

Index

Sr. No	Particulars	Page No
1.	Deputy Director	2
2.	Principal	4
3.	Registrar	6
4.	Training and Placement Officer	8
5.	Head of the Department	10
6.	Faculty	12

Roles and Responsibilities of Dignitary

A. Deputy Director:

Monitoring

The Deputy Director reports to the top management and assists them in the following areas:

Monitoring: One of the important responsibilities of the Director is to regulate and monitor the academic and non-academic activities, systems, policies, processes to ensure compliance with all regulatory norms of AICTE, DTE and SPPU. Following are the important functions and responsibilities executed by the Deputy Director:

- 1) To regulate the functioning of the academic and administrative staff and to ensure that they fulfill their prescribed duties.
- 2) To monitor the conduct of teaching and non-teaching staff in terms of their regularity, discipline and conduct.
- 3) To monitor effective teaching as per the prescribed curriculum and as per the teaching plan, assignments based on high order thinking skills and usage of student centric methods.
- 4) Oversee the functioning of Administrative Office which includes admission, fee collection, attendance, recruitment, salary payments, purchases, accounts and audit and any such other matter related to the administration of the institute.
- 5) Monitor and coordinate all the activities with the government, corporate, university, AICTE and DTE for all matters.
- 6) Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, students and the Governing Council.
- 7) Monitor all revenue and capital expenditure incurred by the institution as per the established procedures.
- 8) Maintain the property of the institution with the help of concerned staff. Besides this, the Director undertakes to provide a safe environment for all concerned with the institution.
- 9) Maintain cordial relations with staff, students, parents and alumni, and all those who are connected to the institution – directly or indirectly.

Strategic Functions

- 1) The Director takes various strategic initiatives that are aimed at developing a cordial network and develop alliances with the industry to bring in consultancy projects, signing Memorandum of Understanding all of which would help in improving visibility and strengths of the institute.
- 2) Develop a good support system in the industry and getting them on board the Governing Board.
- 3) Utilize the resources of the institute to contribute to various government and nongovernmental causes, so as to gain long-term association and commitment from those bodies.

Leadership Functions

This is the most difficult function that is performed by the Director. The Director exhibits true qualities of a leader by being a role model, a mentor and leads from the front.

- 1) The Director shall prove herself to be an excellent teacher and one of the best amongst all the colleagues.
- 2) Take-up research, publication, consultancy & training and establish herself as an accomplished academician.
- 3) To set high standards of excellence, commitment, discipline and work pattern.
- 4) To inspire the team members towards achievement of the goals of the institute.
- 5) Exhibit sacrificial attitude and set model for all the staff.
- 6) Work with the staff at all levels to understand their problems and take steps to resolve the same.

Development Functions

The Director also needs to undertake certain functions that are essential for the holistic development of the institute:

- 1) The Director identifies new faculty after taking into consideration the skill sets that are needed to enhance team performance, ensuring a healthy mix of experienced and fresh talent.
- 2) Mentoring the faculty members for their personal and professional growth
- 3) Identifying the core competencies of the institute and capitalizing on it
- 4) Focus on building an image for the institute and create a brand name
- 5) Develop a learning environment within the institute

- 6) Develop the necessary infrastructure, especially for library, computer lab, sports and recreation.
- 7) Undertakes resource generation through starting new courses, tapping funds from Government and other agencies and ensures survival, sustainability and success

Visionary Functions

Some of the visionary functions performed by the Director are:

- 1) Develop a suitable long-term model for the institution and taking steps to its realization with the support of top management.
- 2) Establish systems, procedures and policies to ensure achievement of Vision and Mission of the Institute.
- 3) The Director prepares the long term and short-term plans and presents them to the Governing Board. Half yearly and annual reports about each and every area is prepared and suitably categorized and presented to the top management for their review.

B. Principal:

Regulation / Monitoring

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

- 1) Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- 2) Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- 3) Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- 4) Monitoring effective teaching as per the prescribed curriculum and as per the teaching /

institutional methodology suggested by the University / AICTE / Management.

