

Job responsibilities for Principal

1. Principal shall be the Chief Academic and Executive Authority of the Institute and shall carry on the objects and business of the Institute in accordance with the rules and regulations framed by the Society/BOG from time to time.
2. Exercise all powers as may be delegated to him by the Society/BOG.
3. Can re-delegate some of his responsibilities to any of his subordinate officers, but will remain accountable for such delegation of powers.
4. Can constitute committee(s)/sub-committee(s) for a specific purpose as also advisory committee(s) or body(ies) as may be necessary for the convenience of administration
5. Nominate experts for different bodies/committees whenever required.
6. Act as the Chairman of the Academic Council and Internal Quality Assurance Cell (IQAC) of the Institute.
7. Act as the Member-Secretary of the BOG and prepare the Agenda depicting the total activities of the Institute during the interim period.
8. To interact with AICTE/MAKAUT/Govt. bodies.
9. To maintain and improve the level of excellence in all academic matters of the college for which purpose he shall have the right to give direction wherever necessary.
10. Oversee planning for diversification of academic activities in various directions and liaising with various funding agencies like AICTE, DST, DRDO, ISRO, CSIR, etc., for obtaining research grant.
11. To review Performance Appraisal Report (PAR) of all staff members.
12. To look after students' discipline and employee welfare for effective and better management.
13. To comply with statutory requirements of the AICTE Approval and Affiliation to MAKAUT and other directives received from MHRD, AICTE, Govt. of West Bengal and MAKAUT.
14. To look after the process and progress of NBA accreditation activities of various departments which are already accredited or which are under preparation for submitting application to NBA.
15. Supervising the research activities of the college conducted through R&D Cell and provides guidance for submission of project proposals which are unique in nature and devoid of plagiarism.
16. To establish collaboration with reputed Academic Institutes and Industries in submitting project proposals for funding.

17. Monitoring the academic excellence of the college conducted through Academic Council and oversee the decisions/measures adopted in the Academic Council with regard to teaching, research and publications are adhered to.
18. Sanction of the registration fees and granting special leave to the faculty members to attend conferences of good repute in an academic year as well as grant of incentives to the faculty members on publishing a paper in reputed journals.
19. Advising the academic departments to arrange Faculty Development Programs (FDPs), Training of Trainers (ToTs) and Summer/Winter School at the Institute as per AICTE guidelines.
20. Advising the departments to conduct all academic and administrative activities of the department after discussing in the Departmental Academic Council (DAC).
21. Evaluation of implementation of MOOCs courses mandated by AICTE and MAKAUT through MOOCs Coordination Committee.
22. Preparation of Activities Calendar for Co-curricular and Extra-curricular activities as part of Mandatory Additional Requirements (MAR) prescribed by MAKAUT and oversee the organization of such activities throughout the semester.
23. Monitoring the conduct of classes as per class schedule and take necessary action in case of unauthorized absence of faculty members in the scheduled class.
24. Make sure that a cordial relation among all levels, faculty/staff members and the students are maintained.
25. Evaluation of performance of the faculty members through Appraisal Committee.
26. Forwarding with recommendation the purchase requirements of the departments after thorough scrutiny.
27. Establishment of On-line Grievance Redressal Mechanism and take appropriate measures to address grievances.
28. Take necessary steps to make the campus free of Ragging as per directives of Supreme Court of India and guiding the Anti-Ragging Committee as Chairman for preventive measures.
29. Take appropriate measures for students' indiscipline as Chairman of Disciplinary Committee.
30. Recommend appointment of temporary/adjunct faculty if situation arises.
31. Sanction all types of leave except CCL/Special Leave to the teaching and non-teaching staffs.
32. To nominate any senior faculty member to officiate on his behalf during his absence with permission from the Society.

33. To exercise such other powers and perform such other functions as may be assigned to him by the BOG.

Job responsibilities for Vice-Principal

1. Vice-Principal shall act as Deputy Executive Authority of the Institute and shall carry out the business of the Institute as may be delegated to him by the Principal.
2. The Vice-Principal shall be directly responsible to the Principal of the Institute for the proper discharge of his duties and functions.
3. Exercise all powers as may be delegated to him by the Principal.
4. Act as bridge between the Principal's office and the academic departments.
5. Act as the Member of the Academic Council and Internal Quality Assurance Cell (IQAC) and monitor the academic excellence of the college conducted through Academic Council and IQAC and oversee the decisions/measures adopted in the Academic Council/IQAC with regard to teaching, research and publications are adhered to.
6. Act as the Member of the BOG as Faculty Representative.
7. To interact with AICTE/MAKAUT/Govt. bodies, whenever necessary.
8. To maintain and improve the level of excellence in all academic matters of the college for which purpose he shall have the right to give direction wherever necessary under the supervision of the Principal.
9. Oversee planning for diversification of academic activities in various directions and liaising with various funding agencies like AICTE, DST, DRDO, ISRO, CSIR, etc., for obtaining research grant under the guidance of the Principal.
10. Formulate strategic plans to improve the quality of teaching and utilise teaching-learning resources effectively.
11. To act as an invited member of the Departmental Academic Council meeting as Principal's representative. Advise the departments to conduct all academic and administrative activities of the department after discussing in the Departmental Academic Council (DAC).
12. Supervise the research activities of the Institute conducted through R&D Cell and provide guidance for submission of project proposals wherever necessary.
13. To establish collaboration with reputed Academic Institutes and Industries in submitting project proposals for funding, as assigned by the Principal.
14. Coordination and guidance to the departments for securing the National level certification like NBA, NAAC and NIRF.

15. To ensure data collection and scrutiny of reports prior submission to various accrediting agencies.
16. Proper framing and implementation of class routine for each semester and take active part in class routine Management.
17. Maintain liaison with HoDs regarding students' attendance, load distribution of teachers.
18. Screening and recommending application from the faculty/students for the following purposes:
 - (i) Recommend reimbursement of the registration fees and grant of special leave to the faculty members to attend conferences of good repute in an academic year.
 - (ii) Recommend grant of incentives to the faculty members on publishing a paper in reputed journals.
19. Facilitate the academic departments to arrange Faculty Development Programs (FDPs), Training of Trainers (ToTs) and Summer/Winter School at the Institute as per AICTE guidelines.
20. Liaise with Examination cell for the proper conduct of internal and University Semester Examinations.
21. Oversee the procurement of Books/journals for the libraries and act as a bridge between the Director and Library Committee
22. Obtain Student's feedback on faculty members so as to ensure that academic standard are meet.
23. Evaluation of implementation of MOOCs courses mandated by AICTE and MAKAUT through MOOCs Coordination Committee.
24. Preparation of Activities Calendar for Co-curricular and Extra-curricular activities as part of Mandatory Additional Requirements (MAR) prescribed by MAKAUT and oversee the organization of such activities throughout the semester.
25. To review Performance Appraisal Report (PAR) of all staff members as part of Appraisal Committee.
26. Make sure that a cordial relation among all levels, faculty/staff members and the students are maintained.
27. Forwarding with recommendation the purchase requirements of the departments after thorough scrutiny and be an ex-officio member of Purchase Committee.
28. Sanction all types of leave to the teaching and non-teaching staffs, as assigned by the Principal, except CCL/Special Leave.

Job responsibilities for Dean (Students' Welfare and Alumni)

1. The Dean (Students' Welfare and Alumni) shall be a Professor of the Institute and shall be appointed by the Principal.
2. The Dean (Students' Welfare and Alumni) shall be directly responsible to the Principal of the Institute for the proper discharge of his duties and functions.
3. The Dean (Students' Welfare and Alumni) shall exercise such powers and perform such duties as may be delegated or assigned to him by the Principal.
4. To perform his duties in close coordination with Campus Administrator.
5. To look after the requirements, welfare and benefit of the general day scholars and hostel's boarders. The Superintendants of the hostel will report to him.
6. To organize and supervise students' fest and events like Freshers Welcome/Farewell /Cultural and Tech fests.
7. To organise Annual Sports/Games.
8. To look after Alumni Affairs including Membership and organize Annual Alumni Meet and propose budget requirements for the Alumni Meet.
9. Address students' grievances and form committees to execute the above job.
10. Be the chairman of the college Students' Council with faculty and the students representatives as member of the council and hold regular meeting to discuss students' academic and administrative issues.
11. Be the chairman of the college Hostel Council that shall include all hostels within the Institute premises with Campus administrator, Hostel Superintendants, Wardens/Matrons and students representatives (optional) as member of the council, hold regular monthly meeting to discuss Hostel Management issues.
12. To check the feedback registers and suggestion boxes weekly or fortnightly, easily accessible to students /boarders at each of the hostels and invite students to provide regular feedback on meal arrangement, meal menus, general cleanliness and hygiene at the hostels and discuss with the canteen contractor to address the shortfalls; based on the feedback, the tenure of running the canteen can be extended or reduce.
13. To organize regular meeting with Parents/Guardians of Students/Boarders to identify the needs and requirements of the students/boarders.
14. Act as the Member of the Academic Council and Internal Quality Assurance Cell (IQAC) and monitor the academic excellence of the college conducted through Academic Council and IQAC

15. Forwarding with recommendation the purchase requirements of the students for cultural/extra-curricular activities after thorough scrutiny and be an ex-officio member of Purchase Committee.

Job responsibilities for Head of the Departments (HODs)

1. The Head of the Department is selected on the basis of academic qualification, teaching, R&D and administrative performance evaluated by the Director/Principal in consultation with the General Secretary of the Society.
2. Head of every Department acts under the general supervision and control of the Director/Principal of the College and his/her duties and functions is to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authorities.
3. HoDs actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work.
4. HoDs are the overall in-charge of the department and exercise general supervision over teaching and non-teaching members of the staff of the department.
5. HoDs always maintain the academic standard in the departments. In addition, to the allotment of classes to the teachers, he/she assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc.
6. He/she maintains a liaison with the other departments.
7. He/she keeps vigil about the quality teaching in every theoretical and practical subject as per syllabi of the University, to keep the image of the college.
8. Takes necessary action for holding of all classes regularly and for proper functioning and maintenance of the departmental laboratories and workshops.
9. Periodically convenes meetings of Departmental Academic Council as Chairman with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee are submitted to the Director/Principal at the beginning of each Semester. In the meetings generally the progress in classes, attendance of students and progress of research activities, achievement of students and the teachers in the departments are discussed and reviewed.
10. Inform the students/parents and guardians regarding the attendance and the performance of the students in semesters on minimum two occasions.

11. Arranges proper maintenance of stock book, issue register etc., in respect of equipment, consumables and stationery items.
12. Prepares proposals in consultation with colleagues for purchase of equipment and forward the same to the Director/Principal
13. Initiates research activities, collaborative research projects in the department and encourage the faculty members to submit proposals to PMIL Cell to secure fund from external funding agencies.
14. Provides effective leadership towards Industry-Institution interaction and partnership for academic development of the students, organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals.
15. Provides advice and suggestion regarding purchase and preservation of books or other resources in the Departmental Library.
16. Inspires the faculty members for publications in peer reviewed journals, National/international conferences keeping originality and devoid of plagiarism.
17. Faculty/Teaching Skill Development Program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members.
18. Gives leadership in NBA accreditation activities of the department.
19. Advises the faculty members for outcome-based teaching-learning processes following the NBA guidelines.
20. As part of Real world knowledge Application, encourages consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee.
21. Ensures that at least one seminar of State level is organized by his department in each semester.
22. Advises the faculty members to create on-line question bank following Bloom's taxonomy.
23. Participates in Academic Council and discuss the pertinent departmental issue for the benefit of teaching-learning process.
24. Conducts arrangement of class tests as per academic calendar of MAKAUT.
25. Oversees the submission of assignments of the students as per schedule.
26. Evaluates the students' performance in the semester examinations and suggesting remedial measures for improving the performance.

27. Coordinates with T&P cell to facilitate students' professional training and placement opportunity.
28. Encourages the students to register for various MOOCs courses, NPTEL, Spoken Tutorial Project of IIT-Bombay, etc. mandated by AICTE and MAKAUT through MOOCs Departmental Coordinator to earn the B.Tech degree and B.Tech degree with honours effective from 2018-19.
29. Advises the students to participate in various Co-curricular and Extra-curricular activities as part of Mandatory Additional Requirements (MAR) prescribed by MAKAUT to earn the B.Tech degree and B.Tech degree with honours effective from 2018-19.
30. Releases the faculty members to be the examiner of MAKAUT.
31. Participates in central meetings of Anti-Ragging Committee and Disciplinary Committee.
32. Encourages the faculty members for the administrative duties of the college, viz. anti-ragging duties, semester examination roving duties, duties on various co-curricular and extra-curricular activities of the college.
33. Takes classes at PG levels/UG levels to have interaction with them which will help the growth of the department.
34. Participates in Selection Committee/Appraisal Committee as a Member.
35. Takes feedbacks from the students in informal way on regular basis and in a formal manner once in the semester for onward submission to the Director/Principal.
36. Ensures that faculty members hold regular (i.e. two meetings in each semester) interaction with Class Representatives (CR) in his presence, to resolve ongoing issues and healthy student-teacher relationship with all dignity.

PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:

1. Professors and Associate Professors actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution assigned by the HoD.
2. Professors and Associate Professors assist HoDs in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
3. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors take active participation in the Departmental Committee as advised by the HoDs.

4. As a part of academic affairs, the Professors and Associate Professors impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis. They also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and so on.
5. The Professors and Associate Professors implement Faculty Development Programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
6. The Professors and Associate Professors encourage the students to register for various MOOCs courses and to participate in various Co-curricular and Extra-curricular activities as part of Mandatory Additional Requirements (MAR) prescribed by MAKAUT to earn the B.Tech degree.
7. Professors and Associate Professors also provide research guidance to the junior faculty members and the students of the department. Ensure Publication Work and also design and development of new programmes as suitable for the students.
8. Professors and Associate Professors are most suitable for Real world knowledge application, they provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation, to implement brand building of the department, providing technical support etc.
9. Contribute to the industry readiness program organized by the T&P Execution Committee in the campus.
10. The Professors and Associate Professors undertake the responsibility to bring sponsored research project and industrial consultancy work.
11. Professors and Associate Professors devote significant time and energy for the mentoring of the students round the year as allotted year-wise.
12. Any other responsibility given by the Director/Principal or by the HOD.

ASSISTANT PROFESSORS OF THE INSTITUTE:

1. Assistant Professors actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution.
2. Assistant Professors are closely involved in the semester examination process as per guidance of In-charge Examination Cell and HOD.
3. Assistant Professors take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, preparation of lesson plan,

teaching materials, publications and full implementation of online examination system.

4. As a part of academic affairs, the Assistant Professors participate in Faculty Development Programme, departmental workshop, seminar for continuous quality improvement of teaching learning process.

5. Assistant professors are actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.

6. Assistant Professors actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.

7. Assistant Professors devote significant time and energy for the mentoring of the students round the year as allotted year-wise.

8. Assistant Professors involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for research work.

9. Assistant Professors take active role in the Departmental Committee as directed by the HOD.

10. Assistant Professors help the students for MOOCs' registration.

11. Any other responsibility given by the Director/Principal or HOD.

TECHNICAL ASSISTANT, LAB INSTRUCTOR, WORKSHOP SUPERINTENDENT OF THE INSTITUTION:

1. The Technical Assistants, Lab Instructors and Workshop Superintendents actively participate in laboratory development, preparation of laboratory manual, charts and conducting lab/workshop classes with full practical knowledge duly guided by concerned faculty members, who are in charge of the laboratory.

2. Workshop/Laboratory staff may be attached to one or more laboratory/laboratories or workshop/workshops and are responsible for the following functions:

(i) primarily maintain the equipment, instruments, glass wares, tools etc., ready for use and causing repair/cleaning of the same as and when necessary or so instructed.

(ii) assist the Faculty-in-Charge in preparation of process/ instruction sheets/manuals of experiments to be performed by students as also in keeping the experiments ready for classes.

(iii) assist the Faculty-in-Charge in the conduct of continuous assessment and in the conduct of class test, as and when asked for.

(iv) prepare purchase indents for workshop/laboratory materials as per decision of the Faculty-in-Charge.

- (v) issue & receipt of materials/tools/instruments, as required.
 - (vi) maintain stock records in respect of all instruments/ equipment and consumables used in the workshop/laboratories
 - (vii) assist members of faculty in carrying out Research/Project Work, as and when asked for.
3. In case any other assignments given by the departments or Administrative Office, he/she participates in the activities/events related to college affairs.
 4. Actively involved in multiple college activities as member of various cells duly nominated by HODs.
 5. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.
 6. Any other responsibility given by the Director/Principal or by the HOD.

In-charge of Examination Cell:

1. Prepares guidelines for teachers to prepare Question papers for different examination as per the guidelines of the University.
2. Prepares precise and lucid instructions regarding (a) pattern of question paper (b) types of questions (c) rational marks allotted to different types of questions (d) language of instruction, etc.
3. Issues Circular to the faculty members regarding submission of question papers, uploading marks on time and any other required documents as per the University Notification.
4. Prepares Subject-wise Question Bank in coordination with concerned faculty members as per the Notification of University.
5. Assists the Principal to form a subject expert committee to ensure the quality of question paper (applicable for centralized class test)
6. Ensures availability of necessary items to conduct Semester Examinations i.e. question paper, answer sheets, Mark sheets, thread and other stationary items and required funding for the same.
7. Makes proper seating arrangement for students for different examinations.
8. Makes Examination Time Table with the consent from Principal as per routine of University.
9. Prepares Examination Duty Charts for the faculty and staff members.

10. Keeps records of all the examination held in the college in soft as well as hard copy under his custody.
11. Ensures that final year Grade cards are issued only to such students who produce a clearance certificate from the concerned authorities.
12. Conducts Examination of other agencies like WBJEE, IIT-ENTRANCE, NEET, CRPF, WBSEDCL, PUBDET, AMPI, EVETS,CET, JENPAUH, JEE-ADVANCE etc., as directed by the Society and makes proper arrangement for the same under his exclusive supervision.

LIBRARIAN OF THE INSTITUTE:

1. Librarian is responsible for smooth and effective operation of the college library.
2. Implement the appropriate systems required for providing Library Services to the students, teachers and other categories of staff.
3. General administration of the standard library functions.
4. Maintain records for all books/journals /periodicals.
5. Manages the planning, administrative and budgetary functions of library.
6. Establish and implement library and information policies and procedures.
7. Responsible for procurement planning in consultation with respective HoDs and the Director/Principal.
8. Develops and manages convenient, accessible library and information services.
9. Prepares and manages the budget for library.
10. Orders materials and maintains records for payment.
11. Analyzes and evaluates library requirements.
12. Prepares reports related to library services, resources and activities.
13. Smooth and effective operation of the library.
14. Procurement planning in consultation with Director/ Principal and HOD
15. Software Implementation/up gradation.
16. Provides effective access to library collections and resources, maintain the organization of library materials.
17. Provides library services in response to the information needs of library users and perform other related duties.
18. Shelving of books and reading materials
19. Pasting/stamping and other processing of books
20. Any other responsibility given by the Director/Principal and HOD.

Administrative Staff

Registrar

1. The Registrar shall be a whole-time officer of the Institute and shall be appointed by the Society in consultation with the Principal. His/her appointment however has to be intimated to the Board in due course. The Registrar shall be directly responsible to the Principal of the College for the proper discharge of his duties and functions. The Registrar shall exercise such powers and perform such duties as may be delegated or assigned to him by the Principal.
2. Assist the Principal/Vice-Principal in all activities of Academic-Administration of the Institute.
3. Oversee maintenance & supervision of class rooms, laboratories, hostels, canteen, etc.
4. Comply with statutory requirements of the AICTE Approval and Affiliation to MAKAUT and other directives received from MHRD, AICTE, Govt. of West Bengal, MAKAUT, NBA, NAAC, etc..
5. Comply with all MAKAUT statutory requirements and CWMS (FIS and IIS), etc. NBA, NAAC
6. Coordination with academic departments to provide statutory information for submission of NBA (SAR) and NAAC (SSR).
7. Comply with directives of Higher Education Department, Govt of West Bengal, for admission related data and preventive ragging measures.
8. Submit the on-line data related to All India Survey on Higher Education to MHRD.
9. Develop/maintain a semester-wise manpower plan for academic & non-academic members of staff.
10. Take necessary action for issuance of appointment orders by the General Secretary for all regular and contractual employees of the Institute.
11. Coordination with Staff Appraisal Committee and takes action for regularization of services of the employees and issuance of the confirmation orders by the General Secretary after completion of probationary period.
12. Maintain all employment records (Personal files, upgradation/promotion) including attendance/leave records etc., and employee database.

13. Responsible for providing information pertaining to compliance of employment related statutory requirements
14. Ensure staff discipline and good work practices. If any misbehavior is observed on the part of the employees, should inform the Director/Principal and the General Secretary and act as per their advice.
15. Responsible for salary administration/revision as per directives of AICTE and MAKAUT in consultation with Director/Principal and General Secretary.
16. Send monthly leave records to the Accounts Section for disbursement of salary every month.
17. Act as a Convenor of the Disciplinary Committee and shall interact with Law enforcing Authorities, if situation warrants.
18. In case of execution and implementation of any decision regarding general administration within college, the Registrar should act in close coordination with the Director/Principal.
19. All admission shall be done, as per regulation, through the Registrar under the direct supervision of the Director/Principal and Society.
20. All Registration with the University shall done under supervision of The Registrar.
21. Maintain all the records as per the university norms & will be custodian of all records and statues.
22. Looks after student's affairs of the college and hostel including discipline as well in close coordination with HoDs of the departments and the Campus Administrator.
23. Looks after the day- to -day administration of the college in consultation with Principal and the Vice-Principal.
24. Looks after the scholarship matters of the students (WBFS, NSP, Bihar, Jharkhand, U.P., Swami Vivekananda, Oasis, West Bengal Students' Credit Card, etc.).
25. Looks after issuance of identity cards of the students and the staffs.
26. Responsible for supervision and control of all non-teaching members of staff of the Institute and may allocate duties to non-teaching staff in different areas.
27. Review Performance Appraisal Report (PAR) of Non-teaching members of staff.

HEAD (ADMINISTRATION)

1. Administrative functions allocated by the General Secretary of the Society or the Principal.
2. Liaise with local and civil administration to ensure smooth running of the establishments.
3. Preparation of Annual Report of the Society.
4. Recording of Minutes of the meeting of the Society.
5. Look after all legal matters of the college.
6. Prepare MOU between the college and any other Institute/Industry.
7. Make arrangements for transport facilities for staff members and the students.
8. Take care of Mediclaim facilities for staff members.
9. Arrange for selection process including Interview for appointment of Faculty member and staff.
10. Maintains student database for vocational training of eligible students.

Sr. MANAGER – PUBLIC RELATIONS

1. 1 Responsible for all corporate communication.
2. Looks after publicity in different media, hoardings and banners.
3. Conduct Press Conferences / Meetings.
4. Organize Career Fair.
5. Arranges for visits of dignitaries.
6. Organizing College events.
7. Liaison with key persons of local administration and industries.
8. Participation in activities of Entrepreneurship Development Cell.
9. Participation in activities of Industry Institute Partnership Cell.
10. Participation in Hostel Committee.
11. Participation in Disciplinary Committee.

HEAD OF TRAINING AND PLACEMENT

1. Head of the Training & Placement will be responsible for all activities related to training of the students to enhance their interview winning skill in

consultation with the Director/Principal and Head of the T&P Execution Committee (Campus) and Head of the Departments.

2. Head of the Training & Placement shall maintain all databases of the students necessary for placement of the students.

3. Head of the Training & Placement will take the initiative along with his team members to make visit to different Companies in order to build up a good Industry- institute relationship.

4. Coordinate with T&P Execution Committee (Campus) for arranging training programmes for; **i. Soft skills, ii. Aptitude, iii. Group Discussion, iv. Essay writing, v. Mock interviews**, etc. through in-house team and experts from outside, if required.

5. Organize pre-placement training/seminar/workshop to facilitate the students for proper grooming.

6. Inform the students of core streams, particularly Mechanical, Civil and Electrical about the scope of job opportunities in Government Sector and PSUs.

7. Head of the Training & Placement advises his team to keep the students informed about all activities of his/her Cell, which are related to students training & placement.

8. Advises his team to update the website of the Institute with latest results, achievements and placement records.

9. Maintains records of employment of the students with appointment letters.

10. Attempts hard to achieve employment percentage as per requirement of NBA.

11. Sends his team members to collect information about prospective job fairs.

12. Head of the Training & Placement before taking any final decision always consults the General Secretary/Director/Principal and Head of the T&P Execution Committee (Campus).

13. Head of the Training & Placement will maintain all records needed by the corporate for placement of the students.

CAMPUS ADMINISTRATOR

Campus Administrator reports to the General Secretary of the Society as well as Director/Principal and has following functions:

1. Overall Incharge of BCREC group college campuses and hostels to maintain total discipline within the campus including students' discipline in the hostels in close coordination with Chief Hostel Superintendants and other Hostel Superintendants.
2. General Upkeep and Maintenance of the campus including beautification of the campus.
3. Responsible to look after the functions of Wardens and Matrons who look after the hostels.
4. Looks after the activities of Outsourced Contract Security Personnel deputed in the campus including their attendance, performance, lapses and report to the Society.
5. Takes effective measures for the security of the campus as well as the security of the boarders of the hostels.
6. Takes up with the Vendors for serving quality foods to the hostels.
7. Looks after hygiene and cleanliness of the kitchen, food preparation area and washing bays in the hostels.
8. Controls vehicle movement in the campus to avoid any untoward incident.
9. Deals with the Administrative Authorities like Police, SDM's office, etc. in case any disciplinary issue arises in the camp
10. Be prepared to manage any emergency/crisis/disaster in the college campus.
11. Take care of fire-fighting equipments so that they remain functional.
12. In-charge of maintaining all data related to hostel/security/campus maintenance as per AICTE norms.
13. Report to the General Secretary on all issues for smooth functioning of the college at odd hours.
14. Be prepared to face any eventuality in the campus.

HOSTEL WARDENS/MATRONS

1. It is the duty of the Hostel Warden/Matron to look after following regular matters relating to hostel discipline;
2. Food served at dining hall, quality of food cooked, quality of raw materials used, adherence to menu chart

3. Hygiene and cleanliness of kitchen and Dinning Hall.
4. Looks after amenities of the students in the hostel
5. Looks after maintenance job as per the complaint received from the students.
6. Maintains record of attendance and leave of temporary absence or weekend leaves of inmates (abiding by Hostel Rules).
7. Maintains hostel discipline and take appropriate, prompt and corrective actions to prevent any act of indiscipline (including ragging), as and when arises.
8. Attends the immediate complains of the students and arrange for redressal and corrective action and if need be to take up with the higher authorities.
9. Makes arrangement of attending to medical needs of the inmates and if need be to arrange for hospitalization in close coordination with Hostel Superintendents.
10. Informs the parents/guardians periodically about the conduct of the student in the hostel.

HOSTEL SUPERINTENDENT

1. It is the duty of Hostel Superintendents to visit the hostels regularly and oversee the activities of the Hostel Wardens/Matrons and assist them whenever necessary in close coordination with Campus Administrator.
2. Guides the Wardens/Matrons in all hostel related matters.
3. Counsels the students along with Wardens/Matrons whenever any problem arises regarding hostel related issues and sorts it out amicably.
4. Request the Registrar/Campus Administrator to convene the meetings related to Hostel and discipline and take action in consultation with the higher authorities.

SENIOR MANAGER (FINANCE) OF THE INSTITUTE:

1. Senior Manager (Finance) and the staffs of Finance & Accounts section will report to the Treasurer and the General Secretary of the Society.
2. Senior Manager (Finance) deals with all the financial matters related to the Institute.

3. Prepares and reports financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity.
4. Looks after the Cash Inflow and Outflow.
5. Maintains all financial records for smooth functioning and as per regulations of the Institution shall submit it regularly to General Secretary/Treasurer of the Society.
6. Responsible for fees collections, reconciliation, monitoring of due fees in close coordination with Registrar's Office and all departments.
7. Looks after all statutory payments viz. Income Tax, Professional Tax, Provident Fund, ESI, Group Gratuity, Mediclaim, Insurances, etc.
8. Prepares budgets based on departmental budgets.
9. Takes care of salary disbursement to all group colleges.
10. Assists the Audit team for Financial Audit.
11. Keep liaison with the Bank(s), where the accounts of the college is maintained.
12. Submits the Annual Report of the Society to Statutory Authorities.
13. Any other function assigned by the Society.

MAINTENANCE SUPERVISOR/MAINTENANCE-INCHARGE, ELECTRICIAN, PLUMBER, MACHINE OPERATOR OF THE INSTITUTION:

1. Maintenance Supervisor/Maintenance-In charge, Electrician, Plumber, Machine operator report to Manager (Estate) who works in close coordination with Campus Administrator.
2. Maintenance Supervisor/Maintenance-In charge, Electrician, Plumber, Machine operator are responsible to take every care and maintenance of the equipment, electric connections, etc. for which they are assigned.
3. Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator carry out the instructions of the Society and Director/Principal.

Manager (Estate)/Civil Engineer

1. Responsible for making sure that building and their services meet the needs of the people of the college.

2. Accountable for services such as cleaning, security and parking, to make sure the surrounding environment is in a suitable condition to work.
3. To oversee the installation, repair and upkeep of the college property, including machines, mechanical systems, buildings and other structures.
4. Maintaining a safe **environment** with proper lighting, signage, and disability access.
5. Drafting and updating emergency plans and evacuation procedures.
6. Overseeing **security**, fire prevention, and other safety systems.
7. Responsibilities to collect rent from the officials of the college;
8. Oversee the Maintenance and Repair jobs of the apartments inside the college premises as well as hostels;
9. Carrying out inspections of the facilities to identify and resolve issues
10. Checking electrical and hydraulic systems of buildings to ensure functionality

Computer Centre Staff

System Administrator

1. The System Administrator is responsible for development and maintenance of the entire computer network of the Institute.
2. Provides necessary software support to the students and faculty in project and research work and generate various MIS, as required.
3. Possesses hands-on experience and relevant skills for supervision and maintenance of the computer network of the Institute.

OFFICE ASSISTANT OF THE DEPARTMENTS/SECTIONS OF THE INSTITUTE:

1. Senior Executive/Sr. Office Assistant/Office Assistant is responsible for regular activities of particular department/section.
2. Keeps all the records related to the college under the directives of the Head of the Departments/Registrar.
3. Always keeps strict secrecy and confidentiality in maintaining the records.

4. He/she, under no circumstances, handovers the records to anybody, unless and until he gets the permission from the Registrar/Head of the Departments.
5. Executes any assignments time to time given by the college authority.