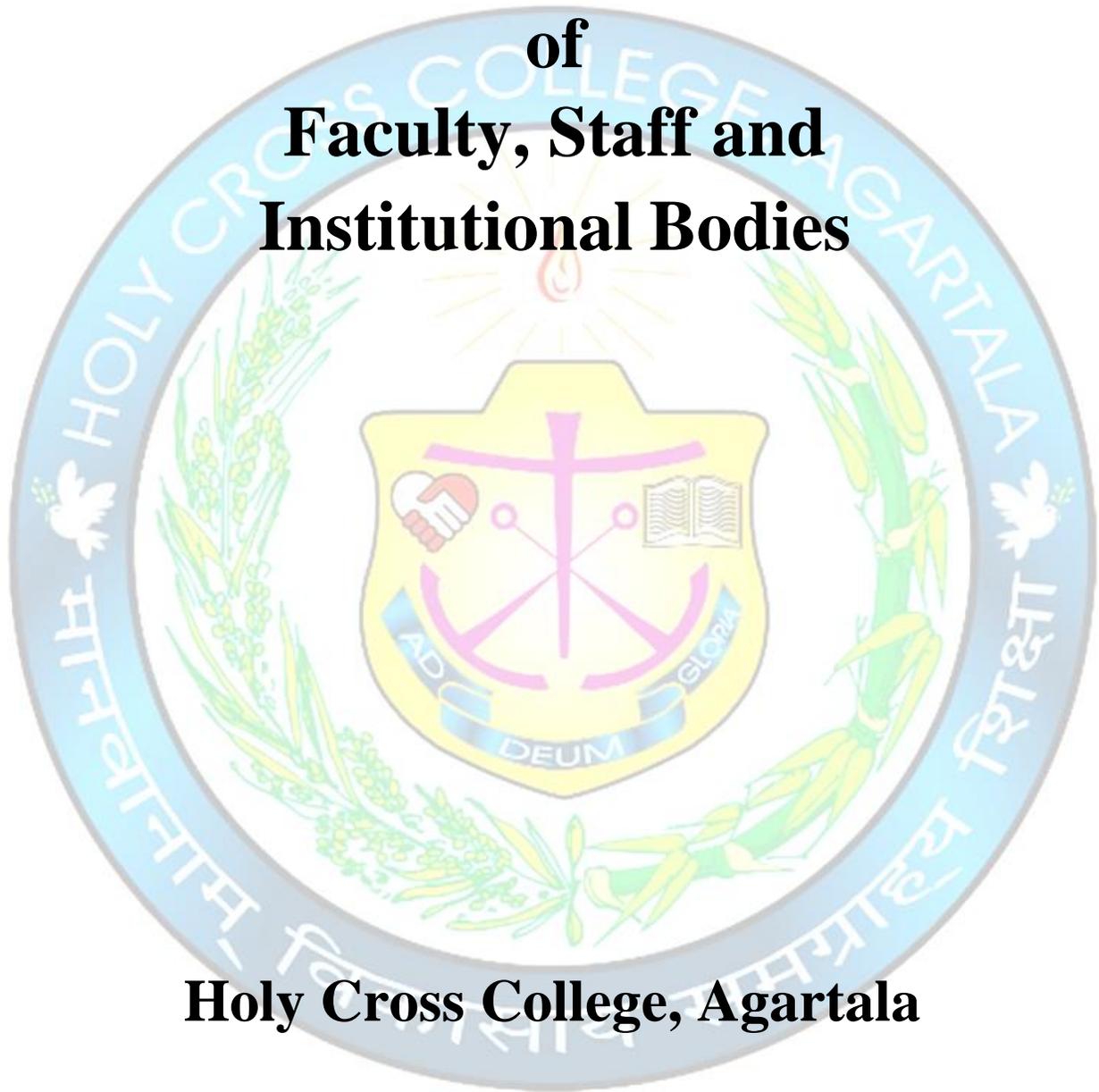


# **Roles and Responsibilities of Faculty, Staff and Institutional Bodies**



**Holy Cross College, Agartala**

**2022-23**

### **MAJOR FUNCTIONS AND RESPONSIBILITIES OF GOVERNING BODY:**

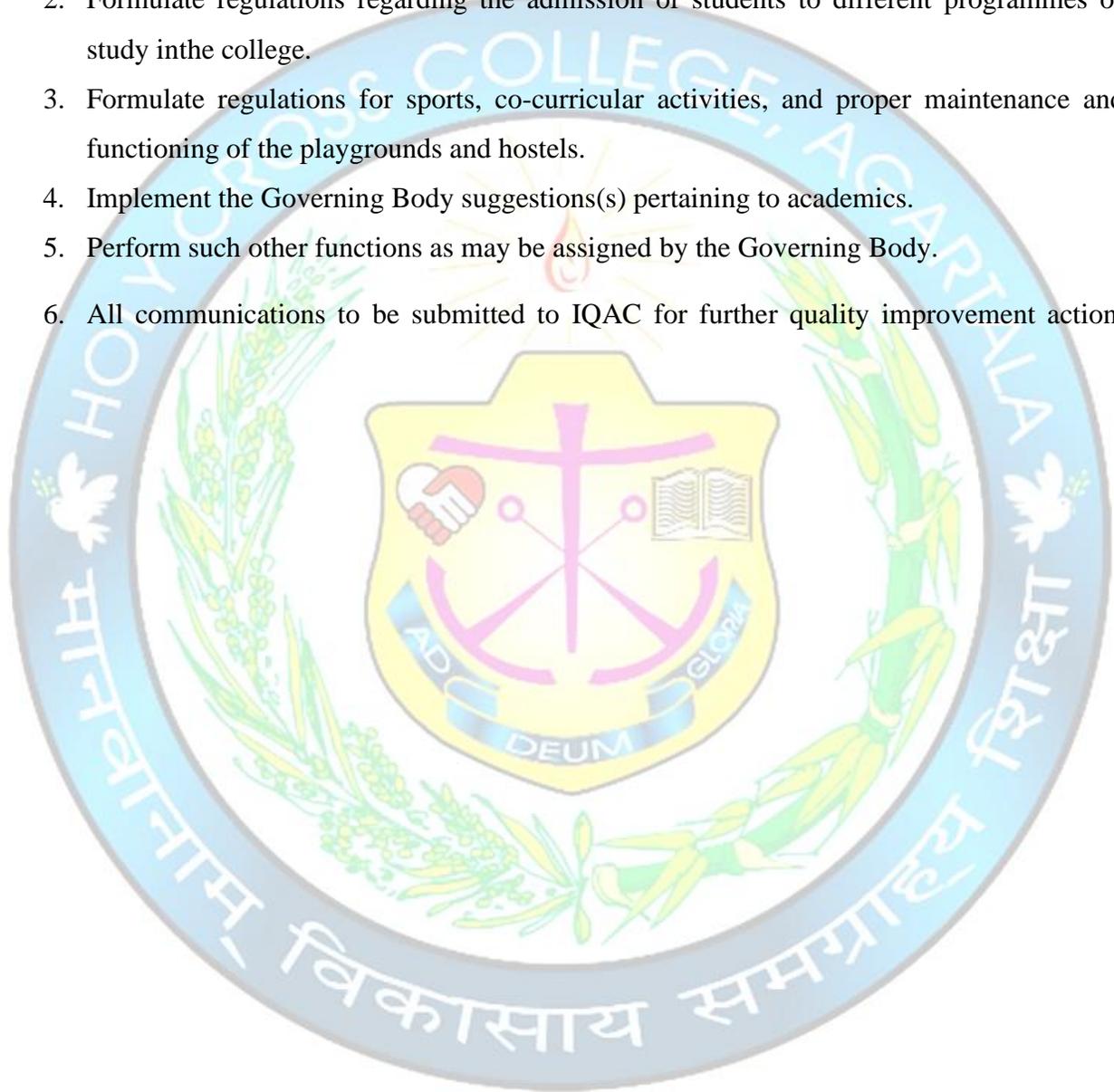
The Governing Body of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. The Governing Body gives direction to the college management. Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine the recommendations of College Academic Council and prepare a road map for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and guide them in the right direction.
4. Suggest on preparation of strategic plans for financial, infrastructural and faculty development.
5. Consider the recommendations of the staff selection committee and approve the same.
6. Ensure proper implementation of directives, guidelines and policy decisions received from the University, Government, UGC etc.
7. Encourage and facilitate the college to apply for Accreditations/Certifications, if any.
8. Facilitate and encourage college faculty to apply for research projects/proposals.
9. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
10. Facilitate starting of new UG/PG programs, decide on discontinuing any existing programs and increase/decrease intake capacity of any UG/PG program.
11. Consider the recommendations of the College Academic Council and direct them for implementation.
12. Examine the budget proposals of the College and accord approval.
13. Pass the annual budget of the college.
14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
15. Guide the college to resolve legal/court cases, if any

