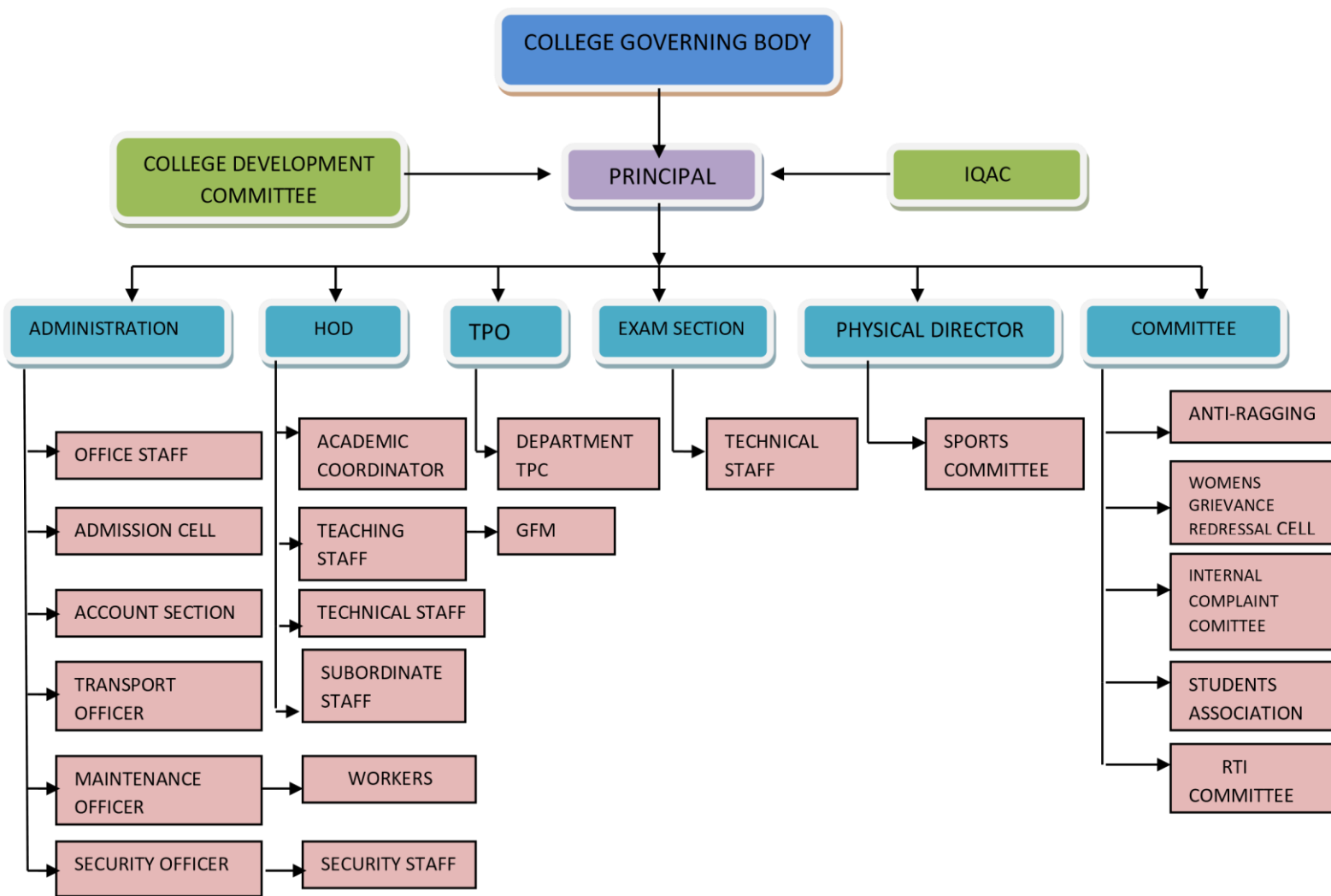




**BHARATI VIDYAPEETH'S**

**DEPARTMENT OF ENGINEERING AND TECHNOLOGY, NAVI MUMBAI,  
MAHARASHTRA**

**COLLEGE ORGANIZATION PLAN**



IQAC–INTERNAL QUALITY ASSURANCE CELL  
TPO – TRAINING & PLACEMENT OFFICER  
TPC–TRAINING & PLACEMENT COORDINATOR

HOD – HEAD OF DEPARTMENT  
GFM–GUARDIAN FACULTY MEMBER

## **ROLES AND RESPONSIBILITIES**

### **1. COLLEGE GOVERNING BODY**

- The Governing Body is responsible for the operation of all aspects of the College including its finance, educational and research functions, and domestic arrangements.
- To seek professional advice where appropriate.
- To take overall responsibility for student welfare.
- Determining and reviewing the educational character and mission of the College and for the oversight of its activities.
- Approving annual estimates of income and expenditure.
- Approving a Quality Strategy for the College.

