



Rajkot – Bhavnagar Highway, Kasturbadham - 360020

RK University Administrative Handbook

The administrative Handbook has been developed to inform and guide any administrator and administrative staff of the University for Day to day functioning of their role and responsibilities.

Objectives

“To increase our efficiency in our work and make our functioning cordial and smooth so as to achieve our goal”

Definitions:

1. “University” means the RK University formed as per Gujarat Act no. 25 of 2011 by the Government of Gujarat;
2. “School” means the constituent institute of the University;
3. “Administrator” means a person responsible for the performance or management of administrative operations of the University or School;
4. “Administrative Staff” means any person i.e. administrative officer, Senior Clerk, Junior Clerk, etc. appointed within the administrative office of University or School to assist administrator;
5. “SOPs” means standard Operating Procedures to perform administrative activity;
6. “Regulatory Body” means a body established by the Central Government, for laying down the norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, NCTE, MCI, PCI, NAAC, ICAR, DEC, CSIR;
7. “AAC” means Assessment Advisory Council
8. “CPD” means Centre for Professional Development.
9. “ACOPAS” means Academic and Operational Audit Services
10. “SOAC “means Student Organization Advisory Council.

1. Role & Responsibility of Administrative Posts:

1. Administrator:

Registrar of the University and Director of the school may be administrator of the University and the school, respectively. The registrar and Director may appoint someone else from his/her staff members as administrator.

Eligibility:

A person having sound knowledge of administrative activities with minimum of 5 years of experience in academic or administrative post. Registrar/Director should give official appointment to the person for the said post or should give additional duty of administrator to his / her staff member.

Role & Responsibility:

1. To plan, organize, and administer the activities of his/her department, office, or division efficiently.
2. To establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among personnel.
3. To promote an integrated effort in the administration of the University / School by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
4. To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret University/School policies and programs accurately and constructively.
5. To recommend the budget for his/her department, office, or division and, within limitations established by the Board of Management to administer his/her budget.
6. To allocate & distribute different administrative duties amongst staff members.
7. To monitor and to evaluate the administrative activities performed by staff members.
8. To regulate and maintain all necessary documents of administrative activities within administrative office as well as to instruct administrative staff to do filing in proper way.
9. To look after the cleaning and maintenance of the building/s on regular basis as well as to implement appropriate safety measures throughout building/s.

10. To monitor and take follow up for the repairing / maintenance of equipments/instruments/machines.
11. To maintain discipline and code of conduct amongst the students and staff members.
12. To implement a plan to supervise students' curricular, co-curricular and extra-curricular activities as well as a plan to inform such activities to their parents.
13. To facilitate exam coordinator of the school for smooth and proper conduction of Continuous Internal Evaluation and Semester End Examination. Moreover, integrity of examinations must be maintained at high level.
14. Incase, any employee relieved/resigned from the post, Administrator has to identify the role of the person in administrative work as well as he/she has to take charges/duties from the person and allocate the charges/duties to other staff member or appoint new employee and handover the said charges/duties. Moreover, Administrator must take care whether the relieved/resigned person has provided all the documents related to his/her work to newly charged/appointed person.
15. To communicate Regulatory Bodies which are governing the program/s and manage to fulfill their rules and regulations.
16. To perform any other duties assigned or delegated by the President and the Provost of University.

2. Controller of Examination

Eligibility: The qualification of the person to be appointed to the post of the Controller of Examinations shall be such as may be fixed by the Board of Management of University

Role & Responsibility

1. The Controller of Examination will be responsible for the preparation of programs and the conduct of University examinations at different centres as may be fixed by the Board of Management and it shall be his duty to make arrangements connected with the printing of the question papers for the University Examinations.

2. He shall also be in charge of preparation and publication of results of the University
3. He shall undertake such projects regarding research and reforms in Examinations may be approved by the Academic Council and Board of Management
4. He shall timely announce the examination dates, examination registration dates, etc.
5. He shall circulate the list of detained or not eligible students to appear in Examinations.
6. He shall timely distribute Examination Registration Form, Hall Tickets, etc.
7. He shall be the custodian of all the question papers, mark-sheets and all other confidential records connected with Examinations
8. He shall carry out such duties regarding examinations as may be assigned to him by the Board of Management or the Provost or the Registrar
9. He shall also make all necessary arrangements regarding the convocation and the away of Degrees, Diplomas, medals and prizes etc.
10. He shall communicate each Examination Coordinator of Schools for smooth conduction of all Examinations.

3. Finance officer

Eligibility: The qualification of the person to be appointed to the post of Finance officer shall be such as may be fixed by the Board of Management of University

Role & Responsibility

Subject to the control of the Controller of Finance, the Finance officer shall-

1. Exercise general supervision over the funds of the University and advise it as regards its financial policies
2. Hold and manage the properties and investments of the University, including trust and immovable properties, for fulfilling any of the objects of the University:
3. See that the limits fixed by the finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.

4. Be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
5. Keep a constant watch on the cash and bank balances and investments
6. Watch the progress of collection of revenue and advise on the methods of collection employed
7. Ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices and branches of the University including colleges and the institutions maintained by the University.
8. Bring to the notice of the Provost any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault
9. Call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.

4. Head of HR Dept. (Human Resource Department)

Eligibility: A person having master degree with atleast 5 years of experience in Human Resource Department. Moreover, Strong interpersonal skills are essential; managerial, decision-making and organizational skills.

