NAAC Criterion-VI

Governance, Leadership and Management

Key Indicator – 6.1 Institutional Vision and Leadership

Sub-Criteria 6.1.2 The Effective Leadership is Visible in various Institutional Practices such as Decentralization and Participative Management.

TECNIA INSTITUTE OF ADVANCED STUDIES

**(Approved By AICTE, Ministry of Education, Govt. of India,
Affiliated to G.G.S.I.P. University & Recognised Under Sec. 2 (f) of UGC 1956)**

3 PSP, Institutional Area Madhuban Chowk, Sector 14, Rohini, New Delhi-11008

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Evidence/Proof/Additional information

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6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The management of the institute has mainly three academic and administrative bodies, namely-
1. Board of Governors
2. IAC (Institutional Academic Council)
3. DAC (Departmental Academic Committee)

Institute has Board of Governors as per AICTE norms; BOG provides impetus for a) transformational changes in the organizational structure and composition of the various authorities; b) designed in a national/global format; c) self-governance with minimal roles assigned d) entrusted with powers to appointment Director, Dean, Professors, Chief Admin Officer and other officers; e) to guide the Institute towards excellence; f) degree awarding status to Institute; g) focus on National Education Policy-2020 compliances; h) new courses to be offered by Institute i) globally prioritized areas for focused research in domain.

<u>Responsibilities and Authorities of the Deans</u>

1. Academic Responsibilities & Authorities :

   i. Deans shall be responsible for implementing the Vision and Mission of the Institute in their respective departments.

   ii. Deans shall be the Principal Academic Executive Officer for their respective departments and shall exercise supervision and control over the affairs of their respective departments for implementing the decisions taken by the Competent Authority of the Institute .

   iii. Subject to the various provisions as laid down in the GGSIP University's Act, Statutes, Ordinances, Regulations, Policies and the decisions of the competent authorities, Deans shall be responsible for the maintenance of standards of education and examinations in their respective Departments as laid down norms mentioned in UGC

   iv. Deans shall also be responsible for the proper constitution of the Statutory Bodies of their respective departments such as DAC, Departmental Research Committees and any other Body that may be provided for under any Statute/ Ordinance notified by any statutory body i.e. UGC, AICTE, DHE, DTTE, GGSIPU, or any other besides convening

their meetings as per laid down procedure and periodicity. Further, they shall also be responsible for notifying and maintaining the records of such meetings.

v. The Deans shall be responsible for an overall academic development of their respective departments including the execution, formulation and updation of academic curriculums for the programmes conducted by their departments, determination of an appropriate mix of pedagogies, research activities, including the major and minor projects, summer training reports, dissertation, any other similar of programme/s and interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between curricular and co-curricular activities (including extension services) of their respective departments.

vi. Deans shall also act as Nodal Officer in so far as the coordination is required for academic, research and administrative activities within their department and the Institute and the monitoring mechanism that may be laid down by the Institute from time to time by way of FADS/ CAS/ Research & Consultancy.

vii. Deans shall be responsible for maintaining warranted punctuality and discipline both in the faculty and students of their respective departments through strict adherence to time table, attendance records and initiating disciplinary action/s, etc.

viii. Deans shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching work load as per the norms prescribed by the Institute/University. The requirement in respect to the entire faculty may be assessed well in advance and the same may be got approved from the Head of the Institute/Competent Authority so that their recruitment / appointments are finalized latest by the close of April for each academic session ; this exercise must ensure providing of a minimum period of three months for the Institute for the completion of the recruitment process.

ix. The Deans shall also act as the Chairperson of the Academic Equivalence Committee for their respective departments.

x. The Deans shall also ensure that research, consultancy and extension activities assigned to their respective departments are accomplished within the given time frame besides ensuring financial accountability for these activities as per the laid down procedure and norms of the Institute/University.

xi. Deans shall ensure that duly approved lists of examiners and academic experts are provided to the examinations and establishment branches preferably on academic year basis.

xii. Deans shall act the Chairmen of the Institute Library Committees of the Institute and as such they would ensure the timely availability of the required books in the Institute Information Resource Centre.

xiii. Deans shall be responsible for maintaining discipline among the students of their respective departments in general, and in respect to their attendances, in particular. The student/s whose attendance/s is likely to fall short, should be intimated well in advance so that they are provided with an opportunity to improve their respective attendance records.

xiv. Deans should convene the meetings of the faculty members of their respective

departments at frequent intervals so as to enable every faculty member to contribute his/her best to the promotion of academic and research cause of their respective departments.

2. Administrative Responsibilities   :

i. The entire teaching and non-teaching staff, irrespective of their designation, shall be under the direct administrative control of the Deans of their respective department in so far as conduct of academic programme/s and coordination with other Departments and administrative departments is concerned.

ii. Deans shall be responsible for granting of casual leave, including grant of special casual leave for not exceeding 02 days for attending any seminar / workshop/ conference, etc., for all teaching and non-teaching staff as per rules on the subject notified separately ; they shall, however, act as recommending authority for the grant of all other kinds of leaves.

