


Functions of Key Administrative Positions

Position	Functions
Governing Council	<ul style="list-style-type: none"> ▪ Frame directive principles and policies ▪ Amend and approve policies from time to time ▪ Approve budgets
Chairman	<ul style="list-style-type: none"> ▪ To look after the overall development of the institute ▪ Mobilize external resources to strengthen the institute ▪ Plan & provide for necessary facilities / equipments for development ▪ Instil confidence and devotion in every member of the institute
Principal	<ul style="list-style-type: none"> ▪ Design & define organization structure ▪ Define & delegate responsibilities of various positions in the organization ▪ Ensure periodic monitoring & evaluation, of various processes & sub-processes ▪ Ensure effective purchase procedure ▪ Define quality policy and objectives ▪ Prepare annual budget ▪ Conduct periodic meeting of various bodies such as Governing Council, LMC, Standing Committee and Grievances Redressal Committee etc ▪ Manage accounts and finance ▪ Employee recruitment process ▪ Office Administration ▪ Compliance with AICTE, DTE & University ▪ Admission ▪ Resource Generation
Dean Administration	<ul style="list-style-type: none"> ▪ To ensure all staff members report to institute on or before time. ▪ To prepare and submit necessary reports of affiliating bodies such as DTE, AICTE, UGC and SPPU. ▪ To observe all faculty members as well as students are in proper attire. ▪ To resolve issues related to food provided by college canteens. ▪ To resolve issues related to hostels. ▪ To plan and ensure smooth conduction of Cultural activities like Sandipostav, Ganeshostav and Dandiya etc. ▪ To plan and ensure smooth Conduction of co-curricular events like Aayam, Tech Excellence and Seminars etc. ▪ To observe the discipline in the College buses and resolve the issues related to transportation. ▪ To observe and maintain Discipline in the campus during the college hours. ▪ To form various committees at Institute level such as Student welfare, sports, student grievances, staff grievances, NSS, RTI etc.
Dean Academics	<ul style="list-style-type: none"> ▪ Central time table ▪ Monitoring of lectures and practical ▪ Conduction of internal examinations ▪ Students feedback ▪ Collective attendance of students



	<ul style="list-style-type: none"> ▪ Coordinate the activities of class teachers ▪ Submission of term work and POE mark lists
Head of Departments	<ul style="list-style-type: none"> ▪ Plan and execute academic activities of the department ▪ Maintain discipline and culture in the department ▪ Maintain the department neat and clean ▪ Pick and promote strengths of students / faculty / staff ▪ Monitor academic activities of the department ▪ Propose Department Budget ▪ Adhere to QMS Procedures ▪ Maintain records of departmental activities and achievements
IQAC Coordinator	<ul style="list-style-type: none"> ▪ 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; ▪ Collection and analysis of feedback from all stakeholders on quality-related institutional processes; ▪ Dissemination of information on various quality parameters to all stakeholders; ▪ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; ▪ Documentation of the various programs/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 and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; ▪ Periodical conduct of Academic and Administrative Audit and its follow-up ▪ Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
Registrar	<ul style="list-style-type: none"> ▪ Liasoning with AICTE, DTE and University ▪ College roster ▪ Service Books ▪ Faculty personal files ▪ Recruitment process ▪ Maintain minutes of meeting (all) ▪ New proposals ▪ Co – ordinate day to day activities of office ▪ Purchase process ▪ AICTE, DTE, SU committee preparation ▪ Annual College budget ▪ Shikshan Shulka Samiti requirements 
Library	<ul style="list-style-type: none"> ▪ Plan and propose expansion / development ▪ Maintain library discipline and culture

	<ul style="list-style-type: none"> ▪ Prepare annual budget for library
Placement Officer	<ul style="list-style-type: none"> ▪ Student Training and Placement ▪ Identify and provide for training needs of students ▪ Arrange campus interviews ▪ Proposing annual T & P budget
Alumni Association	<ul style="list-style-type: none"> ▪ Ensure alumni registration ▪ Support a strong relationship between the Alumni Association and current students; ▪ Try to find employment opportunities to students and fellow Alumni members in need. ▪ To promote Entrepreneurship & Innovation among the students. ▪ To help Institute for effective liaison to Industry.
Workshop	<ul style="list-style-type: none"> ▪ Smooth running of college workshop ▪ Preparing Material Requirement ▪ Oversee the routine work ▪ Oversee the college bus service ▪ Oversee the generator facility
Tutor-Mentor	<ul style="list-style-type: none"> ▪ Facilitate career guidance to students ▪ Assist students suffering from psychological disorders ▪ Arrange for professional counsellors ▪ Maintain record of counselling activities ▪ Student academic counselling ▪ Provide slow-pace programme for weaker students ▪ Arrange remedial classes for weaker students
Student Professional Activities	<ul style="list-style-type: none"> ▪ Organize events through students professional societies / chapters ▪ Organize paper and design contests ▪ Encourage student participation ▪ Publication of technical magazine and newsletters ▪ Record of student participation and achievements in Co-curricular and extra – curricular activities ▪ Maintain record of such events
Sports	<ul style="list-style-type: none"> ▪ Encourage students to participate in zonal tournaments ▪ Creation and upkeep of sports facilities ▪ Proposing annual budget

