- Maintaining the institution's infrastructure with the help of the staff concerned.
- Maintaining cordial relations with all the stakeholders.

b) Developmental Functions:

The following are some of the functions to be taken up by the Principal for the development of the institute:

- The Principal needs to oversee the quality of staff, keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institute and projecting these core competencies.
- Focusing on building an image for the institute.
- Developing the working and learning culture in the institute.
- Developing the necessary infrastructure for the institute.



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c) Leadership Functions:

The following are some of the leadership functions.

- To set high standards of discipline, commitment, and involvement in work.
- To inspire all staff members towards the achievement of the goals of the institute and lead them from the forefront.
- Work with the staff at the ground level and understand the problems and concerns of all the staff and take care of their requirements.

d) Visionary Functions:

The following are some of the visionary functions.

- Developing a long-term model for the institution and working for realizing the vision in close association with all the stakeholders.
- Developing a strong association with industry, research and consultancy establishments and signing a Memorandum of Understandings aimed at improving specific strengths of the institute.
- Developing strong industry support and getting the industrialists and philanthropists on the governing body and other advisory bodies of the institute.
- Contributing resources to various government and non-government agencies to gain long-term association for mutual benefit.

(5) Roles and Responsibilities of Dean (Administration)

The dean administration will assist the Principal in the following:

- Coordinating activities related to Principal Office
- University Correspondence, General Correspondence
- Monitoring maintenance of infrastructure and IT facilities
- Digital marketing and advertisement
- Facilitating the external competitive examinations
- Monitoring the transport and student amenities
- Coordinating the staff recruitment
- Coordinating the student admissions
- Facilitating the student scholarships, fees reimbursement, student incentives and fee collection
- Coordinating the establishment of laboratories and procurement of new equipment
- Any other responsibility assigned by the Principal

(6) Roles and Responsibilities of Dean (Academics)

The Dean academics will assist the Principal in the following:



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- Finalizing the Academic Regulations
- Publication and distribution of the syllabi
- Finalization of Academic Calendar and Event Calendars
- Preparation of Timetables, Lesson Plans etc.
- Classroom arrangements and all other requirements for proper conduct of class work
- Monitoring of class work, Day to day student attendance and maintenance of academic records
- Monitoring of syllabus coverage
- Coordinating Department meetings, staff meeting, meeting of all the Institute level academic bodies
- Monitoring Co-curricular activities / Guest Lectures
- Executing the policy of the BOG, Academic Council, Finance Committee, etc.
- Facilitating for Professional Body memberships to faculty and students
- Organizing Faculty Development Programs / Training programs / Workshops
- Encouraging the faculty members to participate in Faculty Development Programs / Short Term courses / Training programs / Conferences / Seminars
- Monitoring Staff leaves and ODs
- Organizing industrial visits for students
- Arranging the issue of all academic certificates, medals, and prizes to the students
- Monitoring the feedback mechanism
- Monitoring of student proctoring, Maintenance of related records
- Any other responsibility assigned by the Principal

(7) Roles and Responsibilities of Dean (Student Affairs)

The Dean student affairs will assist the Principal in the following:

- Conducting the college annual day / Graduation Day / Cultural festivals, etc.
- Coordinating the Hostel Administration along with Chief Warden
- Monitoring matters related to students' discipline, ragging and student welfare
- Coordinating the publication of students' Magazines, News Bulletins, Newsletter etc.
- Coordinating the NSS, Sports, and extra-curricular activities, etc.
- Coordinating the student placement activities and assessment
- Networking the alumni and organizing the alumni meets
- Monitoring the skill development activities
- Monitoring the training programmes / Workshops
- Monitoring the Entrepreneurship development cell (EDC) activities
- Monitoring the activities of start-ups
- Any other responsibility assigned by the Principal

(8) Roles and Responsibilities of Dean (Evaluation)

The Dean evaluation will assist the Principal in the following:



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- Liaison with University in examination matters
- Issuing notifications and preparing examination timetables
- Coordinating the question paper setting, Conduct of Examinations, valuation, announcement of Results
- Issuing of grade sheets, Consolidated marks memo, Provisional certificate, etc.
- Maintenance of student records related to examinations
- Any other responsibility assigned by the Principal

(9) Roles and Responsibilities of Dean (Research & Development)

The Dean R&D will assist the Principal in the following:

- Framing the R&D policy of the institute.
- Submission of proposals for the procurement of equipment necessary to conduct research/consultancy work and necessary follow-up
- Submitting proposals to various funding agencies
- Monitoring of Plagiarism
- MOUs with foreign universities, research institutes and companies
- Identify and establish collaborative programmes
- Filing Patent applications
- Organizing research-related training programs
- Recruitment of project staff
- Create and maintain a database regarding faculty expertise and research activities.
- Follow up Student Publications through Research Incubation.
- Deputation of faculty to various institutions under the Quality Improvement Programme
- Any other responsibility assigned by the Principal

(10) Roles and Responsibilities of Dean (Statutory Bodies)

The Dean Statutory Bodies will assist the Principal in the following:

- Monitoring the preparatory work for NBA, and NAAC accreditations
- Submission of proposals for Institutional rankings / ratings at state / national / International level viz., NIRF, AISHE and magazine rankings.
- Any other responsibility assigned by the Principal

(11) Roles & Responsibilities of Heads of the Departments:

- Assisting the Principal of the institute in assuring ethical practices, upholding teaching standards, and fostering positive interpersonal relationships among the faculty and students of the department.
- Participate in the recruitment process, and orient new teachers.
- Offering suggestions for the improvement of the curriculum.

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- Conducting sessional examinations in the department
- Preparing budget proposals for the procurement of equipment and teaching resources.
- Conducting department meetings and maintaining minutes of meetings.
- Promoting the competency development of staff by encouraging them to take part in several activities.
- Aiding faculty in research and development.
- Involving faculty in department administrative concerns and holding them accountable.
- Making creative choices to implement novel student practices with the assistance of faculty members.

(12) Roles & Responsibilities of Faculty:

- Engaging in the preparation of curriculum, delivery and evaluation.
- Assisting the Head of the department in activities related to teaching-learning, examinations, co-curricular and extra-curricular activities.
- Mentoring the students for their academic and holistic growth
- Involving in research and development, consultancy activities.
- Involving in accreditation activities.
- Participating in faculty development programmes.
- Mentoring the students in project development
- Upholding the highest standards of integrity, honesty, discipline, impartiality, and decorum.
- Complying with the instructions given by the higher authorities.

(13) Roles & Responsibilities of Administrative Officer:

- To be in charge of carrying out daily administrative tasks as well as administrative policies, procedures, and practices.
- Responsibilities include keeping records and filing crucial papers.
- To oversee and keep track of the transport operations in conjunction with ensuring that the transport department is following all the rules and regulations of Road Transport Department.
- To provide support and direction for effective canteen and security operations services, as well as other services as needed to meet institutional requirements.
- To provide further assistance with the logistics planning on Orientation Day, conferences, graduation day, traditional day, parents-teacher meetings, Meetings of the Academic Council, industrial visits, and other events.
- Serving as a point of contact for college architects about the actual construction of the building blocks.
- In charge of coordinating with non-teaching personnel and employees for monitoring and upkeep of the infrastructure.
- Accountable for maintaining and auditing of institute facilities, office supplies, furnishings, electrical and electronic equipment, and laboratories.
- To secure campus security and staff safety by implementing the conformity with the

directives.

- To be in charge of keeping an eye on CC TV monitors and other security measures equipment.
- To maintain the upkeep of the registries of buildings, land, equipment, and machinery.

(14) Roles & Responsibilities of Accounts Officer:

- To oversee general management of the Institutional Fund and monitoring as scheduled.
- Responsible for properly managing finances and work under the guidance of institution authorities.
- To ensure fixed recurring and non-recurring working capital monitoring, the budget allotted expenses for the fiscal year.
- To maintain control over the amount of cash and the bank balance.
- To assess the level of revenue collection and provide financial status updates to the corresponding department heads.
- Participate in periodic financial audits on behalf of the institution.

(15) Roles & Responsibilities of Librarian:

- Responsible for providing literature that might be required for academic activities to students, instructors, and staff.
- Responsible for overseeing both the college's physical and digital libraries.
- Creating and maintaining the library budget for the physical and digital collections.
- Start a campaign to promote widespread information consumption by granting access to various facilities.
- Continually seek understanding from students and educators through feedback or information and determine what books, journals, magazines, CDs, and other media they require, then inform the Dean (Academics) regarding procurement.
- To make sure that the faculty-recommended and/or necessary books, CD-ROMs, software, journals, etc. are purchased.
- The librarian is in charge of getting rid of weeded out materials.
- To create specific search facilities for the teaching and research requirements of faculty.
- Responsible for creating a case repository and regularly updating new cases on an ongoing basis.
- To enable faculty and research scholars with proper access and borrowing resources.

(16) Roles & Responsibilities of Physical Director:

- Responsible for motivating students to play sports.
- Responsible for the regular, efficient delivery of sports to all student batches.
- To coordinate with the Principal to arrange for the acquisition of sporting equipment and facilities.

