



ESTD. 1880

## **ST ALOYSIUS COLLEGE (AUTONOMOUS)**

**P.B. 720, MANGALURU – 575 003, INDIA**

Re-accredited by NAAC with 'A' Grade – CGPA 3.62  
Recognised as Centre for Research Capacity Building under UGC- STRIDE  
Recognised by UGC as 'College with Potential for Excellence'  
College with 'STAR STATUS' conferred by DBT, Govt. of India

# **JOB DESCRIPTIONS OF THE STAFF**

VERSION: 2021/1/1



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## PREFACE

Dear Staff,

We are glad to provide you with specifically defined roles and responsibilities of faculty with the job descriptions listed in this document.

All teaching staff will follow the common protocol on the teaching role and requirement along with the responsibilities assigned and expected from them which have been specifically defined for different roles comprising Faculty, Mentors, Class Guides, HODs, Deans, Controller of Examinations, Registrar, Block Directors, Public Relation Officer, Counsellors and the Librarian.

This document of job descriptions captures the essence of the 18 different roles but may not be exhaustive and comprehensive. Management is committed to evaluate and amend the same on a periodic basis based on the change and other factors influencing our commitment to delivery of qualitative education.

The document will act as a significant indicator in assessing performance with linkage to the Performance Based Appraisal System (PBAS) which will be linked to the Academic Performance Indicators (API) to be introduced into the system.

We wish that this will help bring clarity for development and efficiency in managing our commitment to our vision of building men and women for and with others.



**Rev. Dr Praveen Martis, SJ**  
Principal

## 1. TEACHING FACULTY

Title	:	Assistant Professors/ Associate Professors/ Professors
Department	:	All
Reports to	:	Head of Department / Dean
Reviewer	:	Block Director

### **Purpose of the job:**

All the Teaching Faculty are expected to develop, enhance, enable and deliver research outcome and practice informed teaching activities in the area of their respective disciplines. They shall manage and expand their respective academic programmes in terms of the design and development of curricula and make a significant contribution to the leadership, management and development of teaching and learning strategies and maintain and enhance the academic standards.

### **Role, Duties and Responsibilities:**

#### **A) Academic:**

All the Teaching Faculty are required to:

1. contribute in design of the curricula and syllabi as per UGC norms and College objectives under the guidance of the Head of Department (HOD) & Dean; discuss and explain the syllabus to students in the beginning of each semester (its general and specific objectives and learning outcomes) and ensure effective and timely delivery of curriculum.
2. adopt appropriate methodologies with respect to teaching and evaluation and to use innovative methods in teaching; prepare and teach core subjects and Choice Based Credit System (CBCS) at undergraduate/ postgraduate level in areas allocated by the HOD/ Dean as defined in the individual workload and schedule which may be reviewed from time to time by the HOD/ Dean/ Block Director.
3. maintain an updated work diary indicating time utilized for academic and administrative work. Work diary needs to be presented for review and signature of the HOD on a weekly basis and twice in a semester by the Principal.

4. arrange for relevant and useful guest lectures, exposure visits and seminars/webinars/workshops/conferences/symposia which contribute to the teaching-learning process; and engage not less than one Certificate Program in the academic year as a facilitator, coordinator or supervisor.
5. produce a minimum of 95% results and provide required support and follow-up to students with learning challenge with special guidance by facilitating peer learning and keep the Class Guides & Mentors informed about the same.
6. supervise, guide and assist students in qualitative research; and personally participate in (minimum-3) departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
7. individually or collectively obtain at least one research grant in a span of every 3 years and utilize the grant provided by the institution and other funding agencies.
8. contribute to the development of (at least-1) innovative academic/co-curriculum initiative; ensure that academic initiative practice is inclusive and accessible to students.
9. encourage innovation; also engage and record one entrepreneurship/consultancy project/ action in the community and engage with the broader scholarly and professional bodies that support academic enrichment.
10. deliver at least 2 outcome-measurable programs of study/competence that brand & showcase departmental/institutional capabilities at various levels including peer schools, international schools, industry and organizations that drive contemporary vision resulting in at least 25% increase in enrollment/placements of students.
11. build competence with continuous upgrading of the academic/ co-curricular/extra-curricular performance resulting in 360-degree appreciation from students, peers & supervisors.
12. participate in the meetings of the Board of Studies for updating the existing courses or introducing new courses; and strive towards development of innovative learning materials, preparing schemes of work and maintaining records to monitor student progress/ achievement.

**B) Discipline:**

The Teaching Faculty are expected to:

1. report to class on time and not to dismiss the classes before the scheduled time or cancel classes without informing the HOD/Block Director.

2. cooperate with the HOD and other faculty members in the efficient running of the department; be present and available in the College during working hours and support administrative requirements of a minimum of 8 hours per week; inform the HOD about planned casual leave at least 2 days in advance and ensure alternative arrangements for classes; and make up for classes cancelled due to leave of absence.
3. monitor student discipline with regard to regular late comers to classes, maintain discipline inside and outside the classroom; conduct & ensure smooth academic & EC/CC progress at all times; and track, maintain & enforce required attendance of students and refer the students with more than 2 days absence to the Director/Principal.
4. set question papers for internal and semester exams, support invigilation, administer assessment with evaluation of answer scripts, consolidate mark registers and return the answer scripts to the students within the deadline prescribed by the Office of CoE/Principal.
5. provide support to programs from time to time as requested and assigned by the management.

