

**IIMT COLLEGE OF ENGINEERING, GREATER NOIDA**  
**FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS**  
**(With Effect From Session: 2021-22)**

<b>Position</b>	<b>Functions</b>
Board of Governors	<ul style="list-style-type: none"> <li>Frame directive principles and policies</li> <li>Amend and approve policies from time to time</li> <li>Approve budgets</li> <li>To look after the overall development of the institute</li> </ul>
Director	<ul style="list-style-type: none"> <li>Design &amp; define organization structure</li> <li>Define &amp; delegate responsibilities of various positions in the organization</li> <li>Ensure periodic monitoring &amp; evaluation, of various processes &amp; sub-processes</li> <li>Mobilize external resources to strengthen the institute</li> <li>Plan &amp; provide for necessary facilities / equipments for development</li> <li>Instill confidence and devotion in every member of the institute</li> <li>Conduct periodic meeting of various bodies such as Board of Governors, Finance Committee etc.</li> <li>Manage accounts and finance</li> <li>Resource Generation</li> <li>Arrange stock verification annually</li> <li>Appraisal / ACR</li> </ul>
Dean Academics	<ul style="list-style-type: none"> <li>Prepare and execute academic calendar</li> <li>Carry out result analysis and submit to Director</li> <li>Oversee the teaching-learning process</li> <li>Initiate supplementary teaching measures</li> <li>Monitor Academic Audit</li> <li>Alumni interaction</li> <li>Annual Magazine</li> <li>ERP Coordination</li> <li>Library Up-gradation</li> <li>Orientation of First Year Students</li> </ul>
Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> <li>Establish, implement and maintain quality management system</li> <li>Arranging internal audits</li> <li>Feedback and analysis</li> <li>Publication of technical magazine and news letters</li> </ul>
Dean Student Welfare	<ul style="list-style-type: none"> <li>Student Grievance</li> <li>Co-curricular activities</li> <li>Cultural activities</li> <li>Sports activities</li> <li>Student health care</li> <li>Formation of student council</li> <li>Student orientation</li> <li>Institute's Scholarship</li> </ul>

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>
Dean 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 &amp; Copyrights</p> <p>Liaisoning with industry</p>
Dean Examination	<p>Conduct Internal Examinations &amp; External Examination</p> <p>Keep stock of all Internal Examination copies</p> <p>Keep Record of all Exams</p>
Head of Departments	<p>Maintain records of departmental academic activities and achievements</p> <p>Plan and execute academic activities of the department</p> <p>Maintain discipline and culture in the department</p> <p>Maintain the department neat and clean</p> <p>Pick and promote strengths of students / faculty / staff</p> <p>Monitor academic activities of the department</p> <p>Monitoring of lectures and practical</p> <p>Students feedback</p> <p>Collective attendance of students</p> <p>Propose Department Budget</p> <p>Academic Audit</p> <p>Arrange remedial classes for weaker students</p>
Head Training & Placement	<p>Arrange and notify Employee Development Programs</p> <p>Maintain Training &amp; Placement records</p> <p>Identify and provide for training needs of students</p> <p>Facilitate career guidance to students</p> <p>Maintain record of counseling activities</p> <p>Proposing annual Training &amp; Placement budget</p> <p>Liaison with industry</p> <p>Student Placement</p> <p>Student Industrial Visits, internship</p> <p>Arrange campus placement interviews</p>
Incharge Library	<p>Plan and execute routine activity of the library</p> <p>Plan and propose expansion / development</p> <p>Maintain library discipline and culture</p> <p>Prepare annual budget for library</p>

Incharge Sports	<p>Ensure smooth conduct of sports</p> <p>Ensure proper use of gym</p> <p>Purchasing of sport items</p> <p>Encourage students to participate in zonal tournaments</p> <p>Creation and upkeep of sports facilities</p>
Registrar	<p>All data related to students</p> <p>Liasoning &amp; Compliance with AICTE, University, &amp; 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>
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 &amp; Maintain the monthly attendance report</p> <p>Salary preparation</p>
Prof. Incharge – 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>