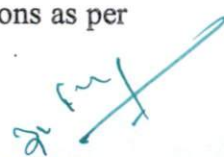
- Reports to the Dean (students affairs) on matters related to sports.
- Responsible for informing all pupils about athletic competitions.
- To make sure that the annual sports budget is prepared.
- Encourage students to participate in University / State level competitions and submit a copy of report to the office of the Dean (students affairs) and send monthly reports to the principal.

(17) Roles & Responsibilities of Proctors:

- The Proctor should explain and engage the designated mentees in conversation about the mentor-mentee arrangement.
- The Proctor should routinely update the mentee's data sheet.
- The Proctor should meet with the students at least once each month, or more frequently as needed.
- The Proctor must keep track of each student's semester-by-semester course registration form.
- The Proctor should monitor the mentee's attendance, academic progress, and professional development
- The Proctor should inform the parents of the student's academic progress, attendance, and performance in examinations.
- If anyone's attendance is below the required level, the Proctor should check and then he should identify the issue and take the required steps to reform and the HOD should also be informed of the same.

(18) Roles and Responsibilities of Transport In-charge

- Identifies the transport requirements of the college from time to time and informs the same to AO and initiates action for meeting the requirement of vehicles, drivers, parking place etc.
- 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.
- Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of the Principal.
- 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 years' experience, and expected future needs.
- Sets the time of starting of the buses from the originating points to ensure their arrival at college by scheduled time. Also ensures compliance of drivers with these requirements.
- Responsible for processing leave applications of drivers, recommends sanction, while deploying substitute (spare) drivers and ensures that all vehicles run as per schedule.
- Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.



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- Schedules vacation for drivers during semester break ensuring uninterrupted, skeleton transport services, as planned.
- Assigns extra/overtime duties to drivers following appropriate procedures.
- Prepares overtime bill for payment to drivers on monthly basis
- Prepares bill for rent for private parking lots.
- Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment
- 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.

(19) Roles and Responsibilities of Non-teaching staff (technical)

- Troubleshoots, repairs, calibrates and fabricates / prepares circuits, conducts testing of the same and other electronic equipment.
- Helps students to operate and looks after maintenance of equipment and laboratory; distributes various components/parts to students for use in laboratory exercises.
- Maintain documentation and upkeep of stock registers.
- Plans and schedules software upgrades; tests, debugs, configures the software to meet user needs.
- Establishes computer laboratory procedures and maintains the tools.
- Installs new equipment and modifies current installations using various manual and power tools such as hand drill, drill press, soldering, etc.
- Orders and maintains inventory of replacement parts for electronic equipment; maintains warranty, service, and repair records; works with vendors to obtain pricing and availability of needed parts; performs quality checks on newly delivered equipment to ensure proper operation.
- Maintains a fabrication area for the Electronics workshop class; assists in the maintenance of the lab.
- Any other assignment given by the Lab In-charge / HoD.

(20) Roles and Responsibilities of Training and placement officer

- Will be accountable for acting as a liaison between institutions and industries.
- Will begin the process of determining the requirement for training, considering corporate companies' requirements.
- In charge of organizing, directing, and managing the entire campus interviews.
- Responsible for creating the annual budget for Training and Placement and obtaining approval for the budget proposal.
- Participate actively by compiling a directory of information about the individual student and in-charge of helping students with placements.
- Charged with inspiring all students to advance their careers and provide by establishing their long-term strategic goals during counselling.
- Will provide guidance to pupils in choosing their career route for professional development.

- Responsibilities for annual progress in college placement.
- To organize their training, placement, and internship schedules in accordance with the academic programmes.
- Responsible for coordinating with the departmental leaders and faculty coordinators to conduct T&P activities along with other academic programmes.

(21) Roles and Responsibilities of Course Coordinator

- Explains the course purpose to the students.
- The course purpose involves the following:
 - What role does this course play within the Program?
 - How is the course unique or different from other courses of the Program?
 - What essential knowledge or skills they will gain from this experience?
 - What knowledge or skills from this course, students need to have mastered to perform well in Higher Education / Jobs?
 - Why is this course important for students to take?
 - What is/are the prerequisite(s) for this course?
- Provides expected course outcomes (COs).
- Expected learning outcome statements refer to specific knowledge, practical skills, areas of professional development, attitudes, and higher-order thinking skills, etc.
- Develops a course content: Prepares a description of the course - what the course is all about.
- Provides a written statement regarding the course's purpose.
- Provides leadership and support for the advancement of teaching in a relevant discipline including overseeing delivery, monitoring student progress, assuring quality, initiating course improvement and innovation, improving academic standards, leading assessment design, conduct and moderation.
- Contributes to timetabling and planning processes for structured learning activities and required physical facilities or resources.
- Collects inputs from other staff, if any, including assessment marking or supervision; and ensures all faculty and staff involved in teaching the course have all course materials and textbooks.
- Arranges for textbooks, library reference material, and other learning material so that students can access all such material in timely manner.
- Informs students of the course objectives, outcomes and requirements and provides a detailed course file by coordinating with other faculty who is/are teaching the same course.
- Teaches the course content, coordinates with other faculty and staff involved in teaching the course, inducting, mentoring, and meeting them regularly, and also coordinates with them by solving problems for course related matters.
- Reviews and updates the course.
- Ensures the course achieves the requisite quality outcomes as required by accrediting agencies.

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- Creates a vision for the course and sets future directions in line with departmental/ college goals.
- Collaboratively develop an appropriate academic team to enable course outcomes to be achieved

(22) Roles and Responsibilities of System Administrator

- Performing systems requirements and related activities pertaining to obtaining quotations for procurement
- Administers and configures servers and system tuning
- Facilitating development and maintenance of institute's websites and updating the same
- Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
- Installing and configuring new hardware and software
- Administers campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
- Conducts periodic computer awareness / literacy courses / training programs for the students, and other staff in the college
- Identify and help implement installation of ICT and MIS requirements for the institute
- Analysing system logs and identifying potential issues with computer systems.
- Introducing and integrating new technologies into existing data centre environments.
- Performing routine audits of systems and software.
- Performing backup of data and files.

(23) Roles and Responsibilities of Office Assistant

- Taking up dictation and typing work to help the Head/ Dean / CoE 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.
- Initiates prompt action on files and proposals and their disposal including promptly put-up notes and files to the higher authorities and maintain all the files and records.
- Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
- Assists the Head/Dean/CoE/ Principal in drafting letters, put up items with suitable notes, precedents, etc.
- Maintains inward/outward registers and uses them for sending/receiving all official communication.
- Maintains leave record, permission records of faculty, staff and students as may be applicable
- Informs HoD regarding the faculty who are absent and assists in the adjustment of class work whenever a need arises.

- Posts attendance of the students daily, prepares fortnightly attendance reports of the students, sends the same to class advisers/mentors and HoD
- Maintains personal register regarding the appointments etc., if any.
- Provides any data and statistical particulars that have been requested by authorities and other sections of the institute and any other agency on time.
- Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.

(24) Roles and Responsibilities of Campus Engineer

- Preparing schedules for routine maintenance on daily, weekly, and monthly basis.
- Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
- Taking corrective action to minimize gap between plan and action.
- Submission of monthly status report on complaints.
- Continuously strive for increasing the efficiency of maintenance staff by progressively mechanizing the work and reducing manual interaction.
- Trouble-shoot maintenance problems/complaints including plumbing problems.
- Trouble-shoot, diagnose and correct minor failures of photocopiers, water coolers, fans, pumps etc.
- To work in co-ordination with outside maintenance contractors and technicians.
- Facilitate the maintenance of the college grounds.
- Manage maintenance staff (technicians /semi-skilled / unskilled labour).
- Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
- Inspect the college properties for safety hazards and take corrective action.
- Co-ordinate the setting up of classrooms, Seminar Halls/Auditorium etc.
- Deals with setup of various rooms, offices and assisting in removal and relocation of offices, rooms, and equipment.

(25) Roles and Responsibilities of Security officer

- Patrol and monitor the campus and surrounding areas, and unsupervised places to ensure the safety and well-being of students and staff.
- Display ethical and professional behaviour in working with students, parents, college personnel, and outside agencies associated with the institute.
- Promote student responsibility for behaviour and attitude by serving as a role model and dressing and grooming professionally.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Ensure a smooth traffic flow of students through the hallway, assisting students with on time arrival to class and to assigned locations.
- Supervises in the breakfast and lunch periods. Also monitors the behaviour of students at the time of morning arrival and afternoon dismissal.

- Remove disruptive students from classes when needed.
- Assist the staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Assist visitors with directions and securing proper identification. Intercept unauthorized visitors and escort them to exits.
- Report any discipline infractions, unauthorized visitors, and acts of vandalism to the building administration.

(26) Roles and Responsibilities of Hostel warden

- Responsible for allotment of rooms to the students.
- Responsible for maintenance of the hostels.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline among students of the hostels.
- Reports to the Principal in case of any indiscipline or misbehaviour by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for first aid in case of any accidents and arrange for hospitalization of student/staff, if required.



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