

## **Roles & Responsibilities**

### **1. Principal**

- i. Principal shall be appointed by the Management.
- ii. Following shall be the duties and functions of the principal:
  - Functions as the Head of the Institution and is the Member-Secretary of the Governing Counseling.
  - Responsible for overall development of the Institution.
  - Ensure the attainment of vision of the Institution through strategic mission.
  - Define quality policy and objectives.
  - Define & delegate responsibilities of various positions in the organization.
  - Final authority for all academic, admission, administrative, co-curricular and extracurricular, research, placement, innovation, resource mobilization, planning and development, recruitment.
  - Coordinate the needs of meeting statutory and regulatory requirements of the government (AICTE, UGC) and JNTUK.
  - Channelizes the growth and benchmarking activities of accreditation (NBA/NAAC) and affiliation (JNTUK) processes for the institute.
  - Single point contact (SPC) for external bodies (industries, academia, regulators, institutions/organizations, companies) and also for stakeholders: industries, parents and alumni.

### **2. Finance and Budgeting:**

- (i) Finance and Budgeting officer shall be responsible for coordinating with different departments regarding financial expenditure and finalization of annual budget for the department and any other duties assigned by Principal.
- (ii) Following shall be the duties and functions of FBO:
  - a. Shall coordinate with departmental heads by taking proposals for preparing annual budgets for the department
  - b. Shall call for quotations and analyzing them before recommending to principal for issue of purchase order
  - c. Shall be responsible for authorizing all purchases made by the department within the allocated budget
  - d. Shall recommend/ Reject proposal sent by the department of any expenditure is needed by department over and above the allocated budget
  - e. To prepare overall annual budget for the institution
  - f. To prepare projections of financial requirement for next five years
  - g. To help accounts department in financial matters

### **3. Head of the Department (HOD)**

- i. HOD shall be appointed by the principal. Term of appointment shall be for three years which can be further extended by one Semester
- ii. Following shall be the duties and functions of the HOD:
  - a) Shall adhere to the University Academic Calendar.
  - b) Shall be the custodian of the documents pertaining to the working of BOG.

- c) Shall take expression of interest for allotment of courses
- d) Shall allot courses offered in the semester to the concern instructors
- e) shall appoint Instructor-in charge
- f) Finalization and forwarding Time table of the Department to ID for making Master time table
- g) Shall coordinate with ACB for conducting remedial classes
- h) Shall Appoint class coordinators
- i) Shall Monitor smooth conducting of class work and Lab work
- j) Shall Monitor short answers and assignments schedule of the department
- k) Shall Monitor course coordinator for regularity of the student
- l) Shall recommend leaves after appropriately adjusting work of faculty
- m) Shall Coordinate with R & C for mini/Major Project allocation to students and guides
- n) Shall be responsible for conducting workshops/ Seminars/ FDPs
- o) Shall Conduct weekly meeting for assessment of week EODs submitted by faculty
- p) Allocating course experts for wetting of Lecture notes and handouts
- q) Shall monitor course file preparation on weekly basis
- r) Shall be custodian of course files of the department
- s) He will do any other work as assigned to him by the Principal.

#### **4. Instruction Division (ID)**

- i. Chief of Instruction division shall be appointed by the principal from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the principal. ID shall be responsible for all academic matters related to teaching-learning-evaluation and any other duties assigned by Principal.
- ii. Following shall be the duties and functions of the ID:
  - a) Shall administer the decisions of the Academic Council;
  - b) Shall schedule academic activities as referred to in the Academic Calendar;
  - c) will be responsible for:
    1. Academic Planning
    2. Finalizing Course allotment on recommendations of HOD
    3. Handout wetting compilation
    4. Preparation of Master Time Table
    5. Tracking Internal-Assessments
    6. Checking weekly departmental Minutes of the meeting before forwarding to the principal.
    7. Periodical Academic Audit of all Departments
    8. Consolidation of EODs of all faculty forwarded by HODs

#### **5. Education Development Division (EDD)**

- i. Chief of EDD shall be appointed by the principal from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the principal. EDD shall be responsible for all Education

development activities related to teaching-learning and any other duties assigned by Principal.