### **C) Administrative:**

The Teaching Faculty are expected to:

1. support & contribute to Office of the Principal, Registrar, Director, Controller of Examinations, HR, Department/Faculty or working groups/committees on assigned academic & administrative projects/programs, meetings, evaluations, duties and responsibilities.
2. feed continuous and timely updates with reports/data on regular and new information for administrative recording & submission as required by the Office of the Principal, Registrar's Office, IQAC/NAAC, Finance Office & Human Resources.
3. actively follow and promote institutional policies & processes, including equal-opportunities, statutory obligations & ethical values; observe, maintain, practice, conduct & enforce discipline, health and safety regulations as defined in the institutional code of conduct, service book, the Indian Constitution & principles of Natural Justice.
4. participate in the process of performance management which includes self-appraisal, evaluation by students/peers/ and such other assigned staff requested to be evaluated at the end of the semester in the prescribed format.

5. foster excellence in responsibilities bestowed by the management in Assignments, Projects & Committees with assigned roles such as of Mentor, Class Guide, HOD, Dean, Director, Project Leader/Coordinator / Evaluator / member and such other assignments.

#### **D) Extra-curricular / Co-curricular**

The Teaching Faculty are required to:

1. conceptualize/lead/participate in the administration of the Institutional & departmental programmes/fests and EC/CC activities as assigned by the management with mandatory attendance; provide leadership as mentor or guide to one student extra-curricular association / club / programme / activity.
2. guide & support students assigned for outreach programs like SAHAAYA volunteering programme; actively participate in staff engagement programs & mentor /organize /participate in one staff outreach program / activity every semester with active role in facilitation or coordination.
3. lead the development and implementation of the student learning experience strategies and provide required counselling care and support to students and maintain a record of such cases.

#### **E) Personal Development**

The Teaching Faculty are expected to:

1. ensure personal continuous learning with MOOCs of not less than 8 weeks per an academic year.
2. publish at least two papers/book/chapters in books in UGC recognised publications, with at least one being self-authored and another as self-authored or co-authored.
3. attend at least, ONE FDP or Orientation or Refresher Course conducted by UGC or equivalent authorities every TWO years.
4. participate in at least one seminar/workshop that is conducted by other institutions/ Universities as presenter/resource person/moderator/co-ordinator every year.
5. mandatorily participate in all nominated trainings & programs conducted by the department concerned and the HR.

## 2. MENTOR

Title	:	Mentor
Department	:	All
Reports to	:	Block Coordinator
Reviewer	:	Block Director

### **Purpose of the job:**

The Mentor is a link between the student and other stakeholders responsible for the holistic development of the student. The Mentor initiates and supports the implementation of plans in the direction that facilitates academic & value-based best practices.

The Mentor promotes effective participation and leadership qualities that build on the vision & core values of the institution with engagement in programs such as SAHAAYA, social service and volunteering.

### **Role, Duties and Responsibilities:**

The Mentor is required to:

1. communicate regularly with students regarding programs and opportunities that help them engage in the required 17 hours of social/community engagement every year; motivate students for honest and committed participation and ensure completion of the required mandatory voluntary social service.
2. accompany students with active participation during their exposure visits; and accompany students in not less than 2 visits per semester.
3. manage and maintain required discipline of conducting oneself and students during exposure visits keeping in mind the institution's Code of Conduct, norms or dress code and decorum that match the exposure and its stakeholders and timelines; engaging participation and insistence on no use of mobile phones during the visits.
4. conduct 3 mandatory reflection sessions of 45 minutes each with sincerity to help students get the best from this exercise; maintain records of the reflection and update SAHAAYA cards within 7 days of such exposure.
5. report on the exposure visits and reflection to the respective Block Coordinators on a monthly basis; update the report to the SAHAAYA office via mail or in person.



### 3. CLASS GUIDE

Title	:	Class Guide
Department	:	All
Reports to	:	Dean
Reviewer	:	Block Director

#### **Purpose of the job:**

The Class Guide is the face of the institution for the academic year and plays a very significant role in modelling and moulding students with a personal touch of understanding their strengths and weaknesses. The Class Guide is instrumental in the academic/personal progression of the student and the institution and is a catalyst in delivering the promise of the institution.

#### **Role, Duties and Responsibilities:**

A Class Guide is expected to:

1. have comprehensive profiles of the students of the class assigned, with a good understanding of their strengths, weaknesses, opportunities and concerns; keep track of students' performance, progress by clearly set areas that need attention/focus with a measurable plan of action for their development; document and share the progress with the Dean on a monthly basis; update stakeholders like Mentors, Counsellors, HOD/Director, IQAC/NAAC, Principal & Parents on their role in the students' overall development.
2. inculcate discipline, ensure regular attendance and participation, follow-up with students who have a track record of missing classes/programs and have less than 80% attendance; report within 3 days of continued absence to the Director any such absence beyond 2 days up to 6 days; inform Principal of any absence continuing beyond 6 days; work with stakeholders concerned like the faculty handling different subjects, Mentors, Counsellors & HOD/Directors on taking corrective disciplinary action.
3. identify, track and monitor students' performance in clear categories of high, mid & low performers and lead them with appropriate guidance to sections in the college that have their interests, passion, strengths and weaknesses addressed; and pay special attention on High and Low performers in an effort to push their limits.

4. motivate students to explore alternate learning methods including seminars/webinars, certificate programs, conferences, events/exhibitions, consultancy and entrepreneurship projects; and provide counselling and guidance that helps build strong self-esteem and mental health record; such progress achieved due to such initiative and persuasive approach.
5. take accountability for results and trends that shape students' profiles; strive and take credit for 100% results, accolades and recognition of students as class guide.

## 4. HEAD OF DEPARTMENT (HOD)

Title	:	HOD
Department	:	All
Reports to	:	Dean/Block Director
Reviewer	:	Block Director

### **Purpose of the job:**

The Head of the Department is a key functionary in planning and administering departmental curriculum and programs. HOD is the link between the department and the rest of the institution and represents the views of the department adequately. HOD ensures that discipline and academics are in good health.