### **Functions of Academic Council:**

The college Academic Council will be solely responsible to

1. Scrutinize the proposals for modification of courses of study, academic regulations, curricula, syllabi and communicate to IQAC for further quality improvement action.
2. Formulate regulations regarding the admission of students to different programmes of study in the college.
3. Formulate regulations for sports, co-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Implement the Governing Body suggestions(s) pertaining to academics.
5. Perform such other functions as may be assigned by the Governing Body.
6. All communications to be submitted to IQAC for further quality improvement action.



## **Responsibilities of Principal:**

### **Responsibilities include:**

Reporting only to the Governing body (President, and Secretary Holy Cross Educational Foundation) of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership

### **Regulation / Monitoring:**

Principal is the head of the institution, who is the leader and guide for both academic & administrative aspects and monitors the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as Affiliating University, Department of Higher Education, UGC, etc., 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 / UGC / 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 liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, IQAC, HoDs, College Academic Council and the Governing Body.

9. 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.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as UGC, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

### **Developmental Functions:**

Principal also takes-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, attract and recruit 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 of 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 shoulders various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in the 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 the governing council and other 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.

### **Leadership Functions:**

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

### **Visionary Functions:**

The following are some of the visionary functions

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

### **Planning:**

The Principal prepares long term as well as short term plans (concrete documents) and present to the top management.

### **Execution and Reporting:**

The Principal presents regular reports (quarterly, biannual and annual) about each and every function that the institution has taken-up or intend to take-up to the top management (Holy Cross Educational foundation).

### **Roles and Responsibilities of Vice Principal and Administrator:**

The Vice Principal is appointed by the Governing Body of the College on the recommendation of the Principal, who can be assigned specific activities, in addition to existing responsibilities. During the absence of the Principal for any reason, the Vice Principal shall act on behalf of the Principal.

Administrator is the over-all in charge of administrative functions of the college such as maintenance of Transport, Campus maintenance, Security of college property, and personnel, canteen operations, public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

1. Assists the Principal in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. As the custodian of the college property records, manages the filing, storage and security of documents.
3. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.
4. Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy.
5. Makes logistic arrangements for Graduation Day, Ethnic Day, FDPs, placements, conferences, IQAC meetings, Governing Body meetings, faculty selection interviews, Industrial visits, and other such events.
6. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipments, class room, staff rooms, laboratories, washrooms, electrical installations, borewells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, CCTV Cameras, Water Coolers etc.
7. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
8. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
9. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to, Principal, and management, and to Police, with proper approvals.
10. Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.

11. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
12. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
13. Manages distribution of incoming mails, and dispatch of out-going mails.
14. Identifies training needs of office staff, and organizes staff development programmers.
15. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
16. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
17. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
18. Monitors and controls repair and maintenance expenses towards vehicles, building, furniture, sanitary fittings, plumbing work, etc.
19. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets by preparing and updating the inventory
20. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
21. Any other functions assigned by the management (Holy Cross Educational Foundation) from time to time.

## **IQAC of Holy Cross College**

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **IQAC shall evolve mechanisms and procedures for**

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

### **The role of the coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. The IQAC Coordinator will report to the principal periodically

### **Responsibilities of Academics Coordinator:**

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

1. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
2. Guiding faculty in planning effective remedial instruction.
3. Managing and evaluating instructional methods.
4. Conducting faculty appraisal, evaluation and collecting the data.
5. Translating evaluation data into effective faculty development programs.
6. Differentiating between and meeting the needs of experienced and inexperienced teachers
7. Assigning senior faculty from each of the departments to be mentors
8. Identify the up-and-coming technological developments in close collaboration with the senior faculty to function as mentors
9. Assigning mentors for new faculty members in every department.
10. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided, consultancy experience etc.
11. Preparing subjects-wise specialization of faculty list in all the subjects
12. Maintaining an up-to-date record of mentee faculty list
13. Guiding younger faculty in identifying their fields of interest
14. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
15. Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits
16. Liaison with the Heads of the departments to update the list of mentees and mentors from each department

17. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
18. Motivating to be committed to high expectations for faculty performance by developing orientation and induction programs
19. Motivating faculty and others through monitoring, evaluation and encouragement.
20. Mentoring others and identifying others with mentoring capabilities
21. Arrange Graduation Day by coordinating with all concerned departments.
22. Maintaining reports of staff meetings, HODs meetings etc.
23. Guiding and mentoring students, council of the college.
24. Being a bridge between administration and faculty and administration, faculty and students in dealing with various academic consensus of the institution
25. Monitoring completion of syllabus and proper procedure for internal evaluation.
26. Attend to the grievances of the students /parents' concerning academics of the institution.
27. Help the administration in proposing routine academic calendar
28. Co-ordinate activities and programs among different departments.
29. Any other function that may be assigned by the Principal, Vice-Principal and IQAC Coordinator from time to time and report them accordingly.

### **Functions and Responsibilities of Chair Examination Committee**

Supports the Principal by carrying out the following functions:

1. Coordinates with IQAC Coordinator and Academic Coordinator for arrangement of Examination related activities as per the University Guideline and report them accordingly.
2. Coordinates with respective HoDs and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Supports the Principal in appointing as examiners for the conduct of practical, theory (for Science Examinations) and project work viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. Plan and circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards under the guidance of Principal
6. Prepares the list of candidates and the courses for which they are appearing for.
7. Arranges for the issue of Hall tickets.
8. Collects the Internal marks from HODs and send for approval via Academic-Coordinator and IQAC Coordinator to the Principal of HCC.
9. Arranges for the conduct of special supplementary Examinations (For BBA) for outgoing students after the publication of final year results.
10. Monitors in forwarding the applications of students for the Examination related grievances.
11. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
12. Conducts result analysis and provides the same to each HoD, Academics Coordinator, IQAC Coordinator, Vice-Principal and Principal
13. All records concerning examination be kept in safe custody and be made available as and when required
14. Any other task, which may be assigned by the Principal from time-to-time.

### **Functions and Responsibilities of Head of the Department:**

1. To seek advice/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Any Communication should be made in accordance with the organizations structure and should report to his/her immediate higher authority.
3. Assigns duties to teaching and non-teaching staff of the Department.
4. 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
5. 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.
6. To present the departmental budget/requirement to the academic coordinator.
7. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
8. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab practicals.
9. To submit Recommendations, if any, to the examination committee for processing of results.
10. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
11. To ensure Quality, Maintenance and cleanliness of the department.
12. To recommend leave of the departmental Colleagues & arrange substitutes in the absence of faculty.
13. To motivate faculty towards Research Proposals to various research funding agencies.
14. To encourage research/innovative programs in the department and arrange substitutes in the absence of faculty.
15. To organize need based workshop/seminars/symposia/visits/excursions etc.
16. To invite guest speakers for interaction and guidance to UG students.
17. To guide the students for career opportunities.
18. To facilitate faculty in the preparation and processing of self-appraisal of performance
19. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
20. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college.
21. Coordinating the activities of the department and assisting the Principal of the College.

Responsibilities include:

### Faculty

- ✓ Assisting faculty in providing a quality educational experience for students.
- ✓ Recommending, mentoring, and supervising faculty.
- ✓ Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- ✓ 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

- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- Assisting in providing leadership to meet the instructional goals of the department and college.
- Support the exam chair in organizing internal assessment & examinations.

### Department

- Conducting regular meetings of the department faculty.
- Coordinating the formulation of department's short- and long-term plans.
- Facilitating interaction and collegial spirit among the faculty members of the department.
- Coordinating the preparation of proposed departmental budget

coordinating various departmental activities both academic and otherwise.

### Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances that originate in the department.
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Identifies and promotes strengths of students / faculty / staff
- Adheres to Quality Management Procedures
- Maintains records of departmental activities and achievements
- Maintains exam and evaluation related documents & records. Acts as a bridge between faculty members and administration in acquiring needed support for both academic and cocurricular activities of the departments.

