



## KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

కాకతీయ ప్రేచ్ఛోగికీ ంవ విజ్ఞాన సంస్థాన, వరంగల - 506 095 తెలంగానా, భారత

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - 506 015 తెలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

### RESPONSIBILITIES OF VARIOUS DESIGNATES

Sl. No	Designation	Responsibilities
1	Principal	<ul style="list-style-type: none"> <li>• The Principal shall be the Chief Academic and Executive Officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline.</li> <li>• The Principal shall be the custodian of all records of the Institute.</li> <li>• The Principal shall assist the Secretary and Correspondent in implementing all the decisions of the Governing Body and other Committees constituted by the Governing Body; and in planning the development of the Institute.</li> <li>• The Principal shall be prepare the annual report of the Institute by 31st December of every year and present the same to the Secretary and Correspondent.</li> <li>• The Principal shall be responsible for planning the academic schedule, conduct of the class work as well as the examinations as prescribed by the University.</li> <li>• The Principal shall have the authority to regulate the working of all the employees of the Institute and ensure that they perform the duties assigned to them in an effective manner.</li> </ul>

		<ul style="list-style-type: none"> <li>•The Principal shall have power to sanction vacation, leave and permission to leave the head quarters in respect of all the employees. However, he may delegate these powers in respect of Technical supporting, Ministerial and Class - IV staff</li> <li>•The Principal shall have the power to depute members of staff for training or for a course of instruction or attending technical conferences, etc. inside India subject to such terms and conditions as may be laid down by the Governing Body from time to time.</li> <li>•Subject to the provisions made for specific purposes in the recurring budget, the Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Governing Body from time to time</li> <li>•The Principal shall be one of the co-signatories along with the Treasurer for operating the Bank accounts of the Institute.</li> <li>•The Principal, during the period of his absence, may temporarily delegate any of his powers to a senior faculty member with the approval of the Secretary and Correspondent.</li> <li>•The Principal shall exercise such other duties as may be assigned to him by the Governing Body from time to time.</li> </ul>
2	Professors	<ul style="list-style-type: none"> <li>•Class room and laboratory instruction, assessment of students guiding under-graduate / post-graduate student projects together with providing leadership in the conduct of course work in the relevant field of specialization.</li> <li>•Curriculum Development including design and development of new programmes and providing leadership to the activity of learner resource development and modernization of laboratories.</li> <li>•Interaction with industry and institution, leading</li> </ul>

		<p>to consultancy projects and extension activities and contributing to planning and organization of continuing education programmes.</p> <ul style="list-style-type: none"> <li>• Research and research guidance.</li> <li>• Student counseling and career guidance.</li> <li>• Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities.</li> <li>• Participation in administration and planning both at Departmental and institutional levels.</li> <li>• Contribution to resource mobilization effort of the Institution.</li> <li>• Any other responsibility specifically assigned by the Principal / Management of the Institute. Note: It is obligatory for all Professors to participate the essential academic activities viz., class room and laboratory instruction, guiding under graduation student's projects, examination work and assessment of students.</li> </ul>
3	Associate Professor	<ul style="list-style-type: none"> <li>• Class room and laboratory instruction, guiding under-graduate / postgraduate student projects, participation examination work and assessment of students.</li> <li>• Participation in curriculum development work including innovations in instructional work, development instructional aids and learner resource material.</li> <li>• Development of laboratories.</li> <li>• Research and Research guidance.</li> <li>• Interaction with industry, participation in industrial training of students and contributions to consultancy projects and extension services.</li> <li>• Interaction with students, involvement in co-curricular activities of students, students</li> </ul>

		<p>counseling and career guidance.</p> <ul style="list-style-type: none"> <li>• Participation in continuing education activities.</li> <li>• Participation in the administrative, planning and developmental activities at the departmental level and assisting at Institutional level.</li> <li>• Self - development involving acquisition of higher academic qualifications, research publications, and participation in professional conferences and attending continuing education programme.</li> <li>• Any other responsibility specifically assigned by the Principal / Management of the Institute. Note: It is obligatory for all Assistant Professors to participate in the essential academic activities viz., class room and laboratory instruction, guiding undergraduate student projects, examination work and assessment of students</li> </ul>
4	Assistant Professor	<ul style="list-style-type: none"> <li>• Class room instruction involving systematic organization of course material and presenting it, stress on concepts and applications, tutorial assignments, promotion of students participation, use of effective techniques including media, complete coverage of syllabus, class room discipline, promotion of self -learning and library reference work.</li> <li>• Laboratory instruction comprising selection of experiments; schedules of laboratory work; instructional manuals; working condition of the equipment; instruction, assistance and guidance; laboratory reports and their evaluation; completion of all experiments and interaction with students.</li> <li>• Guiding under-graduate student projects involving help in selection of projects and defining its objectives; assistance in identification of different activities, resource needs and time schedules; involvement in securing the resources; continuous guidance in completing</li> </ul>

		<p>the projects and finalization of the project reports.</p> <ul style="list-style-type: none"> <li>• Examination work and assessment of students consisting of conduct of class tests; setting question papers with proper coverage, choice of appropriate instruments, and ensuring standards; evaluation, ensuring proper range, distribution and average of awards; participation in examination work like preparation of examination schedule, invigilation, tabulation, and finalization of awards.</li> <li>• Participation in curriculum development work like development of structure for new programmes; formulation of new syllabi and preparation of new assignments, charts, models, transparencies, laboratory instructional manuals and lecture handouts.</li> <li>• Participation in laboratory development involving planning of a new laboratory or extension of existing laboratory; preparation of proposals for modernization of laboratory; preparation of proposals for modernization of laboratory; modification of existing experimental setups and setting up of new experiments.</li> <li>• Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organizing industrial visits.</li> <li>• Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co-curricular activities; student counseling and career guidance.</li> <li>• Assisting the internal administration in activities like preparation of time-tables, formulation of examination schemes, tabulation and finalization of seasonal awards and attendance, charge of laboratory, supervision of the work of laboratory</li> </ul>
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		<p>supporting staff, purchases and preparation of developmental proposals.</p> <ul style="list-style-type: none"> <li>• Self - development involving acquisition of higher academic qualification, personal research; publications; participation in professional conferences, workshops and seminars; attending continuing education programmes and involvement in the activities of professional organisations. Any other responsibility specifically assigned by the Principal / Management of the Institute. Note: It is obligatory for all Lecturers to participate in the essential activities viz. Class room and laboratory instruction, guiding undergraduate students projects, examination work and assessment of students.</li> </ul>
5	Professor of Training & Placement	<p>Development and continuous updating of data banks on:</p> <ul style="list-style-type: none"> <li>• Industries and other employing agencies with details of their professional activities, recruitment procedures, officers responsible for recruitment, nature of posts, recruitment qualifications, staff development practices and salary structures.</li> <li>• Organization which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programmes and officers responsible for training.</li> <li>• Alumni holding responsible position in industry and other organization. Experts available in industry and other professional organizations together with details of their specialization and experience.</li> <li>• Continuous collection of information of technical posts advertised and recruitment tests notified and dissemination of this information to the students</li> <li>• Dissemination of information regarding the avenues available for in plant training for the benefit of students and faculty.</li> </ul>

		<ul style="list-style-type: none"> <li>• Planning and conduct of career development programmes with assistance of the academic departments and external experts.</li> <li>• Continuous interaction with the Board of Apprenticeship Training, Madras or any other training organization and assisting the final year students in securing apprenticeship placement.</li> <li>• Organizing entrepreneurship training programmes in collaboration with the academic departments.</li> <li>• Organizing extension and special lecturers by professionals in cooperation with the academic departments.</li> <li>• Organizing and supervising in-plant training of pre-final year B.Tech. Students with active participation of faculty.</li> <li>• Organizing professional training for faculty members in consultation with departments.</li> <li>• Organizing campus interviews for placement of students.</li> <li>• Collection and dissemination of information regarding Master Degree programmes in Foreign and Indian Institutions and their procedures for admissions.</li> <li>• To generally assist the students in overcoming their difficulties.</li> <li>• Any other responsibility specifically assigned by the Principal / Management of the Institute.</li> </ul>
6	Administrative Officer	<ul style="list-style-type: none"> <li>• He will directly report to the Principal and will be assisting him in all matters related to the college administration.</li> <li>• He will assist the Principal in compilation of different statistical data required to prepare the reports to be submitted to the Government and other authorities, preparation of the annual</li> </ul>

		<p>reports and formulation of various development plans of the Institute.</p> <ul style="list-style-type: none"> <li>• He shall assist the Principal in the work related to the meeting of the Governing Body, Administrative Committee, Buildings &amp; Works Committee, Academic Committee, Selection Committee, etc. like preparation of agenda, notes and minutes as well as in the implementation of the decisions of all such bodies.</li> <li>• He will be overall in-charge of the office of the Institute and employees belonging to different cadres and working in the office will report to him. All papers to be put up to the Principal for orders or a policy decision shall normally be examined by him and presented to the Principal with his comments and suggestions.</li> <li>• He shall be responsible for the discipline as well as the smooth and efficient functioning of the office and the Institution.</li> <li>• Any other responsibility specifically assigned by the Principal / Management of the Institute.</li> </ul> <p><b><u>POWERS DELEGATED TO ADMINISTRATIVE OFFICER</u></b></p> <ol style="list-style-type: none"> <li>1. The powers of the Principal to sanction Casual Leave, Earned Leave, Medical Leave, Permission for late arrival / early departure in respect of the subordinate staff up to and including Office Superintendents and Laboratory Assistants are delegated to the Administrative Officer subject to the provision that the Administrative Officer shall seek orders of the Principal in all abnormal cases. For the rest of the employees the Principal will be the competent authority.</li> </ol>
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7	Librarian	<ul style="list-style-type: none"> <li>•General administration of the Library of the Institute under the general supervision of the Principal.</li> <li>•Preparation of the annual budget of the Library as directed by the Principal and makes it ready every year by 31st December.</li> <li>•Securing the suggestions of the Academic Departments regarding the books, periodicals and video tapes to be procured for the Library, obtain the approval of the Principal and take action to acquire the selected library resources.</li> <li>•Organizing and supervising the cataloguing and indexing the library books, periodicals and video tapes.</li> <li>•Planning and arrangement for the repairs of the Library resources.</li> </ul>

		<ul style="list-style-type: none"> <li>• Organizing and managing the safety and upkeep of the library books, periodicals, video tapes, furniture and other assets.</li> <li>• Assisting the Principal of the Institute in planning and development of the Library.</li> <li>• Assisting the Principal in the effort to generate the resources for the Library.</li> <li>• Any other responsibility specifically entrusted by the Principal / Management of the Institution</li> </ul>
	<p>Director of Physical Education</p>	<ul style="list-style-type: none"> <li>• General administration of the Physical Education Section of the Institute under the overall supervision of the Principal.</li> <li>• Preparation of the annual budget of the Physical Education section consistent with the guidelines given by the Principal and to prepare every year the annual budget by 31st December.</li> <li>• Undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.</li> <li>• Identification of the material required for the various sports items and games items, obtain the approval of the Principal and procure them.</li> <li>• Preparation of the calendar for various games and sports activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.</li> <li>• Conduct intramural matches in various games and sports activities and organize a Sports Day function. 6.7.7 Identify competencies of students, provide coaching wherever required and organize participation of the Institute in Inter-collegiate tournaments conducted by the University.</li> <li>• Organize tournaments or friendly matches with</li> </ul>

		<p>neighboring Institutions on a regular basis.</p> <ul style="list-style-type: none"> <li>• Safety, upkeep and maintenance of the assets and other games &amp; sports material of the Physical Education Section.</li> <li>• Assisting the Principal in preparing the developments plans for the Physical Education Section.</li> <li>• Assisting the Principal in the efforts to generate resources for the Physical Education Section.</li> <li>• Any other responsibility specifically entrusted by Principal / Management of the Institution</li> </ul>
	Computer Programmer	<ul style="list-style-type: none"> <li>• Assisting the faculty members in selection laboratory assignments, preparation of schedule laboratory work, preparation of instruction manual conduct of internal tests, University examinations and Undergraduate / Post-graduate project works.</li> <li>• Participation in the instructional and students guidance work in the computers.</li> <li>• To keep all the systems, software and peripherals in proper working condition for the class work and to assist the Head of the Department on all matters related to maintenance of the equipment in the computer centre.</li> <li>• 6.8.4 Safety and upkeep of the various manuals, reference material and other data kept in the computer centre as well as the various items of equipment, software, furniture and fittings of the computer centre</li> <li>• Participation in the planning of development and extension of the computer centre, preparation of proposals for all types of development, correspondence for purchase of equipments and spares, receipt, testing and installation of new equipment and organizing new assignments in the computer centre.</li> </ul>

		<ul style="list-style-type: none"> <li>• Participation in the conduct of part-time courses including offering of theory and laboratory courses and in the consultancy work undertaken by the Institute.</li> <li>• Participation in the computerization of the college administrative office, Library and Stores and to provide training to the college staff in connection with such computerization work.</li> <li>• Self-development involving acquisition of higher qualifications, participation in continuing education and professional training camps.</li> <li>• Any other responsibility specifically entrusted by the Principal / Management of the Institution</li> </ul>
	Project Officer	<ul style="list-style-type: none"> <li>• Custodianship of all the immovable assets of the Institution like the land, buildings, roads, drains, sewage, water supply system, electrical power system and other utilities as well as the furniture and maintenance of the necessary records of these assets.</li> <li>• Identification of the maintenance requirements of the immovable assets and furniture of the Institute and assisting the Principal in the preparation of the annual budget for the maintenance of the immovable assets and furniture by 31st December.</li> <li>• Participation in the preparation of the detailed estimates for the budgeted maintenance and minor modifications and securing the approval of the competent authority for the same.</li> <li>• To assist the Principal in the preparation of the proposals for new buildings and services required for the Institution and in securing the approval for such proposals from the competent authority.</li> </ul>

		<ul style="list-style-type: none"><li>• Preparation of detailed plans and estimates for all new constructions and to assist the Principal in securing the approvals from the competent authority.</li><li>• Execution of all approved maintenance works after calling for tenders or quotations wherever necessary, maintain the necessary accounts and furnishing completion reports together with expenditure statements.</li><li>• Supervision of all approved new constructions ensuring quality control, progress of work and adherence to approved estimates together with submission of progress reports and expenditure statements.</li><li>• Participation in the process of purchase of various items of material required for Estate Section, satisfying the procedures prescribed for the same.</li><li>• In-charge ship of the stores of the Estate Section together with maintenance of stock registers, record of issues and Measurements Books.</li><li>• Assignment of work and duties to the staff of the Estate Section which includes gardening and security staff and supervision of their work.</li><li>• Engagement of casual labour with the approval of the competent authority, supervise their work and process their wage bills.</li><li>• Any other responsibility specifically entrusted by the Principal / Management of the Institution.</li></ul>
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