### **Role, Duties and Responsibilities:**

The Head of the Department is required to:

1. take responsibility and ensure smooth & efficient functioning of the departments; ensure that the curriculum is up-to-date and the teaching-learning process & techniques meet the required standard of the institution and contemporary needs; assess manpower requirement of new and temporary teaching staff; identify and support induction of temporary staff participate as panelist in staff selection process; facilitate and provide inputs to staff performance appraisals; manage workload distribution, leave and attendance of staff to bring about efficient delivery of the programme; facilitate adequate understanding of trends and requirements gathered with the help of regular departmental & interdepartmental meetings at least once a month and facilitate interaction and sharing among the staff & departments; and also ensure that minutes of the meetings are recorded, followed up with actions taken and forwarded to the documentation center in a timely manner.
2. inculcate best practices intended towards growth of the department and staff with actions such as encouragement for innovations & creativity, entrepreneurship & consultancy, learning & development; call for BOAE (Board of Assistant Examiners), BOE (Board of Examiners) for smooth process of exams and evaluation; and conduct mandatory BOS (Board of Studies) meeting as per UGC guidelines; monitor updating the existing

courses and explore possibilities of introducing new courses as per the contemporary higher education needs.

3. showcase departmental strengths to the internal and external stakeholders for enhancement of departmental concepts & capabilities with measurable results in terms of seminars/webinars, certificate courses, exhibitions and festivals that add to appreciation of departmental score on evaluation along with 20% increase in percentage of student enrollment/admissions to departmental programs and placements.
4. participate and support students & staff development, define and implement action plan for performance, departmental best practices and processes, administration, assessments/ evaluations, and examination; participate & report the achievements & shortcomings, projects and best practice of the department to the Principal on a monthly basis; keep the office of the Registrar, Director, IQAC/NAAC, Finance Office & Human Resources & PRO informed on departmental activities and participation in academic & administrative duties assigned from time to time.
5. encourage staff members in research and derive measurable output with incremental growth of at least 20% in terms of publications, Ph.D. registrations; upgradation of qualifications, organisation of knowledge enhancers including Seminars/Webinars, Conferences etc.

## 5. DEAN - ACADEMICS

Title	:	Dean - Academics
Department	:	Respective Departments
Reports to	:	Block Director/ Vice-Principal
Reviewer	:	VC/Principal

### **Purpose of the job:**

Practice informed teaching activities that provide the Faculty/Department with academic leadership intended to encourage excellence in teaching and research. Dean is responsible for the review & development of the department / staff with most effective & efficient use of its resources within the framework of the Institutional Strategic plans and policies.

### **Role, Duties and Responsibilities:**

The Dean – Academics is required to:

1. facilitate planning & development of high-quality curriculum, encourage departmental and faculty seminars/webinars aimed at sharing research outcomes and building at least 2 interdisciplinary collaborations per semester within and outside the departments.
2. propose to the Academic Council on behalf of the departments the changes in syllabi and system of evaluation; contribute in the development and growth of academic standards of staff and students in departments; to check with the Office of the Registrar/CoE all changes in syllabi and evaluation proposed by the Boards of Studies from time to time.
3. review and guide progress of Class Guides on a monthly basis and provide insights to development and implementation of the student-learning experience.
4. supervise practice of academic work, assess standards & challenges, contribute to the development of policies, process & practice in their sections with consideration to Institutional reputation, equal-opportunities, statutory obligations & ethical values; update, advise and report to the Principal, Registrar, Directors, IQAC/NAAC on all matters pertaining to the academic and co-curricular programmes of their sections/departments on a monthly basis.
5. engage in driving research & consultancy platforms with a minimum of 3 project proposals per year with at least one conversion; engage in assessments & evaluations, build & strengthen partnerships & placements.

## 6. CONTROLLER OF EXAMINATIONS (COE)

Title	:	Controller of Examinations (CoE)
Department	:	Administration
Reports to	:	Registrar
Reviewer	:	Vice Chancellor / Principal / MJES

### **Purpose of the job:**

The CoE is the Officer-in-charge for the fair conduct of examinations and tests of the College, evaluation and declaration of the results. The CoE shall discharge his functions under the superintendence, direction and guidance of the Examination Committee appointed by the Principal. The CoE will be the Member-Secretary of the Board of Examinations and of the Committee appointed by the Board except the committees constituted for appointment of paper setters and examiners and is a special invitee in the meetings of the Academic Council.

### **Role, Duties and Responsibilities:**

#### **The Controller of Examinations is required to:**

1. notify the examination calendar (internal assessment tests, assignments, quizzes, make-up tests, project evaluation, term paper evaluation and end Semester Practical and Theory examinations; announce dates for valuation prior to the conduct of the examination; remind the Accounts Department about the fee collection for the End Semester Examination; ensure that the application forms are issued to students to appear for their End Semester Exam by payment of required fees; and also ensure that the Admission Ticket is available to students on the website well in advance.
2. announce the supplementary examinations and make arrangements for re-evaluation and re-totalling after making an announcement during the declaration of results; and notify the re-totalling and re-evaluation schedule along with the results.
3. supervise the invigilation, evaluation and payment of the remuneration; and coordinate the consolidation of continuous assessment marks.
4. prepare subject-wise and date-wise statement for question papers for the examination and get the question papers ready for the examination two weeks in advance of the examinations; coordinate paper-setting work and

appointment of external examiners to set the question papers for the end semester examination; request the Departments to propose papersetters and to select the paper setters from the panel proposed by the Departments; request the Board of Examiners to scrutinize the papers for approval; and the final decision, however, will rest on the Controller of Examinations; also organize the scrutiny of the question papers through the Department Heads; arrange for printing of question papers, answer books, various forms, registers, marks cards, issue of answer books and question papers to conduct CIA tests and end semester examinations.

5. remind the Heads of Departments to present the Panel of Examiners of both UG and PG separately for the approval of the Academic Council; select the External Examiner for each course from the panel suggested by the Departments and send the instructions, model question papers and a copy of the syllabus for the respective courses to the external examiners; conduct the valuation of the answer scripts soon after the examinations; ensure end semester examination papers are valued centrally & make available the scheme of evaluation for the examiners, adequate and necessary arrangements for central evaluation of the answer scripts; preserve the answer books for one year; and also scrutinize, verify and pass the bills of external valuers, TA, DA and other remuneration.
6. To ensure utmost confidentiality in matters related to examinations such as question papers, names of question paper setters, etc.; ensure safe custody of the question papers including the examination material; and also send a copy each of the question papers after the examinations to the library and the departments.
7. check all the entries before taking the final printout of the marks cards; ensure that the marks statement certificates are issued on time; make necessary arrangements to send the answer scripts of CIA tests to the respective Departments in coordination with the Deans; ensure the timely issue of the transcripts to students; and also issue Duplicate Marks Cards, Consolidated Marks Cards, Provisional Degree Certificate, Rank Certificate, Corrected Certificate etc.
8. announce the Convocation date, see all arrangements of the Convocation if held in the College; and call for applications for awarding Degrees, prepare eligibility list for convocation, and prepare list of prize winners and organize the extent in Consultation with the Head of the institution and Registrar.
9. suggest disciplinary action where necessary against the candidate, paper setters, examiners or any other persons connected with examinations and found guilty of malpractices in relation to the examinations; and suggest to the

Principal about the postponement or cancellation of the examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and to take disciplinary action against any person or a group of persons alleged to have committed malpractice.

10. propose to the Academic Council matters that need immediate change and action for the betterment of the system of evaluation.
11. review the results from time to time and forward reports thereon to the Principal and the documentation center; and provide information and statistical analysis of the results to the Academic Council and Governing Body of the College.

The COE is the Custodian for the following records:

- a. One set of candidates' list pertaining to each examination duly bound and labelled.
- b. One set of result sheets pertaining to each examination duly bound and labelled.
- c. Registers relating to statistics of passes and failures, examination wise and subject-wise.
- d. Stock Registers of the above records.



## 7. REGISTRAR

Title	:	Registrar
Department	:	Office of the Registrar
Reports to	:	Vice Chancellor / Principal
Reviewer	:	Vice Chancellor / Principal / MJES

### **Purpose of the job:**

The Registrar directs all facets of operations concerned to the Registrar's Office and is responsible for assisting the Principal in the administration of all student activity, admissions, student records and reporting; records processing, grade reporting and audit and plans and develops strategies for maintenance and upgrading of academic information, curriculum development as per UGC Guidelines and other compliances to higher educational authorities.

### **Role, Duties and Responsibilities:**

#### **The Registrar is required to:**

1. officiate from the office of the Registrar on behalf of the principal and the College on all matters that concern academic, co-curricular, extra-curricular, regulatory statutes, discipline, health & all other matters contributing to the overall brand, reputation success and growth of programs of the College; facilitate maintenance and enhancement of the overall performance of the College.
2. oversee the Office of the Controller of Examinations (CoE) and ensure smooth conducting of examinations, evaluation; manage, develop and review performance of staff members associated with the office of the Registrar; and assist the Principal from time to time in the selection process of the staff and students that invites best talent for better results.
3. convene meetings of the statutory bodies like the Academic Council, Steering Committee, Examination Committee and other important committees of the College as Ex-officio Member of the Governing Body; and record important meetings, wherein his Office is required to conduct such recording & reporting.

4. oversee the attendance of students and assist the Principal in addressing grievances concerning issue of Examination Admission Tickets, Student Records, Code-of-Conduct for discipline and all other matters concerning students, parents, educational and statutory bodies; and represent the management in the staff, student and examination grievance redressal cells.
5. oversee and review various activities organized by the departments, associations, and works in close collaboration with the Documentation Centre/IQAC; and to be the custodian of documents & records, the common seal and such other properties of the College which the management entrusts to his/her care.
6. support organization of major events / programmes of the College; and oversee the department of Public Relations of the College and assist the Principal in strengthening the Alumni platforms.
7. review and process institutional policies & processes, including Equal Opportunities, Statutory obligations & Ethical values; support the Principal in all communications and keep track of the display of notices on the boards and communication channels of the College; and support in the attestation of documents and ratification of records .
8. carry out all other non-listed essentials required within the scope of the Office of the Registrar.

## **8. BLOCK DIRECTOR / VICE PRINCIPAL**

Title	:	Block Director / Vice Principal
Block	:	Respective Blocks
Reports to	:	Principal
Reviewer	:	Principal

### **Purpose of the job:**

The Block Director has to administer & ensure discipline in their respective blocks and support smooth operations that support informed teaching and support the Principal in strategy & operations that help accomplishment of the institutional vision and mission.

### **Role, Duties and Responsibilities:**

The Block Director/ Vice Principal is required to:

- 1 assist the Principal as the strategic & administrative partner in the overall management of the college and report to him about the general atmosphere in the campus especially on all aspects concerned to the block that they administer guide & mentor; manage block level administration activities including implementation of policy & process, student attendance, performance and discipline, approvals and consent, Institutional brand and convene regular parent-teacher interactions.
- 2 uphold academic and curricular interests of all courses in their respective blocks with required emphasis on discipline guided by the code of conduct, service rules; manage and guide HODs with mentoring on areas that need special attention; approve leaves of staff in the block and oversee efficient management of workload with overseeing staff performance and commitment; and lead block programs, monitor departmental events/meetings/programs with regular evaluation and record & their findings with plan of actions.
- 3 promote team-work and mutual understanding among the staff through creative initiatives to ensure departmental, interdepartmental and interdisciplinary collaboration within and outside the departments; contribute in the development and growth of academic standards in the block including that of the staff & the student learning experience strategy and encourage partnerships, guide consultancy and promote continuous learning.
- 4 evaluate risk, facilitate and invest on institutional policies, processes & practices development, including equal-opportunities, statutory obligations & Ethical

values; ensure policies and practices are inclusive and accessible to students; ex-officio members of the steering committees of the college and officially communicate in the block and for the block on behalf of the Principal as the PR in close collaboration with the Principal.

- 5 support strategic & administrative responsibilities assigned from time to time with being part of projects and programs that support the principal & the Registrar/COE in smooth and efficient functioning of the institution in line with the institutional growth plans.

## 9. DEAN – HUMAN RESOURCES

Title	:	<b>Dean – Human Resources</b>
Department	:	Human Resources
Reports to	:	Principal
Reviewer	:	Principal

### **Purpose of the job:**

The Dean – Human Resources is responsible for end-to-end HR life circle that enhances effectiveness and quality. He/she supports Management & Staff with Strategies, Process & Practice intended to strengthen Human Resources with the competitive edge that builds men and women for and with others

### **Role, Duties and Responsibilities:**

The Dean – Human Resources is required to:

1. provide strategic inputs and implementation support on HR related matters across the board to the management represented by the Principal / Registrar /Directors & Staff.
2. provide required talent acquisition via effective human resource identification and hiring with a defined process; and support induction and on boarding with necessary documentation for and during probation with assessment for confirmation of staff on board.
3. facilitate staff evaluation with appraisal; and plan, coordinate & facilitate continuous learning process based on consultation & need analysis.
4. Manage, maintain and report with MIS on contracts & payroll related documentation such as appointments, contracts, leave and attendance, payroll inputs, etc.,
5. analyse, guide or moderate legal consultation & facilitation of process for mitigating compliance risks; and facilitate and promote healthy working conditions with infrastructure that supports staff health and wellbeing.
6. facilitate, coordinate & participate in policy and process development across sections that have direct or indirect impact on Human Resources.

7. report any unanticipated problems involving reputational risks of staff, students, the College or others; foster and promote a culture of integrity; report periodically as prescribed on all activities conducted in the field of Human Resources during the academic year, and to submit the same to the Principal; and provide an annual report by the first week of February or before the deadline set by the Principal and the copy of the same should be forwarded to the Documentation Centre / IQAC.

## 10. DEAN – RESEARCH & INNOVATION

Title	:	Dean Research & Innovation
Department	:	Research & Innovation
Reports to	:	Block Director / Registrar
Reviewer	:	VC / Principal

### **Purpose of the job:**

The Dean - Research & Innovation is responsible for promotion and enhancement of the Research and Innovation activities of the College/University, by encouraging the faculty and staff to undertake research projects. He/she is also instrumental in coordinating the academic management of research for the Institution. The office of the Dean-Research and Innovation works closely with the Directors, Research Deans and Coordinators of various departments of the College.

### **Role, Duties and Responsibilities:**

The Dean-Research & Innovation required to:

1. create and maintain database regarding faculty expertise in the field of research and innovation; promote diversity, inclusion, and equity among our faculty, staff, and students.
2. facilitate infrastructure development including Research Labs and Instrumentation Centers; support faculty in procuring equipments necessary to conduct Research & Innovation with an objective to develop culture of research & innovation; and provides direction, resources, and oversee and ensure that the College/University administers and delivers sponsored research and related activities in accordance with terms of reference and proposals signed between sponsoring agency and the College.
3. nurture a flourishing Research and Innovation based ecosystem that enables the College to establish itself as a leader in Research and Innovation; actively engage industry and government to create novel partnerships that support the strategic goals of the College; strengthen collaborations with MOUs between colleges and universities across the globe with similar interests; and promote, facilitate & coordinate/showcase activities including (workshops, seminars/webinars, technical festivals, Exhibitions of Innovations, quizzes, etc.,) for the students.

4. Promote research capacity building activities with guidance for submitting proposals to funding agencies; and support and endorses development and implementation of policies and procedures to help ensure scientific proposal preparation, review, approval, and submission.
5. promote innovation with incubation centers that help start-up culture thrive; and encourage innovations with programs such as innovation day, innovation awards which drive, review and promote innovative minds.
6. formulate policies for the conduct of research and steps to maintain standards; encourage creation of intellectual property including filing of patents & high-quality research-based publications in UGC recognized Journals with due credits and rights to the college; encourage an environment that disseminates research knowledge to ensure continuity of development from students and staff as they disengage from the projects or College.
7. foster and promote a culture of research integrity; conduct and commit researchers with necessary trainings on responsible conduct of research; foster and enable a legally compliant research protection program; ensure, environmental, health, and safety regulations; receive and assess reports and validate risks of non-compliance with appropriate corrective action and reporting to management on priority basis; and prompt report of any unanticipated problems involving risks to research participants, the college/University or others
8. conduct regular reviews of potential conflicts of interest and conflicts of commitment; prepare management plans for faculty as necessary and monitor measured adherence, take appropriate steps to avoid conflicts of interest, or the appearance of conflicts of interest, between financial or other personal interests and the goals and policies of the College/University.
9. propose, monitor and manage budget along with financial reporting on expenditure with forecasts; allocate, approve all sources of cost sharing and matching funds within the college; and provide direction, resources, and oversee ensure the timely submission of accurate and timely closeout documents
10. report periodically as prescribed on all activities conducted in the field of Research & Innovation during the academic year, and to submit the same to the Principal; also, to provide an annual report by the first week of February or before the dead line set by the Principal and the copy of the same should be forwarded to the Documentation Centre / IQAC.



## 11. DEAN – STUDENT WELFARE

Title	:	Dean - Student Welfare
Department	:	All
Reports to	:	Block Director / Vice Principal
Reviewer	:	VC / Principal

### **Purpose of the job:**

The Dean – Student Welfare is responsible for student’s welfare activities in the college and instrumental in promoting and coordinating student development activities with support from HODs, Deans & Directors. He/She acts as a liaison between management and students to promote student engagement that is connected with our motto “Shine to Enkindle”. The office of the Dean – Students Welfare works closely with the Directors, Office-bearers, students, Council Members of the College to ensure best participation and engagement.

### **Role, Duties and Responsibilities:**

The Dean – Student Welfare required to:

1. create and maintain a comprehensive database of student talents & expertise in various fields for quick access and promote active participation; promote diversity, inclusion, and equity in our faculty, staff, and students.
2. promote, facilitate & coordinate showcase activities including (festivals, Exhibitions, programs, competitions, quizzes, etc.,) for student development; coordinate & manage campus publications specific to student needs and services (Such as the Student Planner, online group communication and media)
3. propose & facilitate infrastructure development including activity like the Student Centers; support students with facilities and necessary equipments with an objective to develop culture of proactive participation.
4. communicate regarding student welfare activities with members of the staff and students on common designated college platforms for maximum reach; identify and nominate students to participate events/programmes outside the college/ University. To ensure that there is progress with better participation and higher conversion in results over every previous batch.

5. work closely with the Principal, Registrar, Block Directors, IQAC, HR & Finance and report periodically as prescribed on all activities conducted in the field of student welfare during the academic year, and to submit the same to the Principal; provide an annual report by the first week of February or before the deadline set by the Principal. The copy of the same should be forwarded to the Documentation Centre / IQAC.

## 12. DEAN – ENTREPRENEURSHIP & CONSULTANCY

Title	:	Dean - Entrepreneurship & Consultancy
Department	:	Entrepreneurship & Consultancy
Reports to	:	Block Director / Vice Principal
Reviewer	:	VC / Principal

### **Purpose of the job:**

The Dean, Entrepreneurship & Consultancy is responsible for bringing about entrepreneurial and consultancy activity that formulates into a culture of men and women engaged in creation of value with change; promotes incubation of ideas, establishes connections, creates consultancy opportunities and strengthens risk taking for accessing new goals.

### **Role, Duties and Responsibilities:**

The Dean, Entrepreneurship & Consultancy is expected to:

1. support and endorse development and implementation of policies and procedures ensure deliver scientific consultancy with right methodology, preparation and review; and formulate policies of conduct that evaluate, eradicate and minimize risks without losing out enthusiastic entrepreneurs or established standards.
2. create, maintain & update database of faculty & students with interest & capacity to engage as Entrepreneurs & Consultants.
3. nurture a flourishing ecosystem that enables and connects with College Motto “Shine to Enkindle” with a conducive environment for start-ups and promotes the College to establish itself as a leader in start-up incubation; and innovatively facilitates development including associations & clubs, incubation centres, consultancy tools & labs.
4. promote, facilitate & coordinate a showcase of Entrepreneurship & Consultancy activities with Exhibitions of success and Promos of new initiatives from/ for staff & students with workshops, seminars/ webinars.
5. encourage collaborations, partnerships and exchange programs in consonance with contemporary market and opportunities to penetrate and acquire market share; and provide guidance for submitting proposals to funding agencies for start-ups and new consultancy programs.

6. actively engage with industry and government to avail & create novel partnerships that support the strategic goals of the College; strengthen collaboration with MOUs between colleges, and universities, Government & NGOs across the globe with similar interests, without losing sight of legalities that bind us to the law of the land.
7. provide direction, resources, and oversee that the institution delivers on agreed activities in accordance with terms of reference and proposals signed between sponsoring agency and the College; foster and enable a legally compliant Entrepreneurship & Consultancy program that ensures environmental, health, and safety regulations; also receive and assess reports and validate risks of non-compliance with appropriate corrective action and reporting to management on priority basis.
8. promptly report of any unanticipated problems involving reputational risks of participants, the College/University or others; foster and promote a culture of integrity; and also conduct and commit consultants with necessary trainings on responsible conduct of consultancy.
9. conduct regular reviews of potential conflicts of interest and conflicts of commitment; prepare management plans for faculty as necessary and monitor adherence as required; take appropriate steps to avoid conflicts of interest, or the appearance of conflicts of interest, between financial or other personal interests and the goals and policies of the College/University; and encourages creation of intellectual property with providing due credits and rights to the college.
10. foster an environment that disseminates knowledge to ensure continuity of development from new students and staff, as the old disengage from the projects or College; work closely with the Research & Innovation department to promote each other with complementary skills.
11. support and endorse monitoring and evaluation, management of budget cost sharing and incubation funds within the College communicates regarding Entrepreneurship & Consultancy opportunities with members of the staff on designated College platforms.
12. report periodically as prescribed on all activities conducted in the field of Entrepreneurship & Consultancy during the academic year and submit the same to the Principal; provide an annual report by the first week of February or before the deadline set by the Principal and the copy of the same should be forwarded to the Documentation Centre/ IQAC.

### **13. DEAN – TRAINING, PLACEMENTS & CAREERS**

Title	:	Dean – Training, Placements & Careers
Department	:	Training, Placements & Careers
Reports to	:	Principal
Reviewer	:	Principal

#### **Purpose of the job:**

The Dean, Training, Placements & Careers is responsible for building careers with necessary training and placement assistance; actively engage with Industry and bring back required knowledge that feeds into the system via staff coordinators to enhance curriculum that provides for desired placement results.

#### **Role, Duties and Responsibilities:**

The Dean – Training, Placements & Careers is required to:

1. capture, maintain & update database of students, their interests and goals; analyse career aspirations and supports career planning with necessary orientation and direction; and responsible for building and maintain database of prospective careers, industries in the contemporary and traditional market space including consultants, Governmental, Non-governmental & Entrepreneur arenas.
2. build and nurture connects with at least 100 brands that will support the institution year on year with not less than 80% placement opportunities; maintain a good proportion amongst connects established with not less than 25% being MNCs & 25% of the connects being listed companies in Sensex & Nifty; and facilitate collaborations & partnerships that help majority of the students with internships and projects from best brands that will enhance their prospects of placements.
3. support development and implementation of policies and procedures that helps ensure deliver best results with established standards in placement and related practice of training and career building; and feed the department co-ordinators and HODs with regular inputs that help develop and feed industry requirements into curriculum.

4. facilitate, conduct and coordinate training to students at all levels with not less than 80% conversion rate as the target at all times; responsible for regular training delivery to enrolled students from first and second year based on need analysis and all students of the final year in areas of Aptitude, Soft-skills & technical requirement as per industry standards; ensure all graduating students are exposed to some form of learning process that helps them connect with their areas of interest; and assessing learnings need with student satisfaction scores being not less than 70%.
5. promote, facilitate & coordinate showcase of brand, internal higher education opportunities & talents with admission drives, placement drives, exhibitions, workshops, seminars / webinars and brand building activities
6. report any unanticipated problems involving reputational risks of students, the College or others; foster and promote a culture of integrity. Conduct regular reviews of potential conflicts of interest and conflicts of commitment; and take appropriate steps to avoid conflicts of interest, or the appearance of conflicts of interest between placement partners and College.
7. report periodically as prescribed on all activities conducted in the field of training, placement & careers during the academic year, and to submit the same to the Principal; provide an annual report by the first week of February or before the dead line set by the Principal and the copy of the same should be forwarded to the Documentation Centre / IQAC.

## 14. DEAN – INTERNATIONAL & REGIONAL COLLABORATIONS

Title	:	Dean – International & Regional Collaborations
Department	:	International & Regional Collaborations
Reports to	:	Principal
Reviewer	:	Principal

### **Purpose of the job:**

The Dean - International & Regional Relations is responsible for the healthy International & Regional relations with partnerships that contribute to the promotion, ranking & reputation of the institution regionally & internationally; ensure that the office partners build and maintain positive relations with global colleges/ universities, government institutions, media, and communication channels.

### **Role, Duties and Responsibilities:**

The Dean – International & Regional Collaborations required to:

1. facilitate and foster partnerships with International and regional universities, colleges, networks, consultants, governmental & non-government agencies that support institutional objectives of research, pedagogy, internships, exchange programs, placements & global projects/grant opportunities for students and staff.
2. perform as a specialist on International and regional relations that guide and lead internal stakeholders with required process and protocol for engagements which includes proposal writing, MOU/ LOU development, submission process and risk assessment of such acts & omissions; and manage team and faculty with providing effective guidance, mentoring in developing a culture of professionalism and service excellence.
3. support development and implementation of process and procedures for enhancement in participation; introduce effective communication channels promoting collaborations and communicate regularly of programs and opportunities that are available; ensure an increase in engagement by at least 20%; and also monitor and manage the college website to showcase updated information and content that promotes all programs and activities with real time information.

4. manage and support international collaborators, guests and delegates with required documentation such as visa, invitation letters and immigration certificates, legal and statutory compliance, hospitality, health and safety; and ensure service satisfaction score of not less than 7 on a scale of 10.
5. devise, manage & report with robust reporting mechanisms that can support qualitative project management, internal and external audit requirements, track and monitor progressive engagements and process data for timely - qualitative and quantitative reporting; and provide regular inputs on trends and necessary requirements at all levels of participation
6. report promptly of any unanticipated problems involving reputational risks of students, the College or others; foster and promote a culture of integrity; conduct regular reviews of potential conflicts of interest and conflicts of commitment; takes appropriate steps to avoid conflicts of interest, or the appearance of conflicts of interest between collaborating partners and the institution.
7. build, manage and enhance public relations with all forms of media and reporting agencies; draft, review and regulate content that helps in building institutional brand across the local, regional and International borders; promote, facilitate & coordinate showcase of brand, internal higher education opportunities & talents with admission drives, exhibitions, workshops, seminars/webinars and brand building activities.
8. report periodically (as prescribed) on all activities conducted in the field of International & Regional Relations during the academic year, and to submit the same to the Principal; and also provide an annual report by the first week of February or before the dead line set by the Principal and the copy of the same should be forwarded to the Documentation Centre / IQAC.



## 15. TRAINING & PLACEMENTS COORDINATOR

Title	:	Training & Placements Coordinator
Department	:	Training & Placements
Reports to	:	Dean – Training, Placements & Careers
Reviewer	:	Principal

### **Purpose of the job:**

The Dean - Training & Placements Coordinator is responsible to support Dean - Training & Placements Careers for building student career prospects with necessary training and placement assistance. Engage students and facilitators for effective training & desired placement results

### **Role, Duties and Responsibilities:**

The Dean - Training & Placements Coordinator is required to:

1. support in Capturing, maintaining & updating of student's data on training & placements careers; and update student progress and departmental MIS for prompt recording and reporting.
2. maintain connect with industry and consultancy contact and contribute to the departmental goal of not less than 80% placement opportunity; nurtures collaborations & partnerships that helps build rapport with professional approach, hospitality and exemplary support extended to placement partners who visit our campus and also helps in strengthening relations with existing partners with retention and contributes to external partner satisfaction with not less than 70% on rating scale.
3. coordinate and facilitate in conducting of assessments including administering tests, discussions and interviews.
4. support the Dean in training activity for students at all levels with aim to achieve departmental goals of not less than 80% conversion rating as target at all times; responsible for coordinating, monitoring and collating from regular training delivery in areas of Aptitude, Soft-skill & technical requirement; and ensures not less than 80% students have been supported with requested training and career support.
5. coordinate programs designed to showcase the College brand, its internal higher education opportunities & talents, admission drives, placement drives & exhibitions.

## 16. PUBLIC RELATION OFFICER

Title	:	Public Relations Officer
Department	:	International & Regional Collaborations
Reports to	:	Dean - International & Regional relations
Reviewer	:	Principal

### **Purpose of the job:**

The Public Relations Officer is responsible for maintenance of healthy relations between internal and external stakeholders contributing to the promotion & reputation of the institution regionally & internationally. The Office contributes in branding the institution and its programs among student communities & colleges/universities, government & non-governmental institutions, media and communication channels.

### **Role, Duties and Responsibilities:**

The PRO is responsible for:

1. fostering partnerships with International and regional universities, colleges, media networks, educational consultants, corporates, governmental & non-governmental agencies that support institutional objectives of research, pedagogy, Internships, exchange programs, placements & global projects/grant opportunities for students and staff.
2. facilitating all media related activities including press conferences & press releases. Perform as specific point of contact to collect & disseminate information on program schedules, events, functions, seminars, workshops, etc. record and report of all such activities on print media, social media & rich media platforms with controlled content & edits.
3. assists the Principal, Registrar, Directors, HR & Dean - International & Regional Relations in the preparation of promotional material such as, power-point presentations, and audio/video presentations; actively engages in promoting programs to support admissions with required branding events and activities of different departments and programs; promotes and co-ordinates with HODs to leverage on all possible opportunities that help promote current programs of the department/College.

4. monitoring, liaising, developing and managing College websites and online media with ensuring updated information, promotional and branding content management.
5. building and helping improve relations with providing guidance to internal stakeholders on required process and protocol for engagements, proposal /MOUs/ LOUs development, submission process and risk assessment of such acts and omissions.
6. managing and supporting media collaborators, guests and participants with hospitality that strengthens relations; and ensure service satisfaction score of not less than 7 on a scale of 10.
7. reporting periodically as prescribed on all activities conducted in the field of public relations during the academic year, and to submit the same to the Principal via the Dean of International & Regional relations. Also, to provide an annual report by the first week of February or before the dead line set by the Principal and the copy of the same should be forwarded to the Documentation Centre/ IQAC.

## 17. COUNSELLOR

Title	:	<b>Counsellor</b>
Department	:	Counselling
Reports to	:	Block Director
Reviewer	:	Principal

### **Purpose of the job:**

The Counsellor helps bridge communication that supports healthy student and staff relations required for holistic development. Counsellors initiate and support implementation of programs that facilitates academic & value-based education with good health.

### **Role, Duties and Responsibilities:**

The Counsellor is required to:

1. facilitate in blocks as assigned individual or face-to-face counselling of students regarding attendance, punctuality, academic progress, stress, late coming, substance abuse, adolescent/early adulthood problems and behaviour as required; and hold interactive sessions of thirty minutes with each class of the first year students to introduce to them the need for counselling and dispel misconceptions associated with counselling.
2. conduct counselling & group therapy for students based on the assessment of their emotional needs.
3. interact with parents or guardians, teachers, mentors, welfare officers, and administrators to resolve students' behavioural, emotional, academic, conflict management and other issues; prepare monthly updates and required meetings with the Principal & Dean – HR and obtain support on requirements for organizing, sessions, workshops/seminars to address these issues.
4. plan and organize sessions & programs in association with the department of Human Resources for staff on areas that include awareness, sensitization &

compliance that has direct impact on health of staff and students; and support the campus ministry team in organizing various programs on campus.

5. organize & conduct training programmes for Mentors, HODs, Deans and Welfare Officers of various departments on the importance of accompaniment, mentoring and counselling.
6. offer career counselling support to the department of training and placements; assist the Grievance Cell on call and during the time of admission; initiate meetings with records and follow up with students leaving the institution or rejoining the institution; and maintain and record documents related to counselling and daily logs on timesheets provided by HR.
7. attend, with the Directors & Principal's permission, one or two on-going training programs every year related to counselling; and perform examination duties assigned to them just like other staff.

## 18. LIBRARIAN

Title	:	Librarian
Department	:	Library
Reports to	:	Principal
Reviewer	:	Principal

### **Purpose of the job:**

To manage, develop and promote the delivery of library services within the college in a manner that helps achieve educational & social objectives of the College, of building men and women for and with others by providing effective learning resources.

### **Role, Duties and Responsibilities:**

#### **E) Academic:**

The Librarian is required to:

13. provide a range of services that meet the learning, information, leisure, and cultural needs of users; guide and assist users to make the best use of the library services and facilities; regularly communicate regularly on multiple platforms about the resources available and its significance; and list new additions and best sellers available on fortnightly basis to enhance reader database and overall daily utilization by at least 10%.
- 2 develop, implement, maintain, audit and evaluate the use of Library infrastructure with strategies and policies that help support qualitative education with distribution of rich content; select, develop, organize, catalog and classify library resources and update library collections to meet contemporary literature, curriculum and research demands of varied user groups; and conceptualize and manage implementation of required automation.
- 3 establish and implement library policies and procedures that help readers and enthusiasts to avail the best from our resources; and manage the Library budget efficiently catering to requests by patrons/users/other stakeholders.
- 4 supervise the library assistants and other library staff; and oversee & ensure a healthy library environment with discipline, cleanliness, order and protection of the Library's learning resources.

- 5 report periodically and as prescribed all activities conducted in the field of Library Science during the academic year to the Principal and all other departments that need such information for further reporting; update management with report on a quarterly basis of what we can adapt from best practices across universities; and provide an annual report by the first week of February or before the deadline set by the Principal and also a copy of the same should be forwarded to the Documentation Centre / IQAC.