



# **LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING**

**(AUTONOMOUS)**

**Accredited by NAAC with 'A' Grade, ISO 9001:2015 Certified Institution**

**Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada**

**L.B.Reddy Nagar, Mylavaram-521230, Krishna Dist, Andhra Pradesh, India**

**Date: 15.06.2017**

## **Roles & Responsibilities of Various Administrative Positions**

### **Principal**

- Looks after all the Administrative and Academic activities falling in line with the AICTE, UGC & JNTUK University and the Government of Andhra Pradesh norms, in all aspects.
- Appoints Faculty Member according to the norms of the AICTE & UGC.
- Monitors admission, conducts regular class works, to organize placement activities in coordination with Placement Officer., create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
- Monitors smooth conduct of Quality Management System in accordance with NBA and NAAC.

### **Vice-Principal**

- Acts as Chief Warden for Gents and Ladies Hostel.
- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Ensures Discipline in the campus.
- Monitors all non-teaching staff day-to-day activities.
- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institution side and outside the College.
- Conducts Interview as per HODs requirement with College constituted selection committee support.

### **IQAC Co-Ordinator**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- 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.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

### **Dean-Academics**

- Monitors Curriculum revision, stake holders interactions, Syllabus Coverage and events organized by the various departments.
- Monitors Regularity of Students to class work.
- Preparation of Academic calendar in consultation with Principal and Controller of Examinations.
- Monitors the Faculty Performance.
- Conducts Academic audit in the first week of every month.

### **Dean-R & D**

- Create the awareness among faculty on R&D activities like How to write research proposal, how to file Patent.
- Monitors and follow-up R & D activities conducted by the various departments.
- Monitors & Encourage the Faculty to submit Quality proposals to various funding agencies.

### **Head of the Department (HoD)**

- Responsible for all the academic affairs of the Department.
- Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment's, books & journals, maintenance etc.
- Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- Looks after the matter related to R & D, Consultancy and Research Publications.
- Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- Responsible for mobilizing his/her Faculty Member for different research grants.
- Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.
- Responsible for students proctor's system.
- Takes care of all admission approval procedure and communicating with universities in person.

### **Finance Manager**

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

### **Placement Officer**

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- Responsible for interaction with different industries for functioning of EDPs.

### **System Administrator / In-Charge SMD**

- Manages all the activities relating to the Computer systems and networking.
- Looks after the repair and maintenance of Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arrange for availability of Internet connection wherever required.

### **Librarian**

- Responsible for the overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids
- Keeps record of library materials and report to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.

### **Physical Education Director**

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

### **Workshop Superintendent**

- Arranges all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipment's in the workshops.
- Makes schedule for different groups of students for practice in their respective workshops.
- Responsible for maintenance of laboratories.
- Reports to Principal / HoD regarding damage / breakdown of machines / equipment's.
- Responsible for safety measures and teaching / non-teaching staff.

### **Transport In-Charge**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any educational tour, visit for sports competitions.
- Responsible for time management of buses.

### **Hostel Warden**

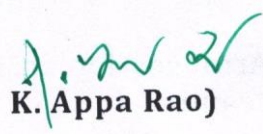
- Responsible for allotment of rooms to the students.
- Responsible for maintenance for Hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Principal in case of any indiscipline or misbehaviour by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

### **Store In charge**

- Supervises and checks the functioning of stores and maintenance of proper accounts-both, quantity and value.
- Prepares estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.
- Invites and opens quotations related to the estate office through committees duly constituted for the purpose; examines/recommends the tenders for acceptance/rejection with proper justification and notes.

### **Security Officer**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.
- Ensures the Contract labourers wear Contract badge during working hours within the campus

  
(Dr. K. Appa Rao)  
**PRINCIPAL**  
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