### **Responsibilities of Program Coordinator:**

It is the responsibility of Program Coordinator to organize all the cultural events, celebrate different festival and important Days (such as Republic Day, Independence Day, Graduation Day, Teachers Day, Farewell, etc.) in HCC and help all departments to organize such events.

Program Coordinator also

- Demonstrates awareness of program goals and objectives
- Has a good knowledge of the cultural events and its requirements.
- Has a good understanding of the competencies and their implementation by self and by the faculty
- Has a good knowledge of the terminology used in the program.
- Utilizes available resources and websites in an efficient way to help enhance the program.
- Networks with other institutes and organizations to improve the program structure.
- Acts as a bridge between various departments, students and administration in organizing all the events in the college
- Plans well and monitors all the cultural programs of the college ensuring utmost quality and professionalism
- Help administration in planning and budgeting the expenses of various programs
- Looks into the logistic needed for organizing any cultural programs in the college.
- Any other duty assigned by Principal/Vice-Principal from time to time.

### **Responsibilities of Members of Faculty:**

1. A faculty shall engage in classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him/her 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
5. Prepares and executes Lesson Plan and Study Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques
9. Develops test questions in consultation with the course coordinator
10. Evaluates tests (if appropriate, based on type of test)
11. In consultation with the course coordinator, assures that course content enables students to meet outcomes associated with that course
12. 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)
13. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
14. Keeps a secure record of each student's results, both electronically and in hard copy,
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator (HOD)
16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
17. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

19. Maintain attendance record of students
20. Provides information about job opportunities in their respective field to placement cell.
21. Guides students on career opportunities.
22. Maintain teacher's handbook.
23. If associated with the lab,
  - a. designs new experiments, if any,
  - 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
24. Ensures quality, maintenance and cleanliness of the dept.
25. Carries out research/innovative programs in the department.
26. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
27. Invites guest speakers for interaction and guidance with students.
28. Mentoring to Students.
29. Spends at least an hour in research and updating through the various facilities available in the college specially the library.
30. Identifies students with special needs and guides them through extra instruction.
31. Guides students in project related works.
32. Evaluates periodically teaching – learning gap to become more effective.
33. Attends at least one FDP in an academic year
34. Writes at least one research-based article in an academic year
35. Identify advanced learners and help them to excel
36. Identifies students who are slow learners and help them through remedial classes.
37. A faculty shall perform any other co-curricular work related to the College as may be assigned to him/her from time to time by the concerned HoD.

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### **Responsibilities of Department's Placement and Alumni Coordinator:**

1. Acts as a link between Students, Alumni and the Placements Cell.
2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
3. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, HoD and others related in the matter.
4. Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and HoD immediately the next day of the completed training session.
5. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
6. Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, HoD, and Placements Cell. Keep a record of the same.
7. Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
9. Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
11. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
12. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
13. Facilitates Placements Cell in procuring any material that may be of some value in addition to the students as suggested by Placements Cell.
14. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.

15. Contacts alumni and apprises them about the various activities undertaken by the institute.
  - a. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)
  - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
16. Maintains database of the department's alumni and sharing the same with the Placements Cell.
17. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their wellbeing and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request
18. Coordinates with industries and companies to organize campus recruitment in the college.
19. Maintain and updates the placement / jobs opportunity notice board in the college.
20. Keep a record of those students who are recruited through campus recruitment in companies or industry
21. Organizes seminars for students or carrier guidance and job opportunities.

### **Functions and Responsibilities of Accounts Officer:**

Responsible for the following activities in consultation with the Registrar:

1. Maintaining accounts, cash books / ledgers
2. Preparation of monthly accounts including maintaining of books & journals
3. Verifying bills prepared
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
5. Monitoring cash collection if any.
6. Supervision of challan writing and remittance to bank
7. Supervision of postal accounts, if any
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
9. Verification of cheques and bills
10. Writing demand draft register, and other forms of money value register
11. Preparation of audit reports and replies
12. Responsible of keeping the following in safe custody
  - a. Bill books / receipt books
  - b. Files pertaining to accounts/purchases
  - c. Registers
  - d. Cash books
  - e. Ledgers
  - f. Vouchers
  - g. Cheque books / pass books
  - h. Bank challans
  - i. Fixed deposit certificates
  - j. Other important office documents ensuring financial matters.
13. Preparation of salary reports
14. Preparation of acquittance register and obtaining signatures of all employees
15. Attending to the subject of income tax, and performing TDS at source for all payment transactions
16. Writing Caution deposit register, if any
17. Achieving completing cashless transaction in the college
18. Maintaining fee reconciliations of students.
19. Maintaining timely disbursement of salaries to employees.
20. Ensuring correct procedure in procurement of goods & services.

21. Ensuring various taxes like professional tax on time.
22. Maintaining records and payments of ESI & EPF
23. Maintaining remittance of various welfare measures to employees on time
24. Help in preparing budget and ensure proper implementation of approved budget detailing each heading.
25. Ensure transparency and accountability in all financial transactions.
26. Any other accounts related function assigned from time to time.



### **Functions and Responsibilities of Physical Instructor/ Sports Teacher:**

1. Reports to Academic Coordinator and IQAC Coordinator for proper implementation of sports plan in accordance with Academic Plan
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with Administrator HCC
5. Encourages students to participate in zonal/university tournaments
6. Creation and upkeep of sports facilities
7. Proposing annual budget for sports
8. Ensures discipline among students in campus
9. Ensures that NO Ragging takes place in the campus
10. Ensure First-Aid medical facilities on campus.
11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis
12. Helps in the organization of various events in the college
13. Train & form college teams for different sports and games
14. Identify talented students in sports and help them to participate at state & national level sports
15. Encourage games and sports among students for overall development of the students
16. Ensure the equipment, sports materials are properly maintained and kept in safe custody
17. Ensure that students don't unnecessarily skip classes for the sake of sports
18. Keep with sports and games tournaments at different levels and helps students to participate.

### **Functions and Responsibilities of Librarian:**

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Proper Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services. /Provide on time library pass for students
20. Facilitates conduct of reading sessions.
21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
22. Makes arrangements in the library for hooking up laptops.
23. Develops a system for posting new additions online.
24. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
25. Coordinates with departmental library in-charge for smooth functioning of department's library
26. Provides all statistical information pertaining to the library
27. To Conduct Regular meeting with College Library Committee and prepare accordingly
28. Helps college in preparing budget annually for of new books
29. Updates library dates and provides login id for faculty and students
30. Updates oneself with latest development in library management.
31. Any other work related to library that may be assigned from time to time.

### **Functions and Responsibilities of Office Assistant:**

The Office Assistant shall discharge the duties under directions of the Principal/Vice Principal/CoE concerned. He/she shall broadly perform the following duties and any other duties assigned.

1. Taking up dictation and typing work to help the Principal/Vice-Principal/CoE concerned in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
2. Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
3. Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
4. Assists the Head/CoE/ Principal in drafting letters, putting up items with suitable notes, precedents, etc.
5. Maintains inward/outward registers and uses them for sending/receiving all official communication.
6. Maintains leave record, permission records of faculty, staff and students as may be applicable
7. Posts attendance of the students daily, prepares fortnightly attendance reports of the students, sends the same to class advisers/mentors and HoD
8. Maintains personal files of employees with regard to the appointments etc., if any
9. Provides any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
10. Facilitates to provide the desired information sought under the RTI Act, 2005.
11. Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
12. Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
13. Drafts letters/notes for the officer and handling correspondence independently as and when required.
14. Maintains excellent public relations and arranging meetings, if any, as required.
15. Summarizes from documents and prepares information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.
16. Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department/College, as the case may be
17. Supervises the work of the sub staff in the department/section.
18. Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
19. Enters data, maintains data entered, and backs up data files periodically
20. Be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.
21. Helps in the process admission to the college
22. Helps in the process recruitment of new faculty
23. Deals with all matters related to university/ NCTE/govt departments
24. Keep records of and monitors renewals of affiliations & fees for different courses & programs

25. Works closely with HoDs, Academic co -and exam chair to ensure smooth conduct of exams
26. Ensure registration of new students in university.
27. Any other work assigned from time to time.



Vice-Principal  
Holy Cross College  
Acartala.