- ii. Following shall be the duties and functions of the ID:
  1. Scheduling Module Recordings
  2. Recording Modules
  3. Maintaining Storage of Recordings
  4. Streaming online sessions/Classes with/ without Concern Faculty
  5. Creating/Improving infrastructure for online class recording
  6. Coordinating with concern HODs Regarding online classes
  7. Vetting Lecture notes
  8. Monitoring Progress of recording as per Handout

### **Alumni:**

Head of Alumni committee is appointed by principal and head should be faculty member alumni of our institute.

Functions of the committee are:

- To maintain Record of alumni
- To keep track of carrier development of alumni
- To organize re-unions, branch wise/ year wise
- To Organize virtual / Actual interaction with students for career guidance

### **6. Academic Counseling Board (ACB)**

- i. Chief of ACB shall be appointed by the principal from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the principal.
- ii. Following shall be the duties and functions of the ACB:
  - a. Identifying Students with backlogs more than prescribed limit by Instruction Division (ID)
  - b. Analyzing reasons for backlog with the help of HODs
  - c. Analysis of attendance and continuous performance of previous semesters
  - d. Alerting parents of poor academic performance of their ward
  - e. Counseling individual students for improving their academic performance
  - f. Monitoring academics of these students throughout the semester
  - g. Arranging remedial classes in consultation with ID and Concern HODs

### **7. Research and consultancy Division (R & C)**

- i. Chief of R & C shall be appointed by the principal from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the principal. R & C shall be responsible for promoting Research and consultancy and overall in charge of all project work taken up by the students and any other duties assigned by Principal.
- ii. Following shall be the duties and functions of the R & C:
  - a. Identifying Mini/Major projects

- b. Assigning project guides in consultation with HODs
- c. Allotting project to the students
- d. Scheduling the review meetings
- e. Preparation and work on the scheme of evaluation to evaluate the progress of the project work
- f. Conducting periodical review of the projects
- g. Guiding students for documenting project report
- h. Conducting project seminars
- i. Conducting external project viva in consultation of HODs
- j. Motivating/ Guiding faculty/Students for Publication of their work
- k. Recommending faculty/student for attending conferences
- l. Identify the faculty members who are oriented towards research activities

### **8. Training & Placement (T & P)**

- (i) Training and placement officer is appointed for imparting skills needing for industry absorption and identifying/ liaising with company HRs for conducting placement drives and any other duties assigned by Principal.
- (ii) Following shall be the duties and functions of the T & P:
  - i. Collecting student data from 2<sup>nd</sup> year onwards
  - ii. Assessing training requirement of students
  - iii. Segregating student as per their academic performance
  - iv. Maintaining data of students seeking placement
  - v. Apprizing students/concern HOD for placement drives
  - vi. Motivating students to undertake additional skill training required for placement drives
  - vii. Identifying resource persons for training
  - viii. Arranging training sessions
  - ix. Arranging placement drives
  - x. Coordinating with company HRs for campus placements

### **9. Exam cell**

- (i) Exam cell Head shall be appointed by the principal from amongst the faculty for a period of two years. This tenure may be extended for a further period of two years if desired by the principal.
- (ii) Following shall be the duties and functions of the Exam cell:
  - a. Shall maintain record of students registered for particular semester
  - b. Shall upload eligible registered students in JNTUK Portal
  - c. Shall collect Mid question paper sets from department in advance
  - d. Shall conduct Mid/ End Exams
  - e. Shall conduct internal/External Lab Exams
  - f. Shall arrange seating arrangement for examinations
  - g. Shall supervise invigilation being done by faculty members
  - h. Shall be responsible for uploading all internal marks within the stipulated time
  - i. Shall notify Examination schedule given by the university and shall collect registration forms duly signed by students and forwarding it to university
  - j. Shall relieve exam observers as per university directions

- k. Shall arrange remuneration to observers, external examiners etc., from accounts department
- l. Shall communicate with university controller of examination for smooth functioning of exam cell.
- m. Shall be responsible in raising bills to institutions where their students write or appear for examination
- n. Shall be responsible for making payment to institutions where our students are appearing for examination.
- o. To coordinate with admin for CMMs and PCs applications
- p. To Collect exam material and sent examination scripts to the local university collection center
- q. To maintain all equipment installed in exam cell

## **10. Office Administration:**

### **Administrative Officer (AO)**

Administrative Officer shall be appointed by the principal for a period of two years. This tenure may be extended for a further period of two years if desired by the principal. Administrative Officer shall be responsible for all administrative activities i.e., Accounts, Admissions, Exams, Scholarships and coordinates Governing Council meetings and any other duties assigned by Principal.

Following shall be the duties and functions of the AO:

- Liasoning with AICTE, JNTUK.
- Maintain Service Books, Faculty personal files & Recruitment process.
- Maintain minutes of meeting for all new proposals.
- Coordinate day to day activities of office.
- Responsible for requirements of all department's material Purchases & payments.

## **11. Women Empowerment Cell**

Women Empowerment Cell (WEC) has been constituted to empower and safeguard the rights of female members; faculty staff and students of college. The WEC works to promote gender sensitivity in the college and conduct diverse programs to educate, sensitize both male and female members and produce harmonious atmosphere on the campus. It works for the welfare of the students and faculty towards preparing them in to competent professionals to take up greater challenges in the academic sphere. The principal nominates the members of WEC.

It organizes workshops and sensitization programmes both for staff and students by eminent Psychologists and social workers. A Women Empowerment committee is constituted at the Institution level with the objectives as follows:

- Identification of strong leadership and change makers and building the capacity of women
- To promote a culture of respect and equality for female gender
- The provision of opportunities and programs for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right

- To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women
- To inculcate entrepreneurial attitude among young girls, at the earliest so that they can be “job givers” rather than “job takers”
- To make women understand that empowered and educated women are less likely to fall prey to sexual abuse, workplace harassment, domestic abuse many more
- To show that the Empowered women can have happier families
- To imbibe the idea that child marriage, dowry killings, discrimination, female feticide, etc., and other harmful acts can be stopped by women empowerment

## **12. Library**

- (i) Librarian shall be appointed by the principal for a period of two years. This tenure may be extended for a further period of two years if desired by the principal. The Librarian is responsible for the resources of Library and information Centre comprising of assets in both hard and soft forms and any other duties assigned by Principal.
- (ii) Following shall be the duties and functions of Librarian:
  - Prepare the plans, initiates actions for addressing all possible needs of primary stakeholders - students, teachers and research scholars (via identifying and ordering books, reference material, journals, online resources, issue of resources and maintain of records).
  - Undertakes series of tasks towards optimal utilization and for maintenance of the library.
  - Maintain library discipline and culture.
  - Prepare annual budget for library.

## **13. The Students' Welfare Department (SWD)**

- (i) Head of SWD shall be appointed by the principal from amongst the Professors for a period of two years. This tenure may be extended for a further period of two years if desired by the principal. SWD shall be responsible for activities of students other than academics and any other duties assigned by Principal.
- (ii) Following shall be the duties and functions of SWD:
  - i. To coordinate with HODs/ Class counsellors for collection of fee
  - ii. To identify talent among the students other than academics
  - iii. To announce schedule for different events to be held in particular academic year
  - iv. To shortlist programs for the functions
  - v. To coordinate with HODs for getting permission during college hours for practice
  - vi. To monitor activities of hostel committee
  - vii. To coordinate with proctorial committee for keeping discipline amongst the students
  - viii. To monitor working of women’s empowerment grievances committee along with anti-ragging committee with the help of concern HODs
  - ix. To monitor/ identification of sports talent amongst the students and encourage them to participate in district / state/ national level

- x. To monitor NSS and Swatch Bharath activities of the college

#### **14. Anti-Ragging Committee**

Lingayas Institute of Management & Technology has worked hard over the years and achieved the reputation as an Institution with “zero-tolerance” towards ragging. These are the motivating factors to admit students in this Institution

Anti-ragging committee is headed by Head of Institution/ Principal and consisting of representatives of civil and public administrations, NGOs, local media, faculty, parents, students and non-teaching staff.