Role & Responsibility:

1. To get the eligible candidates for the vacancies of different Posts of University by giving advertisements in reputed newspapers, university website, naukri.com and other online media like LinkedIn and monster.com at regular interval.
2. To conduct interviews of eligible candidates and to maintain the interview conduction process files.
3. To prepare and maintain personnel file and service book of appointed candidates.
4. To organize employee training and development programs includes new hire orientation, leadership training and professional development seminars and workshops.

5. New hire orientation should include the briefing of University History, University working culture, employee role and responsibilities, etc.
6. To develop a strategy for employee retention, or for maintaining the current staffing levels.
7. To maintain the balance between employee and employer to achieve the vision of University.
8. Need to identify the employee problems and try to resolve them. Integrity and confidentiality must be maintained at each level.
9. To observe and notify the punctuality, dedication and approach of employees towards their work.
10. To observe and notify the employee behavior to follow the rules and regulation of University (Including, timely coming, wear a I Card, properly dressed, maintain disciplines, obey seniors' orders, etc)
11. To follow Appraisal Performance Index (API) of University to provide increment to employee.
12. To arrange annual events, cultural programs, outing, sports events etc. for employees and their family.

5. Head of IT (Information Technology Dept.)

Eligibility: A person having Master degree in the field of Information Technology or Master Degree of Computer Science or Master Degree in Computer Engineering, with at least 5 years of experience in Information Technology field.

Role & Responsibility

1. Formulate and deploy long-term strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies.
2. Develop and review budgets for and from IT department divisions and ensure they comply with stated goals, guidelines, and objectives.
3. Review performance of IT systems to determine operating costs, productivity levels, and upgrade requirements. Benchmark, analyze report on, and make recommendations for the improvement of the IT infrastructure and IT systems.

4. Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
5. Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
6. Develop bid requirements for all hardware and software upgrades, reviews submitted bids for compliance with stated requirements, and makes the appropriate award.
7. Update and maintain University ERP (Enterprise Resource Planning) system.
8. Conduct workshops and seminars to make aware employees about the ERP system of University and its functioning. Also guide groups of employees as per their Department and conduct practical session to provide deep knowledge of functioning of each module of ERP system connected to their department.
9. Authorize and oversee the deployment, monitoring, maintenance, development, and support of all hardware and software based on department needs.
10. Oversee provision of end-user services (Staffs & Students), including help desk and technical support services.
11. Establish and maintain regular written and in-person communications with the Registrar of University.
12. Provide active support to ACOPAS team at time of infrastructure audit.
13. Maintain documented records for all the hardwares and softwares (IT Infrastructure) of University.

6. Administrative Officer

Eligibility: A person having Bachelor degree with atleast 5 years of administrative experience or a person having Master degree with atleast 3 years of administrative experience.

Role & Responsibility

1. To regulate and maintain all necessary documents of administrative activities within administrative office as well as to instruct administrative staff to do filing in proper way.

2. To record and maintain all the correspondences of his / her administrative office.
3. To maintain and update all the files of the office.
4. To identify and resolve the staff and student problems pertaining to administration.
5. To look after the cleaning and maintenance of the building/s on regular basis as well as to implement appropriate safety measures throughout building/s.
6. To monitor and take follow up for the repairing/maintenance of equipments/instruments/machines.
7. To communicate Regulatory Bodies which are governing the program/s and manage to fulfill their rules and regulations.
8. To perform any other duties assigned or delegated by his/her administrator.

7. Senior Clerk

Eligibility: A person having Bachelor degree of Commerce with atleast 5 years of experience as Junior clerk or A person having Master degree of Commerce with atleast 3 years of experience as junior clerk.

Role & Responsibility:

1. To assist administrative officer and administrator on day-to-day administrative activities
2. To prepare and maintain all administrative records and do proper filling.
3. To perform any other duties assigned or delegated by Administrator and Administrative Officer.

8. Junior Clerk

Eligibility: A person having Bachelor degree with less than 5 years of experience or a person having Master degree with less than 3 years of experience.

Role & Responsibility

1. To assist administrative officer and administrator on day-to-day administrative activities
2. To prepare and maintain all administrative records and do proper filling.
3. To perform any other duties assigned or delegated by Administrator and Administrative Officer

Day-to-day administrative activities include preparation and maintenance of following files and documents:

Administrative Activities files & documents

Trust Deed /Land Documents/ Building Plan/
RKU Documents

AICTE Correspondence & Approval Letters

PCI Correspondence & Approval Letters

FRC/ACPC Correspondence & Letters/Circulars

DTE Correspondence & Letters/Circulars

MHRD Correspondence & Letters/Circulars

RKU Correspondence & Letters/Circulars

Govt. Correspondence & Letters/Circulars

Additional Documents

All type of Sample forms

Institute Circulars

Stationary/Memento usage Records

Notice Board

Sparkup & Institute publications

Board of Studies (BOS)

Academic Calendar & Time Table

& Teaching Scheme

Resignation Letter

Alumni Association

Student Publications

Teaching Staff Attendance Muster

Non-Teaching Staff Attendance Muster

Teaching Staff Salary acquaintance Register

Non-Teaching Staff Salary acquaintance Register

Teaching Staff: Leave Report

Non-Teaching Staff: Leave Report

Staff Publications

Conference/Seminar/Workshop attained by Staff

Conference/Seminar/Workshop attained by Student

Conference/Seminar/Workshop Organized by
Institute

Student Admission Cancellation Records

Administrative Activities files & documents

Student Registration/Enrollment Documents
(ERP Form, Anti ragging consent &
Original Documents)

Student Results Distribution Records

Student / Alumni feedback

Parents follow up records / Parents Meeting

Teaching Staff Personal Documents

Teaching staff Appointments

Non Teaching staff Documents

Requirement Applications

Anti-Ragging Committee

Women-Cell

Grievance Redressal Committee

Industrial Visit Records

AAC Reports

Initiatives taken for Outcome Based Education

Academic Regulations

Guest Lecturer Register/Remuneration Details

MoUs

Examination Conduction/Remuneration Details

Mentor/Class Councilor Allocation Records

Academic Curriculum

Industrial Training Records

Student Details (Soft Copy/Admission Year Wise)

Placement Records

All OC Files

University Approval Letter of Teaching Staff

Outward File

AICTE Student Stipend

Student Applications for University Transfer

Student Applications to issue certificates

Fee collection statement (Exam Fee)

Student fee collection statement & receipts
(Tuition fee)

9. Senior Accountant

Eligibility: A person having Bachelor degree of Commerce with atleast 5 years of experience in Account Department or A person having Master degree of Commerce with atleast 3 years of experience in Account Department.

Role & Responsibility

1. To prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information.
2. To assist Examination coordinator, Administrator, Purchase Officer and Finance Officer on day-to-day financial matters, reports and questions.
3. To assist on monthly financial statements, Annual School Report, and Comprehensive Financial Report.
4. To keep close watch on collection of tuition fees, examination fees etc.
5. To prepare monthly statement for staff salary and accordingly issue the salary in timely manner.
6. To conduct the process of different student scholarships (Government & University) and to prepare the balance sheet of the scholarships as well as to maintain proper records for entire process.
7. Protects organization's value by keeping information confidential.

10. Junior Accountant:

Eligibility: A person having Bachelor degree of Commerce with less than 5 years of experience in Account Department or A person having Master degree of Commerce with less than 3 years of experience in Account Department.

Role & Responsibility

1. To assist Finance Officer and Senior Accountant on day-to-day financial matters, reports and questions.
2. To collect Tuition Fees, Examination Fees etc. from Students, to maintain proper records and to submit reports to senior Accountant.
3. To perform any other duties assigned or delegated by Finance Officer and Senior Accountant.

11. Examination Coordinator of School / University

Eligibility: A senior faculty members should be appointed by the director of respective school as a examination coordinator of the school.

Role & Responsibility

1. The examination coordinator of the school will be responsible for the conduction of Continuous Internal Evaluations and Semester End Examination of the University at the school.
2. He / She shall make necessary arrangements for smooth conduction of the examination.
3. He / She shall make seating arrangements and displaying of seating arrangement on notice board, appointment of invigilators & senior supervisor, etc.
4. He / She shall circulate the list of detained or not eligible students to appear in Examinations.
5. He / She shall timely announce the examination dates, examination registration dates, etc.
6. He / She shall timely distribute Examination Registration Form, Hall Tickets, etc.
7. He / She shall remain in communication with Controller of Examinations of the University.

12. AAC Incharge of School / University

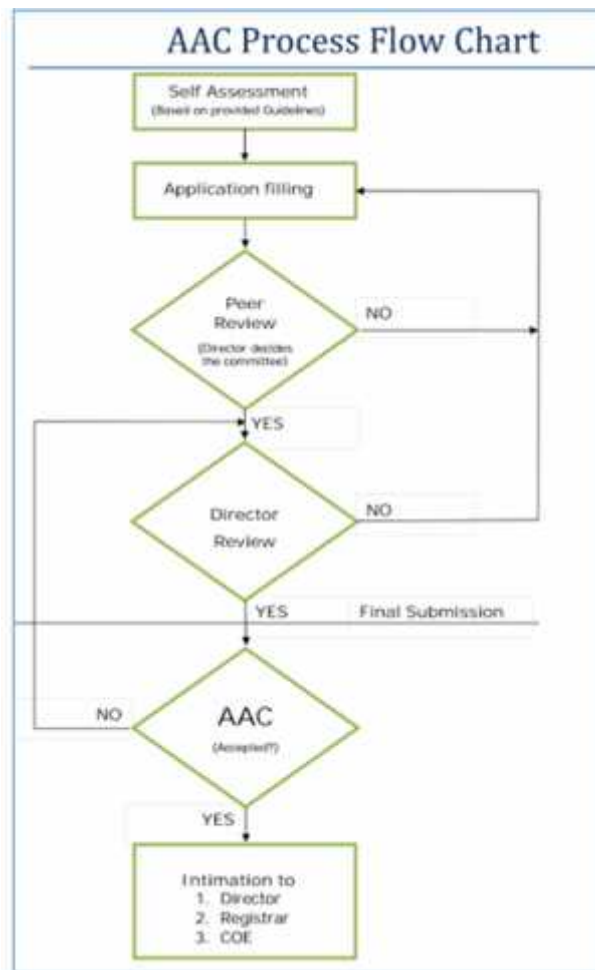
Eligibility: A person amongst the teaching staff of the school having knowledge of AAC Review process may be eligible to be an AAC Incharge.

Role & Responsibility:

1. To facilitate AAC applicant of the school for the process of AAC Review.
2. Conduct workshop to aware new faculty members about objective and functioning of the AAC
3. Upon the submission of AAC application, AAC Incharge shall take follow up of the application throughout the process.
4. To convey the updates of AAC amongst the faculty members of the School.
5. To keep close watch on the status of AAC application during the AAC Review process and try to complete it as per prescribed dates.

Instructions

1. Applicant has to intimate concerned Director of School or AAC Coordinator by mail to get word document (Soft Copy only) of submitted response, until it will not be sent.
2. Once Word document has been received, Applicant has to carry forward this document (Soft Copy only) at the time of Peer Review, Director's Review and AAC Review.
3. Applicant has to inform respective HOD/Director and ask to arrange Peer Review and Director Review. Moreover, Director has to submit Peer Review and Director Review Report (Hard Copy) to AAC Incharge of University after completion of both the review.
4. Any type of changes suggested in Peer Review, Director's Review and AAC Review, applicant has to make corresponding changes in his/her Google form as well as in sent word document (Soft Copy).
5. Prior to AAC Review, Applicant has to meet director to discuss changes made in respect to suggestions which were given by Peer Review and Director Review.
6. If application has been approved by AAC with/without suggestions, Applicant has to submit final corrected copy (Soft Copy) to AAC Incharge of University.
7. Director must go through the CLOs (Course Learning Outcomes) and BT (Bloom's Taxonomy) properly since it is not possible to verify in detail at the time of AAC Review.
8. Peer Review and Director Review must be conducted comprehensively.
9. Time frame is already circulated by concerned Director.
10. At time of AAC Review
 - a. Applicant has to bring AAC word document and other supporting documents.
 - b. Do not require to prepare any power point presentation of the application. Keep word document.
 - c. Don't bring any hard copy.
 - d. Applicant has to be remain present on time for AAC review.
 - e. Primary and all other applicants have to be remain present in AAC Review.



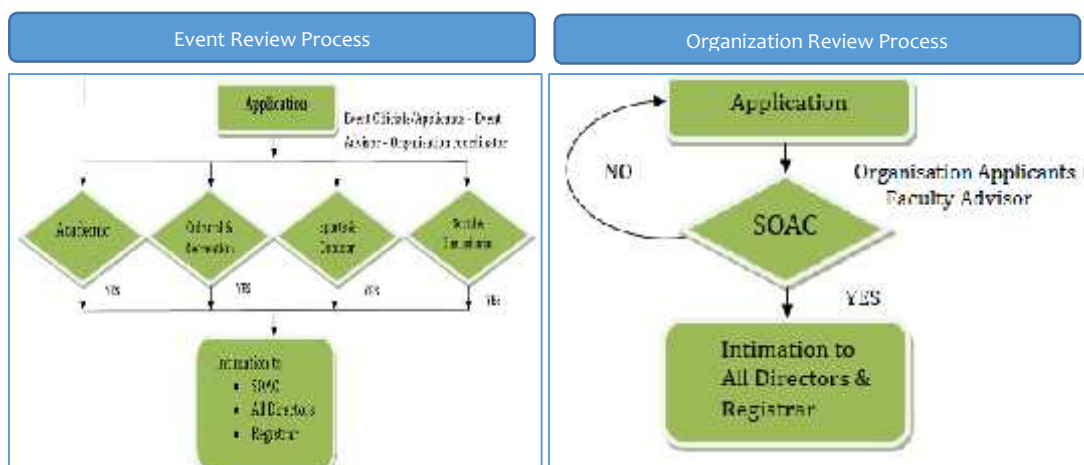
13. SOAC Incharge of School /University

Eligibility: A person amongst the teaching staff of the school having knowledge of SOAC guideline and process may be eligible to be a SOAC Incharge

Role & Responsibility

1. To convey the information regarding to SOAC amongst the faculty members and students of the School.
2. To guide and facilitate students to establish and manage their organizations as well as to conduct organization events.
3. To facilitate Faculty advisor/ Students of the school for the process of SOAC Review.
4. Conduct workshop to aware new faculty members about objective and functioning of the SOAC

- Upon the submission of SOAC application, he / she shall take follow up of the application throughout the process.



14. CPD Incharge of School / University:

Eligibility: A person amongst the teaching staff of the school having knowledge of CPD guideline and process may be eligible to be a SOAC Incharge

Role & Responsibility

- To facilitate CPD applicant of the school for the process of CPD Review.
- Conduct workshop to aware new faculty members about objective and functioning of the CPD
- Upon the submission of CPD application, CPD Incharge shall take follow up of the application throughout the process.
- To convey the updates of CPD amongst the faculty members of the School.
- To keep close watch on the status of CPD application during the CPD Review process and try to complete it as per prescribed dates.
- To be interim between CPD program organizer, promotion team and Account Dept.
- To facilitate CPD program organizer relating to budgeting, availability of infrastructure and any other need as discussed at the time of Review.

Instructions

- Applicant has fill first Provisional Form of CPD and intimate CPD Incharge by mail to get word document (Soft Copy only) of submitted response, until it will not be sent.

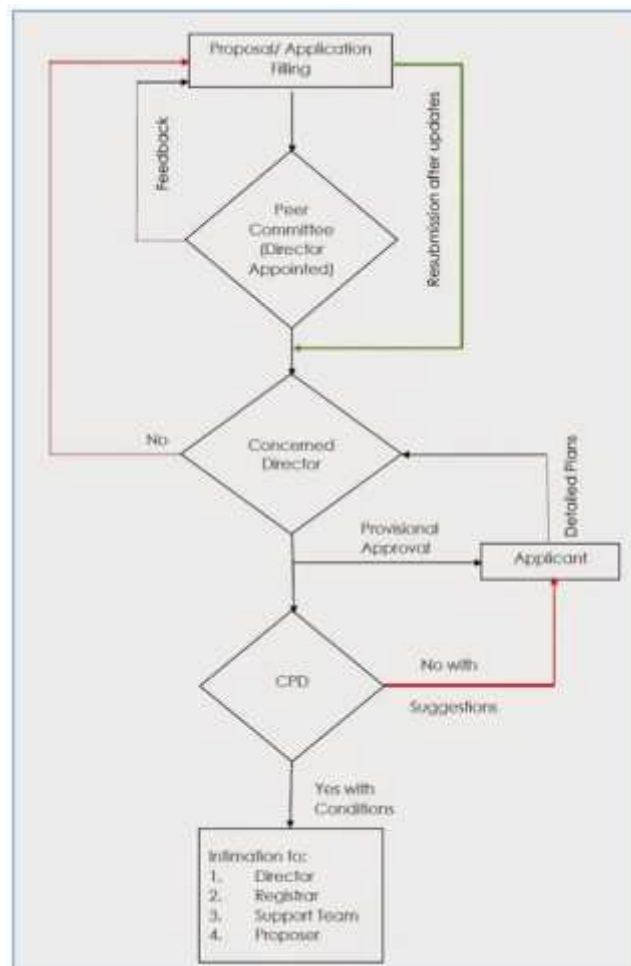
2. Once Word document has been received, he/she has to carry forward this document (Soft Copy only) at the time of Peer Review, Director's Review and CPD Review.
3. Applicant has to inform respective HOD/Director and ask to arrange Peer Review and Director Review.
4. After conduction of Peer Review and Director Review for provisional Application, Applicant has to submit Main Form of CPD based on approval of Director.
5. Once, Main form has been submitted, intimate CPD Incharge by mail to get word document (Soft Copy only) of submitted response, until it will not be sent.
6. After getting Word Document, applicant has to inform respective Director to conduct Director Review (No Peer Review). After completion, Director has to submit Peer Review and Director Review Report (Hard Copy) to CPD Incharge.
7. Any type of changes suggested in Peer Review, Director's Review and CPD Review, applicant has to make corresponding changes in his/her Google form as well as in sent word document (Soft Copy).
8. Prior to CPD Review, Applicant has to meet director to discuss changes made in respect to suggestions which were given by Peer Review and Director Review.
9. If application has been approved by CPD with/without suggestions, Applicant has to submit final corrected copy (Soft Copy) to CPD Incharge.
10. Peer Review and Director Review must be conducted comprehensively.
11. Need to submit properly planned budget sheet at the time of Review.
12. Need to provide the Participant's Registration Form included with all terms and condition of the program. Link of one sample copy of such form has been given in the CPD Main Form.
13. Upon approval of Program, Applicant has to communicate Promotion Team of CPD and CPD Incharge for the execution of the program.
14. At time of CPD Review
 - a. Applicant has to bring CPD word document (Both) and other supporting documents.
 - b. Do not require to prepare any power point presentation of the application. Keep word documents only.
 - c. Don't bring any hard copy.

- d. Applicant has to remain present on time for CPD review.
- e. Primary and all other applicants have to remain present in CPD Review.

Time Frame:

Ideally applicant has to submit the application at least 60 days prior to the proposed start date of the program. Even though on urgent basis,

- a. CPD Review Process requires minimum 15+4 days. (7 days for Peer Review & Director Review, 7 days for CPD Main Review). In case of revision of the application additional minimum 4-5 days.
- b. CPD Promotion team/registration process requires minimum 15 days.
- c. Last date of registration must be minimum 7 days prior to start date of the program



15. ACOPAS Incharge of School / University

Eligibility: A person amongst the teaching staff of the school having knowledge of ACOPAS guideline and process may be eligible to be an ACOPAS Incharge. Moreover, he/she may be very much familiar with the fixed and movable assets, IT Infrastructure etc. of the school building etc.

Role & Responsibility

1. To guide and provide information to Laboratory Incharge and laboratory Assistant for preparation and maintenance of Dead stock register of different School assets.
2. To convey the updates of ACOPAS amongst the faculty members of the School.
3. To assist and facilitate ACOPAS Auditors at the time of School audit.
4. Conduct workshop to aware new faculty members/Laboratory Incharge/ Laboratory Assistant about objective and functioning of the ACOPAS.

16. Training & Placement Officer of School

Eligibility: A person having master degree in concerned field with atleast 5 years of experience in Training & Placement Department. Administrator may give additional charge of Training & Placement officer amongst his/ her faculty members.

Role & Responsibility

1. To look after day-to day activities of placement.
2. To have liaison with industries, Government and non-Government organization.
3. To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc.
4. To prepare the students for competitive examinations such as TOEFL, GRE, GATE, CAT, etc.
5. To create data base on Alumni and their present position
6. To arrange for expert lectures by industry professional.
7. To collect feedback from industries coming for placement
8. To arrange workshop for entrepreneurship development.
9. To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.

10. Any other duties assigned by the Administrator relevant to student.

17. Alumni Coordinator of School

Eligibility: A person amongst the teaching staff of the school having good alliance with student.

Role & Responsibility

1. Plans for the maintenance of accurate alumni records and plays an active role in establishing database related goals and procedures. This includes an active role in evaluating, planning, and approving database enhancements or projects designed to improve database accuracy.
2. Build networking opportunity for alumni and student body in order to benefit all through maintenance of alumni website and coordination of annual events.
3. Develops an annual plan outlining the goals and objectives of the alumni relations program aimed at maximizing alumni interest in and involvement with the College
4. Develops and manages the annual budget, including all alumni-related revenue-generating budgets
5. Develop an effective Alumni Association a positive image and promote participation and good-will.
6. Get feedback of alumni at regular interval to do need analysis to identify scenario of the current field.
7. Submit bi-monthly report of Alumni Association including Feedback analysis to the Administration.

18. Chairman Anti-Ragging Committee

Eligibility: Head of Institute shall be the Chairman of Anti-Ragging Committee of the School as per the UGC norms.

Role & Responsibility

1. To act as Inquiry Authority on a complaint of Ragging and submit report of such inquiry to the Registrar, RK University
2. To ensure that victims and witnesses are not victimized or discriminated because of their complaint.

3. To prepare strategies and execution plans to avoid any incidents of ragging throughout the University.
4. To organize Anti-Ragging Campaign by conducting seminars for the awareness of Anti-Ragging Committee functioning amongst the students and faculty members, by Anti-Ragging Posters making Competition, etc.
5. Wide canvassing about anti-ragging, is being done in the forms of Flexes, Posters and Boards in University premises and surrounding areas where there is a chance of ragging.
6. He / she shall arrange meeting of the members on regular basis to get the suggestions of all the members to improve the strategies and execution plans as well as review the functioning of current status of Anti-Ragging committee.
7. To submit annual report of Anti-ragging committee to the Registrar, RK University.

19. Chairman Women Cell

Eligibility: A person nominated by the members of Women Cell from its members.

Role & Responsibility

1. To act as Inquiry Authority on a complaint of sexual harassment.
2. To ensure that victims and witnesses are not victimized or discriminated because of their complaint.
3. To take proactive measures towards sensitization of the staff, students and faculty members
4. To conduct seminars for the awareness of Women cell functioning amongst the students and faculty members.
5. To prepare strategies and execution plans to avoid any incidents of sexual harassment throughout the University.
6. He / she shall arrange meeting of the members on regular basis to get the suggestions of all the members to improve the strategies and execution plans as well as review the functioning of current status of women cell.

20. Librarian

Eligibility: A person having Master's degree in library science / Information Science / Documentation Science or specialty area in that field with good academic records.

Role & Responsibility

1. Manage the planning, administrative and budgetary functions of library and information services
2. Provide effective access to library collections and resources
3. Maintain the organization of library materials
4. Provide library services in response to the information needs of library users
5. Perform other related duties

21. Assistant Librarian

Eligibility: A person having Bachelor's degree in library science / Information Science / Documentation Science or specialty area in that field with good academic records.

Role & Responsibility

1. To assist librarian in his day-to-day library activities.
2. To facilitate students and faculty members in issuing and in receiving the books, journals and other library materials.
3. Maintain and facilitate the Book bank for newly arrive students.
4. Any other duties assigned by Librarian

Day-to-day library works	Day-to-day library works
Establish and implement library and information policies and procedures	Ensure an accurate inventory of resources
Develop and manage convenient, accessible library and information services	Ensure efficient retrieval by users
Establish and manage the budget for library and information services, technology and media	Search external database programs for the availability of cataloguing copy
Develop and manage cost-effective library and information services, technology and media	Maintain inventories, compile statistics and generate reports as required
Order materials and maintain records for payment of invoices	Develop and maintain cataloguing procedures
Analyze and evaluate library and information services, technology and media service requirements	Distribute materials for cataloguing

Prepare reports related to library and information services, technology and media services, resources and activities	Determine the type of cataloguing required
Establish and implement library and information policies and procedures	Enter cataloguing data into the library's automated system
Develop and manage convenient, accessible library and information services	Process resources for placement on shelf
Establish and manage the budget for library and information services, technology and media	File cards in shelf list
Develop and maintain collections management policies and procedures	Complete cataloguing records where only partial copy is available
Perform original cataloguing and classification of print, audio-visual and electronic resources	Index materials for the pamphlet collection
Develop and maintain special indexing systems and files for special collections	Maintain records for the interlibrary loan service
Respond to daily on-site requests for information	Maintain circulation files, records and statistics
Train library users to effectively search the Library catalogue, Internet and other electronic resources	Provide an interlibrary loan service for both book and audiovisual materials and maintain records

22. Store Incharge

Eligibility: Administrator may give additional duty of Store Incharge to his / her faculty member having experience to maintain School utilities.

Role & Responsibility

1. To interpret and implement the organizations policies related to all resources utilized in providing an efficient Store operation
2. To ensure that administrative systems and procedures are suitable for efficient store operations.
3. To review physical inventories periodically.
4. To check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents;
5. To facilitate ACOPAS Audit team at the time of School Audit.
6. To guide store keeper for day-to-day store activities.
7. To perform related duties and responsibilities as assigned by administrator.

23. Store Keeper

Eligibility: A person having Bachelor's degree in the respective field with atleast 3 years of experience in the management of Store.

Role & Responsibility

1. To receive, distribute and maintain adequate quantities of stocks at all times
2. To maintain and update dead stock registers and consumption records.
3. To maintain optimal stock level
4. Make clear notes on the receipt of the items against each invoice
5. Keeps and updates records of good received and issued
6. To issue materials only in required quantities against authorized requisition notes/material lists
7. Disposes of expired and waste stock according to guidance of store Incharge
8. To store materials as per the guidelines of the Regulatory Bodies.
9. To perform related duties and responsibilities as assigned by Store Incharge and Administrator

24. Laboratory Incharge

Eligibility: Director should appoint Incharge for each laboratory of the school amongst his / her faculty members.

Role & Responsibility

1. To draft and update laboratory manuals, Standard Operating Procedures, etc.
2. To maintain and update laboratory equipments/ instruments / machines as per the requirement of the course outcomes.
3. To prepare and display overall safety measures as well as safety measures pertaining to specific machines within the laboratory.
4. To ensure the cleanliness of the lab and switch off all equipment after use.
5. To guide laboratory assistant in the preparation and maintenance of laboratory records.
6. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
7. To plan for the procurement of equipment for the coming term well in advance

8. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
9. To hold those responsible for any breakage / loss etc. and to develop the system for the collection of breakage charges.
10. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Director/ Store Incharge for necessary action.
11. To verify the stocks of different laboratory materials periodically.
12. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - a. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - b. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - c. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
 - d. To facilitate ACOPAS auditor at the time of Audit.

25. Laboratory Assistant

Eligibility: A person having Diploma or Bachelor degree in the respective field.

Role & Responsibility

1. The Lab. Assistant shall assist the respective Lab In-Charge for smooth functioning of the laboratory.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute

3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
4. To maintain cleanliness within the laboratory.
5. To prepare and maintain Dead Stock Register and Consumption Records of the laboratory materials.
6. To verify and maintain the stocks of different laboratory material.
7. To maintain the records of breakages done by the students and to collect the breakage charge.
8. Lab Assistants in coordination with Lab In-charge should display
 - a. List of Equipments/software with cost
 - b. List of Experiments
 - c. Lab Time Table
 - d. Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
9. Any other assignments as given by laboratory Incharge, HOD & Director

26. Class Counselor / Mentor

Eligibility: A person from the teaching staff shall be appointed as a Class Counselor.

Role & Responsibility

1. To display the session plan and portion for Examination on the respective Notice Board/College Website.
2. To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.
3. Address students' queries.
4. Meeting the parents of students, especially defaulters.
5. To inform the HOD about making alternate arrangement for lectures and practicals when a faculty is absent.
6. To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.
7. Collect information regarding weaker students* from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.

8. Identify good students and motivate them to excel.
9. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
10. Any other duty the Director/ Principal may assign.

*Weaker student in terms of academic and personal problems

2. School level different Committees and their responsibilities.

Director of each school shall constitute following committees for smooth and effective conduction and monitoring of institute activities. For School of Engineering (SOE) and School of Diploma Studies (SDS), these committees shall be constituted at the department level.

1. Board of Studies

Constitution: Every faculty shall have a Board namely 'Board of Studies of Faculty' consisting of following members.

- a. The Dean of the Faculty
- b. The Director of the School
- c. The Professors in the Faculty
- d. Three Associate Professors and two Assistant Professors, by rotation according to seniority.
- e. Two educational experts (form Academic or Industry) nominated by the Provost

The quorum for the meeting of the Board shall be one-third of its total members.

Notice for a meeting of the Board, shall ordinarily be issued at least 10 days before the day fixed for the meeting. However, an emergent meeting can be called at a shorter notice, with the prior approval of the Provost.

Role & Responsibilities:

1. To coordinate the teaching and research work in the programs assigned to the School;
2. To appoint committees of courses for the School's teaching, wherever required, and to supervise the work of such committees. The composition, powers, functions of such committees and other relevant matters shall be as approved by the Provost;
3. To recommend to the Academic Council, the courses and syllabi of Studies in the various programs assigned to the school;
4. To recommend to the Provost, names of paper setters, examiners and moderators, wherever required;
5. To consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the Academic Council;

6. To promote and consider schemes for interaction with industry, and to submit such proposals to Provost/ Academic Council;
7. To prepare and formulate schemes for Faculty development and to submit such proposals to Provost/ Academic Council;
8. To consider feedback reports on the placement and employability of the passed out students and to suggest remedial measures, wherever necessary, for consideration of the Provost/ Academic Council;
9. To consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Provost/ Academic Council;
10. To perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Provost;

2. Time Table Committee

Constitution: HOD/Director shall constitute the committee amongst his/her teaching staff.

Role & Responsibilities:

To prepare the class timetable at the beginning of each semester

1. Teaching load distribution (Individual faculty's teaching load in the department).
2. Sharing teaching load from other departments.
3. Lab-wise subject allotment.
4. Assigning of classrooms and tutorial rooms
5. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
6. Department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
7. If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD/Director.
8. To prepare the Academic Calendar and Teaching Scheme and get it approved from the HOD/Director.
9. To gather the following informations to prepare Academic Calendar
 - a. Term Start and End dates

- b. Public Holidays
 - c. Dates for Continuous Internal Evaluations and Semester End Examinations
 - d. Dates for annual functions and festivals
 - e. Days for activities like Fresher's day, Traditional day, Teachers day, Engineers day, Pharmacy Day, farewell, etc.
 - f. Dates for short term courses, conferences, seminars, symposia and so on
 - g. Term work submission dates
10. With the information gathered, prepare a draft of the class timetables.
 11. Referring to the class timetables, prepare the timetables of individual faculty and labs. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies.
 12. Prepare the final class, individual and laboratory timetables and get them approved from the HOD/Director.
 13. Display the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library
 14. A copy of Academic Calendar, Time Table and Teaching Scheme are to be mailed to the Director
 15. Submit a copy of Academic Calendar, Time Table, Teaching Scheme to School Admin

3. Attendance Committee

Constitution: HOD/Director shall constitute the committee amongst his/her teaching staff.

Role & Responsibilities:

1. The attendance periods for a semester shall be prepared in advance and shall be informed to all the staff.
2. The subject teachers shall be intimated as to when and to whom the attendance sheets are to be submitted.
3. The attendance list shall be displayed within two days of receiving the attendance sheets.

4. Prepare the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians.
5. One copy of the same shall be handed over to the respective class counselor
6. Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on for subject teachers' ready reference.
7. Any other duties the Director / Principal may assign.

4. Committee of Class Counselors:

Constitution: The committee has been constituted by the class counselor of the school. HOD/Director shall be chairman of the Committee.

Role & Responsibilities:

1. To address the students' queries and take necessary steps to resolve them
2. To organize parents meeting, especially for Parents of defaulters.
3. To finalize the session plans and portion for Examinations of different semesters.
4. To decide the Starting and Ending of term.
5. To finalize rules of attendance (general), Industrial Visits, sports, medical leave etc.
6. To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.
7. Collect information regarding weaker students* from the subject teachers and arrange remedial classes, counselling sessions in consultation.
8. Identify good students and motivate them to excel.
9. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
10. Any other duty the Director/ Principal may assign.

*Weaker student in terms of academic and personal problems

5. Research Promotion Committee:

Constitution: It may be constituted with the senior faculties of the School / Dept.

Role & Responsibilities:

1. To organize Expert Talks, Seminars, Workshop to develop research environment amongst the student and staff of the school.

2. To help students/Staff in publishing research works, preparing research projects and for documentation.
3. To identify the good journals for the publication of research works and guide student to publish their work in the journals.
4. To carry out budgeting for research in annual budgeting of the school.
5. To promote student to get funding from different funding agency like Gujcost, AICTEC, etc.
6. To provide guidance and facilitate students for submission of funding proposals for their research work.

6. Training & Placement Committee

Constitution: It may be constituted with the senior faculties of the School / Dept. which is headed by Training & Placement officer or Training & Placement Dept. Head.

Role & Responsibilities:

1. To finalize the road map for betterment of the department and to monitor the progress toward the achievements.
2. To arrange the month meeting of all the members to review the current senior of progress report
3. To have liaison with industries, Government and non-Government organization.
4. To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc.
7. To prepare the students for competitive examinations such as TOEFL, GRE, GATE, CAT, etc.
8. To create data base on Alumni and their present position
9. To arrange for expert lectures by industry professional.
10. To collect feedback from industries coming for placement
11. To arrange workshop for entrepreneurship development.
12. To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.

7. Discipline Committee

Constitution: It may be constituted with the 3-5 senior faculties of the School/Dept. selected by Director of the School.

Role & Responsibilities:

1. To maintain disciplined environment in the campus.
2. To develop the procedure to maintain discipline in campus
3. To finalize the penalties or disciplinary actions against the violation of the rules.
4. To take monthly meeting to review the hygiene of the campus with respect of discipline.

8. Anti-Ragging Committee

Constitution: It shall be constituted as per the UGC norms.

As per UGC Norms:

“ Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.”

“Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.”

Role & Responsibilities:

1. To hold orientation programmes for students.
2. To hold joint sensitization programme and counseling of both freshers and senior by a professional counselor.

3. To hold joint orientation programmes of freshers and seniors to be addressed by the Principal/Head of Institution and the Anti Ragging Committee.
4. Send periodic reports of the action taken report to the district level committee and university.
5. The principal or Head of the Institution shall obtain an undertaking from every employee of the institution including teaching and non teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns, etc that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such member of the staff who report ragging which will form a part their service record.
6. The college canteens and hostel messes are also places where ragging often takes place. The employers/employees of the canteens/mess shall be given necessary instructions to keep strict vigil and to report the incidents of ragging to the college authorities if any.
7. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of the staff. Such staff member should interact individually with, each member of the group on a daily basis for ascertaining the problems if any faced by the fresher in the institution and extending necessary help.
8. In the case of freshers admitted of a hostel it shall be the responsibility of the teacher in charge of the group to coordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group lodges.
9. Freshers shall be lodged in a separate hostel block, wherever possible and where such facilities are not available, the college/institution shall ensure that seniors access to freshers accommodation is strictly monitored by wardens, security guards and college staff.
10. If any incident of ragging comes to the notice of the authority concerned, the accused student will be given opportunity to explain and if his explanation is not satisfactory the authority would expel him from the institution.

9. Women Cell

Constitution: It shall be constituted as per the UGC norms.

Role & Responsibilities:

1. To aware the students and staff members for the existence of such committee with in the campus
2. To organize awareness amongst the students and staff members to avoid sexually harassment with the campuses.
3. To maintain woman's dignity and interferes with her ability to operate freely at the campus.

10. Admission Committee

Constitution: It may be constituted with the senior faculties of the School / Dept. which is headed by Admission Head.

Role & Responsibilities:

1. To finalize the strategies for promotional activities.
2. To distribute the different tasks of admission procedure amongst the committee members.
3. To take monthly meeting to overview the progress report on promotional activities.
4. To submit the required admitted students details to Board of Management of the university and other regulatory committees for endorsement and enrollment.