



# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

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# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

## Our Founder



**Late Smt. Basavarajeswari**  
Former Union Minister

After serving the nation for almost four decades, Smt. Basavarajeswari had a vision to provide good quality education to the students of Ballari. It was her deep conviction to make education a joyful experience; thus facilitating growth and transformation and fortifying students with the required skills to face constant change and competition. She was also keen on empowering Women with high-quality education and make them eligible for equal opportunities as men.

Her major achievements during her lifetime were:

- Member, Karnataka Legislative Assembly, 1957-72.
- Deputy Minister, Social Welfare & Minor Irrigation, Karnataka.
- Member, Karnataka Legislative Council, 1980-83.
- Only Woman Chairperson of Karnataka Legislative Council (1980-82).
- Member of Parliament 8th, 9th & 10th Lok Sabha from Ballari Constituency from 1984 to 1996.
- Union Minister of State for Women & Child Development, 1993-1995.
- As a Union Minister represented India in World Women's Conference at Beijing, China in 1995.
- Participated in SAARC Meeting and travelled & addressed people in many foreign countries.
- Founder Chairperson, Tungabhadra Education Health & Rural Development Trust<sup>(P)</sup>, Ballari.

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# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

## **Employee Code of Conduct:**

### **GENERAL**

- The faculty members must be punctual to duty;
- He / She shall stay within the campus during the working hours of the College;
- The faculty members are expected to conduct themselves in a professional and co-operative manner;
- The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct
- Take precautions to protect equipment, materials, and facilities of the college;
- They are required to confirm to & follow the rules & regulations in force and brought in force from time to time;
- He / She shall not engage/take private tuitions; – He / She shall wear a decent and formal dress;
- He / She shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, Principal & Management.
- The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so
- The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest
- The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution;
- The staff members are expected to conduct themselves in a professional, cooperative and ethical manner;
- The staff shall comply with rules, regulations, and policies of Management from time to time.

### **ACADEMIC**

- He / She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in an honest and unbiased manner with total commitment;
- Attend and participate in the meetings, activities called/assigned by the HOD, Dean, Coordinators, Vice Principal, Principal, and Management;
- To take up other duties and responsibilities prescribed by the Principal / Management not limited to Academic and Evaluation duties;
- To undertake Research / Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- He / She shall finish the evaluation work of Continuous internal evaluation (CIE) and Semester End Examinations (SEE) assigned by the university on priority without causing any inconvenience to the evaluation process.
- Whenever a faculty is deputed/permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
- To be available for the students even after class hours to clarify their doubts, if any
- To treat students with respect, and teach them to treat others with respect
- To come well prepared for the class and stay focused on the topic/content;
- Be present in the classroom right in time near the classroom five minutes prior to the scheduled commencement
- To maintain the record of lesson plans and other relevant documents of the courses handled by them;
- To implement a designated curriculum with the said objectives
- shall not pre-pone, post-pone, and let-off or suspend a scheduled class without authorization from the concerned HOD/Principal
- Shall handle the assigned practical classes and be available in the designated place for the full time
- To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

- Involve visual and activity-based learning wherever possible, make PowerPoint presentations (PPT) in addition to the conventional use of blackboard depending on the subject & necessity
- As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration/reregistration for the courses, dropping of courses and / or withdrawing from courses)

## **ROLES & RESPONSIBILITIES**

### **Principal**

- ✓ Looks after all the Administrative and Academic activities falling in line with the AICTE and University norms in all aspects.
- ✓ Conducts all the UG, PG and Ph. D programmes according to the affiliating university guidelines (VTU) and is not supposed to conduct any programmes apart from the programmes affiliated by the University.
- ✓ Appoints Faculty Member according to the norms of the AICTE and affiliating university in consultation with the BoA.
- ✓ Monitors admission, conducts regular class works, to organize placement activities in coordination with Placement Officer and Deputy Director.
- ✓ 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
- ✓ Principal is a non-vacating staff.
- ✓ Academic Workload: Principal has to engage one theory subject for a class.

### **Head of the Department (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 Principal 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.

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

- ✓ 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 student's proctor's system
  
- ✓ HOD is a vacating staff.
  
- ✓ Academic Workload: HOD has to engage two theory subjects.

## **Professor Responsibilities:**

- Developing curricula and delivering course material as course coordinators.
- Conducting research, fieldwork, and investigations, and writing up reports.
- Publishing research, attending conferences, delivering presentations, and networking with others in the field.
- Traveling to other universities or academic settings to participate in learning opportunities and gain experience.
- Participating in committee, departmental, and faculty meetings.
- Providing training and mentoring to Associate and Assistant Professors.
- Reviewing methods and teaching materials and making recommendations for improvement.
- Assisting with faculty recruitment, conducting interviews, and academic counseling sessions.
- Contributing to the creation of an environment that promotes growth, equality, and freedom of speech.
- Professor is a vacating staff
- Academic Workload: Professor's has to engage three theory subjects or two theory and one lab.

## **Associate Professor Responsibilities:**

- Developing and delivering course material, curricula, and syllabi.
- Assisting with the training and recruitment of new lecturers, teaching assistants, and Professors.
- Conducting research, publishing papers, and attending conferences.
- Attending academic events and networking with other researchers and field experts.
- Supervising, advising, and mentoring teaching assistants and graduate students.
- Participating in faculty and departmental meetings.
- Shortlisting, interviewing, and selecting students for graduate programs.
- Organizing guest seminars and faculty events where students can interact with established industry professionals.
- Traveling to other higher education settings to gain experience and expand networks.
- Writing proposals to secure research funding.
- Assoc. Professor is a vacating staff.
- Academic Workload: Professor's has to engage two theory subjects and one lab

## **Assistant Professor:**

- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Recruiting, training, and mentoring new TAs and other junior staff.
- Conducting research and publishing papers in academic journals.
- Representing the university at conferences and delivering presentations when necessary.
- Teaching and supervising undergraduate and graduate students.
- Providing demonstrations and supervising experiments and investigations.
- Answering questions in class or via email or telephone.

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

- Providing Professors and Department Heads with feedback on student progress.
- Writing proposals to secure funding for research.
- Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.
- Asst. Professor is vacating staff
- Academic Workload: Asst. Professor has to engage two theories and one lab.

## **Administrative Officer**

- Takes care of all admission approval procedure and communicating with universities, DTE, KEA by in person with admission section.
- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships with support of Scholarship section.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission with a support of HR-Section.
- Takes care of HR policies of the institution side and outside the College.
- Conducts Interview as per HODs requirement with College constituted selection committee (BoA) support.
- 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 College.
- 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 supported by Finance & Accounts Section.

## **Training & Placement Officer**

- Responsible for creating an effective Training plan for aptitude and Softskill development.
- Responsible for all the activities relating to the student's 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 Admin**

- 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.

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

- 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 Principal for any discrepancy.
- Arranges periodic inventory of library materials.

## **Physical Education Director**

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

## **Workshop Foreman**

- 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 Principal/HOD regarding damage/breakdown of machines/equipments
- Responsible for safety measures and teaching / non-teaching staff.

## **Transport In-Charge**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any educational tour, visit for sports competitions.ect.
- Responsible for time management of buses.
- Responsible for timely renewal of insurance, FC's, Permit & etc.
- Responsible for facilitating arrangements incase of accidents

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

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## **Hostel Warden**

- Responsible for allotting of rooms to the students in consultation with Co-ordinator and Hostel incharge
- 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 Principal 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.

## **Estate Officer / Site - Engineer**

- Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
- Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
- Acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
- Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
- Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
- Suggests the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.
- Executes any other works assigned from time to time.

## **Security Officer (Institutional / Out sourced)**

- 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



# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

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## **Technical Staff (Instructors / Asst. Instructor / Lab Asst. )**

- 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

## **Site Engineers**

- Performs the duty assigned by the Management and looks after the constructional activities inside the premises

## **Office Staff**

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

## **Canteen& Guest House**

- Takes care of hygiene and introspects the administration process for smooth functioning.
- Takes care of availability and makes sure of the hospitality offered for the guests

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# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

## **GOVERNING COUNCIL & ITS FUNCTIONS**

### **Broad Functions of GC**

- ◆ Members meet twice in a year in the month of June and December to provide strategic directions to the institution through approval, monitoring and review.
- ◆ To approve and sanction the Budgets.
- ◆ To note the Audit Reports and Balance Sheets.
- ◆ To note and approve the promotions, appointments and resignations of the staff.
- ◆ To approve the fee structure and the admission policy.
- ◆ To review the results of the particular semester.
- ◆ To review the academic activities.
- ◆ To note and approve the major equipment purchased.
- ◆ To discuss with respect to infrastructure such as; building progress, expenditure and its future developments.
- ◆ Evolve proper set-of rules and regulations including the service rules for all group of staff, salary norms, promotion norms etc.
- ◆ To discuss any other matter related to the new initiatives, industry-institution interactions, grants received from funding agency, etc.,

### **Major Responsibilities of the Governing Council**

- ◆ To uphold the legal stature of the college in view of AICTE, UGC, State Government and affiliating University (VTU) or any other body or agency.
- ◆ To take decisions regarding the intake and addition or discontinuation of any program accordingly recommending the Principal to take formal steps with the affiliating body to put this into action.
- ◆ Fix the fee structure and any charges applicable in accordance with the recommendation of the Budgeting Committee and prescribed fee structure of affiliating university.
- ◆ Extension, Renovation or Procurement plans recommended by Finance Committee.
- ◆ Approve the budget and recommend necessary corrections.
- ◆ Ensure proper management, maintenance and custody of the institution in relation to land, infrastructure, equipment and funds, including loans and grants received from AICTE, Central Government and Government of Karnataka.
- ◆ To ensure good condition of the campus.
- ◆ Instructions are imparted in accordance with norms and standards prescribed by Government of Karnataka and affiliating University.
- ◆ To ensure approval of appointment of staff by way of selection committee of the institute in accordance with the norms prescribed by AICTE and Government of Karnataka.
- ◆ To ensure implementation of provision of acts, instructions, rules and regulations prescribed by AICTE and Government of Karnataka in matters of service conditions of staff relating to appointment, leave, Provident Fund, age of retirement and disciplinary actions.
- ◆ To ensure observance and compliance of instructions issued by AICTE, Government of Karnataka and affiliating University.
- ◆ To submit reports and returns from time to time to AICTE, Government of Karnataka and affiliating University and any other statutory bodies.
- ◆ Create peaceful and favourable atmosphere for study free from ragging.

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

## **Powers and Functions of Chairperson of Governing Council**

- ◆ To conduct GC Meeting and to chair the same.
- ◆ In the event of any decision is put into vote and a situation arises, a tie among the members, the chairman will cast his vote and shall come into effect.
- ◆ The Chairperson shall ensure that the decisions taken in Governing Council meeting are implemented by Member Secretary.
- ◆ The Chairperson shall ensure that the Governing Council is functioning properly to meet the mission of the Institute.
- ◆ Chairman shall be responsible for smooth conducting of GC.

## **Powers and Functions of Member Secretary of Governing Council**

- ◆ Member Secretary of Governing Council of the Institute shall be the Principal, who executes the decisions taken in the Governing Council on behalf of the Governing Council.
- ◆ Member Secretary shall arrange the Governing Council meeting in consultation with the chairman and circulates the meeting notice followed by agenda to members of the Governing Council.
- ◆ Member Secretary creates action items after the governing council meeting and accordingly implement.
- ◆ The minutes of the meetings are entered in the minute's book and proper record is maintained including the attendance.

## **Governing Body Members**

S.NO	Nominated Position in Governing Council
1	Chairman
2	Member
3	Member
4	Member
5	Member
6	Member
7	Member
8	Nominee of AICTE – Regional Office (Ex-Officio)
9	An industrialist/ Technologist/ Educationalist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
10	Nominee of the Affiliating Body/ University/ State Board of Technical Education.
11	Nominee of State Government – Director of Technical Education/ Director of Medical Education/ Drugs Controller (Ex-Officio)
12	An Industrialist Technologist/ Educationalist from the Region nominated by the State Government.
13	Faculty members nominated from the regular staff.
14	Faculty members nominated from the regular staff.
15	Principal/ Director of the Concerned Technical Institution (as nominee of the Society/Trust). Member Secretary.

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

## **Internal Quality Assurance Cell**

### **Functions:**

- ◆ 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 and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- ◆ 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.

### **Responsibilities:**

- ◆ To develop a quality system for conscious, consistent and programmed action to improve the academic and administrative performance of the institution.
- ◆ To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.
- ◆ To conduct regular academic audit for system improvement.

<b>S.No</b>	<b>Designation in IQAC</b>
1.	Chairperson: Head of the Institution
2.	A few senior administrative officers
3.	Three to eight teachers
4.	One member from the Management External Expert
5.	One/two nominees from local society, nominee from Students and Alumni
6.	One / two nominees from Employers / Industrialists / stakeholders
7.	One of the senior teachers as the coordinator / Director of the IQAC

## **2. Academic Council**

### **Functions of the Academic Council:**

The Academic Council will have powers to:

- (a) To plan and prepare the academic calendar as per the VTU calendar of events.
- (b) To tabulate the results of the university and accordingly review the same.
- (c) To schedule the continuous internal examinations, tabulations of CIE results and evaluation.
- (d) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (e) Recommend to the Governing Body proposals for institution of new programmes of study.

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

- (f) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (g) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (h) Perform such other functions as may be assigned by the Governing Body.
- (i) To take online feedback from the students once in a semester.
- (j) To conduct parent’s faculty interaction once in a semester.
- (k) To communicate CIE Marks and Attendance to all the parents via SMS.

**Responsibilities of the Academic Council:**

- (a) Principal is the chairman of the academic council to finalize and approve the academic calendar, schedule of CIEs, recommend recommendation to the governing body.
- (b) Academic co-ordinator prepares the academic calendar based on the University calendar, allocates CIE duties to faculty, tabulates the semester end examination results, schedule the online feedback for all the students, submit the feedback reports to the academic council for review and further actions, to communicate CIE marks and attendance to parents.
- (c) Members comprising of HODs submit the CIE results to the academic council for the review, suggest and recommend best practices for academic improvement. To conduct parent faculty meeting at the convenience of the semester.

SN	DESIGNATION	POSITION
01	Principal	Chairman - Head of the Institution
02	VP / HOD-ME	Member
03	HOD-CSE	Member
04	HOD-ECE	Member
05	HOD-EEE	Member
06	HOD-CIVIL	Member
07	HOD-CHEMISTRY	Member
08	HOD-MATHS	Member
09	HOD- Physics	Member
10	HOD- MBA	Member
11	Asso. Prof. – CSE	Co-ordinator

### 3. BITM Alumni Association (Registered)

BITM Alumni Association is a **Registered under the Karnataka Societies Registration Act 21 of 1960, under Registration No.BLY/S287/2015-16, Dt:14/12/2015** and its office is located at BITM Campus.

**The Aims and Objectives:**

- A. To provide a forum for the old students of the College to meet and discuss the matters of common interest.
- B. To promote the interests of the College and its past and present students.
- C. To promote goodwill and mutual assistance among the members.
- D. To contribute to the cause of technical education by sharing the experience of those in the field.
- E. To help the authorities to improve the academic and cultural activities of the college.
- F. To co-operate with the students in literary, cultural and sports activities of the college.

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

- G. To help the members in employment and service matters without interfering in the policies of their employers.
- H. To arrange and conduct programmes of general and technical nature.
- I. To co- operate with other such bodies for the same ends.
- J. To promote other matters beneficial to prospects of the association.
- K. To extend financial help to economically backward and deserving students in form of scholarship for UG & PG of the institution.
- L. Any other activities that the general body may decide from time to time.

## **Responsibilities and duties of the office bearers**

### **President**

The President shall preside over the General Body meetings. He/ She shall have all the powers for the management and promotion of the objectives of the association.

### **Chief Executive Officer [CEO]**

The CEO shall act as a full time to full fill the objectives of the association. He shall have emergency powers to make any decision in the interest of the Association and report to the Executive Committee later on.

### **Vice President**

The Vice President shall act as the President, in the absence of the President and Working President. He/ She shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

### **Secretary**

- (a) All the operations the funds of the Association shall be operated by the Secretary and Treasurer **jointly** subject to general approval of the Executive Committee.
- (b) The Secretary shall be responsible for the maintenance of the records of the Association.
- (c) The Secretary shall attend to all the activities as approved by the Executive Committee.
- (d) The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications and souvenirs of the Association.
- (e) After holding Annual General Body Meeting, the Secretary shall file the following information with the Registrar of societies:
  - i) List of names addresses and occupation of the members of the Executive Committee
  - ii) An annual report of the previous year.
  - iii) Certified copies of the Balance Sheet and the Auditor's Report.

### **Treasurer**

Treasurer shall keep the books of accounts of the Association. He will collect all dues and claims on behalf of the Association and assist the Working President and Secretary in ensuring budgetary grants are correctly utilized. In addition, he will liaise with the bankers and the Auditors of the Association.

### **Joint Secretary**

- (a) The Joint Secretary shall assist the Secretary in the management of the activities of the Association
- (b) The Joint Secretary shall act as the Secretary, in the absence of the Secretary

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

SN	DESIGNATION	POSITION
01	Director	President
02	Alumni	Vice President
03	Alumni	CEO
04	Alumni	Secretary
05	Alumni	Joint Secretary
06	Alumni	Treasurer

## 4. Building Maintenance & Electrical Maintenance Committee

### Function:

- ◆ To ensure availability of electricity and water in the campus.
- ◆ To have a procedure to maintain water and electric equipments.
- ◆ To ensure timely availability of medical facilities and first aid kit.
- ◆ To maintain academic buildings, hostels, guest house facilities and the campus.
- ◆ To ensure safety of buildings through fire extinguishers, earthing pits, safety checks of potable water, etc.

### Responsibilities:

- ◆ Chairman – To give consent for procurement of necessary equipments / maintenance items and approval of necessary labours.
- ◆ Co-ordinator – To carryout safety checks, cleanliness, medical facilities, availability of water in the campus.
- ◆ Member - To ensure uninterrupted power supply, carryout electrical maintenance activity, maintenance of generator & UPS, earthpits, etc.

