



The duties of the Principal may be suitably categorized as

a) Academic Administration:

- I. On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by JNTU, AICTE, UGC, State Government and the Governing Body of the college.
- II. Will be assisted by various Heads of the departments, Dean -Academic, Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- III. Matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
- IV. In Admissions process, coordinator-admissions will assist the Principal.
- V. In matters related to academic work, he will be assisted by the Dean-Academic, Chairman, Board of Studies and heads of the departments.
- VI. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- VII. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.
- VIII. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- IX. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- X. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.



- XI. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of examinations of the college.
- XII. In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Dean Academic.
- XIII. The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- XIV. Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.
- XV. Shall monitor, evaluate research, development and consultancy activities. Dean, R&D, will assist the principal in this matter. He shall advise and guide the faculty members to get sponsored research projects from various funding agencies.
- XVI. The principal should promote industry-institute interaction for better employability of the students.
- XVII. Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- XVIII. Arrange finishing School for the students with the active association of Dean, campus relations.
- XIX. Shall efforts to look after overall welfare of staff and students.
- XX. For effective functioning of the college he shall build close rapport between staff, students and management.
- XXI. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- XXII. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, State Council of Technical Education, Department of Technical Education authorities.
- XXIII. Shall involve faculty members at different levels for various institutional activities.



b) General Administration

On general administrative matters Principal shall be assisted by Dean-Academic, Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

- I. Shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.
- II. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
- III. Arrange performance appraisal of faculty and supporting staff.
- IV. Shall have power to sanction EL, HPL, ML, EOL upto the level of Heads of departments, except himself.
- V. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- VI. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- VII. Campus maintenance cell shall work under the instructions of Principal.
- VIII. Directed to establish a HR Department to take care of several PRO activities of faculty, Staff and others.

c) Financial Administration

- I. Principal is assisted by the Finance committee in financial administration.
- II. Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- III. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- IV. All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.\



- V. Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- VI. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- VII. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- VIII. Shall countersign T.A bills.
- IX. Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.

1. Finance Officer

The chief finance officer of the college shall play a key role in preparing the budget of the college. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the college.

His functions also include

- I. Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non- teaching, supporting and other staff, purchase of equipment, general maintenance etc. and obtaining approval from the Governing Body.
- II. Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the college.
- III. All the staff employed in the accounts section works under CFO/FO. CFO/FO shall monitor and supervises the activities of the staff under his/her control.
- IV. Preparation of pay roll.
- V. Verification of records, receipts and payments, income and expenditure, quarterly- budget control statements, statements related to cash and funds flow, and preparation of balance sheet.
- VI. Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- VII. Maintenance of accounts pertaining to sponsored research projects.
- VIII. Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/college.



- IX. Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action.
- X. Any other work related to the accounts assigned by the Board of Governors, Academic Council and the Principal.

2. Roles & Responsibilities of Controller of Examination

The Director of Evaluation shall be appointed by the Principal on the recommendations of a selection committee constituted for the purpose:

The Director of Evaluation shall be the responsible for the conduct of External Examinations and Internal Examinations of the college and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Principal. He shall be a full-time salaried officer and shall work directly under the directions and control of the Principal;

It shall be the responsibility of Director Evaluation.

- I. To prepare and announce in advance the calendar of examinations;
- II. To arrange for printing of question papers;
- III. To arrange to get performance of the candidates at the examinations properly assessed, and process the results;
- IV. To arrange for the timely publication of results of examinations and other tests ;
- V. To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
- VI. To take disciplinary action where necessary against the candidates, paper- setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
- VII. To review from time to time, the results of university examinations and forward reports thereon to the Academic Council.
- VIII. To process the results and communicate the same with the affiliating university to issue, necessary award lists.

The Director Evaluation shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.



3. Roles & Responsibilities of Dean Student Welfare

- I. To arrange for congenial living environment in the campus including Hostels for the students.
- II. To monitor day to day essential support required for academic and co-curricular activities of students.
- III. To arrange for special care for the weaker and needy sections of students.
- IV. To prepare plan and execute programmes for holistic development of the students.
- V. To nominate student representatives to various bodies of the college in approval with Academic Council.
- VI. To arrange to depute students to participate events/programmes outside the college
- VII. To keep in touch with the guardians as and when required.
- VIII. To arrange for maintenance of students' discipline in the college.

4. Roles and Responsibilities of Head of the Department

- I. Responsible for all the academic affairs of the Department.
- II. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- III. Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
- IV. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- V. Looks after the matter related to R & D, Consultancy and Research Publications.
- VI. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- VII. Responsible for mobilizing his/her Faculty Member for different research grants.
- VIII. Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.



5. Roles and Responsibilities of Administrative Officer:

- I. Provides guidance to college administrative and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years expenditures; assists the Dean in strategic planning for the college.
- II. Maintains an effective oral and written communications process between college administrators and their staff and the Office of the Dean regarding fiscal and other matters.
- III. Acts as a liaison between the college, accounting, purchasing, and payroll departments; ensures college compliance with University policy and procedures.
- IV. Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Faculty and Staff hiring process.
- V. Administers processes for inventory control, disbursements, and staff continuing education programs.
- VI. Prepares or supervises the preparation of financial and statistical reports.
- VII. Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.
- VIII. Develops and implements procedures within the college that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.
- IX. Manages the Office of the Dean in their respective college.
- X. Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- XI. Complies with all State and University policies.

Other duties may be assigned.

6. Roles and Responsibilities Physical Director

- I. To promote sports activities in the university.
- II. To help schools/hostels in conducting in their sports meets.
- III. To conduct annual sports competitions, presentation and arrange prize/certificates.



- IV. To prepare agenda and convene meeting of the various sports clubs and University Sports Committee, and take consequential action thereon.
 - V. To purchase of sports equipment, articles etc.
 - VI. To supervise the work of junior and field staff and assign work to them.
 - VII. To coordinate with all other Section of the University and relevant outside sports agencies e.g. AIU, NSF, IOA etc.
 - VIII. To supervise the maintenance of all sports facilities.
 - IX. To make all necessary sport purchases and maintain all records.
 - X. To prepare annual reports on sports for inclusion in the annual report of the college.
- Any other duties assigned from time to time.

7. Roles & Responsibilities of Chief Librarian

- I. To supervise and co-ordinate the work of University Library system
- II. To provide instructions to new members in the use of the Library.
- III. To plan book acquisition programme of the library and select books for order, especially in the area of social science.
- IV. To work out exchange and gift arrangements with several hundred institutions in India and abroad.
- V. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.
- VI. To develop programme of library management for improving the efficiency of the library. - General correspondence relating to financial matters.

8. Roles & Responsibilities of NCC Officer in-charge

- I. To Conduct Registration for students.
- II. To organize NCC Training camps as per the Authorized NCC Commandant.
- III. To perform daily camps/parade practices.
- IV. To prepare them for selections in 26th January- Republic Day; 15th August- Independence Day celebrations.



- V. Preparing the candidates for NCC Certificate Examinations.
9. Roles and Responsibilities of NSS officer in-charge:
- I. He/She will plan NSS regular activities and special camping programme.
 - II. The Programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements.
 - III. He/She will divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
 - IV. He/She will supervise the work of NSS volunteers.
 - V. He/She will maintain the necessary records and registers prescribed by programme coordinator of the university.
 - VI. He/She will ensure that the basic aims of NSS programme i.e. personality development of NSS volunteers, interaction of the different classes of the society take place harmoniously and the NSS volunteers and community.
 - VII. He/She will be responsible for the equipment and stores purchased out of NSS funds. He/she will hand over the charge of NSS equipment and stores to his/her Successor at the end of his/her tenure.
 - VIII. He/She will submit the reports to the NSS regional centre periodically, programme coordinator, NSS state liaison officer.
 - IX. He/She will liaise with the officials of the department of NSS projects and activities.