

Roles & Responsibilities of Administrative Body/ Director

1. Administrative members must maintain the highest ethical standards within the institution and academic setting.
2. The administrative body integrates the Institute's value into its teaching, research, and extension activities.
3. Members must follow appropriate rules, standards, laws, and regulations while performing their task.
4. Members are responsible for following university norms and maintaining high-quality teaching, learning, and research within the Institute.
5. The Director/HoDs will carry out the policies set by the governing body.
6. Coordinate between statutory and non-statutory bodies/committees.
7. Encourage and encourage faculty and staff in carrying out their roles effectively.
8. Formulate policies and assign committees to implement them. Administrators serve as the institution's spokesperson and contribute to its growth strategies.
9. Maximize utilization of the institution's infrastructure for academic and professional growth.
10. Promote and monitor academic and curricular activities, including conferences, seminars, workshops, and education festivals.
11. To promote research and development activities.
12. Develop, implement, and monitor Institute's strategic plans.
13. Advising faculty on including and promoting students in research and development projects for the Institute.
14. The role include creating a conducive climate for academic and industry interaction, as well as creating opportunities for students to gain employment.
15. Regularize service, declare probation, and release increments for faculty members, including CAS. Conduct performance appraisals for both teaching and non-teaching staff.
16. They are responsible for promoting discipline and decorum in accordance with regulations, and taking appropriate action.



Academic Roles and Responsibilities of Teaching Staff

1. Teaching profession is a noble profession which requires each faculty to be 'intellectually honest' and a 'role model' for the students. It is expected all actions of faculty members are to be guided by these two tenets.
2. Besides being a subject expert, faculty members are often to play a role of mentor without being an official 'Mentor' of the class. Each faculty is to read and understand the ROLES & RESPONSIBILITIES of a mentor as given in Appendix-E and develop themselves to fulfill this role.
3. Each faculty is to prepare week-wise Lesson Plan as per the Academic Circular 3/2007 for the subject (s) allotted to him/her. Share the Lesson Plans with the students. Prepare the study material/courseware as per the Lesson Plan (s).
4. Be punctual in the class and follow the Lesson Plans rigorously for delivery. Any shortfall of lectures in a week due to leave etc. is to be completed in the following week by taking extra classes.
5. Rigidly follow the schedules/deadlines for completing the assigned tasks and inculcate this habit among the students.
6. Be conscious of the needs of weak students and plan and implement for 'Remedial' teaching for such students and be empathetic to them.
7. Each faculty is to maintain a 'Semester Performance File' containing the record of (a) A copy of University syllabus of the subject, (b) Lesson Plan, (c) Study material prepared, (d) Assignments, question papers, tutorials, quizzes etc. prepared during the semester, (e) Record of delivery of Lesson Plan, (e) Result Analysis, and (f) Summary of your impressions including suggestions and difficulties, if any. Hand over this file to the respective Programme Director at the end of semester.
8. Each faculty member is to read and understand the meaning of attributes of 'Annual Appraisal Report' and 'Students' Feedback' on which he/she is assessed.
9. Demonstration of academic tasks performed by the faculty is an essential part of faculty members' responsibility. For this purpose each faculty is to (a) Digitize study material, (b) Develop quality assignments, tutorials, exercises, (c) Write research papers/articles in journals, (d) Participate and organize seminars/workshops/conferences, (e) Submit research papers in seminars/conferences, (f) Carry out consultancy work, and (g) Upgrade qualifications (NET, M Phil, PhD).
10. Carry out any other work assigned by Director/Registrar/Programme Director.



General Code of Conduct for Non-Teaching Staff

1. All staff members at the Institution must work hard to further the organization's interests during their stay. It is consequently expected that he/she will do his/her job with the utmost sincerity and honesty.
2. Staff members must work exclusively for the Institute and cannot engage in any other work or company. Furthermore, he or she shall not divulge to anyone in any way any information, know-how, knowledge, trade secrets, processes, security measures, plan, etc. of the Institute. If it is discovered that he or she has violated this provision, his or her services will be treated in accordance with the laws of the country.
3. Staff members should avoid any activities that could harm the institute's reputation.
4. Staff members must adhere to moral standards both on and off campus.
5. Staff members must adhere duty hours as per the Institute's rules, which are updated time to time, In addition, all staff members must follow the directions given by their reporting authority.