SN	DESIGNATION	POSITION
01	Deputy Director	Chairman
02	Site Engineer	Co-ordinator
03	Electrical Supervisor	Member

## 5. College News Letter / Magazine Committee

### Functions:

- ◆ To conduct meetings in order to organize different events.
- ◆ To collect the data in different departments i.e., student & staff achievement.
- ◆ To prepare the proposal plan for every event to be conduct under Bhoomika Magazine.
- ◆ To conduct events for students and staff.
- ◆ To propagate more number of articles from staff and students.

### Responsibilities:

- ◆ Co-ordinator – To conduct meetings with committee, review the final draft of the magazine, to present budget proposal to the management.
- ◆ Chair – To conduct meeting with all the student members, initiates events to be conducted under Bhoomika.
- ◆ Editor – To review and draft the magazine.
- ◆ Head – Data Collection – Collects data from different departments.

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

- ◆ Event Organizer – To prepare the proposal to conduct the event and organize the event with team members.
- ◆ Recruitment Drive – To identify students from all the departments to actively participating in Bhoomika events.
- ◆ Magazine Draft – Creates draft copy of the magazine.
- ◆ Creative Design – This team will create the design for Magazine.
- ◆ Photography – This team collects and captures photographs of different events organized at the college / departments.
- ◆ Publicity – This team gives wide publicity and circulate magazine.
- ◆ Finance – To prepare the budget and submits to the co-ordinator.

SN	DESIGNATION	POSITION
01	Asst. Prof.	Co-ordinator
02	Student	Chair
03	Student	Editor
04	Student	Head – Data Collection
05	Student	Event Organizer
06	Student	Recruitment Drive
07	Student	Recruitment Drive
08	Student	Magazine Draft
09	Student	Creative Design
10	Student	Web Design / Photography
11	Student	Publicity
12	Student	Finance

## 6. Consultancy

### Functions:

- ◆ To frame the frame work for the consultancy.
- ◆ To identify the areas for consultancy.
- ◆ To market the areas of consultancy to the supplier's / service providers.
- ◆ To fix the remunerations for the faculty involved in consultancy.
- ◆ To create necessary infrastructure for consultancy.

### Responsibilities:

- ◆ Chairman is the approver with respect to the frame work and areas of consultancy, remuneration, etc.
- ◆ Co-ordinator – to identify the areas of consultancy with the inputs from the members.
- ◆ Members – to submit the areas of consultancy, faculty involved and infrastructure details necessary for consultancy.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	VP / HOD-ME	Co-ordinator
03	HOD-CSE	Member
04	HOD-ECE	Member
05	HOD-EEE	Member
06	HOD-CIVIL	Member



# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

07	HOD-CHEMISTRY	Member
08	HOD-MATHS	Member
09	HOD- Physics	Member
10	HOD- MBA	Member

## 7. Counseling / Proctoring Committee

### Functions:

- ◆ To conduct periodical meetings to address issues related student academics.
- ◆ To counsel and mentor the students for academic improvement, career advancement and overall development.
- ◆ To allocate proctors (mentors) to each student at the beginning of the academic year.
- ◆ To interact with parents w.r.t. academically weaker section students.

### Responsibilities:

- ◆ Chairman – To conduct meetings and review the proctorship process and effective mentoring.
- ◆ Co-ordinator – To organize meetings periodically and collect areas of concern from the members.
- ◆ Members – To allocate proctors, to review proctoring process and interact with parents of students, who are academically weak.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	VP / HOD-ME	Co-ordinator
03	HOD-CSE	Member
04	HOD-ECE	Member
05	HOD-EEE	Member
06	HOD-CIVIL	Member
07	HOD-CHEMISTRY	Member
08	HOD-MATHS	Member
09	HOD- Physics	Member
10	HOD- HOD	Member
11	Teaching Staff	Member

## 8. Entrepreneurship Development Cell Committee

### Functions:

- ◆ To organize events such as; seminars, workshops on entrepreneurship development.
- ◆ To create necessary infrastructure for incubation of startups.
- ◆ To obtain necessary funding from Government Agencies.
- ◆ To attend events related to Entrepreneurship development.
- ◆ To conduct Ideathon workshops and finalize the ideas for incubation.

### Responsibilities:

- ◆ Chairman – To organize and monitor events to entrepreneurship development cell.
- ◆ Co-ordinator – To liaison with government / funding agencies for grants.
- ◆ Members – To propagate and identify students for incubation of startups.

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

SN	DESIGNATION	POSITION
1	Principal	Chairman
2	HOD – CSE	Member
3	HOD – ECE	Member
4	HOD – EEE	Member
5	HOD – ME	Member
6	HOD – CIVIL	Member
7	HOD – HOD	Member
8	Asst. Prof – ECE	Member
9	Asst. Prof – CSE	Member
10	Dy. Director – MGT Representative	Co-ordinator

## 9. Examination Cell

### Function

- ◆ To conduct CIE and SEE as per the university calendar and norms.
- ◆ To inform CIE and SEE dates to all the necessary stake holders.
- ◆ To inform the students and staff members for filing the examination application form.
- ◆ To maintain necessary security and decorum of the examination process.
- ◆ To submit the CIE Marks to the parent interaction cell for communication to the parents.

### Responsibilities:

- ◆ Chairman – To ensure smooth conduct of examinations in accordance with university norms.
- ◆ Co-ordinator – To allocate exam duties and make necessary infrastructure arrangements for the examination process.
- ◆ Members – To inform students to file examination application forms, allocate examination duties, and communicate necessary information to the university.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	VP / HOD-ME	Co-ordinator
03	Asst. Prof. – CSE	Member
04	Sec. Officer – Admission	Member
05	SDA – Exam Sec.	Member

## 10. Finance Committee

### Functions:

The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An outline of responsibilities appears below.

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

**Budgeting and Financial Planning**

1. Develop an annual operating Budget.
2. Approve the Budget within the finance committee.
3. Monitor adherence to the Budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Present all financial goals and proposals to the Governing Council for approval.

**Internal Controls and Accountability Policies**

1. Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
2. Ensure approved financial policies and procedures are being followed.

**Responsibilities:**

***Chairman***

As chair of the finance committee, the board chairman makes sure the committee does its job. Specific duties of the chair include:

1. Serving as the principal liaison between the committee and the governing council,
2. Working with the staff leader to set an agenda for each committee meeting,
3. Ensuring handouts and reports are prepared and sent to committee members in advance.
4. To elaborate plans for the capital budgeting.
5. To ensure approved financial policies and procedures are followed.

***Member Secretary:***

1. To notify the meeting agenda.
2. To present the Budget for the review and approval.
3. To table the provisional balance sheet and audited balance sheet for discussions.
4. To monitor adherence to the budget.

***Member***

1. To review the budget and suggestions for any changes.
2. To review the capital budgeting.

SN	DESIGNATION	POSITION
01	Director	Chairman
02	Deputy Director	Member
03	Administrative Officer	Member Secretary
04	Principal	Member
05	Professor MBA	Member

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

## **11. Budget Committee**

### **Functions:**

- ◆ To forecast the revenue and expenditure based on the previous years budget utilization and audit balance sheet.
- ◆ To help in preparation of budgets as per the requisition from the HODs.
- ◆ To scrutinize the budget
- ◆ To suggest any revisions in the submitted budget.
- ◆ To approve the final budget.
- ◆ To communicate the budget allocations to the respective departments.
- ◆ To submit the final budget to the finance committee for the approval.
- ◆ To evaluate the budget utilization after the financial year.

### **Responsibilities:**

- ◆ Chairman – To approve the budget and recommend any changes based on income and expenditure.
- ◆ Co-ordinator – To review the previous year budget and audited balance sheet and accordingly prepare the draft budget. Based on the income, the revised budget is drafted for approval. To prepare the budget v/s expenditure statement after the financial year to evaluate the utilization.
- ◆ Members – To submit the budget requisition of their department.
- ◆ Principal – To table the budget in the governing council for the final approval.

<b>SN</b>	<b>DESIGNATION</b>	<b>POSITION</b>
01	Director	Chairman
02	Deputy Director	Member
03	Principal	Member
04	Administrative Officer	Co-ordinator
05	VP / HOD-ME	Member
06	HOD-CSE	Member
07	HOD-ECE	Member
08	HOD-EEE	Member
09	HOD-CIVIL	Member
10	HOD-CHEMISTRY	Member
11	HOD-MATHS	Member
12	HOD- Physics	Member
13	HOD- MBA	Member

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

## **12. Hostel Committee (GENTS)**

**Functions:**

- ◆ To provide good accommodation and hygienic food to the students and staff opting the hostel facilities.
- ◆ To ensure all the dues are settled before leave the campus during vacations, semester brakes and year end.
- ◆ To ensure the premises are maintained clean, neat and hygienic.
- ◆ To maintain a complaint book and action taken is maintained in the complaint register.
- ◆ To conduct regular meetings of the warden with the deputy director and principal for any of the hostel grievances.
- ◆ To maintain the attendance of the hostel students.
- ◆ To ensure safety, medical first-aid-box, ambulance is maintained.
- ◆ To maintain the allocation of student’s room-wise.
- ◆ To provide ragging free and disciplined environment for the students.

**Responsibilities:**

- ◆ Chairman – To ensure all the necessary infrastructure facilities for safe and secure hostel.
- ◆ Co-ordinator – To conduct regular meetings of the boy’s / girls hostel students. TO address any grievances of the hostel students. To address any kind of indiscipline’s in the hostel.
- ◆ Members – To maintain hostel cleanliness, quality of food and water, regular electricity supply, room allotments. To address student complaints w.r.t. infrastructure, safety, security, to check attendance of the students, address any medical emergencies, if any. To maintain parents/ visitors book.

<b>SN</b>	<b>DESIGNATION</b>	<b>POSITION</b>
<b>01</b>	Deputy Director	Chairman
<b>02</b>	Prof. Physics	Chief Warden
<b>03</b>	Prof. – CSE	Chief Warden
<b>04</b>	Site Engineer	Member
<b>05</b>	Electrical Supervisor	Member
<b>06</b>	Hostel Warden (Gents)	Member
<b>07</b>	Hostel Warden (Gents)	Member
<b>08</b>	Hostel Warden (Gents)	Member
<b>09</b>	Hostel Warden (Gents)	Member

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

## **12. Hostel Committee (LADIES)**

### **Functions:**

- ◆ To provide good accommodation and hygienic food to the students and staff opting the hostel facilities.
- ◆ To ensure all the dues are settled before leave the campus during vacations, semester brakes and year end.
- ◆ To ensure the premises are maintained clean, neat and hygienic.
- ◆ To maintain a complaint book and action taken is maintained in the complaint register.
- ◆ To conduct regular meetings of the warden with the deputy director and principal for any of the hostel grievances.
- ◆ To maintain the attendance of the hostel students.
- ◆ To ensure safety, medical first-aid-box, ambulance is maintained.
- ◆ To maintain the allocation of student's room-wise.
- ◆ To provide ragging free and disciplined environment for the students.

### **Responsibilities:**

- ◆ Chairman – To ensure all the necessary infrastructure facilities for safe and secure hostel.
- ◆ Co-ordinator – To conduct regular meetings of the boy's / girls hostel students. TO address any grievances of the hostel students. To address any kind of indiscipline's in the hostel.
- ◆ Members – To maintain hostel cleanliness, quality of food and water, regular electricity supply, room allotments. To address student complaints w.r.t. infrastructure, safety, security, to check attendance of the students, address any medical emergencies, if any. To maintain parents/ visitors book.

<b>SN</b>	<b>DESIGNATION</b>	<b>POSITION</b>
<b>01</b>	Deputy Director	Chairman
<b>02</b>	Prof. Physics	Chief Warden
<b>03</b>	Prof. – CSE	Chief Warden
<b>04</b>	Site Engineer	Member
<b>05</b>	Electrical Supervisor	Member
<b>06</b>	Care Taker (Ladies)	Member
<b>07</b>	Hostel Warden (Ladies)	Member
<b>08</b>	Hostel Asst. Warden (Ladies)	Member
<b>09</b>	Hostel Asst. Warden (Ladies)	Member
<b>10</b>	Hostel Asst. Warden (Ladies)	Member
<b>11</b>	Hostel Asst. Warden (Ladies)	Member

# **MANAGEMENT NORMS, ROLES & RESPONSIBILITIES**

## **13. Industry Advisory Board**

### **Functions:**

- ◆ Developing close links between Industry-Institute by interaction programs. High priority is given to activities designed to bring about improvement in the performance of industries.
- ◆ Identifying the present day requirements for professionals (engineers / technologists / managers) and meeting the future human resource needs.
- ◆ Disseminating technical advances through certification programs, short term courses, internships and placements.
- ◆ Training the graduates through continuing education programme, improving life skills and create ready to deploy engineers / managers.
- ◆ Organizing seminars, symposiums, exhibitions and workshops.
- ◆ Collaborating with industry for organizing seminars and workshops.
- ◆ Market strength of the institution to the industry.
- ◆ To build network with all stakeholders and inculcate professionalism and attitude towards lifelong learning.

### **Responsibilities:**

- ◆ Chairman – To preside over the meeting and accordingly approve decisions related to the broad functions of the industry advisory board.
- ◆ Member Secretary – To finalize the date and organize the meetings. To create action items based on the inputs provided by the members. To communicate with the members w.r.t. the growth of the institution, achievements and initiatives.
- ◆ Members – To give inputs based on the broad functions of the body. To help connect the institution with the industry and facilitate workshops, seminars, trainings, internships and placements.

<b>SN</b>	<b>DESIGNATION</b>	<b>POSITION</b>
01	Chairman & Director	Chairman
02	Dy. Director	Member
03	Principal, BITM	Member
04	Director	Member
05	Vice President	Member
06	Vice President-Energy	Member
07	Vice President HR (Alumnus of IIM-C)	Member
08	Head HR	Member
09	Principal Consultant	Member
10	HOD-MBA	Member Secretary

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

## 14. Recruitment Committee / Board of Appointments

SN	DESIGNATION	POSITION
01	Chairman & Director	Chairman
02	Dy. Director	Member
03	Principal, BITM	Member
04	VP / HOD-ME	Member
05	Administrative Officer	Member

*Note: Concerned department HODs are also invited for the meeting.*

## 15. ISTE Chapter

### Functions:

- ◆ Providing quality training programmes to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity.
- ◆ To assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organizations.
- ◆ Providing guidance and training to students to develop better learning skills and personality.
- ◆ Enroll students for the ISTE Chapter.

### Responsibilities:

- ◆ Co-ordinator – To facilitate necessary infrastructure for conduction of ISTE events. To conduct events, enroll students and empower students for the ISTE events.
- ◆ Members – To propagate ISTE events to the students, invite resource persons and organize events related to ISTE.

SN	DESIGNATION	POSITION
01	Professor – MECH	Co-ordinator
02	Professor – CSE	Member
03	Professor – CSE	Member
04	Professor – EEE	Member
05	Professor - ECE	Member
06	Professor - Civil	Member

## 16. IEEE Student Branch

### Functions:

- ◆ Membership recruitment drive
- ◆ To arrange technical talks from outside resource person.
- ◆ To organize technical workshops, quiz sessions, orientation programs.
- ◆ To sponsor student members to participate in external IEEE events.
- ◆ To organize humanitarian activities.



# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

**Responsibilities:**

- ◆ Co-ordinator and Branch Counsellor – To make aware of IEEE and its benefits to the student community. To oversee membership recruitments. To take care of all the monitory transactions. To organize meetings with the students.
- ◆ Chairperson shall preside at all the meetings of the student branch. Appoint the committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.
- ◆ Vice-Chairperson shall perform all functions of the chairman in his/her absence at his / her request.
- ◆ Secretary shall keep record of all the activities of the student branch and shall report branch activities to the IEEE headquarters.
- ◆ Treasurer shall receive all money and pay all debts of the student branch.

SN	DESIGNATION	POSITION
01	Prof. – ECE	Co-ordinator & Branch Counsellor
02	Prof. – CSE	Member
03	Asso. Prof. – CSE	Member
04	Asso. Prof. – EEE	Member
05	Student	Chairperson
06	Student	Vice Chair
07	Student	Secretary
08	Student	Treasurer
09	Student	Webmaster

## 17. Library Committee

**Functions:**

- ◆ To identify the suppliers.
- ◆ To consolidate the list of books that need to be purchased and check with the existing stock to avoid any surplus purchases.
- ◆ To get the library indents and requisitions from the respective departments.
- ◆ To shortlist the suppliers and submitted to the management for the approval.
- ◆ To shortlist the vendors for the e-journals, technical printed national and international journals, periodicals, etc.,
- ◆ To carry out the stock verifications of the books.
- ◆ To ensure necessary discipline in the library.
- ◆ To maintain key performer indicators such as; library usage statistics.
- ◆ To prepare budget and submitted to budget committee.

**Responsibilities:**

- ◆ Chairman – To ensure all the necessary text books are made available as per the university syllabus. To approve the indents. To submit the list of books to be purchase to the purchase committee.
- ◆ Co-ordinator – To collect the indents from the department and consolidate the same, prepare budget, address any indiscipline issues in the library, stock verification and maintain library usage statistics.

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

- ◆ Members – To give the indent to the librarian and ensure the department staff to cross verify with the availability of the books.
- ◆ Librarian – To correspond with the suppliers w.r.t. intended books.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	VP / HOD-ME	Member
03	HOD-CSE	Member
04	HOD-ECE	Member
05	HOD-EEE	Member
06	HOD-CIVIL	Member
07	HOD-CHEMISTRY	Member
08	HOD-MATHS	Member
09	HOD- Physics	Member
10	HOD-MBA	Member
11	Asso. Prof. - CSE	Co-ordinator
12	Librarian	Member

## 8. NBA Committee

### Functions:

- ◆ To create awareness of on outcome based education to the faculty and the students.
- ◆ To train the department heads on preparation of SAR.
- ◆ To review and prepare the SAR during the course of accreditation.
- ◆ To add and adopt best practices as and when stipulated by the NBA.
- ◆ To attend NBA workshops as organized by the authorities.

### Responsibilities:

- ◆ Chairman – To oversee implementation of OBE process and regular SAR preparation. To attend NBA leadership workshops.
- ◆ Co-ordinator – To attend and train workshops with respect to OBE.
- ◆ Member – To actionize NBA OBE process across the organization and facilitate necessary infrastructure and augmentation of facility for effective implementation of OBE.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	VP / HOD-ME	Co-ordinator
03	HOD-EEE	Co-ordinator
04	HOD-CSE	Co-ordinator
05	Deputy Director	Member

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

## 19. Parent Interaction Cell

**Functions:**

The Academic Council will have powers to:

- ◆ To conduct parent’s faculty interaction once in a semester.
- ◆ To communicate CIE Marks and Attendance to all the parents via SMS.
- ◆ To take parents surveys.

**Responsibilities:**

- ◆ Chairman – To preside over the meeting with the parent’s faculty meeting.
- ◆ Co-ordinator – To communicate CIE marks and attendance to all parents via SMS.
- ◆ Members – To take parent surveys during parent faculty meetings.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	HOD-PHYSICS	Co-ordinator
03	VP / HOD-ME	Member
04	HOD-CSE	Member
05	HOD-ECE	Member
06	HOD-EEE	Member
07	HOD-CIVIL	Member
08	HOD-CHEMISTRY	Member
09	HOD-MATHS	Member
10	HOD-MBA	Member
11	Administrative Officer	Member

## 20. Planning, Monitoring & Purchase Committee

**Functions of the Purchase Committee:**

- ◆ To get the necessary indents from the respective departments.
- ◆ To get the approval of the indents from the purchase committee.
- ◆ To get a minimum of two quotations from the approved vendors.
- ◆ To analyze quotations provided by the vendor.
- ◆ To ensure all documentation is accurately analyzed and completed.
- ◆ To ensure that the supplies / services who had quoted comply with the Supplier Rating.
- ◆ Seek clarification from supplier’s / service providers where necessary, either orally / in writing without effecting the time frame.
- ◆ To request technical input from HOD and relevant staff as required inviting to participate for the procurement related to their requirement.
- ◆ In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations.
- ◆ Ensuring proportionality, transparency, accountability and fairness in the procurement process.
- ◆ Ensuring all relevant documentation is prepared prior to PC meeting.
- ◆ Involvement in the evaluation discussion
- ◆ Ensuring that the Quote Evaluation Form is completed accurately.

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

- ◆ Ensuring all necessary procurement procedures are properly followed.
- ◆ Ensuring samples are available for review, if required.
- ◆ To finalize and issue the purchase order.

**Responsibilities:**

- ◆ **Chairman** – To approve the final purchase and issue necessary purchase orders.
- ◆ **Co-ordinator** – To shortlist the approved vendors, review of the quotations and submit the same to the chairman.
- ◆ **Member** – To collect the indents from the departments, call for quotations and verify with respect to the budget.

SN	DESIGNATION	POSITION
01	Director	Chairman
02	Deputy Director	Co-ordinator
03	Administrative Officer	Member

## 21. Research & Development Committee

**Functions:**

- ◆ To oversee and supervise research and development activities in the institute and to ensure the performance, by proper monitoring of research projects, publications.
- ◆ To submit research proposals to the funding agencies for R&D.
- ◆ To ensure good quality publication in the reputed journals.
- ◆ To prepare the budget for the R&D activities and submit the same to budget committee.

**Responsibilities:**

- ◆ **Chairman** – To submit the budget requirement to the budget committee for R&D.
- ◆ **Co-ordinator** – Exploring the possibilities of research collaborations nationally and internationally for long term development. Review and monitoring the R&D activities related to quality publications and obtain research funds from government agencies.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	HOD-EEE	Co-ordinator
03	HOD-CSE	Member
04	VP / HOD-ME	Member
04	HOD-ECE	Member
06	HOD-CIVIL	Member
07	HOD-CHEMISTRY	Member
08	HOD-MATHS	Member
09	HOD- Physics	Member
10	HOD-MBA	Member

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

## 22. SC / ST Grievance Cell

### Functions & Responsibilities:

- ◆ To address individual grievances related to academics and career guidance.
- ◆ To arrange for remedial classes for the weak students in conjunction with the faculty.
- ◆ To monitor distribution of SC/ST books to the beneficiaries from the library.
- ◆ To monitor distribution of SC/ST scholarships.
- ◆ To address any problem occurred during their academic career.
- ◆ Making arrangements for sending statistical information required by University / Government authorities regarding SC/ST and BCM student from time to time.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	Asst. Prof. ECE	Co-ordinator
03	Asst. Prof. - CSE	Member
04	HOD - MBA	Member
05	Asst. Prof. - ECE	Member
06	Asst. Prof. - ME	Member
07	Asst. Prof. - Civil	Member
08	FDA – Scholarship Incharge	Member
09	Asst. Prof. – CSE	e-attestation officer
10	Assoc. Prof. - ME	e-attestation officer
11	Asst. Prof. – ECE	e-attestation officer

## 23. Sports & Physical Education Department / NSS Committee

### Functions:

- ◆ To conduct sports and games activities as per the calendar of events.
- ◆ To organize University sports activities at the institute.
- ◆ To submit the budget for the sports activities to the budget committee.
- ◆ To maintain necessary equipments and sports facilities of the institute.
- ◆ To organize intra college events among faculty and students.

### Responsibilities:

- ◆ **Co-ordinator** – To shortlist the students and train students for the university sports activities. To maintain stock of all the sports materials / equipments, sports facilities, arranging the venues for sports events.
- ◆ **Members** – To assist the sports department and communicate w.r.t. sports activities of their respective departments.

SN	DESIGNATION	POSITION
01	Physical Education Director	Co-ordinator
02	Asst. Prof. – Maths	Member
03	Asst. Prof. – ECE	Member
04	Foreman – Mech.	Member
05	Asst. Prof. – CSE	Member

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

06	Asst. Prof. – EEE	Member
07	Student	Member
08	Student	Member

## 24. Training & Placement Committee

### Functions:

- ◆ To provide training and placement opportunities to the students.
- ◆ To carry out assessments of the students before the placement season.
- ◆ To conduct pre-placement talks, personality development, soft skill training, aptitude training, Technical training through external or internal faculty members.
- ◆ To maintain the data base of all the students for communication.
- ◆ To provide budget for training and placement to the budget committee.
- ◆ To facilitate internship opportunities to the students.
- ◆ To facilitate on campus / off campus interviews.
- ◆ To establish relationship with industry experts, academicians to bridge the gap between industry and institute.
- ◆ To interface with alumni to understand the current hiring trends of the industry.
- ◆ To attend events related to training, placements and understanding of the current trends of the industry.

### Responsibilities:

- ◆ Chairman – To discuss training & placement officers' w.r.t. trainings, placement activities and accordingly communicate the same to the HODs.
- ◆ Co-ordinator – To invite companies for on campus recruitments, facilitate off campus, training with respect to soft skills, aptitude, technical training, conduct assessments and pre-assessments, attend events related to industry institute, to submit budget, facilitate internship and interface with alumni.
- ◆ Members – to coordinate with students w.r.t. training, communication, collection of student information, facilitate technical training, etc.,

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	Placement Officer	Co-ordinator
03	Asst. Placement Officer	Member
04	Member – ECE	Member
05	Member – CSE	Member
06	Member – EEE	Member
07	Member – ME	Member
08	Member – CIVIL	Member
09	Member – MBA	Member

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

## 25. Cultural Committee

### Functions:

- ◆ To enhance the campus life experience of every student through cultural and extracurricular activities.
- ◆ To have student clubs, communities, all areas of importance of student development.
- ◆ To plan and schedule cultural events for the academic year.
- ◆ To encourage the students to participate in Youth Fests and inter collegiate events.

### Responsibilities:

- ◆ **Co-ordinator** – responsible for all intra and inter collegiate events in the college. To short list the events, volunteers and delegation of duties to the students for smooth conduction of events.
- ◆ **Members** – To facilitate enrolment of students in various cultural activities and coordinate with cultural co-ordinator.

SN	DESIGNATION	POSITION
01	Asst. Prof. - EEE	Co-ordinator
02	Asst. Prof. – Mech.	Member
03	Asst. Prof. – ECE	Member
04	Asst. Prof. – EEE	Member
05	Asst. Prof. – Mech.	Member
06	Asst. Prof. – Civil	Member
07	Asst. Prof. – CSE	Member
08	Asst. Prof. – ECE	Member

## 26. IT Cell Committee:

### Functions & Responsibilities:

- ◆ To ensure efficient and trouble free performance of computer systems, networks and software applications for day to day activities.
- ◆ To provide support and service to the IT requirements of the departments.
- ◆ To ensure data security and data integrity through anti-virus softwares and fire walls.
- ◆ To maintain regular backups of critical data.
- ◆ To maintain the application software versions used by the departments.
- ◆ To maintain stock of IT infrastructure including Wi-Fi Spots and LAN.
- ◆ To Plan maintenance repair, servicing, upgrading and replacement of IT assets.
- ◆ To monitor internet bandwidth and ensure uninterrupted internet facility.

SN	DESIGNATION	POSITION
01	Principal	Chairman
02	System Admin	Member

# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

## Board Functions of Grievance Redressal Committee:

- ◆ Receive written complaints from students regarding any kind of academic grievances.
- ◆ Examine the genuineness of the complaint and suggest appropriate remedies.
- ◆ Forward recommendations to the Director for implementation.
- ◆ Recommend modification of the grades if any through proper mechanism

### Functions:

- ◆ To provide an avenue for aggrieved students to redress their individual grievances in order to have a healthy atmosphere among the students and staff and management of the institute.
- ◆ To comply with AICTE regulations to provide for establishment of grievance redressal committee as per the norms.

### Responsibilities:

- ◆ **Chairman** – convey the meeting once in a month to address the student grievances, if any received. To maintain a minutes of meeting.
- ◆ **Members** – To address the issues related to the student grievances and accordingly resolve the issues.

SN	DESIGNATION	POSITION
01	Prof. & HOD – ECE	Chairman
02	VP & HOD-ME	Member
03	AP, CSE Dept.	Co-ordinator
04	HOD-MBA	Member
05	Prof. HOD-CHEM	Member
06	Administrative Officer	Member
07	Advocate	Member

## Anti-Ragging & Disciplinary Committee

### Functions:

- ◆ To create awareness among students with respect to ill effects of ragging and necessary rules and regulations of the college, hostel, etc., for discipline academic environment.
- ◆ To address any ragging issues immediately and take action as recommended by the committee.
- ◆ To ensure vigilance with respect to ragging and indiscipline.

### Responsibility:

- ◆ Principal is the chairman who creates awareness about ragging and indiscipline during the first year induction programme.
- ◆ Principal takes the decisions and corrective measures with respect to any ragging and indiscipline.
- ◆ Members to create awareness about ragging and indiscipline in the respective classes.
- ◆ Members to counsel victims of ragging and the offender for the offence.



# MANAGEMENT NORMS, ROLES & RESPONSIBILITIES

SN	DESIGNATION	POSITION
	Principal	Chairman
	<b>Asso. Prof.</b>	<b>Co-ordinator</b>
	Deputy Director	Member
	Administrative Officer	Member
	VP / HOD-ME	Member
	HOD-ECE	Member
	HOD-EEE	Member
	HOD-Civil	Member
	HOD-Chemistry	Member
	HOD-Maths	Member
	HOD- Physics	Member
	HOD-MBA	Member
	Prof., CSE Dept.	Member
	Student	Student Member
	Student	Student Member
	Parent	Parent Member
	Sub-Inspector of Police	Member

## Preventions of Sexual Harassment and Women Welfare

### Objective:

- ♦ To create and maintain safe, healthy and supportive environment for women and girl student in the campus.
- ♦ To address issues faced by the women at work place and to organize awareness programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.

### Responsibilities:

- ♦ To organize workshops affecting women in general especially in the following areas; promoting gender equality in the campus. Issues of women arising from societal concerns. Any other theme based on activities and events. Concerned significant issues of women.

SN	DESIGNATION	POSITION
1	Prof. (CSE)	Chairman
2	Asst. Prof. (ECE)	Co-ordinator
3	Prof. (CSE)	Member
4	Principal	Member
5	Dy. Director	Member
6	Administrative Officer	Member
7	Asst. Prof. (EEE)	Member
8	Instructor (ECE)	Member
9	Student	Member
10	Student	Member
11	Student	Member
12	NGO	Member