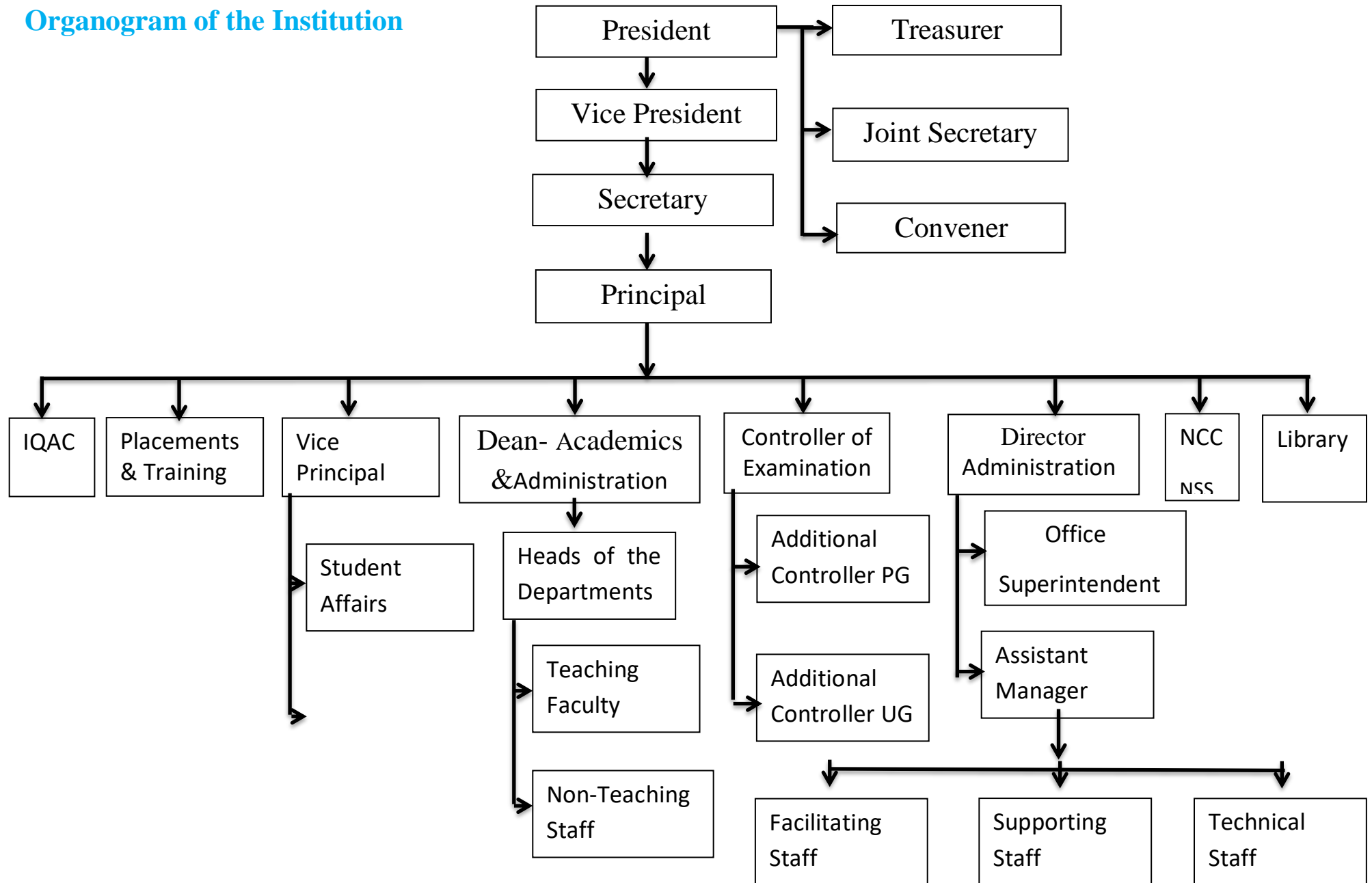


# Organogram of the Institution

## GOVERNING BODY



## **The organogram, duties of various administrative positions, service rules, promotion policy etc.,**

### **Roles, Duties and Functions of various bodies/ administrative positions**

#### **Governing Body- Apex body of the Institution**

- The GB provides guidelines and strategic direction for aligning the programs, policies and procedures of the Institute.
- Provides excellent infrastructure facilities and healthy teaching and learning environment to implement policies and procedures effectively and efficiently
- Promote research and development facilities in relevant fields
- Promote healthy practices such as community service, extension activities, and projects for the benefit of the society at large
- Approval of the academic and administrative policies from time to time with changing needs
- Monitoring, evaluating and reviewing academic and administrative performance of the institution and suggest remedial measures
- Liaison with concerned university, local governments, APSCHE etc. for effective implementation of legislative acts relating to higher education
- Any other duties and exercise such other powers as may be entrusted by the management..

