Job Responsibilities and Duties of Professor /HOD/Teaching Staff

Providing leadership in both under graduate and postgraduate in relevant field of specialization
Teaching, laboratory development & writing of books.
Interaction with industry, other institutions, Universities at State, National levels
Student's counselling.
Organizing and participating in the seminars, workshops for teachers and professionals.
Publishing papers in national and international journals.
Review of academic activities of the department periodically.
To Maintain dead stock, consumable registers with the help of lab in-charge
To display necessary academic information pertaining to the students
To send SMS regarding attendance, discipline and other activities with the help class teachers.
Organize parents meet in association with Teacher& Parent.
Involvement in curricular, co-curricular and extra-curricular activities.
Publication of research papers, articles & Books
Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.

Job Responsibilities of System Administrator

To maintain the network, PCs and peripherals in good condition.
To attend complaints received from students and staff regarding PC.

Job Responsibilities of Non-Teaching Staff

Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
Scrutinize Admission & Eligibility documents and registers of admission.
Supervise and maintain personal files of staff and faculty.
Maintaining P.F. account as the case may be.

Job Responsibilities of Librarian

To prepare and issue of Library cards and follow up return of books issued to students and staff.
To maintain fine collection register and instruct students to deposit the fine
To display new arrivals by photocopy of the cover page of the books and journals.
To receive international journals & magazines and highlight important articles

Job Responsibilities of Placement Officer.

Prepare a data bank of potential industries for placements and keep updating.
Initiate MoUs with industries and organize recruitment process for placements.
Organize printing of placement Brochures/soft copies of information regarding students 'placements.
Grooming the students for placements by organizing soft skill trainings.
Organize talks by experts to motivate students to seek job opportunities in emerging areas.

Code of Conduct for Students

Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
Students should not click photographs in the college campus & avoid the use of cell phone strictly.
Every student must complete average attendance of 75% in each semester.
Students having low attendance will not be allowed to fill the examination form.