Following shall be the duties and functions of the Anti-Ragging Committee:

- Anti-ragging squads to maintain vigil, oversight and patrolling functions.
- The Squads have to make surprise visits on hostels, and other places vulnerable for ragging activities.
- Reports on the visits have to be made by the members of the squad.

#### **15. Horticulture**

Horticulture Committee is responsible for planning, identifying and organizing planting areas and supervising the maintenance of planted area in the campus.

Functions of Cell:

- Study the Landscape, marking location with GPS, identify the location (Spots for Plantation) and their suitability like herbs, shrubs and trees.
- Procurement of sapling.
- Identify the available (source) Plants (saplings).
- Maintenance of lawns, garden

#### **16. Hostel committee**

This committee looks into the requirement of the students staying on the campus, in the hostel.

Roles and Responsibilities of head of the committee:

- Head of the committee shall pursue and approve all Policies and shall meet at least once per month in the evening
- After the Meeting the committee shall have an interactive session with residents.
- Committee shall approve hostel Rules, ensure implementation, and review recommendations for punishment and all awards.
- Recommendations approved by the committee shall be binding on all colleges and shall be placed on the agenda in the next Meeting with Principal for information.
- The punishments for offences committed in hostel may extend from Suspension from Classes, Expulsion from Halls of Residences, Non-Eligibility for Placement, Academic Rustication from Colleges etc., as decided case-by-case by the committee

- The committee shall review and approve budgets for running the Mess.
- The committee shall recommend to management, persons found fit for appointments as Supervisors from time to time to work in coordination with the Faculty Wardens.
- Committee shall impose punishments for all students who figure in drug abuse, child, gender issues, smoking and drinking, financial irregularities and any other un-lawful activities unfit for campus.
- In case of Faculty Wardens indulging in any activities as above, the committee shall recommend and take summary action with the approval of the committee, Principal even to the extent of termination of Services
- The decision of the Hostel committee in all such aspects shall be final
- The Mess – running and finances would be administered under his guidance through Management Committee consisting of the Warden, Supervisors and nominated student representatives.

*Role of Wardens:*

- The Warden's Visits to hostel shall be on a roster as decided by the Management, to which they are attached from 8 AM to 8 PM on all working days.
- Visits in the mornings are to ensure that students are out of the Hostel to attend classes and are not to see if anyone reports sick.
- Visiting register shall be maintained in hostel to record the Warden's specific observations and comments on individual students.
- Must check Resident's Movement Register and take measures for corrective actions for Residents coming in late or after permitted hours.
- Shall be present in the dining Hall during the entire period of Lunch-time and maintain discipline in the place.
- Need to check Breakfast and Lunch, and also write his comment in Mess Menu Register about the food.
- In case of Emergencies the Wardens shall make it a point to attend to the Hostel Emergency 24/7. For female Wardens in such emergencies transport shall be provided.