### **2. PRINCIPAL**

- Looks after all the Administrative and Academic activities falling in line with the AICTE norms in all aspects.
- Appoints Faculty Member according to the norms of the AICTE.
- Monitors admission, to organize placement activities in coordination with Placement Director., create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
- Monitors smooth conduct of Quality Management System.

### **3. COLLEGE DEVELOPMENT COMMITTEE**

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
- To Decide about the overall teaching programmes or annual calendar of the college.
- Make specific recommendations to the management to encourage and strengthen activities in the college.
- Make recommendations regarding the students' and employees' welfare activities in the college or institution.
- Frame suitable admissions procedure for different programmes by following the statutory norms.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

### **4. IQAC INTERNAL QUALITY ASSURANCE CELL**

- Organization of workshops, seminars on quality related themes and promotion of quality circles.

- Documentation of the various programs / activities leading to quality improvement.
- To act as a change agent in the institution.
- Acting as a nodal agency of the institution for quality-related activities.

## **5. ADMINISTRATION**

- To enhance the office staff's ability to manage and organize office effectively and professionally.
- Develop an appropriate office management strategy.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Acts as a Coordinator for all the activities relating to the maintenance of the College.

### **OFFICE STAFF**

- Works under the direct supervision of the Administrative Officer and executes the work.

### **ADMISSION CELL**

- To maintain the records of Students.
- To collect the Documents of Students.
- To keep Record of Joining and Leaving Date of All Students.

### **ACCOUNT SECTION**

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

### **TRANSPORT OFFICER**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.

### **MAINTENANCE OFFICER**

- Discharges the duties under directions of the principal.
- Supervises, executes the works in all electrical, gardening and cleaning according to the norms and standards.

### **WORKERS**

- To do the duties assigned by the maintenance officer.

### **SECURITY OFFICER**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors the Public movement in and out of the college premises.

### **SECURITY STAFF**

- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitors.

### **6. HOD**

- Responsible for all the academic affairs of the Department.
- Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc.
- 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 meetings.
- Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.

### **ACADEMIC COORDINATOR**

- Academic Coordinators are responsible for effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.
- Determining annual goals and related targets.
- Organizing regular meetings, circulating information.
- Preparation of academic calendar each session

### **TEACHING STAFF**

- Modelling professional behavior at all times to inspire the students.
- Keeping accurate records to contribute to your organization's quality improvement strategy.
- Keeping accurate records of individual students' progress and future needs.
- Ensuring own professional development.
- Designing or amending new learning resources.

### **GFM**

- Mentor each student at academic and personal level.
- Keep a record of students, which mainly includes their contact details.
- Keep record of registration of students per semester who have been enrolled.
- Maintain attendance record of every student, display list of defaulters on notice board, and inform parents about the progress of students.

### **TECHNICAL STAFF**

- Takes care of consumables, maintains and assists in conduction of the lab
- Maintains the cleanliness inside the lab and executes the safety norms
- Maintains the stock register.

### **SUBORDINATE STAFF**

- Performs the duty assigned by the HOD & other Teaching Staff.
- Helps to maintain the eco friendly environment of the institution

### **7. TPO**

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.

### **DEPARTMENT TPC**

- In order to understand the working of Corporate Sector, the TPC plans and executes visits of pre-final/ final year students to different Industries/ Organisations located in different regions to get right exposure and opportunity for training.
- Department TPC will invite experts to offer career guidance and will organize workshops for providing training.
- Keep all Records of placed students and other data related to different Companies.

### **8. EXAM SECTION**

- To prepare schedule of Examinations.
- To appoint Paper setters,examiners,moderators.
- To send Result of verification and revaluation to students.
- To deal with the cases of any unfair means.

### **TECHNICAL STAFF**

- To distribute Stationery to exams centers.
- To receive revaluation forms from students.
- To Check Exam Forms of College Students.

### **9. PHYSICAL DIRECTOR**

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

### **SPORTS COMMITTEE**

- To arrange different Sports Activities.
- To Keep record of Activities.

## **10. COMMITTEE**

### **A) ANTI-RAGGING**

- To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging.
- To conduct on the spot enquiry in to any incident of ragging.

### **B) WOMENS GRIEVANCE REDRESSAL CELL**

- To resolve issues pertaining to girls'/women's sexual harassment.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To ensure personality along with academic development of students.

### **C) INTERNAL COMPLAINT COMMITTEE**

- To avoid incidents pertaining to sexual harassment
- The Complaints Committee will be responsible for the redressal of complaints made by employees and ensure time-bound treatment of the complaints as provided in the Act.

### **D) STUDENTS COMMITTEE**

- Has the general responsibility for coordinating the activities of the Student Council and for directing and overseeing the publicizing of the affairs of the Student Body.
- To keep all financial records, disburse funds, and present monthly and annual accounts of financial status of the Student Association.
- To maintain the permanent records of the Students in association and will assist the further Communications.
- To ensure that different activities are performed which are beneficial to students.

### **E) RTI ACT COMMITTEE**

- The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense.