



Sri Sai Vidya Vikas Shikshana Samithi ®
SAI VIDYA INSTITUTE OF TECHNOLOGY
(Approved by AICTE, New Delhi, Affiliated to VTU, Recognized by Govt. of Karnataka)

RAJANUKUNTE, BANGALORE 560 064, KARNATAKA
Phone: 080-28468191/96/97/98 * E-mail: info@saividya.ac.in * URL www.saividya.ac.in

DUTIES AND RESPONSIBILITIES
OF ALL THE STAFF MEMBERS
OF THE INSTITUTION

PRINCIPAL
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064



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Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064



SRI SAI VIDYA VIKASA SHIKSHANA SAMITHI (R)
SAI VIDYA INSTITUTE OF TECHNOLOGY
(Affiliated to VTU, Belgaum, Recognized by Government of Karnataka, Approved by AICTE, New Delhi)
Rajanukunte, Doddaballapur Road, Bangalore-560064
Tel: 080-2846 8196, Fax: 2846 8193 / 98, Web: www.svit.co.in

DUTIES AND RESPONSIBILITIES OF PRINCIPAL

Day to day college management. Admissions Examinations, Students Monitoring, Discipline, Attendance. Liaison with University/AICTE/Govt and other statutory Bodies. Control on Staff and students and welfare. Hostel administration and Affairs.

ACADEMICS

1. Teaching 08 hours per week. Two theory subjects shall be handled in each semester.
2. Complete monitoring of the academic activities of the college as per the university calendar of events issued from time to time.
3. Daily monitoring of the conduction of the classes & labs as per the time table and taking the corrective actions
4. Responsible for monitoring the execution of projects of the students/seminars in liaison with concerned HODs
5. Development of research activities, getting the projects from AICTE/UGC and other Govt funding agencies.
6. Conduction of seminars/technical lectures/workshops
7. Conduction of internal tests, evaluation and monitoring the progress of the students.
8. Regular monitoring of attendance and IA marks of the students and sending final attendance & IA marks to the university.
9. Sending progress reports with attendance details and shortage if any to the parents atleast twice in a semester .
10. Counseling of students, periodical review of the progress of studies through proctor system in the college
11. Responsible for maintenance of discipline and academic atmosphere in the college and initiating the actions on the staff and students on indisciplinary activities includes ragging etc., if found any.
12. Conduction of university examinations as per the rules and regulations of the university from time to time.
13. Responsible for all the academic activities such as conduction of classes, attendance, IA tests and marks, examinations and all correspondences with the University.

ADMINISTRATION

1. Appointment of required staff as per the norms of the Institution/AICTE/University with the approval of director /management.
2. Supervision and controlling the day to day affairs of the hostels in the campus.



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3. Issue of all types of certificates as required by the students and letters to the companies/factories.
4. Arranging the industrial/factory visits.
5. Daily checking of attendance of all the staff and markings in the attendance registers.
6. Granting the casual leave, earned leave, LWP, OOD etc. to all the staff as per the norms laid by the management from time to time... In case of earned leave, if it is more than 10 days prior approval of director/management shall be taken.
7. Appraising the periodical performance of all the faculty members, HODs and non teaching staff and submission to the management with remarks for taking appropriate action.
8. Recommendation for granting annual increments/periodical promotions/salary revisions to all the staff of the college based on the performance appraisals of the staff.
9. Relieving the staff on resignation with the permission of the management.
10. Issue of warnings and disciplinary actions and recommendation for taking disciplinary action on staff if warranted.
11. Recommendation for permitting the staff for attending the seminars/workshops/meetings etc and for granting the financial assistance.
12. Recommendation to grant salary advances/loans etc to the staff as per the rules laid down by the management.
13. Maintenance of the college buildings, gardens, campus premises and taking actions on minor repairs and maintenance.
14. Encouraging the sports, cultural and other co curricular activities in the college.
15. Initiating the purchase process in advance for the requirements of furniture, lab equipments/ consumables/ stationeries and other materials for sports/library books/journals etc., and getting approval from the management for timely procurements
16. Correspondences with the AICTE/UGC/Govts/University for getting approvals for affiliation of courses and new programs.
17. Convening the governing body, purchase committee and other meetings as per the norms.

FINANCE

1. Daily monitoring the cash collections/remittances in the college.
2. Sanction of imprest expenses upto Rs.5000/-for the petty expenses in the college with 1,00,000/- limit per month.
3. Fee collections from the students and recovery of fee dues as per the schedule of the each year.

Additional Director

Sai Vidya Institute of Technology
Rajanukunte, Bangalore-560 064



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The Indicative Role and Responsibilities of Vice Principal

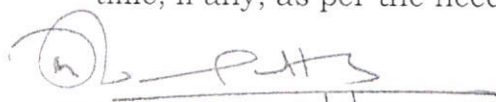
Purpose:


The Academic Vice-Principal reports directly to the Principal and is responsible for the organization, leadership, oversight, implementation, direction and overall management of SVIT's academic programs. As a member of the College Senior Management Team, she/he will participate in making decisions as per SVIT Bylaws and in the spirit of the college guiding principles and the mission of the Institution. The Vice Principal is expected to design, implement, monitor and improve academic programs that further the purposes for which SVIT is organized. Clear, open and frequent communication with the Principal is essential, and weekly meetings with the Principal would be expected to review academic activities and to keep the Principal apprised of pertinent issues concerning SVIT's academic program. The Vice Principal is expected at all times to support the mission, goals and objectives of SVIT as stated in the Institutions' guiding principles and as interpreted by the Principal and the Council of Directors.

The Vice Principal shall:

- Be knowledgeable about the dynamic educational scenario in the world, and assist the Principal in developing, implementing and updating the strategic plan for the institute.
- Assist the Principal in planning, implementing, controlling and sustaining the autonomous processes in the institute at appropriate times.
- Provide inputs to budget needs for the campus
- Be responsible for Planning and Development of Human Resource at SVIT.
- Plan and Promote need based training of faculty and staff members to foster and support excellence in teaching, learning and assessment.
- Be responsible to initiate and sustain measures to improve the faculty competency through continuing education programmes, industry internships, etc. Orient the new faculty and staff, and keep them always updated regarding academic regulations and processes.

- Monitor the faculty and staff attendance and punctuality to duty.
- Assist Principal in planning for the development of the institute through continuous assessment of the infrastructure requirements, and coordinate the preparation of Annual budget.
- Ensure annual physical verification of assets/materials (stock verification) and recommend actions vis-a-vis any discrepancy.
- Conduct induction programme for fresh batch of students. Monitor the academic performance of students of I year, and students under management and diploma quota, and periodically report to the Principal. Guide their coordinators to ensure that students' academic performance is continuously improved.
- Coordinate and Assist the Principal in performance appraisal and offer constructive performance feedback that includes initiating faculty evaluation by students, corrective action and counseling and PBAS performance report from faculty.
- Observing smooth conduction of classes and laboratories
- Assist Principal in coordinating the offices of Dean (Aca), Dean (SW) and Dean (ER) and other section heads in preparing for NBA, NAAC, NIRF, ARIIA and other recognitions from magazines like Dataquest , Outlook etc.
- Coordinate timely data/report collection from Dean (Aca), Dean (Student Affairs) and Dean (R & D) and Office for presentation to the higher authorities/agencies.
- Discharge the responsibilities of the Principal in his/her absence subject to the limits of authority delegated. Represent the Principal in meetings, whenever assigned.
- Discharge any other responsibility as may be assigned by the Principal and the Management.
- Address effectively the Academic grievances of staff in consensus with the Principal
- To maintain Discipline in Campus
- To interact with Parents for routine matters, when principal intervention is not required.
- To monitor internal Evaluation/University Examinations.
- Shall be part of all the Units/Sections/Committees for supervision/Assisting Principal in coordinating Statuary committee meetings and its functioning.
- Shall Take care of all other works assigned by HEAD OF THE INSTITUTION time to time, if any, as per the need of the institution.


PRINCIPAL 5/1/2022


DIRECTOR (A)

PRINCIPAL
 Sai Vidya Institute of Technology
 Rajanukunte, Bengaluru-560 064

Additional Director
 Sai Vidya Institute of Technology
 Rajanukunte, Bangalore-560



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DUTIES AND RESPONSIBILITIES OF PROFESSOR AND HOD

ROLE DEFINITION

To facilitate student learning in order to achieve the goals and objectives set forth in the curriculum and program as envisioned in the Policies of the Institution. To guide students toward be self-motivated learners and to participate in all curricular and extra-curricular activities of the College.

DUTIES AND RESPONSIBILITIES

1. Degree of Independence and Innovation within the Academic Environment.
2. Report to Principal/Dean in executing responsibilities towards students, faculty colleagues, other functionaries in the College.
3. A continuous assessment of the existing standard of knowledge, requirements of students and the College's expectations is necessary in order that the program delivers as per set Goals and objectives. Contacts / Impact of Interaction.
4. Interacts regularly with to ensure consistency in course structure and delivery, and to keep others informed of progress. Maintains an open door policy for students.
5. Ensure timely ordering of Departmental requirements of equipment and instructional materials.
6. Assume responsibility for supporting student-initiated activities as well as for organising and administering student-counselling procedures.
7. Ensure proper appraisals and evaluation in departments.

JOB REQUIREMENTS

1. Doctoral degree or equivalent from an accredited institution in a related discipline.
2. Demonstrated record of teaching effectiveness [5] Years minimum at the Associate/ Professor level) and significant scholarly or creative achievements and professional service that will further the mission of the College.
3. Major publications or contributions of a professional nature.
4. Commitment to professional bodies as an active member.
5. Demonstration of a leadership role though a combination of innovative and effective teaching, scholarly or creative achievements that receive recognition from peers, and professional bodies.
6. Strong time management skills. Communication / interpersonal skills
7. Ability to effectively work with and integrate into a large and diverse faculty group - teamwork ability. Motivation and ability to motivate others.
8. Culturally sensitive, willing to adapt approach to meet the expectations of College Initiative and problem solving skills. Creativity and Leadership skills. Tolerance for ambiguity with Flexibility and ability to adapt.



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ROLE & RESPONSIBILITIES OF PROFESSOR

1. Provides effective instruction to students in line with course and program goals. Fulfills workload assignments for both classroom instruction and out-of-class responsibilities.
2. Promotes and guides preparation of course materials and appropriate teaching techniques as well as new courses and review existing courses.
3. Develops & utilises available learning resource facilities, using IT Tools
4. Provides leadership in curricular development. Monitors and reviews textbooks and instructional materials in order to identify areas for improvement.
5. Contributes to planning of the future direction of the program.
6. Serves on department, college and University committees as needed.
7. Is accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintain an effective learning atmosphere, through student tutoring and academic and career advisement.
8. Acts as a leader, teacher, advisor, and facilitator of learning.
9. Maintains professional skills and subject expertise through continual study, research and publishing in discipline, as well as through involvement in related professional organisations and develops a personal professional development plan.

JOB REQUIREMENTS

1. Doctoral degree or equivalent from an accredited institution in the related discipline.
2. Demonstrated record of teaching effectiveness (4 years minimum at the Assistant Professor level) and significant scholarly or creative achievements and professional service that will further the mission of the institution.
3. Research and publication in the concerned discipline.
4. Proficiency with computers IT tools and their use in Academic arena.
5. Commitment as a professional active member of the academic community.
6. Community service related to the discipline preferred.
7. Promise of advancing the mission of the institution through scholarly or creative achievements.
8. Ability to effectively work with and integrate into a large and diverse faculty group - teamwork ability.
9. Culturally sensitive, willing to adapt approach to meet the expectations of society. Communication / interpersonal skills.

Additional Director

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DUTIES AND RESPONSIBILITIES OF ASSOCIATE PROFESSOR

ROLE DEFINITION

1. Provides effective instruction to students in line with course and program goals. Fulfills workload assignments for both classroom instruction and out-of-class responsibilities.
2. Prepares course materials using appropriate teaching techniques and performs other activities related to the requirements of the curriculum.
3. Develops and utilises available learning resource facilities, using IT Tools.
4. Provides leadership in curricular development in the department or appropriate area.
5. Provides leadership for co-curricular activities.
6. Serves on department and college committees as needed to assist in development of matters benefiting the Institution.
7. Monitors and reviews student attendance and exam results.
8. Is accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintain an effective learning atmosphere in the Institution.
9. Maintains office hours and is available for student tutoring, and academic and career advisement.
10. Conducts evaluations of student performance and assigns grades on the basis of such evaluations.
11. Updates professional skills and subject expertise through continual study, research and publishing in discipline
12. Keeps up professional responsibilities through active participation in Professional Bodies
13. Develops a personal professional development plan.

JOB REQUIREMENTS

1. Doctoral degree in a related discipline from an accredited institution.
2. Demonstrated record of teaching effectiveness in previous appointments.
3. Proficiency with computer and technology use in the classroom an asset.
4. Commitment to professional service as an active member of the academic community. Strong time management skills. Tolerance for ambiguity
5. Ability to conduct research or demonstrate creative achievements.
6. Initiative and problem solving skills.
7. Communication/interpersonal skills and motivation and ability to motivate others.
8. Organising and planning ability. Flexibility and ability to adapt creativity.


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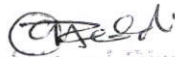
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DUTIES AND RESPONSIBILITIES OF ASSISTANT PROFESSOR

1. Provides effective instruction to students and fulfils workload assignments for both classroom instruction and Laboratory responsibilities.
2. Prepares course materials and Laboratory Manuals and performs other activities which are related to and meet the requirements of the curriculum.
3. Participates in the development, evaluation and refining of the curriculum, and assessment.
4. Monitors and reviews courses, textbooks and instructional materials in order to identify areas for improvement.
5. Participates in co-curricular activities.
6. Serves on department committees as needed to assist in development of matters benefiting the Institution.
7. Monitors and reviews student attendance and exam results.
8. Is accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintain an effective learning atmosphere in the Institution.
9. Maintains office hours and is available for student tutoring, and academic and career advisement.
10. Acts as a teacher, advisor, and facilitator of learning.
11. Conducts evaluations of student performance and assigns grades on the basis of such evaluations.
12. Maintains records of student attendance and grades according to policy.
13. Maintains professional skills and subject expertise through continual study.
14. Develops a personal professional development plan.

JOB REQUIREMENTS

1. Master's degree or equivalent from an accredited institution in a related discipline.
2. Teaching experience within the discipline at the tertiary level.
3. Proficiency with computers and their use in R&D and Educational Technology
4. Strong time management skills and ability to work with and integrate into a faculty team.
5. Culturally sensitive, willing to adapt approach to meet the expectations of the society.
Demonstrated ability to work with diverse cultures and nationalities.
6. Communication/interpersonal skills and motivation and ability to motivate others.
7. Organising and planning ability. Flexibility and ability to adapt creativity.
8. Tolerance for ambiguity


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DUTIES AND RESPONSIBILITIES OF PLACEMENT OFFICER
TRAINING AND PLACEMENT OFFICE

1. The minimum hours of work in the department and the institution are 40 hours per week out of which 10-12 hours of the teaching classes shall be handled in the concerned Department as assigned by the Prof & HOD from time to time.
2. To arrange and imparting pre placement training for all the students starting from I year onwards to ensure employability of students.
3. To keep the entire data pertaining to the companies, placement agencies, student profile and related matters of the Department of Training & Placements with the assistance of DPO and transfer of data as per the requirement of recruitment agencies/companies.
4. Inviting the experts from various industries /companies and other training agencies to train the students on Technical /Non Technical skills i.e communication, aptitude and soft skills etc. and monitoring the training activities for the requirements of campus recruitments.
5. To conduct the pre-placement mock tests and training to assess and corrective measure to boost the confidence of students to face the recruitment process.
6. Inviting various MNCs/Core Companies and other recruiting agencies for campus recruitments and arraigning the on campus recruitment drives for placement of students with attractive packages.
7. Regular visit to the MNCs/Core Companies and other recruiting agencies to ensure maximum campus recruitment drives for placement of students with attractive packages.
8. Assist the Principal, in promoting the Industry- Institution Interaction (III) activities for guiding the students to secure the internships/projects/research and real Time projects etc.
9. To strive for 100% placements for all the eligible students with academic performance of 60:60:60 and atleast 75% placement for other in every academic year.
10. Monthly progress report and the annual commitment on placement activities and achievements before the commencement of the academic year i.e 1st July of every year shall be submitted to the principal.
11. To discharge the duties and responsibilities as assigned by the Principal/Director from time to time.

I hereby acknowledge job responsibilities of the Placement Officer and abide by the same.

Date :

Signature

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DUTIES AND RESPONSIBILITIES OF DEPUTY PLACEMENT OFFICER

TRAINING AND PLACEMENT OFFICE

1. The minimum hours of work in the department and the institution are 40 hours per week out of which 10-12 hours of the teaching classes shall be handled in the concerned Department as assigned by the Prof & HOD from time to time.
2. To assist and co-ordinate with the Head Training & Placement in keeping the entire data pertaining to the companies, placement agencies, students profile and related matters of the Department of Training & Placements.
3. Correspondence with the various companies in arranging the campus visits by the companies for recruitments transfer of data and timely intimations to the students.
4. Imparting/ Monitoring pre- placement training classes to the students to make them employable.
5. Inviting the experts from various industries /companies and other training agencies to train the students on Technical /Non Technical skills i.e communication, aptitude and soft skills etc. and monitoring the training activities for the requirements of campus recruitments.
6. To conduct the pre-placement mock tests and training to assess and corrective measure to boost the confidence of students to face the recruitment process
7. Regular visit to the MNCs/Core Companies and other recruiting agencies to ensure atleast ten campus recruitment drives in a year for placement of students with attractive packages. Monthly progress reports shall be submitted to the Head of Placement & Training Dept.
8. Assist the Head-Training & Placement, in promoting the Industry- Institution Interaction (III) activities for guiding the students to secure the internships/projects/research and real Time projects etc.
9. To strive for 100% placements for all the eligible students with academic performance of 60:60:60 and atleast 75% placement for other in every academic year.
10. To discharge the duties and responsibilities as assigned by the Head-training & Placement/Principal from time to time.

I hereby acknowledge job responsibilities of the Deputy Placement Officer and abide by the same.

UNDERTAKING

I..... Designation. Department..... hereby undertake that I will discharge the above job responsibilities to the satisfaction of my immediate superiors failing which my services are liable for termination.

Date :

Signature

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DUTIES AND RESPONSIBILITIES OF LIBRARIAN

1. To ensure Opening and closing of the library before 15 minutes and after the 15 minutes of the working hours of the college.
2. To procure the Library books and other related softwares, Liaison with HODs in preparing the indent of Books as per the Syllabus, calling quotations, comparative statements, and purchase process of the Library books from time to time.
3. Taking the accession, bar-coding, categorization and stacking of the books as per the library procedure and annual verification of books stock and reference section.
4. Digital Library, online journals and AICTE/VTU Consortium e library facilities, managing the internet facility in the library.
5. Office correspondence, file maintenance in the library and managing the Library.
6. To Issue and collection of Books from the students and staff in the library.
7. Issue of ID Cards, Library Cards to the students and staff as assigned by the Librarian.
8. Any other work assigned by the Principal and other superiors from time to time.
9. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
10. Any other duties assigned by the Principal & other administrative authorities from time to time.

UNDERTAKING

I.....Designation.....Department.....
hereby undertake that I will discharge the above job responsibilities to the satisfaction of my immediate superiors failing which my services are liable for termination.

Date:

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DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER

1. Overall administration in liaison with HODs and Other Heads of sections in the college. Reporting to the Principal & Director. Periodical reporting to the Management.
2. Overseeing & Verification of Admissions, Establishment matters relating to Appointments, Pay fixations, Annual increments, Leave Accounts and sanctions, Staff Attendance and Disciplinary Proceedings etc.,
3. Scrutiny of on of salary bills includes statutory payments of PF, Prof Taxes etc.
4. General administration on Housekeeping, Repairs maintenance, Security. Canteen. garden etc. Purchase matters, G C Meeting proceedings, College Transportation arrangements and supervision.
5. Correspondences with University, AICTE, Govt and other bodies for granting Approvals & Affiliation. Any other duties assigned by the Principal/Director/Management from time to time

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DUTIES AND RESPONSIBILITIES OF REGISTRAR

1. Overall execution and Supervision on Admissions, Examinations, Students Management/Progress reports. Reporting to the Principal/AO. Liaison with HODs with other concerned staff for smooth functioning of all the matters relating to Academics students administration.
2. Execution and supervision of work relating to Admissions, Examinations and Scholarship sections. Control & supervision of work of the office staff.
3. Correspondence with the University and Govt depts. for Approval of Admissions/Transfers, Conduction of Exams, IA Marks, Attendance, Issue of Marks cards, solving the problems of students relating to Exams, Results etc. Preparation of Students lists, Not eligible lists, Result Analysis, Students -Teacher Appraisals. and furnishing necessary statistics and data as required by the University and the college from time to time.
4. Verification of all salary matters/bills/ statutory recoveries and timely remittances i.e. PF, ESIC, TDS and all Taxes.
5. Monitoring the Income Tax matters including issuance of Form 16 to the staff/filing quarterly returns.
6. Liaison with Internal and External Auditors for periodical audit verification, submission of Final audited accounts such as Receipts & Payments, Income & Expenditure, Balance Sheet with schedule of accounts and Bank Reconciliation statements, within 30th June of every year.
7. Any other duties as assigned by the AO/ Principal/Director from time to time.

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DUTIES AND RESPONSIBILITIES OF OFFICE SUPERINTENDENT

1. Supervision on Admissions, Examinations, Students Management/ Progress reports.
2. Reporting to the AO/Principal. Liaison with HODs with other concerned staff for smooth functioning of all the matters relating to students administration.
3. Execution and supervision of work relating to Admissions, Examinations and Scholarship sections. Control & supervision of work of the office staff.
4. Correspondence with the University and Govt Depts for approval of Admissions, Conduction of Exams, IA Marks, Attendance, Issue of Marks cards, solving the problems of students relating to Exams, Results etc. Preparation of Students lists, Not Eligible lists, Result Analysis, students –Teacher Appraisals, and furnishing necessary statistics and data as required by the University and the college from time to time.
5. Sanctions of Scholarships and disbursements. Issue of all types of students related certificates, letters to various organizations.
6. Any other duties as assigned by the AO/ Principal/Director from time to time.

