

# **Roles And Responsibilities**

## **Director**

- Looks after all the Administrative and Academic activities falling in line with the AICTE, IKG Punjab Technical University and the Government of Punjab norms, in all aspects.
- Conducts all the UG & PG programmes according to the affiliating university (IKG Punjab Technical University).
- Appoints Faculty Member according to the norms of the AICTE and affiliating university (IKG Punjab Technical University).
- Monitors admission, conducts regular class works, to organize placement activities in coordination with Training & Placement Cell, create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
- Monitors smooth conduct of Quality Management System in accordance with NBA and NAAC.

## **Dean (HOD)**

- Responsible for all the academic affairs of the Department.
- Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Director/ regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc.
- Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- Looks after the matter related to R & D, Consultancy and Research Publications.
- Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- Responsible for mobilizing his/her Faculty Member for different research grants.
- Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.
- Responsible for students proctor's system.

### **Faculty(Professor/Associate Professor/Assistant Professor/)**

- Actively assisting the Head of School in ensuring the good professional practice, standards, and quality of teaching and learning of subject/s through proper dialogue with the class teachers and, under the direction of the relative Dean, promotes a healthy process of reciprocal informal observation of class teaching practices;
- Advising and contributing to curriculum development at Institute and system level under the direction and guidance of the respective Dean;
- Co-ordinating the teaching and learning of the subject/s for which one is responsible;
- Setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes at one's department as well as in other departments;
- Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subject across departments in the Institute;
- Ensuring that the maintenance and upkeep of equipment related to the subject at Institute is regularly carried out;
- Preparing specifications and budgets for the requirements of the subject specific teaching tools and equipment, including laboratory equipment;

## **Administrative Officer**

- Takes care of student scholarships like first graduate, S.C, S.T & other scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the institution.
- Takes care of HR policies of the institution side and outside the institution.
- Conducts Interview as per HODs requirement with College constituted selection committee support.
- Takes care of all admission approval procedure and communicating with universities in person.

## **Accounts Officer**

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the institution.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

## **Training & Placement Officer**

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- Responsible for interaction with different industries for functioning of EDPs.

## **System Engineer**

- Manages all the activities relating to the Computer systems and networking.
- Looks after the repair and maintenance of Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arrange for availability of Internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.
- Develops e-learning and user friendly e-institution concept with guardian and Faculty Member.
- Maintains and updates the College website.

## **Librarians**

- Responsible for the overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids
- Keeps record of library materials and report to the Director for any discrepancy.
- Arranges periodic inventory of library materials.



## **Workshop Superintendent**

- Arranges all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipments in the workshops.
- Makes schedule for different groups of students for practice in their respective workshops.
- Responsible for maintenance of laboratories.
- Reports to Director/HOD regarding damage/breakdown of machines/equipments
- Responsible for safety measures and teaching / non-teaching staff.

## **Hostel Warden**

- Responsible for allotment of rooms to the students.
- Responsible for maintenance for Hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Director in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

## **Security Officer**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.
- Ensures the Contract laborers wear Contract badge during working hours within the campus.

## **Technical Staff**

- Takes care of consumables, maintains and assists in conduction of the lab.
- Maintains the cleanliness inside the lab and executes the safety norms.
- Maintains the stock register.

## **Supporting Staff**

- Performs the duty assigned by the estate officer.
- Helps to maintain the eco friendly environment of the institution.

## **Electrician/ Plumber**

- Takes care of all the electrical connection and maintain the safety of the campus.
- Looks after the incessant water supply.

## **Attenders**

- Extends their assistance to HODs in the departmental activities as per the superior's instruction.

## **Office Staff**

- Works under the direct supervision of the Administrative Officer and executes the work.