Provided further, the Deans shall be responsible for conveying the Personnel Branch of the Institute at least 10 working days in advance prior to the scheduled departure in case any faculty member is granted any special casual leave (including duty leave) for examining their admissibility and the corresponding financial liability.

iii. Deans should provide necessary guidance to the concerned faculty of their respective Schools for filling up of the formats prescribed for Faculty Appraisal and Development System / CAS.

iv. Deans shall have the authority to grant approval to the faculty of their respective departments for attending mandatory Orientation / Faculty Development Programmes within India provided such programmes are scheduled in summer / winter vacations; however, if such programmes are spread over to the University's academic session then the prior approval of the competent authority shall invariably be required. Further, the financial expenditure shall require the prior approval of the competent authority of the Institute.

v. All correspondence concerning with grant of leave and other personnel matters including complaints against the Dean that may be initiated by any faculty and staff of the respective department, shall be routed through the Office of the Dean. The correspondence received from the different departments, without having routed through respective Deans/HODs, shall not be entertained by the Competent Authorities of the Institute.

Deans shall, however, ensure that no correspondence is withheld beyond a reasonable time (normally one week) and the same is forwarded to the concerned authorities of the Institute/University.

vi. Deans shall act as the Custodian of the records and other stocks and capital assets for their respective Departments including maintaining a proper register for the capital assets.

vii. Deans shall act as Redressal Officer for all kind of grievances of the students of their respective Schools aside acting as a Coordinating Officer between the respective department and the Administrative Branch of the Institute.

3. Financial Responsibilities   :

i. Preparing the Budget of the department for each financial year and submission of the same latest by the close of November 30 ; these Estimates should cover both Plan and Non plan Expenditures for the School and should cover the anticipated recurring and non-recurring expenditures under both the Heads as per the developmental plan for the School ; if need be, Revised Estimates for each financial year be forwarded to the Institute by the department latest by the close of October 31st each financial year.

ii. Exercise such financial powers as approved by the Finance Committee.

iii. Making disbursement of honorarium to the entire faculty, engaged both from within the department and outside academic/ corporate world as Guest Faculty for the conduct of Weekend Programmes as per the norms and policy of the Institute/University.

iv. However, the Dean shall obtain prior approval of the Competent Authority for engaging the faculty (both from within the Institute and outside academic/ corporate world as guest faculty) in principle and the disbursement shall be made only after proper verification by a Committee, comprising of the Coordinator and two other faculty members of the concerned department and headed by the Dean.

v. Proper accounting, documentation and utilization of the funds allocated by the Institute under the budget head of 'imprest'.

vi. Acting as the Chairman of the 'Justification Committee' and 'Purchase Committee' for all purchases done by the department including the purchases under sponsored research projects wherever prescribed as per the rules of the funding agency.

vii. Carrying out the stock verification of all the items of the Register for Capital Assets annually and prior to the close of March 31st each year.

Responsibilities of the HoD
1. Academic Leadership:
i. Supervise and delegate the work of all faculty and staff within the department. Provide mentoring to faculty to offer support and guidance towards excellence in teaching, service and scholarly activities. Facilitate pursuit of professional development and research activities for faculty.
ii. Develop the schedule of courses and communicate those to the faculty, students and the registrar and advising center, wherever and however they are delivered each semester/session.
iii. Provide appropriate opportunities and forums for faculty to express ideas freely, have productive discussions and participate in departmental affairs.
iv Recruitment, employment and orientation of new faculty.
v Evaluate all faculty on a continuing basis with appropriate recommendations for professional development in any deficient areas, highlighting strengths and areas that need improvement.
vi. Make informed, documented recommendations concerning faculty retention, promotion & tenure.
vii. Ensure programs meet any professional accreditation standards or otherwise strive to follow best practices for the academic discipline.
viii. Initiate, review and oversee Memorandums of Understanding.
ix. Advocate for the faculty and department, facilitate communication between faculty and other levels of administration, including adjunct faculty.
x. Delegate and coordinate with program directors the supervision and support of faculty and adjuncts and program development.
2. Administrative Leadership :
i. Provide recommendations for the budgeting of the department and programs as well as

administer the budget and provide good stewardship of department resources. Monitor and track expenditures.

ii.   Ensure compliance with state and federal laws governing programs as well as maintain practices and standards for programs that affect external accreditation.

iii.   Provide leadership for the faculty in developing strong, attractive curricula that are pedagogically sound, use resources efficiently and utilize robust methods for assessing instructional programs.