*Roles and Responsibilities of Supervisors:*

- Must maintain discipline in the Hostel premises as per the policies laid down from time to time.
- Must take attendance at specified time and keep a record of student's attendance.
- Must also observe and report if any student is in drunken or abbreviated state

- Must interact with students on daily basis and ensure to act upon any feedback or complaints received.
- Must contact with Maintenance staff viz., Electrician, Plumber to attend / repair the complaints lodged by Residents in complaint register.
- Must ensure safety, security and prevent un-authorized entry into the hostel
- Must ensure that, no ragging takes place in the hostel.
- Must carry out any other responsibility as assigned from time to time by the management.
- Must not handle cash in any form of Fine or Hostel Fee
- Must constantly interact with the Faculty Wardens and help supervision of Resident discipline.
- Must accompany the Faculty Warden in making rounds of hostel in the morning to prevent residents staying back from attending classes
- Must help remove residents to sick rooms if so, recommended by the Campus Medical Officer
- Must maintain a log of all actions taken by him throughout the day / night mentioning the name of Resident / Room No. where such action was initiated.
- Must be present on his duty at all times, unless permitted in writing by the Manager and Warden to go on leave or any other absence

## **17. Proctorial Committee**

- This committee monitors the students and ensures that no indiscipline happens. Also, in the event of any indiscipline activities, action is taken by the committee and reports its recommendations to SWD/ Principal
- Any anonymous writings about faculty / employees / student (s) shall be taken a note of and enquired for validity.
- Possession, carrying or use of alcohol, drugs, tobacco is strictly forbidden on campus and shall attract punitive measures
- Violence in any form / abuse in any language shall attract punitive measures.

### *Detection and Follow-Up:*

- Any such incident (s) or actions as soon as they are detected shall be promptly brought to the notice of the mentor and/or HOD and/or principal and/or head of section who shall report immediately to empowered committee on zero tolerance policy for further action.

- Empowered Committee on Zero Tolerance Policy
- The Committee is empowered to take immediate action by scrutinizing the case (s) and enforce punitive and/or remedial measures within 48 hours of occurrence of the event, with the concurrence of management.

### **18. Physical Education Department**

- Parallel to studies, in order to give motivation and an opportunity to excel in sports to interested students, this committee looks into the needs of budding sports persons.
- The college campus has facilities and equipment for a number of sports, for which there is good participation & boys and girls, pursuing undergraduate and postgraduate programs.
- Students participate in the sports, helping them to perform well in college events at state and national levels.

#### *Roles and Responsibilities of Committee Members:*

- To prepare the Annual Budget for sports and games separately.
- To plan and schedule sports for the academic year.
- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time and agenda of the programs.
- To inform members of staff and students about the sports
- To arrange the venue and logistics.
- To arrange memento for guests and gifts/certificates for the participants.
- The committee shall display on the Notice Board/Website information about festivals to be celebrated.

#### *Additional academic support:*

- Students represented state/nation at junior level is given scholarships during admissions.
- Attendance benefit is given to students as and when they represent the Institution, University
- National level sports as well as Cultural events.

## **19. NSS and Swatch Bharath committee**

National Service Scheme is a student-centered programs and it is complementary to education. It is a noble experiment in academic extension. It inculcates the spirit of voluntary work among students and teachers through sustained community interaction. It brings our academic institutions closer to the society. It is a link between the campus and community, the college and village, knowledge and action. The aim of NSS is the Personality Development of students through community service. It gives an extension dimension to Higher Education system and orients the student youth to community service.

*The objectives of NSS are to:*

- Understand the community in which they work;
- Understand themselves in relation to their community
- Identify the needs and problems of the community and involve them in problem solving process
- Develop among themselves a sense of social and civic responsibility;
- Utilize their knowledge in finding practical solution to individual and community problems;
- Develop competence required for group-living and sharing of responsibilities;
- Gain skills in mobilizing community participation;
- Acquire leadership qualities and democratic attitude;
- Develop capacity to meet emergencies and natural disaster and Practice national integration and social harmony.

## **20. Help desk**

- (i) Help desk is constituting by principal for taking care of any grievances of students/ staff and any other duties assigned by Principal.
- (ii) Following shall be the duties and functions of Help desk:
  - a. Any application related to any issues within the campus is attended by help desk and time frame is given to the applicant for resolving the issue
  - b. Recommendations of disposal of issue is forwarded to principal for approval
  - c. Minor issues are to be resolved within 24 hours
  - d. Coordinating with concern HODs for quick redressal