RESPONSIBILITIES OF THE COLLEGE OFFICIALS
DATA TO BE MAINTAINED

PRINCIPAL

Staff Council / FDP, Finance, Website, Softwares, Admission, Alumni, JHEASA, Xavier Board, AIACHE, Medical, College Policies, Authorization of Certificates,
Counselling, Chief Controller, College Office / IID Planning, Sec. to Governing Body, Chairman-Academic Council & Non-Statutory Bodies, UGC / AICTE / University

COE

Exams
QP, QB, Timetables
Awards, Convocation
Audit, Results
Squad, Handbook, Calendar
CO/PO/PSP, infrastructure

Library, Departmental, Seminars, New Innovation, E-journals, Softwares, Strengths, Managing Library, all library related files

Vice-Principal

Common functions: Discipline, regularity punctuality, orientations, common functions, Attendance, monitoring the performance of the students

Campus Minister, Students Welfare, Digital Boards, Media & Press, Magic Youth, AICUF, Extension

Sexual Harassment Counselling, Grievances
Anti Ragging, Anti Drug
Minorities Welfare
Legal

Student Council, Girls student welfare related

Student Council, Sports and Games. NCC / NSS

Student Council, Swatch Bharath, Common celebrations, National events

Dean of Student Affairs

IQAC

International seminars / workshops, Cluster, NAAC – 7 Criterions / NIRF / AQAR / AISHE / India Today / Week / Education World/ Audits, SEC, Governing Body, Coordinators, Yoga, Women Cell, Voice4Girls Certificate courses, Bridge Course, Remedial, Grievance, MoUs, Equal Opportunity Cell, Competitive Cell, Anti Drug, Anti Ragging, Inter Faith, Gender Equality, FDP, NPTEL, National Green Corps, Best Practices, Documentation, Mentoring

Dean Academics

Faculty, Student, GE Orientation,
FY UP-NEP
Syllabus Revision
Board of Studies
Academic Council
Deans / HODs meeting,
Staff Meeting
Internships
Project Review, Formats
FDPs / PTM,
Mentoring Remedial

Dean/s

Schools

HOD

Discipline,
Departmental activities,
Syllabus, Timetables, Student regularity,
Student achievements,
Staff achievements, Seminars,
Workshops, Guest lectures, Placements,
Higher studies, Competitions, Paper / Books publications, Projects, Internships,
Exhibitions, Industrial trips, Extensions
Innovation, Start-ups, Parent Student Data, Alumni, YouTube lessons, LMS / Good Practices, Skill enhanced, Staff assessment, student PSP outcome

Dean Research

Innovations
Publications
Patents
Books
Projects
Seed Money
IIC
ARIIA Ranking
IPR, Incubation
Start-ups Policies
Promotions
Seed money
Research projects
TOT