

FUNCTIONS AND RESPONSIBILITIES OF KEY ADMINISTRATIVE POSITIONS:

Functions and Responsibilities of some Key Administrative positions are defined below

Table: Functions of Key Administrative Positions

Position	Functions
Board of Governors	Frame directive principles and policies Amend and approve policies from time to time Approve budgets To look after the overall development of the institute
Director	Design & define organization structure Define & delegate responsibilities of various positions in the organization Ensure periodic monitoring & evaluation, of various processes & sub- processes Mobilize external resources to strengthen the institute Plan & provide for necessary facilities / equipments for development Instill confidence and devotion in every member of the institute Conduct periodic meeting of various bodies such as Board of Governors, Finance Committee etc. Manage accounts and finance Resource Generation Arrange stock verification annually Appraisal / ACR
Dean Academics	Prepare and execute academic calendar Carry out result analysis and submit to Director Oversee the teaching-learning process Initiate supplementary teaching measures Monitor Academic Audit Alumni interaction Annual Magazine ERP Coordination Library Up-gradation Orientation of First Year Students
Dean Internal Quality Assurance Cell (IQAC)	Establish, implement and maintain quality management system Feedback: Curriculum and analysis Publication of technical magazine and news letters Collaborations / quality initiatives with other institutions



	<p>Strategic perspective plan proposed by IQAC</p> <p>Development of Quality Culture in the institution.</p> <p>Organizing faculty development programs for up gradation of knowledge and skill.</p> <p>Organizing Staff development programs to enhance skills & competency.</p> <p>Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution.</p> <p>Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.</p> <p>Optimization and integrations of modern methods of teaching and learning.</p> <p>Enhancing the creditability of assessment and evaluation procedures.</p> <p>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.</p> <p>Arrangement for feedback response from prime stakeholders including students, faculty members, employers/industry experts and alumni on curricula and quality-related institutional processes.</p> <p>Arranging internal audits, Audit observations, and remedial measures.</p> <p>Periodic conduct of Academic and Administrative Audit and its follow-up.</p> <p>Dissemination of information on various quality parameters of higher education.</p> <p>Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.</p> <p>Coordinating quality-related activities including adoption and dissemination of best practices.</p> <p>Documentation of the various programmes/activities leading to quality</p>
Dean Student Welfare (DSW)	<p>Student Grievance</p> <p>Co-curricular activities</p> <p>Cultural activities</p> <p>Sports activities</p> <p>Student health care</p> <p>Formation of student council</p> <p>Student orientation</p> <p>Institute's Scholarship</p>
Dean Administration	<p>Ensure effective purchase procedure</p> <p>Resource Provision</p> <p>Transport</p> <p>Housekeeping including hostels</p> <p>Maintaining updated building plans and construction</p> <p>Overall building maintenance</p> <p>Oversee the generator facility</p> <p>NCC</p>
Head R&D and Incubation Centre	<p>EDC</p> <p>IIC</p> <p>Sponsored Projects</p> <p>Consultancy</p> <p>Industry Supported Labs</p> <p>Patents & Copyrights</p>

	Liasoning with industry
Head Examination	Conduct Internal Examinations & External Examination Keep stock of all Internal Examination copies Keep Record of all Exams
Head of Departments	Maintain records of departmental academic activities and achievements Plan and execute academic activities of the department Maintain discipline and culture in the department Maintain the department neat and clean Pick and promote strengths of students / faculty / staff Monitor academic activities of the department Monitoring of lectures and practical Students feedback Collective attendance of students Propose Department Budget Academic Audit Arrange remedial classes for weaker students
Head Training & Placement	Arrange and notify Employee Development Programs Maintain Training & Placement records Identify and provide for training needs of students Facilitate career guidance to students Maintain record of counseling activities Proposing annual Training & Placement budget Liaison with industry Student Placement Student Industrial Visits, internship Arrange campus placement interviews
Accreditation Coordinator	NBA, NAAC accreditation of different programs / institution Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC. Practice of outcome based education in the teaching learning process Liaison with NBA/NAAC office
In-charge Library	Plan and execute routine activity of the library Plan and propose expansion / development Maintain library discipline and culture Prepare annual budget for library
In-charge Sports	Ensure smooth conduct of sports Ensure proper use of gym Purchasing of sport items Encourage students to participate in zonal tournaments Creation and upkeep of sports facilities
Registrar	All data related to students

	<p>Liasoning & Compliance with AICTE, University, & any other agency</p> <p>Samaj Kalyan Vibhag</p> <p>All State Government Scholarships</p> <p>Maintain up-to-date master documents</p> <p>New proposals</p>
Head HR	<p>Employee recruitment process</p> <p>Faculty Personal Files</p> <p>Keep Service Books, Appraisal Form / ACR</p> <p>Faculty Leave Records</p> <p>Faculty Joining / Leaving Records</p>
Account Officer	<p>Annual College budget</p> <p>Oversee Employee Attendance System & Maintain the monthly attendance report</p> <p>Salary preparation</p>
Prof. In-charge – Admissions	<p>Design and print admission brochure</p> <p>Propose admission policy</p> <p>Arrange admission campaign</p> <p>Execute the admission process</p> <p>Maintain and update college website</p> <p>Maintain softcopy of photographs</p> <p>Publicity of Admission related events</p>
Proctor	<p>Student discipline</p> <p>Anti Ragging</p> <p>Grievance Cell</p> <p>WGRC</p>
Chief Warden	<p>Manage and monitor all Hostel related activities</p>



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