

Administration Setup of University

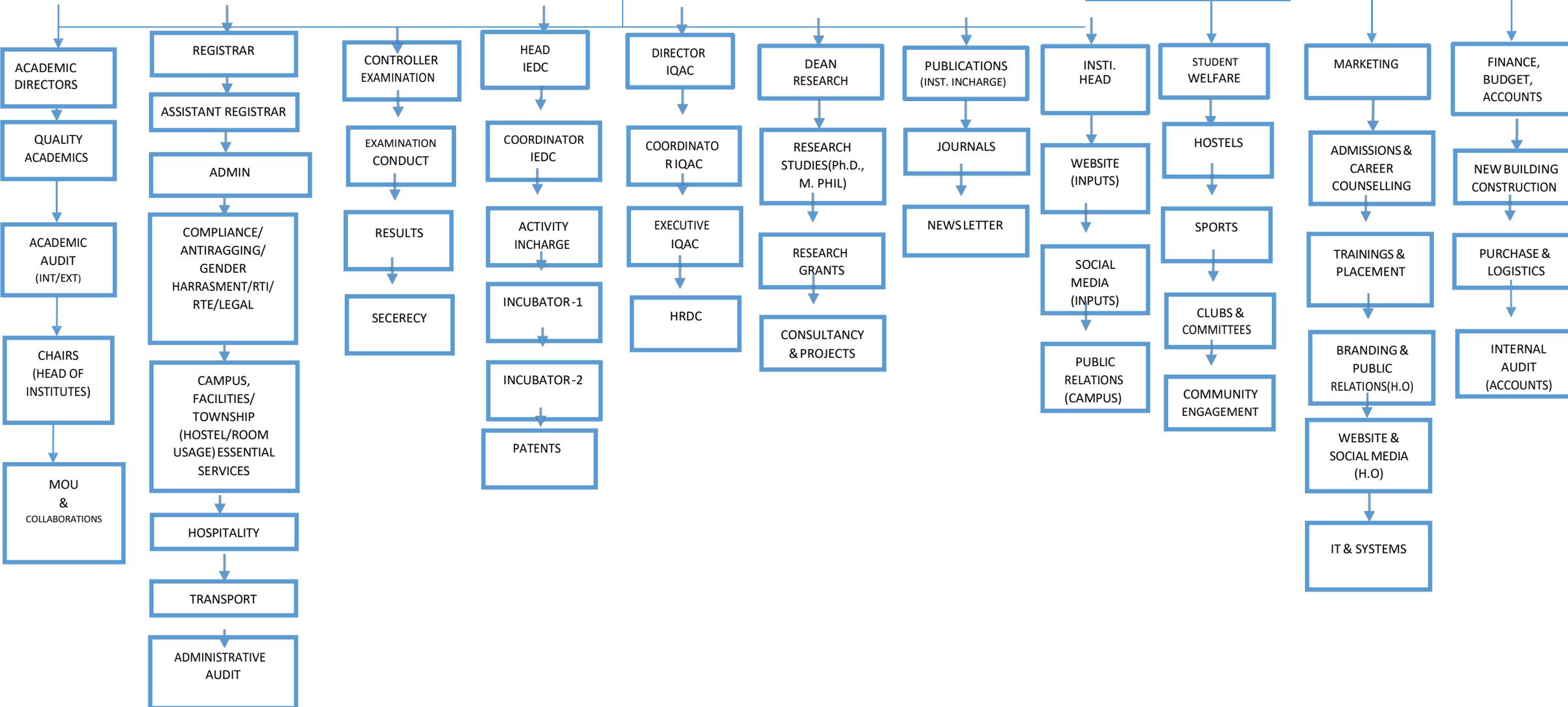
PRESIDENT

VICE PRESIDENT

VICE PRESIDENT

VICE - CHANCELLOR

STUDENT COUNCIL HEAD



Powers and Responsibilities of the Vice-Chancellor

The Vice-Chancellor as the Chief Executive and Academic Head of the university should have his/her powers and responsibilities commensurate with his/her status. They should include, among others, the following:

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed.
2. To delegate his/her powers for day – to – day work to the Pro-Vice-Chancellor(s), Deans, Heads of the Departments and other officers who should act on the basis of clear rules laid down in this regard.
3. To decide which issues, require reference to and approval of the Executive Council/Governing Body and which issues should not normally be referred to the Executive Council/Governing Body.
4. To make appointments of Deans, Heads of Students Welfare, Provosts and Wardens and others and to decide which issues (like the appointment of the Pro- Vice-Chancellor (or Rector) and Dean of Colleges and equivalent officers) may be made by the Executive Council/Governing Body on his/her recommendation.
5. To exercise the power to not act upon any decision of any authority, if he/she is of the opinion that it is ultravires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the university. In both cases he/she could ask the authority concerned to review the decision and if the differences persist, the matter may be referred to the Visitor/Chancellor whose decision should be final.

6. To be empowered, as the Chairman of the authorities/bodies/committees of the university, to suspend a member from the meeting of such authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.
7. To be vested with all the disciplinary powers in regard to students and employees, including the powers to suspend an employee and initiate disciplinary action against him/ her. However, the Vice-Chancellor could delegate these powers to other officers. In case of suspending/taking disciplinary action against a faculty member, his/her action will need ratification from the Executive Council/Governing Body.
8. To be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university are started and ended on proper dates.
9. In an emergent situation, to take any action on behalf of any authority in which the power is vested, even without obtaining its prior approval, and to report the action taken in the next meeting of the authority.
10. To allocate responsibilities and to audit the performance of officers, faculty members and students against the prescribed standards.
11. To manage people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of university development.
12. To exercise all administrative and financial powers as defined in Statutes/Ordinances.

Role and Responsibilities of Registrar

1. The Registrar shall, be the Chief Administrative Officer of the university. He/She shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
2. The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted as per statute of the University.
3. Act as a Member Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees, as prescribed by Act, Statute & Ordinance.
4. Be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above.
5. The custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his/her charge.
6. Conduct elections of various authorities and bodies of the university as per the programs approved by the Vice-Chancellor.
7. Prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university.
8. Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.
9. Render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource center, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice- Chancellor.

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10. Organize training and orientation of non-teaching employees in the university.
11. Have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university.
12. Place before the Management Council a report of the development activities of the university every six months.
13. The Registrar shall receive complaints and suggestion in regard to the improvement of administration and consider them appropriate action.
14. Have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the University for Submission to the State Government and other external agencies.
15. Exercise such other powers and perform such other duties, as prescribed by assigned to him/her, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

Role and Responsibilities of Academics Dean

1. He/She will be responsible for academic planning and academic audit of the programs and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers. He/She shall work directly under the superintendence, direction and control of the Vice-Chancellor.

2. He/She will be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education.
3. To facilitate learner-centric environment conducive for quality education.
4. To arrange for feedback of the students, the teachers, non-teaching staff, the parents and the other stakeholders for quality maintenance and improvement process.
5. Ensure appropriate actions, needed for maintenance of quality of teaching and learning spelt out by the Internal Quality Assurance Cell.
6. Ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the concerned university authorities.
7. He/ She will be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions.
8. To organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles.
9. Co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database through management information system for the purposes of maintaining or enhancing the institutional quality.
10. He/ She will be responsible for development of quality culture in higher education.
11. To prepare Annual Quality Assurance Report of programs of all faculties based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format.
12. He/ She will be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report.

13. He/She will be interacting with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavors.
14. He/She will recommend the proposals of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award to management council of the university.
15. He/She will recommend proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centres, knowledge resource centres, , entrepreneurship development and industry incubation centre, intellectual property rights centre, workshops, museums, etc., to the Management Council through Academic Council.
16. To control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments.
17. To recommend the norms of recognition of postgraduate teachers and research guides in post-graduate departments in university.
18. To recommend the Academic Council, the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programs which may be run by concerned faculty as recommended by the university authorities.
19. He/She will be responsible for ensuring standards of under-graduate and post-graduate teaching and research among the faculty. He/She will be responsible for ensuring academic development of the faculty under his/her purview and proper implementation of the decisions of the Board of Studies, Academic Council, Management Council and the Board of Examinations and Evaluation in all faculties.



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20. He/She will be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded.
21. To enquire any malpractices committed in any academic programs in the faculty by a university department, as per direction of Academic Council and submit a report of findings to the Academic Council.
22. He/She will be rendering necessary assistance for Redressal of grievances of the students among the faculties.
23. To prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council.
24. To Prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body.
25. To Exercise such other powers and perform such other duties as prescribed by assigned to him/her by the Vice-Chancellor or Pro-Vice-Chancellor from time to time.

Role and Responsibilities of Controller of Examinations

The Controller of Examinations of the university is the officer in charge of all examination- related affairs of the University, who performs the following role and responsibilities:

1. He/She will discharge his/her functions under the direction and guidance of the Board of Examinations.
2. He/She will be a full-time salaried officer of the university and will work directly under the direction and control of the Vice-Chancellor.
3. He/She will be the supervisor of Examination Committee constituted by the Academic Council.

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4. He/She will present the proceeding of Examination Committee to the Academic Council as and when required.
5. He/She will have direct control over the examination wing including examination sections, examination secrecy branch, examination stores, examination computer section and records.
6. He/She will be authorized to take decisions on all matters related to examinations which are not falling within the powers of statutory officers of the university.
7. He/She will convene meetings and issue notices to the Boards of Examiners and committees.
8. He/She will be responsible to arrange for preparation, scheduling and conduct of University Examinations.
9. Exercising control over the space allotted for the examination wing and space for centralized evaluation. Further he/she should ensure that the rooms/building/laboratories, stores etc. are well in order/prepared to conduct the examinations.
10. To prepare and announce in advance the academic calendar including examination schedule and implement the same.
11. To appoint examiners and moderators as prescribed in the rules & regulations.
12. To mark arrange for printing of question papers and answer books.
13. To make arrangements in evaluation of exams and processing of the results.
14. To arrange for the timely declaration of results.
15. To postpone or cancel examination in part or in whole, in the event where such need arises.
16. Issuance of Mark sheets, other necessary documents and transcripts.
17. To arrange Publication of rank and list of Medalists before the conduct of Annual Convocation.
18. To Provide Degree Certificates to all the qualified students of University in Annual Convocation.

19. Responsible for safe custody of all important Examination registers and records concerning the Examinations.

20. He/She will act as Member Secretary of Examination Committees and the Research Committee of the University.

21. To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.

22. To ensure confidentiality and to make assessment/ improvement in the process of the University examination/ evaluation.

23. To review from time to time, the results of university examinations and forward reports to the VC.

To exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time-to-time authorities of the university.

Role and Responsibilities of Training and Placement Officer

The Training and Placement Officer of the university is the in charge of all Training and Placement related affairs of the University, who performs the following role and responsibilities:

- Organizing campus placement of students.
- Promoting Industry-Institute-Interaction.
- Assisting the department in the placement of students in Public/private sector undertaking for project semester and summer term training.
- Collecting feedback regarding academics programmes and performance of students and transmitting the same appropriately for reactive corrections.

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- Collecting information regarding offering of various continuing education programmes, sponsored /in house short term courses, workshops etc.

Role and Responsibilities of Head of Department/ Institute (HOD/HOI)

- To prepare the Activities Calendar of the Department.
- To prepare the List of Manpower requirement in your respective stream.
- To conduct the Induction programme for the new members joining in the department.
- To inform the class Incharge about the criteria to detain the students if not fulfilling the Eligibility Criteria.
- To ensure allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff.
- To handle the students related issues of the department.
- To response the circulars/orders from time to time.
- To ensure smooth conduct of MST's and internal including paper setting.
- To take care whether the adjustment made by the faculty members before going on leave are carried out properly or not.
- To report the director of university school on daily basis.
- To decide the date for No-dues for various classes.
- To check the Question Papers set by teachers and cross check it.
- To make the copy of subject allocation available on the time table in charge at least 15 days before the beginning of Session/Semester.
- To take the lesson plan from the faculty and ensures they follow the plan

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and syllabi is completed in the stipulated time.

