



# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \* ISO 9001: 2015 Certified \*

## Duties and Responsibilities

### Preface

This book contains a description of Duties, Roles and Responsibilities of the Faculty Members with Administrative Portfolios, Teaching Faculty, Non – Teaching Faculty and Students of Sadakathullah Appa College. The portions of this book describe the fundamental nature of their profession/activity that occupies a large proportion of their time. The descriptions here not only describe the positions, duties, roles and responsibilities, it also sets the stage for optimum work performance by clarifying responsibilities, expected results and evaluation of performance. The incumbent neutral descriptions contain sufficient information on major responsibilities and essential functions of the Faculty, Non-Teaching Staff and Students that aims at creating and preserving a wonderful Academic Ambience.



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# Duties, Roles and Responsibilities

## 1. Principal

### Responsibility and Authority:

- Principal is an “Ex-officio Member” of the Managing Committee and Governing Board, “Chairman” of the Academic Council and the College Council, “Chief Controller of Examinations”, “Member” of the Finance Committee, “Vice-Chairman” of the Internal Quality Assurance Cell (IQAC), “Chairman” of the IQAC Steering Committee, Management Representative of the ISO, Warden of the hostel, “President” of the Parent-Teacher Association, “Patron” of the Alumni Association, “Convener” of the Discipline Committee, the Awards Committee, the Students’ Council Advisory Committee, the Appeal & Grievance Committee and “Editor-in-chief” of the IQAC News Letter.
- Formulation of strategic planning for the expeditious implementation is one of the responsibilities of the Principal.
- Ensuring that the Vision, Mission, Quality Policy & Quality Objectives are defined, documented, implemented, reviewed and maintained at all the levels of the institution.
- Making arrangements for the conduct of the Managing Committee Meeting, College Council Meeting, College Committee Meeting and Management Review Meeting. He is responsible to explore the possibilities of introducing new courses.
- To define, document the job description, responsibility and authority of all teaching and non-teaching (both aided and unaided) staff and communicate the same
- To conduct the Academic Council, the College Council and HODs meeting periodically regarding the academic matters and maintaining minutes
- To Control and direct the effective execution of Quality Management System in the functioning of the College
- Initiate corrective measures to be carried out within the time limit
- Respond positively to all queries on the operational effectiveness of the quality management system
- To make the necessities available for the accreditation, assessment, certification and surveillance audits
- To respond readily to all quality improvement programmes
- Responsible for the procurement of various requirements of the Institution after getting approval from the Secretary & Correspondent.
- Responsible for the admission of the students as per the norms
- Adhering to the norms of the Government, the UGC, and the University and working towards fulfilling the requirements of the Government, the UGC, the University, the

Managing Committee, the NAAC, the ISO, the IQAC, the NIRF, the AISHE and other statutory and non-statutory bodies

- To collaborate with the Managing Committee in policy making and decision making on goal achievement with a good academic climate in a green campus
- Setting priorities for short term and long-term goals
- Training and appraising faculty members and managing curricular, co-curricular and extra-curricular activities
- Establishing global contacts with industries, institutions, research and development Organizations, leading to MOU through Academic Departments, Placement Cell and Research Coordinators.
- To appreciate the worthy task by the students and staff synergy
- To bring out the natural talents of the students and sharpen them
- Conducting both internal and external examinations as a “Chief Superintendent of Examinations”
- Identify and recommend standardization of various academic and administrative activities through appropriate software and hardware
- Monitor the continual improvement of QMS and Standard Operating Procedures
- Authorized to take appropriate actions to implement the provisions of the acts, the statutes, the ordinance and regulations as and when issued by the Government, Statutory and Regulatory bodies
- Authorized to appoint Coordinators and members for the functioning of various committees of the college to meet the requirements of Government, Statutory and Regulatory bodies
- Authorized to call for meetings of the Managing Committee, the Governing Board, the Academic Council, the College Council, the Finance Committee, the Awards Committee, the Boards of studies and the Examination Committee or any other meeting to discuss matters related to the College
- Authorized to sign in the College cheques and to release funds for the development of the institution, and also authorized to approve all the purchases of the college after obtaining the Secretary’s approval
- Authorized to modify, approve and sign the Institution’s Internal and External Correspondence, Staff Proposals, Project Proposals, Staff Job Description, Applications for Students Admission, Certificates, Circulars, Timetable, Meeting Minutes, Applications for Staff Leave/On-Duty, Rules for the Staff and Students, Standard Operating Procedures, Quality System Manuals, Internal Quality Audit Plan, Meeting Plan and all other documents
- Authorized to approve and release schedule for conducting both internal and external examinations as the “Chief Controller of Examinations”.
- Authorized to sanction leave/OD for staff, after making necessary alternate arrangements

- Authorized to take decision on all college related activities in consultation with Secretary
- Authorized to visit and inspect the examination section/hall at any time
- Authorized to provide enough man power for the timely completion of college work
- Authorized to approve the applications of orientation and refresher courses for the faculty
- Authorized to advise the Governing Board on the suggestions made by the Academic Council with respect to academic affairs
- Authorized to frame regulations for the conduct of examinations at the Academic Council.

## 2. Director

### Responsibility and Authority:

- Director is the “Secretary” of the College Council, “Joint Secretary” of the Parent-Teacher Association (PTA), “Member” of the Governing Board, the Academic Council, the Discipline Committee, the Curriculum Development Cell, the Awards Committee, the Students’ Council Advisory Committee and the editorial board of the IQAC News Letter.
- Participating in the meetings of the Governing Board, the Academic Council, the Awards Committee, the College Council, the Discipline Committee, the Curriculum Development Cell, the Student’s Council Advisory Committee, the PTA, the editorial board of the IQAC News Letter and the Managing Committee.
- Ensure that the Vision, Mission, Quality Policy & Quality Objectives are implemented, reviewed and maintained in all the unaided departments of the college
- Assisting the Principal in policy making and decision making on goal achievement with a good academic climate in a green campus.
- Forwarding all the purchase requirement related to conduct of unaided courses to the Principal
- Adhering to the norms of the Government, the UGC, the AICTE, and the University and working towards fulfilling the requirements of the Government, the UGC, the AICTE, the University, the Managing Committee, the NAAC, the ISO, the IQAC, the NIRF, the AISHE and other statutory and non-statutory bodies and maintaining records for the same
- Responsible to ensure that the provisions of the acts, the statutes, ordinance and regulations as and when issued by the Government, Statutory and Regulatory bodies are implemented and take appropriate actions to do the same with the approval of the Principal
- Responsible to assist the Principal, for the conduct of all the academic activities related to unaided courses both in shift 1 & 2, including:
  - a) Assisting the Principal in the admission of students into Unaided courses
  - b) Assisting the Principal in defining, documenting the job description, responsibility and authority of all unaided teaching staff and communicating the same after getting approval from the Principal
  - c) Forwarding the leave letters of the unaided teaching staff for Principal’s approval, after ensuring alternate arrangements
  - d) Sanctioning leave for the unaided teaching staff in the absence of the Principal, after ensuring alternate arrangements

- e) Conducting meetings for the Heads of the Unaided Departments in the presence of the Principal twice in a semester and review the performance and progress of unaided courses and maintain minutes for the same
- f) Assisting the Principal in the implementation of all quality improvement programmes
- g) Assisting the Principal in training and appraising the unaided faculty members and managing curricular, co-curricular and extra-curricular activities
- h) Assisting the Principal in Identifying and recommending standardization of various activities through appropriate software and hardware
- i) Assisting the Principal in monitoring the continual improvement of QMS and Standard Operating Procedures.

### 3. Controller of Examinations

#### Responsibility and Authority:

- The Controller of Examinations is responsible for the conduct of all examinations of the College and to arrange for the preparation, the scheduling, the conduct of examinations of the College and all other contingent matters connected with the examinations
- The Controller of Examinations in the execution of the office shall report to the Principal periodically on the performance of the respective duties.
- The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and end semester examinations are completed and the results are published before 30th May every year

The responsibilities of the Controller of Examinations shall include:-

- responsible for the conduct of all examinations and to arrange for the preparation, the scheduling, the evaluation and the reporting of all the examinations and for the payment of remuneration to question paper setters and examiners on time and all other contingent matters connected with examinations
- The COE has direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College
- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations; the documents, and the certificates by the officers under whom such documents are kept
- Convene meetings and issue notices to the Boards of Examiners and committees appointed by the Examination Committee and conduct official communications thereof through Principal.
- Keep the minutes of the Boards of Examiners and all the committees appointed by the said Boards
- Responsible to get the list of question paper setters from the respective Board of Studies and prepare list of question setters and examiners
- Responsible for the selection of question setters/examiners for each examinations
- Responsible to get willingness/acceptance from the question setters/examiners for each examination and maintaining record for the same
- Responsible to collect the typed question papers with key from the agreed question setters in time.



- Responsible for the communication with students regarding issue of application & hall tickets.
- Taking special care to see that secrecy and confidentiality are maintained in connection with all the examinations of the College
- Responsible for the allocation of register number to the new candidates
- Payment of remuneration and travelling allowances to question paper setters and examiners
- Taking quick decisions as circumstances warrant with or without taking advice from Examination committee
- Exercising control over the space allotted for the examination wing including that for centralized valuation. Further to ensure that the rooms, buildings, laboratories, stores etc are well in order and prepared to conduct the examinations.
- To prepare and announce in advance the calendar of examinations
- To arrange for the printing of question papers
- To collect the internal marks from the HOD through the Deputy Controller of Examinations
- To arrange for the timely publication of results of examinations and other tests
- To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices in consultation with the Principal.
- To take disciplinary action where necessary against the candidates, question setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations in consultation with the Principal
- To present the end semester examinations in the awards committee
- To review from time to time, the results of examinations and forward reports there on to the Academic Council and the Governing Board
- Responsible for sending circular related to re-valuation, grievance and appeal
- Responsible to conduct grievance and appeal committee meeting and maintain minutes
- Responsible for the issue of mark statements, provisional certificates and degree certificates.

## **4. Deputy Controller of Examinations**

### **Responsibility and Authority:**

- Membership in the Awards Committee, and Examination Grievances and Redressal committee
- Preparation of CIA schedules and examination calendar, in consultation with the Controller of Examinations
- Communications at various levels of CIA planning, preparation, execution, valuation, tabulation and mark list printing and distribution
- Preparation and printing of answer booklets for CIA examinations
- Ensure that the CIA question papers are ready before the examinations are scheduled
- Finding CIA question paper setters, examiners, actual organization and implementation of examination system
- Make sure that the forms relating to CIA examinations are ready in time
- All other tasks required for the conduct of the CIA evaluation process

## 5. Superintendent (COE Office)

### Responsibility:

- Providing assistance for the preparation and printing of answer booklets for internal and external examinations
- Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation and mark list in consultation with the Controller of Examinations and Deputy Controller of Examinations
- Maintaining registers for inward and outward communications
- In-charge of typing and data entry section attached to the COE Office where all examination related typing and data entry work will be carried out
- Ensuring timely completion of the typing and data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the COE and Deputy COE
- Processing of applications for registration to examinations and preparation of nominal rolls
- Preparing and dispatching of hall tickets
- Ensuring that the question paper packets are ready well in advance for the examinations
- Preparing a list of remuneration chart and make it ready for all examination related activities (question paper setters, invigilators, examiners for revaluation, recounting, supplementary examinations etc.)
- Making arrangements for Pre board meetings of Chairpersons and when required and ensure that the minutes are recorded Preparing tabulation registers, mark lists etc.,
- Assisting the senior officers in the transit of files, communications and stationery
- Making sure that the office of the COE, computer desks and typing pool are neat and clean
- Keeping examination related records safe and maintaining their confidentiality
- Discharge duties entrusted to them by superior officers from time to time
- Ensure that unauthorized persons do not enter the sections of the office of the COE.

## 6. Dean of Arts

### Responsibility and Authority:

- Responsible for the preparation of new courses, its affiliation and approval and the renewal of affiliation of old courses.
- Responsible for arranging and conducting board of studies meeting in all the Humanities and Arts departments
- Responsible for the verification of equivalence and authorized to approve for admission to the college, if a student of other college seeking admission in-between the course of study
- Responsible for the preparation of the documents for additional strength approval
- Responsible to control the distribution of the approved syllabus throughout the college
- Authorized to stop delivery of unapproved courses/syllabus in the college
- Authorized to change nomenclature of the courses

## **7. Dean of Sciences**

### **Responsibility and Authority:**

- Responsible for the preparation of new courses, its affiliation and approval and the renewal of affiliation of old courses
- Responsible for arranging and conducting board of studies meeting in all the Science departments
- Responsible for the verification of equivalence and authorized to approve for admission to the college, if a student of other college seeking admission in- between the course of study
- Responsible for the preparation of the documents for additional strength approval
- Responsible to control the distribution of the approved syllabus throughout the college
- Authorized to stop delivery of unapproved courses/syllabus in the college
- Authorized to change nomenclature of the courses

## **8. IQAC – Chairman**

### **Responsibility and Authority:**

- Approval of the vision, mission, quality policy and quality bench marks of the institution
- Releasing funds for the conduct and implementation of Quality Initiatives, inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Reviewing the progress of institutional quality and approving the Annual Quality Assurance Report (AQAR) of the College

## 9. IQAC – Coordinator

### Responsibility and Authority:

- Responsible to frame Quality Policies in consultation with the members of the Governing Board
- Responsible to prepare and submit AQAR to the NAAC office every year on or before 31st December
- Responsible to prepare and submit Autonomous Report & NAAC report on time
- Responsible for updating and maintaining all the profiles of the teaching staff (aided and unaided) on the website through the website in - charge as well as the soft copies of the profiles
- Responsible to collect all the information with documentary proof for the conduct of events and participations from various forums like NCC, NSS, SOP, YRC, RRC through the Part V Coordinator twice in a year (August/February)
- Responsible to collect all the information with documentary proof for the conduct of events and participations from various forums like Youth Welfare through the Youth Welfare Coordinator twice in a year (August/February)
- Responsible to collect all the information with documentary proof for the conduct of events and participations from various forums like Career Guidance, Placement Cell through the Placement Officer twice in a year (August/ February).
- Responsible to collect all the information with documentary proof for the conduct of events and participations from the Physical Education Department through the Dean of Sports twice in a year (August/February)
- Responsible to collect all the information regarding participation in orientation courses, seminars, refresher courses, workshops, paper presentations, paper publications, additional qualifications etc., from the respective teaching staff with documentary proof through Research Coordinator twice in a year (August/February)
- Responsible to collect all the information regarding the conduct of Guest Lectures, Workshops, Symposia, Seminars, Association activities, Educational tours, Industrial Visits, SWOC Analysis, Courses offered, Placement details, Alumni details, and Department publications from the HOD twice in a year (August/February)
- Responsible to collect the information related to UGC funding, infrastructure development, strategy from the Bursar and management twice in a year (August/February)
- Responsible to conduct seminar or workshop to create awareness on the parameters of NAAC and Autonomous requirements twice in a year (once in a semester)
- Responsible for publishing IQAC news letter once in a year
- Responsible for maintaining all the documents related to NAAC and Autonomous status

- Responsible to prepare and submit short and long term strategy to the Governing Board through the principal
- Responsible to collect and submit students' feedback, students' satisfaction survey and students' feedback about the curriculum through the Feedback Convener.
- Ensuring the Display of POs, PSOs, Cos of the Syllabus on the website through the Dean's Office



## **10. Assistant IQAC Coordinator**

### **Responsibility & Authority:**

- Assisting the IQAC Coordinator in fulfilling the above tasks.

### **IQAC Members:**

### **Responsibility:**

- Assisting the IQAC Coordinator and the Assistant Coordinator in fulfilling the above tasks.

## **11. IQAC Liaison Officer**

### **Responsibility and Authority:**

- Assisting IQAC Coordinator in fulfilling the above tasks.

## 12. ISO Coordinator

### **Responsibility and Authority:**

- Responsible to prepare Quality System Manual (QSM) and other internal documents
- Responsible to Issue quality system related documents to the relevant persons
- Responsible to prepare and circulate audit schedule/circular for the conduct of periodical internal quality audit
- Responsible to verify the effectiveness of corrective actions taken for the non-conformities identified in the college
- Responsible to liaison with external parties (consultants, certification audit agency, etc.,) on matters relating to the QMS
- To ensure the promotion of awareness of requirements of the stakeholders to the organization members
- Responsible to maintain records related to MR function.

### **13. Research Coordinator**

#### **Responsibility and Authority:**

- Review every year and maintain record for the staff, who have registered for and completed Ph.D
- Maintain a record for the ongoing Research Programmes, Fellowship Programmes etc., along with the copy of testimonials
- Review and update every year regarding approval of new research supervisors, validity of existing research supervisors and research centres
- Renewal of existing research centres
- Recommendation of new research centres, if qualified, referring to various university requirements
- Maintain record for the submission of proposals to various Central & State Government and Non-Government agencies to undertake major and minor projects
- Review and update various Central & State Government and Non-Government ongoing projects (Major & Minor)
- Maintain a record for the submission and publication of articles in journals (by staff, PG students & Scholars) with ISSN and Books or Chapters (by staff) with ISBN
- Update and maintain a record for the participation or the conduct of Workshops, Seminars, Conferences, Symposia (National and International level), including Intellectual Property Rights (IPR) and Industry-Academia Innovative practices
- Responsible to check malpractices and plagiarism in research
- Responsible to create an eco-system for innovation, including Incubation Centres and Initiatives for creation and transfer of knowledge
- Responsible for obtaining and registering the Patents
- Responsible to establish MOUs for research activities such as student and faculty exchange, including internships, on-the job trainings, projects, sharing of research facilities, book publications etc., (with National & International–Universities, Industries, Corporate Houses, Publishers).

## **14. Additional Research Coordinator**

### **Responsibility and Authority:**

- Prepare an eligible staff list against fellowship registration criteria.
- To conduct orientation programmes on research fellowship. Assisting the faculty in the fellowship registrations
- Get the eligibility criteria for the approval of Research Supervisor from various Universities in the State, identify the faculty and assisting them to get the approval
- Assisting in the conduct of the staff orientation programme.
- Identification of staff & potential areas to undertake projects. Feasibility study & approval of proposed projects.
- Assisting the faculty in the Preparation & Submission of project proposals.
- Assisting in the conduct of the student induction programmes.
- Identification of students & potential areas to undertake projects.
- Submit checklist for feasibility study (Arts & Science). Maintaining records for the same.
- Sending web link of the approved journals list, along with the checklist to the Heads of the Departments for the preparation of articles
- Validate and approve the article (with the assistance of Subject Experts/Research Editorial Board).
- Maintaining Submission details for publications
- Maintaining records for the publications (ISSN & ISBN). Ensure availability of ISSN and ISBN.

## 15. Staff of the Administrative Office

### Office Superintendent (Aided)

#### Section A

##### Responsibility and Authority:

- Responsible for the activities of section A
- Responsible for the entire administration of the college activities in consultation with the Principal in matters related to Course Approval, Intake approval, Student Admission, Admission approval, Faculty's Qualification Approval, Faculty selection approval and appointment, Faculty Salary, Faculty's Service Register, Student Attendance, Exam fees, Penalties, Semester examination, Mark sheets, Certificates, Purchase and Accounts.
- Overall supervision of the office files being attended by the Subject Assistants/Junior Assistants.
- Checking up the personal registers of the Subject Assistants, Junior Assistants, Typist, Store Keeper and other non-teaching staff
- Verifying of the bills prepared
- Preparation & consolidation of budgets
- Supervision of challan writing and remittance to bank Supervision of postal accounts
- Preparation of daily receipts & challans and submission of the associated details along with the remittance details to the Principal for scrutiny.
- Verification of the cheques & bills.
- Supervision of all establishment matters related to the staff
- Forwarding of all files, registers, bills etc., related to all Subject Assistants/Junior Assistants.
- Arranging for the government audits and the preparation of audit reports & replies.
- Responsible of keeping the following in safe custody:
  1. Office Files
  2. Office Registers
  3. Fixed Deposit Certificates
  4. Service Registers
  5. Other Important Document Registers
- Responsible to execute all other tasks assigned by the management and principal from time to time
- Responsible for the implementation of Autonomy requirements, NAAC requirements and ISO QMS standard requirements in the office.
- Responsible to identify the training needs of the staff and conduct training programmes to them

## **Office Manager (Unaided)**

### **Responsibility and Authority:**

- Responsible for the entire administration of the college activities in consultation with the Principal in matters related to unaided courses approval, students admission, admission approval, staff recruitment, staff salary, staff & student attendance, exam fees, penalties, semester examination, mark sheets, certificates, purchase and accounts
- Responsible to execute all other tasks assigned by the management and principal from time to time.
- Responsible for the Implementation of Autonomy requirements, NAAC requirements, NIRF and ISO QMS standard requirements in the Unaided sections of the office.

## **Clerk Section – B**

### **Responsibility and Authority:**

- Responsible for the preparation of pay bills/arrear bills and verifying with the revised scale during every quarter (January/April/July/October) or D.A. (G.O. Copy).
- Responsible for the preparation of pay bills/arrear bills through web pay roll and getting printout of pay statements and ECS and submitting the proposal to the secretary through the superintendent and the principal.
- Responsible for dispatching of pay bills/arrear bills proposal to the JD office after getting the secretary's approval.
- Responsible to coordinate with the JD office to get pay bill/arrear bill proposal approval
- Responsible to obtain the approval of the pay bill/arrear bills from JD office
- Responsible to get the secretary's approval again in the already JD office approved pay bills/ arrear bills".

- Responsible to hand over the approved pay bills/arrear bills (approved by both JD office & secretary) to treasury and getting token through messenger.
- Responsible to get the secretary signature in the bill form.
- Responsible to prepare letter and submitting it to the bank for the credit of staff salary/arrears, after getting approval from the office superintendent, the principal and the secretary.
- Responsible to get staff's signature in the acquaintance (revenue stamp signature for value above Rs.5000/-) after the credit.
- Responsible for the issue of Form 16 (Income Tax Return) and getting a copy of IT return for filling.
- Responsible to assist the Office Superintendent in the preparation of financial statement.
- Responsible to enter all kinds of deductions in the approved salary account with the help of pay bill acquaintance.

### **Clerk Section – C**

#### **Responsibility and Authority:**

- Responsible for the preparation of university qualification approval and proposal for new appointments.
- Responsible for the preparation of the proposal for obtain the Joint Director's appointment approval for new appointments. Authorized to open new service registers.
- Responsible for the preparation of the proposal for foreign assignments
- Responsible for the preparation of staff increment proposal before the 10th day of every quarter (January, April, July, October) & getting approval from the JD office for the eligible staff, proposal & getting approval from the JD office for the eligible staff.
- Responsible for the preparation of the proposal for the promotion of the non-teaching staff & getting approval from the JD office for the eligible staff.
- Responsible for the preparation of the proposal for the pension of the retired staff & forwardings to the JD office.
- Responsible for the preparation of the pension proposal (after death of the pensioner) & forwarding it to the JD office.

- Responsible for the receipt of the gratuity cheque and issuing it to the concerned.
- Responsible for the maintenance of the gratuity acquaintance register, the increment register etc.,
- Responsible for issuing relieving order and service certificate after getting the approval from the authority.
- Responsible for the maintenance of service registers & its movement.
- Responsible for the preparation of re-employment proposal for the eligible teaching staff.
- Responsible for the pay fixation to the eligible staff.

### **Clerk – SectionD**

#### **Responsibility and Authority:**

- Responsible for the issue of scholarship applications to the eligible students
- Responsible for the dispatching of the filled scholarship applications to the relevant authority after necessary scrutiny and the Principal's approval
- Responsible for the monitoring of the pending scholarship applications and getting the cheque from the relevant authority
- Responsible for the issue of the scholarship amount to the students and maintaining appropriate acquaintances
- Responsible for the maintenance of the special fees cash book & ledger and the scholarship fees cash book & ledger.

### **Clerk – Section E**

#### **Responsibility and Authority:**

- Typing of all the office correspondence, communication from the Secretary's Office and maintaining a log for the work done.



## **Clerk – Section F**

### **Responsibility and Authority:**

- Responsible for the preparation of the draft of newspaper advertisement regarding admission and releasing the advertisement after approval
- Responsible for the preparation of circulars related to fees collection and fine collection
- Responsible for the collection of fees and preparing daily fees collection report
- Responsible for the preparation of daily cash book and ledger
- Responsible for the entry of fees collection details in the computer within 24 working hours and taking a back up of the same at appropriate intervals (every 10 days)
- Responsible for the payment of phone bills
- Responsible for the maintenance of accounts related to auction /sales of discarded equipments
- Responsible to coordinate with the accounts auditor for the Conduct of monthly accounts audit

## **Clerk – Section G**

### **Responsibility and Authority:**

- Responsible for the maintenance of PF Account
- Responsible for maintenance of contributory pension scheme details
- Responsible for the maintenance of accounts related to ACPF & PF part final for all the staff
- Responsible for the receipt of PF loan application before 5th of every month
- Responsible for the verification of the PF loan applications received and solving queries
- Responsible for the preparation of PF loan & part final PF proposal and submitting it to the secretary along with the relevant documents and covering letter for approval through the superintendent and Principal.
- Responsible for the dispatch of all PF loan applications to JD office after getting the approval of the Secretary
- Responsible to coordinate with the JD office to get the approval of all PF loan applications sent and getting the bill

- Responsible to receive the bill for the PF loan applied and submit the same to the Secretary along with a covering letter for approval through the superintendent and the principal.
- Responsible to submit the approved bill to the treasury and getting token
- Responsible to get the Secretary's signature in the token
- Responsible to submit the token to the treasury and receiving the electronic clearance (ECS).
- Responsible to communicate the same to the pay bill section before the 10th of every month.
- Responsible to get the signature of the staff in the acquaintance (revenue stamp signature for value above Rs.5000/-) after the credit
- Responsible to prepare the account slip and approval of the same
- Responsible for the maintenance of the Approved staff's salary accounts
- Responsible for the maintenance of approved staff's salary accounts & non-salary accounts.
- Responsible to receive concerned papers from section B, C, K, I and F section for the approved staff's salary account and non salary account
- Responsible for the preparation of cheques in the above names for deductions and getting the Secretary's approval through the Superintendent and the Principal.
- Responsible to hand over all the above approved cheques to the pay bill section with acknowledgement.
- Responsible for the maintenance of accounts related to SPF admission & closure.
- Responsible for the maintenance of the records related to medical aids.
- Responsible for the maintenance of the records related to group insurance.
- Responsible for the maintenance of the records related to non-salary insurance statistics.
- Responsible to prepare & submit all statistics reports related to student, staff, property, examination, results etc., for government enquiries.
- Up keep of the UGC Guidelines regarding Faculty Improvement Programmes
- Responsible to keep a record and maintain the faculty improvement programmes attended by the staff members.

### **Clerk– Section H**

#### **Responsibility and Authority:**

- Responsible to receive questions, answer sheets and other materials from the COE.
- Responsible for the hall arrangement and seating arrangement for the conduct of semester examinations.

- Responsible for the preparation of the list of the internal invigilators and communicating the same to the concerned teachers.
- Responsible to coordinate with the Chief Superintendent of Examinations at the time of opening of the question paper packets and distribution.
- Responsible to distribute and collect attendance sheet at the time of examination and returning the same to COE after the examination.
- Responsible to prepare the work load details and submitting the same to the Director and Government through the Superintendent and the Principal.
- Responsible to prepare and maintain staff qualification standards and present status.
- Responsible to identify the eligible staff to attend refresher course and preparing annual plan and getting approval from the Superintendent and the Principal.
- Responsible to collect feedback at the time of joining after the completion of the refresher course.

### **Clerk – Section I**

#### **Responsibility and Authority:**

- Responsible for the maintenance of miscellaneous accounts.
- Responsible for the maintenance of PTA accounts.
- Responsible for the carrying out of the official works related to COP.

### **Clerk – Section J**

#### **Responsibility and Authority:**

- Responsible for the maintenance of registers related to CL and OD of the Teaching and the Non-teaching staff.
- Responsible for the maintenance of local dispatch register.
- Responsible for the maintenance of incoming letter register and its distribution.
- Responsible for the timely ringing of the college bell. Responsible for the issue of bus/train concession forms.

## **Clerk– Section K**

### **Responsibility and Authority:**

- Responsible for the admission of all UG & PG students in both aided and unaided courses after verification of all original certificates.
- Responsible for the computer entry of all admissions and assigning admission number to all the students.
- Responsible for the collection of fees and entry in the computer.
- Responsible for the issue of Transfer Certificate against the request application signed by the Principal.
- Responsible to verify the filled no-due forms referring to specimen signature before preparing the Transfer Certificate
- Responsible for the issue of T.C. after getting Principal's signature in no-due forms well as in T.C. and also student's signature at the back side of the T.C. (office copy).
- Responsible to collect Tahsildar certificate before issuing duplicate copy of the T.C.
- Responsible for the preparation and issue of the course completion certificate.
- Responsible for the preparation and issue of the Bonafide Certificate.
- Responsible to get the cheque from the cashier and depositing it in the bank for the deduction of PF for un-aided staff.
- Responsible for the preparation and submission of EPF account return every year.