Date:

Signature

Additional Director

Sai Vidya Institute of Technology
Rajanukunte, Bangalore-560 064



SRI SAI VIDYA VIKASA SHIKSHANA SAMITHI (R)
SAI VIDYA INSTITUTE OF TECHNOLOGY

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DUTIES AND RESPONSIBILITIES OF FIRST DIVISION ASSISTANT

1. Complete Case working of the section allotted in the office of the Principal from time to time and responsible for the section related works/matters.
2. To guide and extract the work form the SDAs in the section and carry out the duties like, Drafting letters/Circulars/Memos/liaison with the HODs and various Govt offices.
3. Correspondence of letters and timely submission of statements/Accounts etc for obtaining the approval from the concerned/appropriate authorities of Govt/AICTE/University etc.,
4. Data entry, data/Statistics maintenance, File keeping and movement, Maintenance of Registers of concerned section allotted as per the requirement of the Institution from time to time.
5. Issue of various certificates and letters to the students and staff.
6. Correspondence and Liaison with University/DTE/Govt/AICTE for various sanctions and approvals of admission /Examinations/Scholarship of the students etc.
7. To report the concerned Office Superintendent and to discharge the duties as assigned by the Principal/ Other Superiors
8. Any other work assigned by the Office Superintendent/Registrar and Administration Officer from time to time.
9. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

UNDERTAKING

I.....Designation.....Department.....
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Date:

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DUTIES AND RESPONSIBILITIES OF SECOND DIVISION ASSISTANT

1. Clerical/Case working relating to the section allotted in the office of the Principal from time to time.
2. Assigned the work relates to Personal Assistant to the Principal and carry out the duties like, Drafting letters/Circulars/Memos/Maintenance of the HODs, Governing Council and other meeting resolutions.
3. Correspondence of letters and timely submission of statements/Accounts etc for obtaining the approval from the concerned/appropriate authorities of Govt/AICTE/University etc.,
4. Data entry, data/Statistics maintenance, File keeping and movement, Maintenance of Registers of concerned section allotted as per the requirement of the Institution from time to time.
5. Issue of various certificates and letters to the students and staff.
6. Correspondence and Liaison with University/DTE/Govt/AICTE for various sanctions and approvals of admission /Examinations/Scholarship of the students etc.
7. Assisting the examinations & Admissions by discharging the duties as assigned by the Principal/ Other Superiors
8. Driving the College Vehicles sparingly during the leave period of regular drivers as assigned from time to time
9. Maintenance of College Vehicles including the repairs/Services/Fuel Filling/RTO correspondences, Tax/Insurance records and monitoring the college Bus routes/Students/Staff Passes etc. All works relating to College Transport section.
10. Any other work assigned by the Office Superintendent and Administration Officer from time to time.
11. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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DUTIES AND RESPONSIBILITIES OF SECOND DIVISION ASSISTANT -ACCOUNTS SECTION

1. Case working relating to Accounts and Tally entries pertaining to college/Trust/Director Accounts.
2. Journal entries of Fee Collections and other receipts /Generating vouchers as per the Tally accounting system in the college on daily basis.
3. Daily remittances of fee collections to the concerned Bank accounts, Payment of Bills, Issue of cheques, Ledger posting to the concerned heads of Accounts, rendering monthly Receipts & Payments, Income & Expenditure, Bank Reconciliation Statements within 10th of Every month.
4. Payment of TDS/Prof Taxes, Provident fund and other statutory payments within the prescribed time limit. Liaison with Internal and External Auditors for periodical audit verification, submission of Final audited accounts such as Receipts & Payments, Income & Expenditure, Balance Sheet with schedule of accounts and Bank Reconciliation statements . within 30th June of every year.
5. Maintenance of Department wise Fixed Assets registers and verification of Stock registers of Dept purchases before making payment. Liaison with Bank and correspondences for loan accounts etc.
6. Responsible for Hostel Accounts/Mess Bill/and day to day accounting of expenses/monthly payments.
7. To assist the Admission and exam sections during the exigencies of works.
8. Any other duties as assigned by the Office Superintendent / AO/Principal/ from time to time.

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DUTIES AND RESPONSIBILITIES OF LIBRARY ASSISTANT

1. To ensure Opening and closing of the library before 15 minutes and after the 15 minutes of the working hours of the college.
2. Assisting the Librarian in preparing the indent of Books as per the Syllabus, calling quotations, comparative statements, and purchase process of the Library books from time to time.
3. Taking the accession, bar-coding, categorization and stacking of the books as per the library procedure
4. Office correspondence, file maintenance in the library and assist the librarian in managing the Library.
5. To issue and collection of Books from the students and staff in the library.
6. Issue of ID Cards, Library Cards to the students and staff as assigned by the Librarian.
7. Any other work assigned by the librarian and Asst. librarian from time to time.
8. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
9. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

Undertaking

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DUTIES AND RESPONSIBILITIES OF PROGRAMMER- CSE/ISE DEPARTMENTS

1. To ensure the installation, proper configuration, updating and maintenance of all computer systems with necessary software in the college as per the requirement.
2. Report to the HOD, pertaining to the requirement of computer systems/ peripherals to meet norms of VTU/AICTE etc., and procurement process thereon.
3. Responsible for procurement and renewals of licensed software to the Computer Systems as per the norms of VTU/AICTE.
4. Assisting the Teachers in conducting the Programming laboratory experiments/Software assistance to the students/preparation of lab manuals etc.
5. Installation of necessary Software required for all the Labs in the college and maintenance thereon. Maintenance of Stock pertaining to the Computer Systems, peripherals, software packages in the college.
6. Work relating to Networking of Computers/Internet systems/ Online data systems etc in the college.
7. Assisting the college office/Registrar in updating the existing software i.e. Students Management System in keeping all the data related to students/staff/college including generating the various periodical progress reports as per the requirement of the college administration.
8. Developing the necessary software programs to the requirement of Departments/Placements/college office as per the instruction of the principal.
9. Helping the Teachers and Students in software and programming related problems.
10. Development and maintenance of college website including updating information on daily basis as per the instruction of the principal.
11. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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DUTIES AND RESPONSIBILITIES OF INSTRUCTOR - ALL DEPARTMENTS

1. To ensure the opening and closing of the assigned laboratories of the department before 15 minutes and after the 15 minutes of the working hours of the college.
2. To report the HOD, pertaining to the requirement of lab equipments, Consumables for smooth conduction of Labs of the Department.
3. Responsible for repairing & up keeping the Laboratory equipments & instruments.
4. Assisting the teachers in conducting the laboratory experiments. Issue and collection of instruments / Consumables to the students/preparation of lab manuals etc.
5. Checking the condition of the lab instruments/Materials while taking back from the students and reporting damage/breakage (if any).
6. Maintenance of office records of Stock books etc pertaining to the furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
7. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
8. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.
9. To look after works pertaining to the Electrical Wiring / Maintenance of the college including HT Installation/ DG Set

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DUTIES AND RESPONSIBILITIES OF ASSISTANT INSTRUCTOR

1. To ensure the opening and closing of the assigned laboratories of the department before 15 minutes and after the 15 minutes of the working hours of the college.
2. To report the HOD, pertaining to the requirement of lab equipments, Consumables for smooth conduction of Labs of the Department.
3. Responsible for repairing & up keeping of the Laboratory equipments & Computer Systems.
4. Assisting the Teachers in conducting the laboratory experiments/Issue/collection of instruments/Peripherals/Software assistance to the students/preparation of lab manuals etc.
5. Checking the condition of the lab instruments/Materials while taking back from the students and reporting damage/breakage (if any).
6. Installation of Computer Systems with necessary Software required for all the Labs in college and maintenance thereon.
7. Works relating to Networking of Computers/Internet systems/ Online data systems etc in the college.
8. Maintenance of office records of Stock books etc pertaining to the furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
9. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
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DUTIES AND RESPONSIBILITIES OF LAB ASSISTANT (MECHANIC)

1. To ensure the opening and closing of the assigned laboratories of the department before 15 minutes and after the 15 minutes of the working hours of the college.
2. To report the HOD, pertaining to the requirement of lab equipments, Consumables for smooth conduction of Labs of the Department.
3. Responsible for repairing & up keeping the Laboratory equipments & instruments.
4. Assisting the teachers in conducting the laboratory experiments. Issue and collection of instruments / Consumables to the students/preparation of lab manuals etc.
5. Checking the condition of the lab instruments/Materials while taking back from the students and reporting damage/breakage (if any).
6. Maintenance of office records of Stock books etc pertaining to the furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
7. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
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DUTIES AND RESPONSIBILITIES OF ELECTRICIAN /MECHANIC - EEE DEPARTMENT

1. To ensure the opening and closing of the assigned laboratories of the department before 15 minutes and after the 15 minutes of the working hours of the college.
2. To report the HOD, pertaining to the requirement of lab equipments, Consumables for smooth conduction of Labs of the Department.
3. Responsible for repairing & up keeping the Laboratory equipments & instruments.
4. Assisting the teachers in conducting the laboratory experiments. Issue and collection of instruments / Consumables to the students/preparation of lab manuals etc.
5. Checking the condition of the lab instruments/Materials while taking back from the students and reporting damage/breakage (if any).
6. To look after works pertaining to the Electrical Wiring / Maintenance of the college including HT Installation/ DG Set.
7. To attend the Electrical maintenance and repairs work in the college Hostels beyond college workings whenever the exigency of work warranted on emergency basis.
8. To attend the work relates to Network/UPS/Internal Telephone lines in the college.
9. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.
10. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors

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DUTIES AND RESPONSIBILITIES OF MAINTENANCE SUPERVISOR CUM ELECTRICIAN

1. Shall report at least half an hour before starting and leave after one hour of the regular working hours of the college.
2. Supervision on the work of Sweepers & Peon and ensure cleanliness of college buildings/Hostels and campus including Garden/Lawns/Roads etc.
3. Shall attend all the Types of Electrical works in the campus, Liaison with BESCOM, D G Set Maintenance, UPS Maintenance and Telephone lines..
4. Shall attend all the types of repairs and Maintenance of Water lines and plumbing works in the campus.
5. Arranging for Shifting & movement of furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
6. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
7. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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DUTIES AND RESPONSIBILITIES OF LIBRARY ATTENDER

1. To ensure Opening and closing of the library before 30 minutes and after the 30 minutes of the working hours of the college. Custodian of Main door keys of the Library.
2. Collection and issue of Books from the students/Staff and keeping them in the concerned Book racks. Book Bindings. Pasting the Issue /bar code slips/Affixing the seals on Books/Journal/News Papers.
3. Arranging the books as per the accession, bar-coding, categorization and stacking of the books as per the library procedure.
4. Assisting the Librarian and Asst, Librarian in keeping, file maintenance, News paper periodicals, journals etc in the library.
5. Issue of ID Cards, Library Cards to the students and staff as assigned by the Librarian.
6. To maintain the cleanliness of the library furniture, Books, and browsing center systems.
7. Any other work assigned by the librarian and Asst. librarian from time to time.
8. To keep close watch on the students to avoid the stealing of Books in the library.
9. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
10. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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DUTIES AND RESPONSIBILITIES OF DRIVER CUM ATTENDER

1. Driving the assigned college vehicles by the concerned authorities in the college as per the time schedule given.
2. Starting the vehicle as per the starting time given and covering the given to pick and drop the Principal at various points as per the time schedule of the principal.
3. Up keeping, Maintenance & cleanliness of the vehicle allotted for driving including Air check, Greasing Etc.
4. Responsible for minimum mileage coverage, maintenance of log book pertaining to diesel/ petrol consumption & vehicle service schedules (Engine oil Etc.)
5. Attending the minor repairs of the vehicles and reporting the required major repairs if any
6. Shall discharge the duties relating to office attender in the assigned office departments during the college working hours.
7. Shall carry out class IV duties in the department/office as assigned from time to time.
8. Shifting & movement of furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
9. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
10. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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DUTIES AND RESPONSIBILITIES OF PEON/SWEEPER

1. Shall attend one hour before starting and leave after one hour of the regular working hours of the college.
2. Shall mop/clean the floors, windows, Glasses, grills and class room desks, tables, chairs etc of the allotted block/floor of college buildings.
3. Mop/Cleaning the corridors, porticos, and frontal areas of the buildings.
4. Cleaning the utensils, supply and serving the Tea/Coffee/Snacks to the concerned Dept/office
5. Removal of Grass, Gardening, watering the plants and lawns etc in the campus.
6. Shall carry out all the class IV duties in the department/office as assigned from time to time.
7. Shifting & movement of furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
8. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
9. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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DUTIES AND RESPONSIBILITIES OF ATTENDER/HELPER

1. Shall attend one hour before starting and leave after one hour of the regular working hours of the college.
2. Custody of keys and opening and closing of the office/Class rooms & labs etc., as assigned by the concerned HOD.
3. Shall clean the windows, Glasses, grills and class room desks, tables, chairs etc of the allotted office/Dept and chambers.
4. Movement/Handover of Office files/Books and Filing the Papers as assigned.
5. Cleaning and serving the Tea/Coffee/Snacks in the concerned Dept/office
6. Gardening, watering the plants and lawns etc in the campus.
7. Shall carry out all the class IV servant duties in the department/office as assigned from time to time.
8. Shifting & movement of furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
9. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors
10. Shall carry out the works relating to the laboratories in the departmental labs as assigned by the HODs/concerned teachers.
11. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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DUTIES AND RESPONSIBILITIES OF HELPER/ LAB ASSISTANT - ALL DEPARTMENTS

1. Opening and closing of the assigned laboratories of the department before 15 minutes and after the 15 minutes of the working hours of the college. Custody of keys of the department labs.
2. Dusting & cleaning of the lab tables, Furniture, Instruments, Equipments & Systems of the concerned department labs.
3. Assisting the Mechanic/Technicians in up keeping the Laboratory equipments & instruments.
4. Assisting the teachers in conducting the laboratory experiments. Issue and collection of instruments / Consumables to the students.
5. Checking the condition of the lab instruments/Materials while taking back from the students and reporting damage/breakage (if any).
6. Shifting & movement of furniture & equipments in the department and college as assigned by the concerned authorities by time to time.
7. Assisting the college office during the examinations & Admissions time by discharging the duties as assigned by the Principal/Other Superiors.
8. Any other duties assigned by the HOD/Principal & other administrative authorities from time to time.

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