

Responsibilities of the Management (DCE):

- Associating with competent, dedicated faculty to implement effective quality policy and mission of the institute through the teaching-learning process.
- Making financial provisions to provide infrastructure and facilities suitable for effective services and to cater to further requirements as per growing needs.
- The institution maintains an effective internal coordination and monitoring mechanism with various departments and committees formed by the college for curricular, co-curricular and extracurricular activities.

Responsibilities of the Principal:

- Providing direction for programs through the institution's Vision and Mission.
- Review of attainment of Program Outcomes by departments. · Provision of inputs to Governing Council Meeting.
- Implementation of improvement initiatives suggested by the Governing Council.
- Approval of program budget on an annual basis and approval of expenses.
- Review of Department activities through HOD meetings.
- Approval of annual performance appraisal.
- Collection of informal feedback from students for improvement process.
- Review of complaints and suggestions by monitoring the corrective measures for implementation.
- Providing direction for establishing a strategic relationship with Industry.
- Review and approve of co-curricular activities of the institution.

- Identification and implementation of staff welfare measures.
- Approval of proposals for projects forwarded to various funding agencies
- Approval of human resources requirements for the institution.
- Identifying, Planning and Monitoring the Academic Performance Improvement initiatives.

Responsibilities of Faculties:

Report to HOD

- Plan, schedule, organize, coordinate and monitor Lectures and Practicals for the students assigned to you.
- Complete the syllabi in the subjects assigned to you.
- Prepare Lecture Plan/ Lecture Materials/ Course Material
- Conduct at least three internal Tests during each semester in the subjects assigned
- Encourage students to participate in co-curricular and extracurricular activities.
- Plan, deliver and evaluate theoretical/practical instructions.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
- Participate in professional development activities
- Involve in at least one task for Institutional Development during a semester
- Any other responsibilities that may be assigned by the HOD.
- To produce 95% results in the subject taught.
- To take all needful steps for Research and Development towards establishing a Centre of Excellence.
- To take up Collaborative programmes with leading organizations by exchange of know-how's and in turn help placement.

- To publish at least one paper in an international conference and journals of repute every year.
- To organize an International Conference on any thrust area on the relevant subject.
- To take all efforts in bringing the name and fame of the institution to the top level in the nation. Roles and Responsibilities of the Class – Advisors Instruct all the students to attend the classes regularly and to follow the dress code.
- Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- Submit the list of students absent for the internal tests to the HOD. Prepare consolidated attendance on or before the 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- Prepare the list of Students who have secured less than 60% of marks in mid-exams (subject-wise) and submit it to the HOD. · Result analysis must be done after the announcement of results by the university/College and also update student records regularly after knowing supplementary exam results in the current Semester.
- Motivate the students to attend the seminars without fail.
- Instruct the students to attend the internal/external exams without fail.
- Motivate the students to present papers in Conferences / Seminars at the regional/national level.
- Inform the subject staff of their class to post mid-exam marks in the master register within the stipulated time after the completion of the mid-test.

- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- Seek permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.