#### **Academic Council:**

- The council ensures effective implementation of academic and administrative programs and promotes the improvement of teaching learning methods of the institute
- The council constitutes various committees of the college for executing academic, curricula, co-curricular activities in accordance with policies and procedures of institution
- The council creates a good and congenial environment which promotes development of the students and faculty
- The council takes initiatives to develop the liaison with the eminent academicians, scientists, industries, professional bodies and renowned institutes which directly or indirectly helps in planning and implementing various research activities relating to practical and real education.
- The council takes initiatives to develop the liaison between top management and staff of the college for the sake of welfare of the staff.
- The council is monitoring, evaluating and reviewing academic and administrative performance of the institution and suggest remedial measures in the direction of the governing body

- The council is getting approval of the academic and administrative policies from time to time with changing needs from governing body. The council implements any other instructions, guidelines, orders, polices, procedures and programmes of the GB effectively
- Exercise general supervision over the academic work of the institution
- Receive, screen, analyze and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curriculum, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.,
- Promotes teaching, research and related activities academic programmes in the college covering methods of instructions, evaluation, etc. for improvement in academic standards.
- Consider matters of general academic interest either on its own initiative or on a reference made by a faculty or Board of Studies or Governing Body
- Make recommendations to the Top Management and executive council on: (a) Measures for improvement of standards of teaching research and training; (b) scholarships, medals, prizes etc. (c) To Frame rules covering the academic functioning of the institution, admissions, examinations, award of fellowships ,attendance, discipline, residence etc.
- Initiate periodical review of the activities of the Departments and to take appropriate action with a view to maintaining and improving standards of instruction.
- Make regulations regarding the admission of students to different programmes of study in the College keeping in views the policy of the Government

### **Principal Duties/Responsibilities:**

- One of the key responsibilities of a principal is regulation of academic, administrative and monitoring the systems, policies, procedures and overall functioning of the institute. And also fulfil the expectations of the monitoring bodies such as Krishna University policies and procedures, All India Council for Technical Education (AICTE),UGC norms and the expectations of students and parents.
- Monitoring the function of the academic and administrative staff and see that they fulfil their responsibilities.
- Monitoring and implementing the effective teaching as prescribed in the curriculum.
- Monitoring and implementing policies and procedures followed in the administration office which include admission, fee collection, attendance, recruitment, salary payments, purchases

and procurements, accounts, audit and any other matters related to the administration of the institute.

- Ensuring admission of students as per the norms prescribed by state government within the stipulated time by obtaining the approval from the appropriate authorities.
- Monitoring and implementing the procurement and purchasing of the necessary infrastructure like furniture and fittings, lab equipment, books etc.
- Maintaining the cordial relationship with the staff, students, parents and other stakeholders both directly and indirectly.
- Arranging and participating in Board of Studies and Academic Council meetings for developing the curriculum from time to time.
- Conducting periodic, monthly review meeting with the Deans, Head of the departments and administrative staff of the institute.
- Taking care of HR decisions and policies of the institution.
- Identify, contact, and recruit the right kind of the faculty members suitable for the institution by keeping in view about the future needs.
- Identify and project the core competencies of the institution.
- Develop the working and learning culture in the institution.
- Take-up research, publication, consultancy & training and establish credentials.
- Inspire all colleagues towards the achievement of the goals of the institute.
- Inspect the departments and their functioning on day to day.

### **Vice- Principal Duties/Responsibilities:**

- Maintain overall campus discipline.
- Coordinate the admission of students and hostels.
- Primary administrative contact for parent network.
- Supervise activities for students regarding institutional services.
- Maintain the minutes of the meetings with faculty/staff/students, class representatives, parents and other student support related meetings.
- Plan and organize various extra-curricular and co-curricular
- Ensure the students records in campus management system are properly administers and update them regularly.
- Arrange the issue of admission order, verification of educational credentials and preparation for issuance of ID cards to admitted students.

- Arrange transportation facilities and bus passes to students.
- Check teaching diaries and teaching plans from time to time regularly.

### **Dean of Academics**

- Implementation of decisions taken on academic matters by the academic council.
- Conduct academic council meetings once in every quarter.
- Receive, process and maintain all records related UG/PG programmes including curicullam, courses offered and course registrations.
- Prepare academic calendar, timetables, student handbook and class in charge diary.
- Oversee development of class schedules, class room and faculty assignments teaching & laboratory workloads.
- Monitors, reviews and resolves faculty workload issues.
- Works closely with HOD's and professors of various departments on the student's requirements and also ensures the resources are available at the beginning of semester.
- Maintain and supervise course syllabi updating for academic course offerings.
- Establishment and maintain evaluation system for all academic programs data collection and use of assessed results to improve student learning.
- Collect, interpret and present feedback on faculty, Course Outcome Based Education (OBE), Student exit survey and initiate the remedial actions in consultation with HOD's.

### **Director –Administration**

- Acts as a Coordinator for all the activities relating to the maintenance of the institute.
- Takes care of all admission approval procedure and communicating with university/technical/higher education authorities /govt. in person.
- Maintains personal files, service books, Leave records, vacation/detention records of teaching staff, non-teaching& administration staff.
- Maintains Teaching and Non-Teaching attendance.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Staff requirement / selection / appointment, etc.
- Takes care of HR policies of the institution
- Takes care of student scholarships/fee reimbursement (fresh/renewals) of students belonging to SC / ST / BC / EBC / minority / disabled categories scholarships.
- Correspondence with University, Government, AICTE etc. regarding establishment.

- Issue of Increment to teaching & non-teaching staff.
- Earned Leave, Medical Leave, Visiting faculty etc.
- Maintains confidential report of teaching/non-teaching staff increments & its correspondence.
- Fulfilment of Statutory Requirements

### **Duties of the IQAC Coordinator**

- 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.