- 5) Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
- 6) Monitoring all the lessoning activities with governmental, corporate and other academic bodies / institutions.
- 7) Monitoring the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- 8) Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management. 10
- 9) Maintaining the infrastructure of the institution with the help of concerned staff.
- 10) Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

- 1) The Principal needs to locate, contact, and attract the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- 2) Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- 3) Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- 4) Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
- 5) Developing the working and learning culture in the institution.
- 6) Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

- 1) Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- 2) Developing a strong industry support and getting the industrialists and business people on various advisory bodies of the college.
- 3) Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Visionary Functions

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

- 1) Developing a long term model for the institution and working for realizing this vision in close association with Executive Council.
- 2) Taking steps at regular intervals which facilitate towards realizing the vision.
- 3) Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- 4) Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

C. Registrar:

Duties and Responsibilities

1. He is directly responsible to the college principal.
2. Assists the Principal in translating the college vision into an action plan
3. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
4. Assists the Principal in administering and leading the college within the policy framework.
5. Supervises at the direction of the principal and assists in the completion of administrative

details and tasks required to maintain an efficient operational pattern for the college.

6. Maintaining all records pertaining to students, faculty and staff

Administrative Responsibilities

The Registrar along with the Dean, Academic may assist the Principal in:

1. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment
2. Completing the student admission process of all programs of the college

The Registrar assists the Principal in;

1. Improving quality of working of faculty, staff, and students by: Ensuring effective utilization of transportation services to students, staff, and faculty Ensuring safety and security to all in the college. Promoting multicultural interactions and understandings among students, staff, and faculty.
2. Obtaining and developing personnel by: Planning, directing, scheduling and coordinating in-service training program for non technical non-teaching staff. Supervising and evaluating administrative personnel.
3. Maintaining effective interrelations with the community by: Maintaining student reporting procedures to parents. Interacting with parents and other citizens. Preparing information to be disseminated to parents, students, other stakeholders and public. Preparing special reports and bulletins for general distribution.
4. Providing and maintaining funds and facilities by: Determining specifications for supplies and equipment. Determining the need and planning for facility maintenance, and renovation expansion, Inventorying and distributing supplies and equipment. Preparing reports/grant applications for AICTE, DTE, University, etc.
5. Monitoring the functioning of Girls Hostel and facilitate the concern staff for resolving any issues related to Hostel.

D. Training and Placement Officer:

Responsibilities

- 1) Liaisons with industry
- 2) Identifies and provides for training needs of students

- 3) Arranges campus interviews
- 4) Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
- 5) Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- 6) Assists students develop and implement successful job search strategies.
- 7) Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
- 8) Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- 9) Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
- 10) Prepares a placement brochure having all the student profiles.
- 11) Undertakes a rigorous placement campaign.
- 12) Assists employers achieve their hiring goals.
- 13) Empowers students with life-long career decision-making skills.
- 14) Provides resources and activities to facilitate the career planning process.
- 15) Acts as a link between students, alumni and the employment community
- 16) Up gradation of the students' skill sets commensurate with the expectations of the industry.
- 17) Generation of awareness in the students regarding future career options available to them.
- 18) Assists different companies in recruiting candidates as per their requirements.
- 19) Assists students in obtaining final placement in reputed companies.
- 20) Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
- 21) Communicates the resume of suitable candidates to the potential employers.
- 22) Provides right placement to the right candidate so that students excel in their future life.
- 23) Organizes placement training for the students and make them ready for interview and group

discussion.

- 24) Shall be a live wire connecting the students and the industrial houses.
- 25) Arranges to find suitable Industrial Training to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
- 26) Provides information on the schedule of recruitment drives well in advance to all departments' placements coordinator, HoDs, Deans, Registrar, CoE, Principal, and students.
- 27) Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- 28) Details of placed candidates vis-a-vis the companies is sent to all HoDs, departments' placement coordinators after the recruitment drive is completed and placements announced
- 29) Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

E. Head of the Department:

Duties and Responsibilities

- 1) To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- 2) Assigns duties to teaching and non teaching staff of the Department.
- 3) With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
- 4) To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- 5) To present the departmental budget/requirement to the Principal.
- 6) To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- 7) To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- 8) To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- 9) To ensure Quality, Maintenance and cleanliness of the department.