Roles & Responsibilities of Programme Administration Committee

1. To ensure that all the faculty members have prepared 'Lesson Plans' for the subjects allotted to them as per the Academic circular issued for this purpose.
2. Lesson Plans so prepared are to be shared with the students in pdf format by publishing them on network created for this purpose.
3. Monitoring the implementation of Lesson Plans in letter and spirit.
4. Carry out 'Weekly Review' of conduct of programme with all the concerned faculty members. Note the gaps and shortfalls that could not be implemented during the week and ensure that these are fulfilled in the same month. For example, in second week of August, in subject A, two hours could not be taken due to faculty being on leave, the concerned faculty must take two extra hours in the August to complete the shortfall.
5. Take timely actions for planning of Project Work and Summer Training, wherever applicable.
6. Review all cases of low attendance and initiate quick actions.
8. Review the results of class tests and semester-end examinations and give feedback to students, understand students' problems and motivate them for better performance. If felt necessary, inform their parents.
9. Identify general week areas of the class or group of students and arrange for 'Remedial Classes' for such students.
10. Have frequent communication with the students and act emphatically with their needs.
11. Wherever necessary, tie up with Faculty In-charges of Library and Computer Centre for the requirements of the concerned programme.
12. Plan and implement co-curricular and extra-curricular activities for the concerned programme.
13. Plan and implement guest speakers and study tours for the concerned programme.
14. Identify deficiencies in the planning and implementation of syllabi and give the feedback to the Director at least once in fortnight.



Roles & Responsibilities of Proctorial Board

1. Read the 'Students' Rulebook' comprehensively, understand various provisions under the Chapter "Students' Code & Conduct" and procedures for initiating a disciplinary action.
2. Members of the Proctorial Board have an omnipresent function, wherein they need to be on constant look out of the activities of the students and ensure good conduct and behavior of students within the campus.
3. Act quickly to defuse any problem that develops and give suitable directions to the involved students.
4. Initiate disciplinary action against the student (s) found indulging in any act that is considered against the desired behavior.
5. Carry out investigation, wherever necessary and submit the report to the Director.
6. Take rounds of the campus on regular basis and ensure that the students are attending classes and activities that they are required to participate.
7. Be available during the conduct of various ROLES & RESPOSIBILITES/co-curricular & extra-curricular activities of the Institute and control the disciplinary aspects of students.



Roles & Responsibilities of Academic Coordinator

1. He/she is to function directly under the Director.
2. The main function of Academic Coordinator is to assist the Director in academic planning for all the courses run in the Institute.
3. He/she is to be well conversant with the Syllabi and Course Structure of all the programmes in terms of:
 - (a) Programme-wise & semester-wise teaching load (theory & practical separately).
 - (b) Discipline wise teaching load in each programme in each semester. For the purpose of discipline the broad classification to be followed should be
 - (i) Information Technology (including Digital Electronics),
 - (ii) Management (Marketing, Finance, HRM, General Management, Retail Management, International Business, Economics, Business Laws),
 - (iii) Mathematics,
 - (iv) Communication Skills, and
 - (v) Project Work (including Summer Training).
4. Having analyzed the detailed task he is to plan for the requirements of faculty and identify 'Gaps' in terms of expertise.
5. Allocate subjects to the faculty at least one month before the commencement of the semester.
6. Ensure that each faculty submits week wise Lesson Plans at least 15 days before the commencement of the semester. Organize these Lesson Plans course wise and publish them in pdf format on the network.
7. He/she is to plan for the schedules of internal class tests, General Proficiency, Project/Summer Training, Viva, term-end practical examinations etc. for all the courses.
8. Prepare Daily Time-Table for all the classes and ensure that these are distributed to all faculty and displayed on the Notice Boards.
9. Integrate Co-curricular & extra-curricular activities with the Daily Time-Table ensuring that norms for the University in respect of academics are not diluted.
10. Maintain smooth coordination with the Programme Directors for scheduling, manpower resource planning and provisioning.



Roles & Responsibilities of Head of the Department

1. He/she shall report to the Director for the smooth conduct of the programme and act as the head of the Programme Administrative Committee of the respective programme and the Ex-officio member of the Proctorial Board.
2. He/she should be well conversant with the functions of the Programme Administrative Committee and Proctorial Board to conduct the programme smoothly.
3. He/she must acquaint him/her with the University syllabi, various ordinances pertaining to admissions, examinations, evaluations and student affairs for their respective programme.
4. He/she has to monitor, coordinate and control all the academic activities of the respective programme. He/she must plan and organize students' activities, both co-curricular and extra-curricular for the respective programme.
5. He/she should also take the responsibility of Students Welfare.



Roles & Responsibilities of Programme Director

1. He/she shall be responsible to the Director for smooth conduct of the programme and act as the Head of the Programme Administrative Committee of the respective programme and the ex-officio member of the Proctorial Board.
2. He/she is to well conversant with the ROLES & RESPONSIBILITIES of the Programme Administrative Committee & Proctorial Board and conduct the programme accordingly.
3. He/she is to read and understand the Students' Handbook and ensure that all Mentors and faculty member have read and understood the procedures that govern the students' actions during their tenure in the Institute.
4. He/she is to acquaint him/herself with the University syllabi, various ordinances pertaining to admission, examination, evaluation and student affairs for the respective programme.
5. He/she is to monitor, coordinate and control all the academic activities of the respective programme.
6. He/she is to plan and organize students' activities, both co-curricular and extra-curricular, for the respective programme.
7. At the end of each semester collect the 'Semester Performance File'. Make a summary and submit the difficulties, deficiencies along with suggestions/recommendations for improvement.
8. He/she is to maintain the database of all the students in respect of their attendance, performance and discipline and share it with other faculty members for timely intervention for any remedial measures.



Roles & Responsibilities of Class Mentor

1. Class Mentors shall directly report to the Programme Director of the respective programme.
2. Each Class Mentor is to act as an interface between students of a class that is assigned to him/her and Programme Director/Director.
3. He/she is to maintain the database of the class in respect of their attendance, performance and conduct.
4. He/she is to be empathetic towards the students' needs and guide them to be good human beings and excellent professionals in their chosen field. He/she is to act as a 'Manager' as well as a 'Social Scientist'.
5. Keep the communication channels open with the students and their parents on regular basis. Give feedback to the students and their parents about their attendance, performance and conduct at least once a month if it is below the desired level.
6. He/she is to maintain effective liaison with all the faculty members who are teaching the class and take feedback of students from them routinely.
7. He/she is to read and understand the Students' Handbook and ensure that all students have read and understood the procedures that govern the students' action during their tenure in the Institute. **Ensure that major issues and major milestones are regularly repeated, reinforced and reminded to the students. Guide the students to be law abiding, hardworking and avoid short cuts. Pick-up signals and patterns of deficiencies/problems early and act on them promptly. Avoid procrastination on action that is deemed desirable.**
8. He/she is to visit the classroom at least once in a day and monitor the upkeep of classroom and the facilities provided. Any deficiency or maintenance issue is to be reported to the Registrar promptly. In case of any damage to Institute's property carry out preliminary investigation & identify individual (s), if any and submit a written report to the Registrar/Chief Proctor for further necessary action.
9. He/she is to ensure that Class Representatives are elected/nominated as per the procedure for each academic year.
10. He/she is to organize at least one meeting per month of Class Representatives with the Director for the review of conduct of the programme.



Roles & Responsibilities of Training & Placement Officer

1. TPO is to assist the Director in networking & relationship building of the Institute through:
 - (a) Institute-Industry Relationship Management.
 - (b) Summer Training & Placement.
 - (c) Alumni Management.
 - (d) Public Relations including Media Management.
2. He/She shall be the ex-officio Convener of Placement Committee.
3. While discharging the above ROLES & RESPONSIBILITIES the TPO is to:
 - (a) Maintain comprehensive database of companies who regularly recruit Management and Computer professional at graduate & postgraduate level.
 - (b) Establish close contact and relationship with HR personnel of companies and TPO's of sister Institutions under GGSIP University.
 - (c) Develop strategies for achieving 100% placement of students of IITM.
 - (d) Maintain database of prospective students to be placed for summer training and final placement.
 - (e) Develop an effective communication system with the students for quick dissemination of information during working and off hours.
 - (f) Convene Placement Committee meetings (at least once a month) and keep a record of the meeting and brief the Director regularly.
4. He/she is to perform the following activities:
 - (a) Prepare a Placement Brochure for each batch to be placed and circulate it amongst the prospective recruiters.
 - (b) Based on the QRs of a company shortlist the students and send their list and resumes to the company and communicate with the students accordingly.
 - (c) Provide specific inputs in terms of technical/soft skills to the students' vis-à-vis a company.
 - (d) Carry out GAP analysis vis-à-vis industry requirement and frame training schedule for the students.



- (e) Interact with students to learn their aspirations and match these with their potential. Also apprise the faculty members.
 - (f) Train students for resume writing, interview and group discussion etc.
 - (g) Interact with Industry with an aim of inviting them as guest speakers, summer training of students, organizing industrial visits and coordinating campus placements.
5. In consultation with the Director and Management, plan and prepare publicity material and interact with media & alumni of the Institute.
 6. To carry out any assignment from the Management.



Roles and Responsibilities of Office Assistant

1. Office Assistants are answerable to the Registrar for their day-to-day functioning.
2. During the working hours of the Institute, they must be available at their assigned place of working.
3. Each Office Assistant shall be assigned a programme (s) (such as MBA, BBA etc.) by the Registrar. His/her duties with respect to the assigned programme shall comprise the following:
 - Registration formalities on the arrival of the fresh students, compilation of their data on the computer and maintenance of their records.
 - Preparation of University reports pertaining to fresh students.
 - Attending routine queries of students and putting their cases to the Registrar/Director, when required.
 - Preparation of Attendance Sheets of the students and the distribution of such sheets to the concerned faculty members for official use. Names of students should not be deleted without the proper authority duly approved by the University/Director/Registrar.
 - Collection and compilation of consolidated attendance record, its distribution to respective Programme Director & Class Mentors and display on respective Notice Board by 10th of the following month.
 - Getting Examination Forms (OMR sheets) filled, their verification, rectification of mistakes and timely dispatch to the University.
 - Obtaining and compiling of Internal Marks of various tests within ten days of completion of tests and proper maintenance of record.
 - At the end of semester, preparing of consolidated marks sheet of Internal Marks, getting OMR sheets filled from the respective subject teachers, their verification, and display on the Notice Board. Ensure their dispatch to the University at least five days before the commencement of term and examination.