iv.   Provide leadership for the faculty in developing strong scholarship and research agendas, helping them to publish their work, and to apply for internal and external grants. Use resources efficiently and utilize robust methods for assessing research programs. Promote undergraduate and graduate research.

v.   Continuously collect, monitor and track program performance data, ensure assessment of programs and student learning outcomes in coordination with the Office of Assessment and Institutional Effectiveness. Maintain an efficient system of records and reporting for the department and its programs.

vi.   Handle student issues that are not the appropriate concerns of the faculty. Ensure any complaints or grievances about courses and/or faculty follow proper procedures outlined in the faculty/student handbooks.

vii.   Represent the department to other units of the university, coordinates departmental activities related to departmental websites, program marketing, recruitment, admissions, open houses, career fairs, course catalogs, and registration.

viii.   Ensure quality and standards for submission of departmental initiatives to other units within shared governance (e.g. course, curriculum and program development, grant submissions, marketing, assessment, etc.) and otherwise work to enhance the departmental image and reputation of its programs on and off campus.

3.   Decentralized Management   :

At the level of Society: The management of the institute is directed by Board of Governors, whose members, are appointed in accordance with the guidelines.

At the level of the Institute: Director & Dean Academics are the administrative and academic head of the Institute. They manage and monitor all the academic & administrative activities.

At the level of the Department: HODs are responsible for all the academic and administrative activities in their respective departments and report to the Dean Academics/Director.

HODs constitute departmental committees to carry out departmental activities smoothly.

Students are given opportunities to act as student coordinators of different technical/non-technical events and clubs and various committees

3.   Participative Management   :

Strategic level: Director, Dean(Academics), Registrar and HODs are involved in framing
policies, procedures, rules & regulations.

Functional level: Faculty members ensure effective curriculum delivery along with participation in various academic & non-academic activities

Operational Level: The governing body of the institute gives suggestions for introducing new academic programmes and welfare activities.

The implementation of the plans and policies formulated is decentralized to the various functional heads of the hierarchy. The staff and line functions are well-defined and inter- coordination at various levels and intra-coordination of various departments help in achieving the laid down objectives as per the Vision and Mission of the Institute.

The participative management functions at all departments of the Institute which is reflected by involvement of all the stakeholders and taking their feedback from time to time for continuous evaluation incorporating the desired changes to keep in line with global requirements to impart best education and guidance to students. This is achieved by regular IAC, DAC and three tier mentoring process i.e. Students mentoring, Industry mentoring and Parent meets to bridge the gaps.

Job Responsibilities of Teachers- Asst Professor/Asso. Professor/Professor

A :ACADEMIC	R RES. & CONSULTANCY	E EXTENSION	A ADMINISTRATION
• *Class Room Instruction* • *Laboratory Instruction* • *Curriculum Development* • *Developing Learning Resource Material & Laboratory Development* • *Students Assessment & Evaluation including examination work of University* • *Participation in the Co-curricular & Extra-curricular Activities* • *Students, Guidance & Counseling & helping their personal ethical moral and overall character development.* • *Continuing Education Activities* • *Keeping Abreast of new Knowledge and skills help generate new knowledge and help discrimination of such know ledge through books publications, seminars, etc.* • *Self - development through upgrading qualification, experience & Professional activities*	• *Research & Development Activities & Research Guidance* • *Industry sponsored projects* • *Providing Consultancy and Testing Services* • *Promotion of Industry institution interaction and R& D*	• *Extension Services* • *Interaction with Industry arid Society* • *Participation in Community Services* • *Providing R&D support and consultancy services to Industry and Others User agencies.* • *Providing non-formal modes of education for the benefit of the community* • *Promotion of entrepreneurship and job creation* • *Dissemination of knowledge* • *Providing technical support in areas of social relevance*	•*Academic and Administrative Management of the Institution* •*Policy Planning, Monitoring & evaluation and promotional activities both at Departmental and institutional level* • *Design and development of new Programs* • *Preparing project proposals for funding in areas of R&D Work Laboratory Development, Modernization, Expansion, etc.,* • *Administration both at Departmental & Institutional levels* • *Development, Administration and management of institutional facilities* • *Monitoring and Evaluation of academic and research activities* • *Participation in policy planning at the Regional National level for development of technical education* • *Helping mobilization of resources for the institution* • *Develop, update and maintain MIS* • *Plan and implement Staff Development activities* • *Maintain accountability* • *Conduct performance Appraisal* .

Role And Responsibilities Of Various Coordinators Appointed In Departments

Class Coordinators

    i. To monitor and maintain attendance, marks and other academic & extracurricular records of students

ii. Coordination between student, parents and institute

iii. Apprising parents/guardians of students regarding the attendance and performance of their ward.

iv. To coordinate between students and other coordinators of department

v. Coordinate orientation session at the beginning of every semester for informing students about initiatives taken for their benefit

vi. Conduction of regular counseling sessions/meetings for grievance redressal to keep in touch when they pass out and become "alumni'

vii. Organizing a working group to help with resources of Institute.

viii. Advise the students regarding absenteeism, performance, MOOC courses, internship, projects, selection of electives, career etc.

ix. To communicate any positive feedback or concerns raised by parents to the relevant authorities of the Institute/Director

x. Organize meetings on campus/online with students/parents of class assigned, prepare a report to address all FAQs

xi. To coordinate various feedback and other activities as per the institute calendar and academic timelines

xii. To monitor/moderate the activities of the assigned class

xiii. Motivation to students to participate in professional development, sports and club activities.

xiv. Coordination with examination section in case of specific cases

xv. Any other matter as referred by HOD/Dean (Academic)/ Director

MBA/BBA/MCA/BCA/ BA(JMC) Coordinators

i. To perform all the duties of class coordinator

ii. To prepare/update the information brochure of UG/PG course

iii. To maintain and submit the record of attendance for the purpose of scholarships.

iv. To mentor the students for Project Report/dissertation/ SWAYAM/VAC/

v. Add-Ons/Certificate course selection

vi. To interact with the students in individual/group to resolve queries regarding Career/Entrepreneurship /Higher studies

vii. To coordinate with the students and department Time-Table Coordinator for the Teaching Load assignments

viii. To organize awareness/training programmes for students on research methodology/research ethics

ix. To motivate and guide the students for the publication and participation in conferences

x. To monitor the performance in Project Report/dissertation and mentor for timely completion of Project Report/dissertation

xi. To contact/motivate with the prospective students for UG/PG programme

xii. To ensure 100% quality admissions in UG/PG programme)

xiii. To coordinate with the T&P cell and employers for the possible placements of UG & PG students.

xiv. To offer general advice and support for students.

xv. Oversees the academic requirements, academic schedule including conduct of internals examinations

xvi. Monitoring of attendance, class work of students

xvii. Maintaining a record of project titles/ Industrial Visits and associated supervisors/ mentors of students

xviii. Scheduling Dissertation/ Project, seminar reviews and monitoring the same under coordination with concerned HoD

xix. Maintaining records of internal/ external examiner for viva-voce of Dissertation/ Project

xx. Monitoring of admission data, student profile, result and completion of all students & Coordination with admission team

xxi. Oversees Scholarships

REMEDIAL CLASSES:

i. To identify the student's academic problems through individual/group interaction

ii. To motivate the concerned students to attend the remedial classes

iii. To coordinate with Institution remedial class coordinator and department HoD to organize the remedial classes

iv. To prepare the time-table for remedial classes

v. □ To mentor the students in coordination with concerned faculty

vi. To monitor the students' performance during and after the remedial classes

vii. To maintain the students record (attendance, performance, etc.)

viii. To provide the record/documents related to remedial classes to HoD, Institute level coordinator and Dean

ix. To apply for various government schemes for financial assistance to conduct remedial classes.

SWAYAM/NPTEL/ MOOCS COORDINATORS:

i.   To finalize the courses to be opt from NPTEL / MOOCS in consultation with department faculty members for the approval of final list of department electives courses (DE's), Open category courses (OC's), Minor courses from the concerned Board of studies (BoS) and to keep proper record.

ii.   To encourage the students of respective department for the registration in MOOCs and to aware the students for the approved list of DE's, OC's, Minor courses with name of mentors through department web pages/ Whatsapp groups etc

iii.   To Monitor the status of students for enrolment/ registration on SWAYAM Platform to ensure enrolment/ registration before deadline

iv.   To ensure that the course mentors are mandatorily registered in the assigned course

v.   To coordinate with MOOC course mentors to ensure timely submission of assignments by the students before due date

vi.   To prepare the time-table of mentoring session in coordination with Time Table coordinator of Department

vii.   To monitor the mentoring sessions taken by the mentors and to keep proper record of mentorship and attendance

viii. To organize separate mentoring session at department level for the students who have not enrolled/registered for SWAYAM courses due to unavoidable circumstances

ix.   To conduct counseling sessions with the students to address the student's queries

x.   To maintain the performance record of students for registered SWAYAM courses

xi.   Coordinate with Institute SWAYAM Coordinator and Associate SWAYAM

xii.   Coordinator for dissemination of information and timely compilation of data as and when required

xiii. To motivate the faculty mentors to register for SWAYAM courses

xiv.   To maintain the record of faculty registration and certification record

xv.   To maintain the record of Students registration and certification record for onward submission to the GGSIPU university.

xvi.   Note: It is expected from SWAYAM coordinators to register him/her self for at least one SWAYAM/NPTEL course in each semester.

INTERNSHIP COORDINATORS:

i.   To motivate the students to participate in Industry/Research internship programme

ii.   To assign the faculty mentors for the students for internship

iii.   To maintain the domain specific Industries/other research organizations information/contact details

iv.   To resolve issues/problems encountered by students in completion of internship successfully

v.   To mentor the students in coordination with other faculty members of department for report writing

vi.   To provide support in getting Internship for students from relevant industry/research organization etc

vii.   To coordinate with T& P Cell and to maintain students' records

viii.   To conduct the Assessment/evaluation of Internship

OUTCOME BASED EDUCATION (OBE) COORDINATORS:

i.   • To establish POs and PSOs based on Vision and Mission of the department

ii.   To revise POs and PSOs, if necessary, based on the report submitted by Department Committee

iii.   To consider recommendations for achievement of POs and PSOs given by the syllabus as prescribed by GGSIPU University.

iv.   To formulate guidelines for attainments of POs, PSOs & Cos in coordination with Institute OBE Coordinator and circulate the same to Class Coordinators & other faculty members

v.   To draft and revise feedback forms viz. Alumni, Employer, Industry, Parent, Student and any other.

vi.   To conduct and analyze results of above mentioned feedback and Cos feedback every year with the help of respective feedback coordinators

vii.   To evaluate attainment of POs based on assessment of COs of the courses

viii.   To assess the achievement of attainment of the POs & PSOs

ix.   To submit a report on "Evaluation and Attainment of POs and PSOs to HoD

x.   To submit report to IQAC on evaluation of attainment of POs, PSOs &COs

xi.   To guide Class Coordinator/Faculty Members/Course Coordinator in defining and redefining course objectives and COs

xii.   To guide Faculty/Class/Course Coordinators in designing CO survey forms and problems encountered in the Implementation of OBE

xiii.   To contribute as a Department committee member in evaluation of POs, PSOs and COs

xiv.   To aware the stakeholders about OBE implementation objectives and outcomes

xv.   To organize workshop/seminar/Group discussion on OBE for better understanding of OBE philosophy for faculty and students

xvi.   To appoint students OBE Coordinators

xvii.   To cooperate and coordinate with OBE Manager of the Institute

TRAINING & PLACEMENT COORDINATORS:

i. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization

ii. To liaison with industries

iii. To identify the training needs of students

iv. To support T&P cell in arranging campus interviews

v. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc

vi. To guide students in developing/clarifying their academic and career interests, and their short and long-term goals through individual counseling and group sessions

vii. To support T&P cell in preparation of audio-video presentation or a handout on the Institute to be presented to potential employers

viii. Compiles and maintains a data bank on student profiles and resumes along with their photographs

ix. Prepares a placement brochure having all the student profiles

x. Acts as a link between students, alumni and the employment community

xi. Generation of awareness in the students regarding future career options available to them

xii. Assists students in obtaining final placement in reputed companies

xiii. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants

xiv. Communicates the resume of suitable candidates to the potential employers

xv. Organizes placement training, finishing school for the students and make them ready for interview and group discussion

xvi. Provides information on the schedule of recruitment drives well in advance to class coordinator, HoD and students

xvii. To keep the student's placement records and to submit to concerned HoD

FACULTY FEEDBACK COORDINATORS:

i. To collect the Faculty Feedback, Feedback on Curriculum & other feedbacks from concerned stakeholders

ii. To develop and maintain internal policies and procedures

iii. Providing advice on sampling and statistical techniques to ensure methodology is statistically valid

iv. Promoting techniques to achieve the highest possible response rates

v. Managing appreciation to encourage responses

vi. To Analyse Feedbacks data and providing timely action taken reports to class

coordinators/HoD and Dean

vii. Managing the department's internal and external feedbacks

viii. Coordinating, planning, promoting and administering the department's evaluation of feedback & Corrective actions with HoD

ix. Assisting the concerned HoD to make evidence-based decisions on matters of strategic importance as per feedback evaluation reports

x. Analysing, developing and maintaining Datasets

NSS COORDINATORS:

NSS coordinators will perform following duties under the supervision and guidance of NSS Programme Officer of Institute:

i. assist and guide the students for implementation of NSS programmes at department level help in organising camps, training and orientation programmes visit the places of activities under NSS for monitoring and evaluation visit different NSS units and camps for supervision, consultancy, guidance etc ensure implementation of NSS Regular activities and special camping programmes

ii. To submit the documents and reports on the achievements of NSS to Programme Officer motivate the student to participate I in NSS activities and to become part of NSS unit

iii. ensure that the NSS programme is implemented as per NSS manual and administrative instructions issued by Programme Officer

iv. arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values

v. organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities

vi. Conduct extension activities for faculty, staff, students of Institute and in local community/ neighbourhood for sensitising the social issues for holistic development

vii. Organise extension and outreach programmes through NSS/NCC/Red Cross/YRC, etc. (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

viii. Conduct Novel Engaging course on NSS

TIME-TABLE COORDINATORS:

i. Preparing department time table for theory & practical classes at the beginning of each semester in coordination with HoD along with teaching load distribution, mentoring session, lab-wise, class-room wise time-table

ii. Assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared)

iii. Prepare Faculty& Staff (individual) time table in coordination with HoD

iv. Update time table according to the need

v.   Ensure that timing (Period wise) on time

vi.   Inform faculty well in advanced regarding some changes in time table (if any)

vii. Ensure that no class should go vacant without faculty

viii. Report to HoD regarding any discrepancy in time – table

ix.   Coordination in sharing teaching load from other departments

x.   Communicate and widely publicize the class time tables to staff and students

xi.   Prepare Academic Calendar of Department by collecting information from Conveners of various Committees, HODs

xii. To display and publicize the Department's Academic Calendar for the information of students and staff

xiii. To attend to various complaints of clashes (if any) in the time-table and make necessary adjustments

xiv. To scrutinize the teaching load of the individual faculty members/teachers and the Departments as per Institute rules

xv.   To maintain the records of the Time-Table framed and submit the same to the HoD

xvi. Managing the time tables file available in the Department

LMS/ERP COORDINATORS:

i.   To work as MOODLE Administrator in department in coordination with Institute MOODLE Administrator

ii.   To organize workshop/group discussion in department to showcase the

iii. MOODLE facility for teaching-learning activities

iv.   To guide the faculty & staff for proper utilization of MOODLE

v.   To monitor the MOODLE Utilization in department

vi.   To resolve queries of faculty & staff regarding MOODLE functioning features etc

vii. To ensure maximum MWI (MOODLE Working Index) of department

viii. To prepare MOODLE utilization report of Department

ix.   To arrange meetings with class-coordinators to ensure maximum utilization of MOODLE by students

x.   To utilize the MOODLE for the internal/continuous assessment & evaluation

NEWS LETTER COORDINATORS (YOUNGSTER):

i.   To decide on the issues and themes of social awareness women empowerment etc. that will form the basis of each edition of the NEWS Letter

ii.   Provide the editorial support to the NEWS Letter committee Invite literary and other

creative contributions for NEWS letter

iii. Arrange for competition so that the best contribution could be selected for publication

iv. Provide students with some training in editorial work ensure regular publication of the wall NEWS Letter

v. Design a newsletter template Arrange to include a message from the dignitaries, from the alumni

vi. Produce four newsletters quarterly in the month of March, June, September and December

vii. To conduct meeting with the entire student and the faculty coordinators

viii. Have editorial team (faculty & students) to have a better publication

ix. Assign topics to team members for information gathering.

x. Edit all articles

xi. Publish it to website and distribute to all the stakeholders

xii. To coordinate with Institute Newsletter coordinator for the publication of Institute NEWS letter

DEPARTMENT LIBRARY IN- CHARGES:

i. To formulating Library policy

ii. To look after general maintenance of the library in terms of reading material and infrastructure

iii. To effectively involve in fostering the reading habit of faculty, staff and students

iv. To recommend / justify the books/e-books/journals and study material for procurement via conducting meetings with faculty members and feedback from students

v. To keep the record of books/e-books/journals in the form of stock register

vi. To keep the record of library uses

vii. To keep the record of issued books

DEPARTMENT- WEBPAGE COORDINATORS:

i. To provide all the academic & professional development material on webpage of department like scheme of examination, curriculum, Time-Table, Academic Calendar, Activities calendar, information brochure etc

ii. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the department at all times and removes the incorrect and irrelevant data

iii. Collect information about the latest events in the department, achievements etc and get them posted on the website by way of write ups and pictures etc

iv. Update all communications, notices, announcements etc on a regular basis on department webpage

v. Strive to make improvement in the website with respect to design, preventability etc on a continuous basis

vi. To develop and maintain the department webpage in coordination with Institute web-manager

vii. To disseminate the efforts and the achievements of the Students, faculty & staff on webpage

viii. To arrange publishing newsletters, publicity material etc. on department webpage

ALUMNI COORDINATORS:

i. Act as a link between Students, Alumni and the Placements Cell

ii. Contact 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

iii. Contact alumni and apprises them about the various activities undertaken by the institute

iv. Contact the alumni and request them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)

v. Contact the alumni and requests them to attend alumni association meeting conducted from time-to- time

vi. Maintain database of the department's alumni and sharing the same with the Placements

INDUSTRY- INSTITUTE INTERACTION COORDINATORS:

i. Arranges industrial visits, internships and industrial tours

ii. Involves industrial experts in Academic council, Department Development committees, IIIC, etc

iii. Facilitate the department in signing the MoU with Industries

iv. Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, students projects and for utilizing the services for entrepreneurship development programs

v. Organize student and Faculty Training at the Industry

vi. Identification and arrangement for course delivery through industry experts

vii. Assist in bringing in sourcing live projects to be done by Final Year Students

viii. Tie-up with the Industry for establishment of industry supported research centres in department

ix. Plan and implement the Entrepreneur development programs within campus

x. Assist in bringing the R&D Projects from Research Organizations

xi. Guide in getting financial support from industry the R&D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc

xii. Facilitate in marketing the consultancy services offered by departments

DATA & RECORDS COORDINATORS:

i. To Compile various information at department level with review/check/verification in context of quality and validity

ii. To prepare Data Temples as per NAAC SoPs

iii. To collect and compile the quantitative & qualitative information as per NAAC key Indicators along with supporting documents

iv. To prepare AQAR with all review and verification as per NAAC timeline under the guidance of Dean

v. To Coordinate with Institute Data Manager and Dean

vi. To compile and submit the valid and quality information to various administrative offices of Institute

vii. To conduct awareness workshop for faculty, staff and students regarding preparation (AQAR, SSR, SSS, Team Visit) as per NAAC requirement

CURRICULUM DEVELOPMENT COORDINATORS:

i. Keep their respective department apprised regarding curriculum

ii. Prepare documents as per agenda of meeting in conjunction with the HoD

iii. To collect, analyse the feedback from stakeholders on curriculum

iv. To prepare action taken report on feedback collected from stakeholders on curriculum

v. To prepare the list of Value Added, Add-Ons/Certificate & MOOC courses and compile the syllabus of each subject under different category

vi. To prepare the annual summery on curriculum revision and changes

vii. To conduct the meetings with different stakeholders on curriculum development

viii. To organize meetings with OBE coordinators (students)

ix. To work in collaboration with OBE coordinator (Faculty) to implement then OBE successfully in the Department

x. Serve as liaison and resource to faculty, staff, management and external representatives on curriculum requirements

xi. Work collaboratively with faculty, staff and management to advise and ensure curricular development aligns with the strategic needs of the Institute and complies with the rules and policies of the AICTE/UGC

xii. Consult and advises faculty on curriculum design and development in alignment with Institute and program goals, student pathways, transferability, and assessment

xiii. Work collaboratively with industry & academia experts as well as the ADC, Exam coordinator to ensure that faculty requirements, course specifications, and graduation requirements,

software system needs, and compliance issues.

xiv. Facilitates and supports curriculum development & revision at the Department

xv. Support Institute initiatives related to new program development and program alignment with student success initiatives.

xvi. Support benchmark research for development of new courses focused on Skill Development, Internship& Employability, including feasibility, quality, impact assessments.

xvii. Create notices of intent, program applications and departmental resolutions.

xviii. Keep the department informed regarding curriculum changes/revisions

xix. Support the curricular aspects of the accreditation process

xx. Reviews academic program materials for compliance with University Ordinances and Institute regulations and guidelines.

xxi. Training, Researches and responds to inquiries and requests for information related to the curriculum process and curriculum issues from faculty, staff, students, the community and other Institute authorities

xxii. Coordinates the preparation and dissemination of a variety of reports and publications for the Institute, and use and access by other stakeholders

xxiii. To discuss and recommend proposals affecting the academic program of the department, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning

xxiv. Attend all Curriculum related meetings

xxv. Demonstrate mastery of curriculum procedures, policies, resources, forms, and deadlines

xxvi. Provide first-line curriculum support for faculty during curriculum development by answering questions and providing information on curriculum policies and procedures

xxvii. Review all curriculum materials provided via agenda prior to meetings

xxviii. Serve as a resource to assist faculty in the development of curriculum proposals

xxix. Develop recommended procedures and forms for the processing of curriculum materials

xxx. Review all curriculum proposals for technical accuracy and work with faculty to make necessary corrections

xxxi. Facilitate curriculum training for committee members

xxxii. Maintain the Institute Curriculum Guidelines, curriculum materials

xxxiii. Assist in the development of the Programme Educational Objectives in accordance with the Vision, Mission of the Department, policies, and objectives of the Institute

xxxiv. To encourage creativity, flexibility, and innovation in curriculum development

xxxv. Responsible for the continuing revision of curriculum

xxxvi. To work as a vehicle through which curriculum development shall take place

ITC COORDINATOR:

i. To educate internal stockholders of department for Online and Digital education to ensure equitable Use of Technology

ii. To promote and extensive use of technology in teaching and learning system

iii. To implement following aspects of online/digital teaching-learning via preparing a plan of implementation:

iv. Online teaching platform and tools

v. Use of LMS

vi. Content creation, digital repository, and dissemination

vii. Addressing the digital divide

viii. MOOCS & Virtual Labs

ix. Training & Support to stockholders

x. Online assessment and examinations

xi. Blended models of learning

xii. Use of e-resources

xiii. Use of plagiarism software

xiv. Other aspects to ensure Online and Digital Education.

xv. To submit the monthly action taken report on

xvi. Technology enabled teaching-learning through HoD

ACCREDITATION (NAAC) COORDINATORS:

i. To create awareness of on outcome-based education/accreditation to the faculty and the students

ii. To train the department on the preparation of SSR

iii. To review and prepare the SSR during the course of accreditation

iv. To add and adopt best practices as and when stipulated by the NAAC

v. To attend NAAC workshops as organized by the authorities

vi. To ensure quality management system processes are established, implemented and maintained

vii. To establish quality policy and communicate the same to the internal stakeholders

viii. To arrange and undertake internal audits

ix. Provide advice regarding accreditation procedure and needs for the faculty &staff members

when required

x. Recommending corrective actions where ever required

xi. To ensure the meeting of targets and benchmarks

xii. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

xiii. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

xiv. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

xv. Dissemination of information on various quality parameters of higher education

xvi. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

xvii. Documentation of the various programmes/activities leading to quality improvement

xviii. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

xix. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality

xx. Development of Quality Culture in the institution

xxi. To support in the preparation of the Annual Report as per guidelines and parameters of NAAC in coordination with data managers.

ACADEMIC/ LAB AUDIT COORDINATORS:

i. To collect the required information/documents in offline/online mode as per audit format

ii. To prepare and update (regularly) the files/documents required for Audit

iii. To maintain the information/documents/department webpage/MOODLE as per Audit Format in digital mode

iv. To guide and aware the faculty & staff to maintain working place, laboratory, office, MOODLE as per Audit requirement

v. To arrange prior auditing by department committee to assure the preparation according to audit requirement

vi. To coordinate the audit with HoD/Team

vii. To assure the corrective measures as per previous audit report & to maintain corrective measures report

viii. To arrange meetings with different coordinators of department to assure requirements as per audit format

ix. To take all necessary initiatives along with HoD to achieve higher grade in audit

ANNUAL PROGRESS REPORT (APR) COORDINATORS:

   i.   To educate the faculty & staff regarding need of APR

  ii.   To discuss the format of APR & data requirement with faculty and Staff

 iii.   To ensure that reports of all events/activities of the department are prepared as per instructions and signed copies are uploaded on webpage

  iv.   To collect the information as per APR format

   v.   To review and prepare the APR with HoD

  vi.   To present the APR to department's faculty & Staff for review and necessary corrections

 vii.   To incorporate the changes/suggestions received during internal presentation

viii.   To submit the APR in each quarter before the deadline so that the information can be compiled at the central level and presented in the IQAC meeting

  ix.   To coordinate with Dean Academics office to maintain the APR as per requirements

   x.   To collect & prepare the supporting documents for the information provided in APR

  xi.   To arrange a review/check at department level meeting before submitting APR

ADMISSIONS (UG & PG) COORDINATORS:

   i.   To prepare, revise and update department prospectus

  ii.   Periodically update the relevant information on the website through webcoordinator

 iii.   To explore and implement all the possible approaches/initiatives to ensure 100 % quality admissions

  iv.   Identification of potential candidates who would be more appropriate for the admission in concerned program

   v.   Conduct awareness programmes for potential candidate

  vi.   Publicity of concerned programme through various modes

 vii.   Track the admissions process each year by maintaining a database of pertinent information on the applicants

viii.   To review admission data annually (number of admissions different category/class wise, closing and opening rank etc)

  ix.   Support and counselling to students during annual admission process

   x.   To collect the feedback from students and parents visited the institute for the purpose of admission

  xi.   Analysis of admission data and to recommend necessary corrective measures (if any)

 xii.   To support counselling team in resolving the queries of students and parents

xiii.   To visit the counselling cell and monitor the process during admission process

Response: The welfare measures for the teaching and non-teaching staff are successfully implemented in the Institution, the following benefits are given to the teaching and non-teaching staff: Schemes as per MP Govt. norms such as Gratuity, GPF, Pension, Commutation of Pension, leaves, EL encashment, University Welfare Scheme, etc. Promotions/upgradation/career advancement etc as per government/institute norms Encouragement and Financial Support to the faculty & staff to attend workshops, conferences, and other faculty & staff development/Training programmes with leave Seed Money to faculty for research The teaching/non-teaching staff are given appreciation letters & Awards for outstanding performance in teaching, research and administration. Financial assistance to conduct In-house faculty & staff development programme. Conduction of FDP/STTP/workshops/training programmes on emerging areas Conduction of Induction programmes for the newly recruited faculty & staff. Conduction of various training programmes on pedagogical approaches, Finance Management System, MS-Office, office management for non-teaching staff, and waste management, operating fire extinguisher training for other domestic staff.

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