## **Clerk– Section L**

### **Responsibility and Authority:**

- Responsible for the computer entry of all EL & ML details (Manual).
- Responsible for the calculation of the Surrender of EL.
- Responsible for the preparation of monthly EL surrender leave application (referring to pay bill section) and submitting it to the secretary along with the relevant document (Form A&E) and covering letter for approval through the Superintendent and the Principal.
- Responsible for the dispatch of all monthly EL surrender applications to the JD office after getting the Secretary's approval along with the Service Register.
- Responsible to coordinate with the JD office to get the approval of all monthly EL surrender applications sent.
- Responsible to receive the bill from the JD office for the monthly EL surrender applied and submitting it to the Secretary along with a covering letter for approval through the Superintendent and the Principal.
- Responsible to submit the approved bill to the treasury and getting token.
- Responsible to get the Secretary's signature in the token.
- Responsible to submit the token to treasury, verifying the bill and crediting the amount to the individual through ECS.
- Responsible to get the staff's signature in the acquaintance (revenue stamp signature for value above Rs.5000/-) after the credit.

## **Clerk– Section M**

### **Responsibility and Authority:**

- Responsible for the preparation of the proposal of the refresher course for the eligible staff.
- Responsible to get the approval of the applications/proposals from the Secretary and forwarded it to the JD and the preparation of relieving order.
- Responsible for the issue of relieving order.
- Responsible for making an entry in the Service Register after getting the JD's proceedings.
- Responsible to get the joining report after the completion of the refresher course.

## 16. Vice Principal (Unaided)

### Responsibility and Authority:

The Vice Principal is a representative of the Governing Board and the Secretary of College Council (Unaided), a Member of the Governing Board, the IQAC Steering Committee, the Academic Council, the Discipline Committee, the Curriculum Development Cell (CDC), the Awards Committee, the Student Council Advisory Committee and the IQAC News Letter.

The duties and responsibilities of the Vice Principal are as follows:

- To Participate in the Governing Board meeting, the IQAC Steering Committee meeting, the Academic Council meeting, the Awards Committee meeting, the College Council meeting, the Discipline Committee meeting, the Curriculum Development Cell meeting, the Student Council Advisory Committee meeting, the PTA meeting and the IQAC News Letter meeting and weekly Managing Committee meetings
- Ensure that the Vision, Mission, Quality Policy & Quality Objectives are implemented, reviewed, displayed and maintained in all the unaided departments of the college
- Assist the Principal in policy making and decision making on goal achievement with a good academic climate in a green campus
- Adhere to the norms of the Government, the UGC, the AICTE, the University and working towards in fulfilling the requirements of the Government, the UGC, the AICTE, the University, the Managing Committee, the NAAC, the ISO, the IQAC, the NIRF, the AISHE and other statutory and non-statutory bodies and maintaining records for the same
- Responsible to assist Principal, in the conduct of all the academic activities related to unaided courses both in shift 1 & 2, including:
  - a) Assist the Principal in the admission of unaided students
  - b) Assist the Principal in defining, documenting the job description, responsibility and authority of all unaided teaching staff and communicating the same after getting approval from the Principal
  - c) Sanction of the leave for the unaided teaching staff in the absence of Principal, after ensuring alternate arrangements
  - d) Organize/conduct meeting of the unaided HODs in the presence of the Principal twice in a semester and review the performance and progress of the unaided courses and maintain the minutes for the same
  - e) Assist the Principal in the implementation of all quality improvement programmes

- f) Assist the Principal in training and appraising the unaided faculty members and managing the curricular, the co-curricular and the extra-curricular activities
- g) Monitor the continual improvement of QMS and Standard Operating Procedures
- h) Assist in the preparation of the time tables, allocation of class rooms for the unaided departments

Responsible to ensure that the provisions of the Acts, the statutes, the ordinance and regulations as and when issued by the Government, Statutory and Regulatory bodies are implemented and take appropriate actions to do the same with the approval of the Principal.



## 17. Dean of Students' Affairs

### Responsibility and Authority:

- The Dean of Students' Affairs is a member of the Students' Council Advisory Committee, the Discipline Committee, the Students' Counseling Cell, the Students' Grievances & Redressal Cell, the Women Harassment Prevention Cell, the Anti-Ragging Committee, the Tutorial Scheme, Youth Welfare & Fine Arts, the Campus Monitoring Committee, the Youth Red Cross (YRC), the Red Ribbon Club (RRC), the Sadakath Outreach Programme (SOP), the Students' Self Help Scheme (SSHS), the Students' Help in First Aid (SHIFA) and the Earn While You Learn (EWYL).  
Assisting in the conduct of the student's council election
- Monitoring the activities of students in and outside the campus
- Sensitizing the students to participate in co-curricular and extra-curricular activities
- Educating the students not to involve in ragging and other unlawful activities
- Coordinate with the Admission Committee in the smooth conduct of the admission process
- Assisting in the maintenance of the students' records pertaining to the Tutorial Scheme, Students' progression to higher studies, students' appearing for competitive examinations and placements and to coordinate with the staff-in-charge of the Tutorial Scheme, the Youth Welfare, the Career Guidance Cell, the Sadakath Academy and the Placement Cell
- Furnishing the details of the students' participation in cultural activities, receiving of awards, progress to higher studies and placement details to the IQAC and the NIRF Committee
- Coordinating with the NCC Company Commander, NSS Programme Officers, YRC Coordinator, RRC Coordinator, Friends of Police Convener in conducting activities in the campus
- Facilitating the Youth Welfare Coordinator to conduct cultural events on the campus
- Assisting the SOP Coordinator in conducting activities in the adopted villages
- Sensitizing the students to contribute and collect funds for SSHS, SHIFA and MANITHAM schemes

## **18. Dean (Research and Development)**

### **Responsibility and Authority:**

The Dean (Research and Development) is a member of the IQAC Steering Committee and the convener of the Research Promotion Committee.

- Responsible for conducting the coursework examination for Ph.D Scholars submission and the forwarding of the CIA statement to the University
- Solemnly responsible for maintaining the record, who have registered for and completed Doctorate Programmes, Fellowship Programmes etc., along with the copy of the testimonials
- Review and update every year the details of the approval of new research supervisors.
- To apply for the renewal of the existing research centres promptly
- Maintain a record for the submission of only the covering letters attached to the proposals (not the proposals) to various Central & State Government and Non-Government agencies to undertake major and minor research projects
- Maintain a record for the publication of related articles in journals (both staff and PG student & Scholars) with ISSN/ISBN
- Maintain a record of the Books or Chapters in books with ISSN/ISBN
- Update and maintain a record of publications with other details such as ISSN/ISBN the Workshops, Seminars, Conferences, Symposia (National and International level), including Intellectual Property Rights (IPR) and Industry-Academia Innovative practices, organized by the college
- Update and maintain a record of participation of the staff in IPR seminars/workshops/symposia and innovative ventures
- To create an eco-system of innovation including incubation centre and Initiatives for the creation and transfer of knowledge
- Sending web link of the approved UGC Care journals list, along with the check list to the Heads of the Research Centres to ensure hassle free publication of research articles
- Responsible for the ethical conduct of research and for establishing and maintaining a culture of compliance and integrity among the researchers
- Solemnly responsible of maintaining the data/information related to research and furnish them to the coordinators of IQAC and NIRF

## **19. Dean of Sports**

### **Responsibility and Authority:**

The Dean of Sports is a member of the College Sports Council and the Sports Person Selection Committee.

The following are the duties and responsibilities of the Dean of Sports:

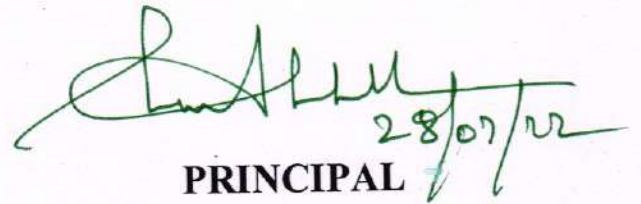
- Coordinate with the Physical Director in the conduct of intramural competition
- Coordinate with the Physical Director in conducting Sports Day, Sports Council Meeting
- To assist in preparation of the Annual budget for the conduct of Sports activities
- To forward the proposals related to students' admission through sports quota and financial assistance to sports persons
- Forwarding the proposals related to the development of sports infrastructure
- To coordinate with the Physical Director in the maintenance of the students' information related to participation and medals received in the events at the International, National, State and University levels

## 20. Dean (Digital Learning Centre)

### Responsibility and Authority:

The Dean (Digital Learning Centre) is a member of the IQAC Steering Committee, the Chief Coordinator of IIT Bombay – STP, SPOC of NPTEL and Coordinator of ICT Act.

- Facilitating the conduct of the NPTEL courses, IIT Bombay Spoken Tutorials and ICT Act courses.
- Sensitizing the students to participate in the courses offered by NPTEL IIT Bombay – STP and ICT Act.
- Coordinate with the DLC mentors to ensure the smooth conduct of the digital learning courses.
- Maintaining the student records pertaining to the NPTEL courses, IIT Bombay – STP courses and ICT Act Courses.
- Furnish the details for the students' enrolment, progress report to the Controller of Examinations (CoE) Office and the Internal Quality Assurance Cell (IQAC) to be presented at the Governing Board.
- Organizing spoken tutorial programmes at the department level.



28/07/22

**PRINCIPAL**

**PRINCIPAL  
SADAKATHULLAH APPA COLLEGE  
Rahmath Nagar, TIRUNELVELI - 627 011.**