- To arrange Parents Teachers, meet whenever scheduled.
- To take care whether all the datasheets of his/her department have been displayed on notice boards.
- To take care whether all the students of his/her department got admit cards and I-Cards.
- All departments should conduct departmental activities on regular basis and should celebrate the days related to their field. The semester wise plan is to be submitted to the director before the beginning of the semester.
- To take care of the admissions of the classes of their departments. To devise ways for the conversion of UG classes students to PG classes.
- To take care of projects and training reports of the classes of their respective departments.
- To ensure discipline and cleanliness of the department.
- To ensure that equipment, computers in the labs and departments are properly maintained and serviced as required.

Role and Responsibilities of Librarian

- To manage library as well as digital library of the university.
- To prepare the library budget and policies relating to the library.
- To encourage widespread usage of available information access facilities.
- To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement.
- To ensure procurement of books, CD-ROMs, Software, Journals etc., which

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are essential and/or recommended by the faculty.

- To provide URL links/resources for information on various study material.
- To develop programme of library management for improving the efficiency of the library.
- To maintain the books, journals, magazines and Dissertations in good condition.
- To seek suggestions / feedback on databases used.
- To provide digital library access from anywhere on campus.
- To establish source of cases and keeps adding new cases on a continuous basis and also develop system for new additions online.
- To encourage use of smart card for library services.
- To facilitate conduct of reading sessions.
- To organize various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
- To interact with the academic community of the University in order to determine their requirements of reading materials and acquire the same for the library.
- Any other work related to library that may be assigned from time to time.

Role and Responsibilities of Head Information Technology

- Ensuring the availability of computing facilities as and when required by the users.
- Continuous modernization and up gradation of the facilities.
- Ensuring the physical infrastructure to be in good working condition
- Repair and maintenance of instruments /equipment by departments.

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- Design and fabrication of teaching aids/instruments and equipment for research work.
- Extending services for purchase and installation of instruments/equipment by departments.
- Ensuring internet and email service to users of institute.
- Ensuring proper working of institute website.
- Build understanding with IT companies for the benefit of students and faculty of Institute.
- To maintain a good level of infrastructure for students, faculty and research scholars.
- To coordinate with internet service provider for the delivery of best internet and other services.

Role and Responsibilities of Faculty

- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not remain absent from work without prior permission or grant of leave.
- To develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.
- To make the teaching more effective and interesting to the students by the use of multi- media teaching aids and also develop the audio-visual/multimedia materials for the topic presented.
- To prepare and execute lesson plan and make complete preparation well in advance to effectively teach the theory and practical courses.

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- To complete the syllabus within the stipulated time and also contribute in the preparation of new syllabus or updation of existing syllabus concerning to his/her specialization.
- To maintain the record of class work, attendance and continuous assessment neatly, properly and in time.
- He/She should report to the class on time and also utilize the classroom assessment techniques.
- He/She should develop the course material and also test questions in consultation with the course coordinator.
- He/She should require keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course.
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling).
- To inform Course Coordinator within a reasonable time about students' progress and how effectively students are learning.
- To keep a secure record of each student's results, both electronically and in hardcopy.
- To provide data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator.
- To attend meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues.
- To attend meetings with the course coordinator and the class

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representatives for the course to obtain feedback.

- He/She shall help the concerned HOD to enforce and maintain discipline amongst the students and also perform any other co-curricular work related to the University as may be assigned to him from time to time by the concerned HOD.
- He/She guide students about career opportunities and also maintain faculty handbook.
- If associated with the lab,
 - design new experiments, if any
 - prepare lab workbooks
 - ensure the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - ensure availability of equipment needed for the lab in proper functioning
 - evaluate lab workbooks and provides feedback to student on timely basis
 - recommend for procurement of equipment, if any for the smooth conduct of all experiments
 - Keep the lab clean and tidy.
- To ensure the teaching quality of the department and lookout academic performance of each student regarding progress.
- To carry out research/innovative programs and any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.
- He/She should take efforts to organize refresher courses, workshops, seminars, visits etc. by coordinating with the concerned Head of Department.
- To invite guest speakers for interaction and guidance with UG/Students.

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