DELEGATION OF ADMINISTRATIVE POWERS

Delegation of administrative powers involves assigning responsibility and authority for specific tasks to other individuals/Cells within the organization, empowering them to make decisions and act on behalf of the Head of the Institution. It enhances efficiency, fosters growth, and allows superiors to focus on broader strategic priorities.

Roles and Responsibilities:

Principal

- Oversee the academic functions of the Institution, ensuring Faculty deliver effective teaching aligned with the Curriculum prescribed by UGC, JNTUA, AICTE and Management.
- Ensure regular Academic Reviews, Teaching Quality Monitoring and Implementation of Innovative Teaching methodologies.
- Organize and preside over meetings of the Board of Studies and Academic Council to review and upgrade the curriculum.
- Promote academic excellence by encouraging Faculty Development, Student engagement and Outcome-based Education practices.
- Monitor the functioning of Administrative staff, ensuring adherence to Institutional procedures related to:
    - Student Admissions and Documentation
    - Fee collection and financial transactions
    - Attendance management
    - Staff recruitment and HR processes
    - Salary disbursement
    - Procurement and inventory management
    - Accounts maintenance and audit compliance
- Ensure all administrative activities are carried out in compliance with Institutional and statutory norms.
- Supervise the procurement and maintenance of essential infrastructure including:
    - ❖ Laboratory equipments
    - ❖ Furniture and fixtures
    - ❖ Library resources
    - ❖ IT and teaching aids
- Ensure that all purchases are need-based, cost-effective and in line with Institutional Planning.
- Obtain necessary approvals from competent authorities within the stipulated timeframe.
- Maintain compliance with all regulatory and Accreditation bodies.
- Foster a positive and collaborative environment among all stakeholders including:
    - Teaching and Non-teaching staff
    - Students and Parents
    - Alumni and Industry Partners
- Address grievances amicably and ensure open communication channels are maintained.
- Oversee implementation of HR policies within the institution.

- Ensure appropriate recruitment, orientation, appraisal, and professional development of staff.
- Represent the Institution in HR matters with external stakeholders when required.
- Convene and lead monthly review meetings with Deans, Heads of Departments, and key administrative personnel.
- Analyse Institutional Performance and initiate measures for Continuous Improvement.
- Set strategic goals for the Institution and monitor progress towards achieving them.

Vice Principal Academics

- Ensure the curriculum is aligned with Academic standards and Institutional goals.
- Develop and implements Academic calendars, Timetables.
- Monitors Faculty performance and provides Academic leadership and support.
- Oversees Academic audits and Continuous improvement initiatives.
- Tracks Academic Progress and implements intervention strategies.
- Enforces Academic Policies and Regulations across Departments.
- Guides the development and evaluation of Student Mentoring frameworks.
- Supervises assessment Procedures, Result Performance and grievance Redressal.
- Facilitates coordination among Departments for Academic coherence.
- Organizes Training, Workshops and Professional Development Programs.
- Ensures the availability and maintenance of Teaching-Learning resources.
- Encourages Faculty and Student Research, Publications and Project initiatives.
- Promotes adoption of modern Pedagogical tools and ICT integration.
- Maintains transparent communication with all Stakeholders on academic matters.
- Contributes to long-term Academic Vision, Rankings, and Institutional development.

Vice Principal PG Programs

- Designs and updates curriculum tailored to Postgraduate Academic and Industry needs.
- Ensure effective delivery of PG programs across Departments.
- Maintain high academic standards through regular evaluations and benchmarking.
- Promotes a strong Research culture by supporting PG Theses, Publications and Funded projects.
- Coordinates with Faculty for effective mentoring and supervision of PG students.
- Ensures access to specialized Laboratories, Libraries and Digital tools for PG learning.
- Assists in smooth and transparent PG Admission Procedures.
- Encourages cross-Departmental and Interdisciplinary initiatives.
- Aligns PG academic Timelines with Institutional and regulatory guidelines.
- Oversees Internships, industrial training and major Project evaluations.
- Monitors Academic and Research progress of PG students regularly.
- Ensures all PG activities comply with university and regulatory body norms (AICTE, UGC)
- Manages Internal assessment frameworks and end-semester evaluations.
- Implements structured mentoring systems for Academic and Career guidance.
- Builds networks for Placements, Expert lectures and collaborative Research.

Vice Principal – Administration

- ➢ Supervise day-to-day administrative functions of the institution to ensure smooth and efficient operations.
- ➢ Monitor maintenance, cleanliness, and functioning of academic blocks, laboratories, classrooms, hostels, canteen, and other physical facilities.
- ➢ Ensure discipline and decorum across the campus by coordinating with security, faculty, and student welfare departments.
- ➢ Oversee non-teaching staff performance and coordinate with respective departments for effective manpower utilization.
- ➢ Act as a bridge between the administrative staff and the Principal for effective policy implementation and issue resolution.
- ➢ Submit periodic reports related to administrative functions, maintenance, campus activities, and incident reports to the Principal.
- ➢ Supervise campus security arrangements, CCTV surveillance, fire safety equipment,
- ➢ Conduct regular checks of classrooms, laboratories, washrooms, hostels, and other facilities to ensure standards are maintained.
- ➢ Ensure optimal allocation and utilization of physical and logistical resources like classrooms, furniture, transport, power backup, etc.
- ➢ Facilitate administrative arrangements for institutional events such as convocations, seminars, fests, and workshops.
- ➢ Monitor college transportation services, ensure proper routing, scheduling, and timely maintenance of vehicles.
- ➢ Supervise vendor contracts and services for housekeeping, security, gardening, Canteen and maintenance services.
- ➢ Ensure compliance with local government, fire department, safety norms, and maintain necessary records/documentation.
- ➢ Oversee proper waste disposal practices including segregation of biodegradable, non-biodegradable, and e-waste.
- ➢ Address non-academic grievances of staff and students in coordination with concerned departments.
- ➢ .Maintain a proper inventory of all institutional assets and oversee annual physical verification.
- ➢ Collaborate with academic administrators for timely completion of construction, renovation, and upgradation works.
- ➢ Supervise consumption of water, electricity, internet, and initiate energy-saving measures where applicable.
- ➢ Coordinate periodic drills and ensure readiness to handle medical, fire, or other emergencies on campus.
- ➢ Implement a systematic visitor entry protocol and ensure proper logging and access control.
- ➢ Issue and circulate administrative memos, notices, and institutional announcements as per the Principal's directives.
- ➢ Set up a feedback system for infrastructural and administrative services to facilitate continuous improvement.

➢ Coordinate with IT team to ensure proper functioning of institutional software, biometric systems, surveillance, and IT assets.
➢ Provide required administrative data and support for NAAC, NBA, AICTE, UGC inspections and other quality audits.

Dean Administration

➢ Provide strategic leadership in handling day-to-day Administrative operations of the institution.
➢ Ensure smooth implementation of Institutional Policies and Administrative decisions.
➢ Supervise maintenance, safety, and effective use of infrastructure and physical facilities.
➢ Coordinate administrative functions across departments to promote operational efficiency.
➢ Monitor allocation and utilization of resources including staff, facilities, and budget.
➢ Ensure compliance with statutory, regulatory, and institutional documentation requirements.
➢ Address administrative grievances from Faculty, Staff and Students professionally.
➢ Oversee campus support services such as security, transport, canteen, and housekeeping.
➢ Manage logistics and support for institutional events, meetings, and official programs.
➢ Prepare and submit administrative reports to the Principal and support Institutional planning.

IQAC Coordinator

➢ Ensure that the mission and vision of the institute are embedded in academic and administrative processes.
➢ Coordinate the effective and timely execution of strategies and decisions made by the IQAC committee.
➢ Formulate quality benchmarks and metrics for academic, administrative, and student-centric functions.
➢ Monitor academic standards and practices in alignment with accreditation and ranking criteria (e.g., NAAC, NBA, NIRF).
➢ Compile and document Institutional activities, quality initiatives and Innovations to enhance the Institutional quality culture.
➢ Lead the preparation and timely submission of Annual Quality Assurance Report (AQAR) and Data Capturing Systems for NAAC, NIRF, AISHE, and other regulatory bodies.

- ➢ Establish structured feedback systems from students, alumni, faculty, employers, and parents for quality monitoring and improvement.
- ➢ Assist in formulating short- and long-term academic and administrative goals to promote continual improvement.
- ➢ Develop and maintain a comprehensive quality manual including templates, parameters, and guidelines for academic activities.
- ➢ Compile the Institutional activity calendar by consolidating Departmental plans and academic schedules.
- ➢ Organize Periodic Academic and Administrative audits and initiate corrective actions based on findings.
- ➢ Review the Departmental Activities monthly wise through IQAC Hours by maintaining in Portal in the context of quality initiatives.
- ➢ Review and validate monthly progress reports from departments and deans to ensure alignment with quality objectives.
- ➢ Build and maintain robust internal communication channels for the dissemination of quality practices.
- ➢ Conduct workshops, seminars, and training sessions to promote awareness about quality assurance across all Stakeholders.
- ➢ Identify, document, and propagate best practices and innovative approaches within the institution.
- ➢ Actively involve Faculty, Students, Alumni, Employers and Industry in the Institution's Quality Enhancement journey.
- ➢ Cultivate a culture of continuous Quality Improvement through periodic reviews, Strategic interventions and collaborative planning.

Industry Institute Interaction Cell Coordinator

- ➢ Organize Workshops, Training sessions and Skill development programs aimed at equipping Faculty and administrators with skills to better engage and support students.
- ➢ Plan and oversee student-focused activities such as seminars, mentorship initiatives, Industrial visits, and hands-on Training programs.
- ➢ Establish and maintain Memoranda of Understanding (MoUs) with industry partners and organizations to facilitate internships and professional learning pathways.
- ➢ Monitor and enhance the student mentoring and counseling system in alignment with institutional goals.
- ➢ Engage in continuous professional development by participating in academic and industry-related forums and training programs.
- ➢ Represent the cell in campus-level events and departmental meetings as assigned.
- ➢ Promote ongoing faculty and student development by encouraging participation in skill-building and industry-linked initiatives.
- ➢ Lead the planning and execution of Institutional outreach programs that promote industry-academic collaboration.
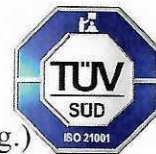
> ➤ Ensure timely registration and participation of students in Internships as per academic guidelines and semester plans.
> ➤ Regularly visit internship locations to track student progress and maintain institutional-industry engagement.
> ➤ Collaborate with Alumni Coordinator to explore Internship and Placement opportunities through alumni networks.
> ➤ Provide insights and suggestions for curriculum refinement to align it with evolving industry standards and requirements.
> ➤ Work closely with Heads of Departments and other Deans to embed career development and internship opportunities into academic planning.

Advisor – Research & Development (R&D) and Consultancy

> ➤ Provide strategic guidance for enhancing the institute's research output and consultancy engagement.
> ➤ Advise on institutional R&D policy formulation, improvement, and implementation.
> ➤ Identify emerging and priority research areas to align with national and global scientific and technological trends.
> ➤ Promote a research-driven culture among faculty and scholars by mentoring and supporting high-impact projects.
> ➤ Facilitate collaboration with industries, research organizations, and funding agencies for sponsored projects and consultancy.
> ➤ Review research proposals and consultancy offers for relevance, feasibility, and alignment with institutional goals.
> ➤ Encourage faculty to apply for government and private research grants and support the proposal preparation process.
> ➤ Monitor the progress of major research and consultancy projects, ensuring timely deliverables and compliance.
> ➤ Guide intellectual property generation and assist in patent filing, commercialization, and IP rights protection.
> ➤ Provide insights and recommendations to the R&D cell regarding infrastructure improvement and resource mobilization.

Associate Dean – Research and Development (R&D)

> ➤ Spearhead initiatives to uphold and elevate the research standards and culture across the institute.
> ➤ Formulate and periodically revise policies, protocols, and frameworks governing research and development activities.
> ➤ Strengthen institutional research capabilities by encouraging innovation, infrastructure growth, and faculty engagement.
> ➤ Inspire and support faculty members to undertake research in their respective domains of expertise.
> ➤ Facilitate the development of state-of-the-art research infrastructure that supports both individual and collaborative research pursuits.

➢ Ensure that research grants and funds are properly utilized, accounted for, and reported in compliance with funding guidelines.

➢ Encourage and promote research in new and interdisciplinary fields aligned with global trends and societal needs.

➢ Cultivate cross-functional and cross-disciplinary research collaborations among departments and external bodies.

➢ Oversee the quality and functioning of research centers, supervise ongoing projects, and coordinate the training of research scholars.

➢ Forge long-term research alliances with industries and academic institutions for funding, mentorship, and technology transfer.

➢ Track and evaluate the research output of faculty members and maintain a centralized record of all R&D activities.

➢ Document and maintain records of all research proposals and projects (submitted, in progress, or completed).

➢ Keep a detailed database of recognized research supervisors and registered research scholars.

➢ Ensure timely submission of utilization certificates and progress reports for externally funded research initiatives.

➢ Maintain comprehensive records of all consultancy work, patents, copyrights, and intellectual property developed by the institution

Head of the Department (HOD)

➢ Ensure staff attendance is accurately recorded and submitted to the Vice Principal Administration's office by 10:00 A.M. each day.

➢ Assign courses to Faculty members well in advance and designate course coordinators before the end of the current semester.

➢ Supervise the preparation of teaching plans in the prescribed format and confirm their availability on the Learning Management System (LMS) before classes begin.

➢ Ensure departmental timetables are prepared following the Principal's guidelines and are shared with faculty and students prior to the start of the semester.

➢ Interact with students from each section every 15 days to understand academic or personal challenges and resolve them.

➢ Regularly verify faculty-maintained student attendance registers and ensure study materials (e.g., notes, PPTs, question banks) are updated on the LMS.

➢ Monitor the timely evaluation of Continuous Internal Evaluation (CIE) answer scripts and ensure result analysis is completed before the deadline.

➢ Identify and communicate departmental needs such as additional staff, infrastructure, books, and lab equipment to the Principal.

➢ Guide Faculty in Teaching, Research, Publication, Innovation Real-world applications, Consultancy and Departmental administration.

➢ Ensure students follow the Institutional dress code through class Incharges.

➢ Conduct Departmental meetings once a month, maintain minutes, and act on decisions taken.

- ➢ Collect Student feedback in two Phases for all Faculty provide constructive input, share it with the Vice Principal Academics and respective HODs, and support faculty improvement.
- ➢ Collect Outcome-Based Education (OBE) feedback at Semester end and prepare outcome assessments.
- ➢ Oversee the communication of Student Attendance and Internal marks to parents regularly.
- ➢ Personally counsel students with poor attendance or who miss internal assessments through mentors and class In charges.
- ➢ Form Student Project teams and assign guides as per academic guidelines.
- ➢ Route all official communication through the Principal's office to ensure transparency and order.
- ➢ Appoint a responsible Faculty member as acting HOD during any absence and ensure smooth handover of files and contact availability.
- ➢ Assign students to each Faculty Mentor and monitor mentoring effectiveness throughout the academic year through Department Mentoring Coordinator.
- ➢ Update Institutional authorities regularly on key Departmental events and achievements.
- ➢ Organize Remedial classes through Department Remedial In charge for academically weaker students to support improved performance.
- ➢ Enforce Academic Discipline, punctuality, and Professional conduct within the department.
- ➢ Comply with all academic and administrative instructions issued by the Principal.
- ➢ Maintain and regularly update all Departmental files and documentation as per formats suggested by IQAC & PAARC.
- ➢ Ensure all Department labs are secured and locked after use, especially at the end of the day.
- ➢ Plan and conduct value-added programs, workshops, and seminars. Maintain student participation records and submit reports to the Vice Principal Administration.
- ➢ Submit the HOD diary documenting Departmental activities to IQAC through IQAC hours maintained by DQAC and Principal monthly.
- ➢ Confirm all course materials are uploaded and accessible via MOODLE platforms.
- ➢ Verify that Faculty meet the minimum workload of per week including the required number of teaching hours prescribed by Institution.
- ➢ Offer required academic inputs and documentation for Academic Council and Governing Body meetings.
- ➢ Take the initiative to organize International Conferences in key or emerging subject areas relevant to the Department.

Faculty Members

- ➢ Suggest relevant textbooks and reference materials for library acquisition at the beginning of each semester.
- ➢ Design comprehensive instructional material including course outlines, lecture notes, assignments, quizzes, video lectures, tutorials, and lab manuals ahead of the semester start.

- ➤ In collaboration with the course coordinator, prepare a unit-wise question bank comprising a variety of question types, with at least 50 questions per unit.
- ➤ Aim to achieve a minimum of 90% pass rate in the courses taught.
- ➤ Actively participate in Faculty Development Programs, Workshops and relevant training.
- ➤ Ensure full coverage of the syllabus within the allotted timeframe.
- ➤ Motivate students to take part in Co-curricular and Extracurricular initiatives.
- ➤ Strive to publish textbooks or research articles in reputable national and international platforms.
- ➤ Include 5–10 Student-focused activities in the Teaching schedule to enhance learning engagement.
- ➤ Be present in class at least 5 minutes before it starts, remain throughout the session, and never leave early.
- ➤ Begin classes by reviewing previous topics, introduce learning outcomes, engage students for the full period, and summarize before concluding.
- ➤ Incorporate multimedia tools such as Power Point presentations, models, and other visual aids in classroom delivery. Avoid dictation of notes.
- ➤ Carry the attendance register to class, mark attendance immediately, and do not permit early exits. Latecomers should not be marked present.
- ➤ Record absentees and topics covered in the activity diary within 15 minutes after class, especially for the first period.
- ➤ Maintain clear, error-free registers with absentees marked in red ink and no overwriting.
- ➤ Submit the attendance register to the class in-charge on the last working day of every month.
- ➤ Allow entry but deny attendance for latecomers; counsel repeat offenders to improve behaviour.
- ➤ Classes should be conducted strictly as per the timetable; changes must be coordinated with the class in-charge and HOD.
- ➤ Prepare thoroughly for classes and be adaptable to schedule changes or substitutions.
- ➤ Follow the schedule meticulously to ensure all units are completed without omission.
- ➤ Identify and provide additional support to underperforming students via remedial sessions as planned by the department.
- ➤ Use a minimum of 8–15 PPT slides per lecture for better comprehension.
- ➤ Counsel students with low attendance to avoid consequences such as condonation or detention.
- ➤ Encourage creativity and innovation through motivational teaching strategies in Enforce dress code, punctuality, and overall discipline within and outside the classroom.
- ➤ Do not carry mobile phones to class; ensure students follow the same by conducting random checks.
- ➤ Build rapport with students, provide guidance for academic, behavioural, and career development & Supervise student behaviour in common areas and during transport, maintaining decorum.
- ➤ Take mentorship seriously by promoting academic success, discipline, ethical conduct, and personal development.

- ➤ Perform all lab experiments personally before students conduct them, ensuring concept clarity.
- ➤ Evaluate students continuously and conduct assessments during the lab session itself. Avoid calling students to cabins for corrections.
- ➤ Fulfill examination responsibilities including invigilation, evaluation, and roles assigned by the COE or exam office.
- ➤ Complete all departmental assignments within deadlines and keep the HOD informed about task status and file updates.
- ➤ Promote teamwork, maintain integrity, and share responsibility in academic and institutional development.
- ➤ Maintain dignity and fairness in classroom behavior without showing bias.
- ➤ Avoid idle activities, utilize time for professional development through courses like NPTEL, SWAYAM, MOOCs, and attend FDPs and seminars.
- ➤ Undertake tasks assigned by higher authorities (Principal, Vice Principals, HOD, COE, etc.) with sincerity and dedication.

Non-Teaching Staff

- ➤ Ensure smooth day-to-day administrative operations and support academic departments effectively.
- ➤ Maintain accurate records related to student admissions, attendance, results, and staff service registers.
- ➤ Provide courteous and efficient assistance to students, faculty, visitors, and external stakeholders.
- ➤ Handle office correspondence, documentation, and filing in accordance with institutional procedures.
- ➤ Assist in the organization of Academic Events, Meetings, workshops, and examinations.
- ➤ Manage inventory, maintain office equipment, and ensure proper utilization of institutional resources.
- ➤ Coordinate with the examination cell for smooth conduct of Internal and External assessments.
- ➤ Maintain confidentiality and integrity in handling official data and sensitive information.
- ➤ Support faculty and management in maintaining discipline and order within campus premises.

PRINCIPAL

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