- 10) To recommend leave of the departmental Colleagues.
- 11) To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
- 12) To encourage research/innovative programs in the department.
- 13) To organize need based workshop/seminars/symposia/visits/excursions etc.
- 14) To invite guest speakers for interaction and guidance to students.
- 15) To guide the students for career opportunities.
- 16) To facilitate faculty in the preparation and processing of self-appraisal of performance
- 17) To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
- 18) Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college. Coordinating the activities of the department and assisting the Principal of the College.
- 19) The Head of Department shall present about each and every function that they have taken- up or intend to take-up to Department Advisory Board (DAB) .

Responsibilities include

- 1) Faculty assisting faculty in providing a quality educational experience for students.
- 2) Recommending, mentoring, and supervising faculty.
- 3) Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- 4) Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- 1) Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- 2) Supporting the integrity of curricula, encouraging student success.
- 3) Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- 4) Assisting in providing leadership to meet the instructional goals of the department and college.

Department

- 1) Conducting regular meetings of the department faculty. (At least 1 Meeting in a week and Keep Minutes of Meeting)
- 2) Coordinating the formulation of department short- and long-term plans.
- 3) Facilitating interaction and collegial spirit among the department faculty and coordinating the preparation of proposed departmental budget request.

Administrative

- 1) Represents the department at meetings of department chairs.
- 2) Assists with student complaints, and grievances originate in the department.
- 3) Plans, executes, and monitors academic and support activities of the department.
- 4) Maintains discipline and culture in the department.
- 5) Picks and promotes strengths of students / faculty / staff.
- 6) Maintains records of departmental activities and achievements.
- 7) Any other Responsibilities assign by Principal/Vice Principal.

F. Faculty:


Responsibilities

- 1) A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment evaluation as the Head of the Department shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- 2) Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.
- 3) Development of course handout material .
- 4) Development of audiovisual/multimedia materials for the topic presented. It is pertinent for faculty to use Google classroom or Moodle for TL.
- 5) Prepares and executes Lesson Plan.
- 6) Completing syllabus within the stipulated time.
- 7) Reports to the class on time.
- 8) Utilizes classroom assessment techniques .

- 9) In consultation with the Programme coordinator, assures that course content allows students to meet outcomes associated with that course.
- 10) 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) .
- 11) Informs Module Coordinator within a reasonable time about students' progress and how effectively students are learning.
- 12) Keeps a secure record of each student's results, both electronically and in hard copy.
- 13) Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Programme Coordinator.
- 14) Attends meetings of the Programme and module coordinator to discuss issues affecting learning and other classroom issues.
- 15) Attends meetings with the course coordinator and the class representatives for the course to obtain feedback.
- 16) A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
- 17) A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
- 18) Prepares and executes Lesson Plan.
- 19) Completing syllabus within the stipulated time.
- 20) Report to the class on time.
- 21) Maintain attendance record of students.
- 22) Provides information about job opportunities in their respective field to placement cell.
- 23) Guides students on career opportunities.
- 24) If associated with the lab,
 - a. Designs new experiments.
 - b. Prepares lab workbooks.
 - c. Ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed.

- d. Ensures availability of equipment needed for the lab in proper functioning .
 - e. Evaluates lab workbooks and provides feedback to student on timely basis.
 - f. Recommends for procurement of equipment, if any for the smooth conduct of all experiments.
 - g. Keeps the lab clean and tidy .
- 25) Ensures quality, maintenance and cleanliness of the dept.
- 26) Carries out research/innovative programs in the department.
- 27) Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD.
- 28) Invites guest speakers for interaction and guidance with students.
- 29) Any other responsibility that may be assigned by HOD/Dean/Principal/Vice Principal.




PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar