

DECENTRALIZATION

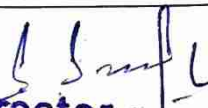
The functions of various key positions are

s.no	Position	Functions
1.	Management	<ul style="list-style-type: none"> • Overall institutional development • Mobilizing the external resources to strengthen the institute • Plan and provide necessary facilities/equipment for development • Instilling confidence and devotion in each of the members in the institution
2.	Governing Council	<ul style="list-style-type: none"> • Policy framing and drafting directive principles • Amending and approving the framed policies regularly • Approving budget
3.	Principal	<ul style="list-style-type: none"> • Designing and defining the organizational structure • Delegating the responsibilities for the respective positions in the organization • Periodic monitoring and evaluating various organisational processes and sub-processes • Ensuring the effectiveness of purchase procedures • Defining the quality policy and objectives • Preparing annual budget • Conducting the meetings of various bodies like Governing council, Grievances Redressal committee, etc periodically • Managing the accounts and finance • Employee recruitment process • Faculty personal files
4.	Administrative officer	<ul style="list-style-type: none"> • Transportation • Officer administration • Resource generation • Hostel management • Housekeeping • College roster • Service books • Purchase process • Resource provision
5.	Admission Cell Incharge	<ul style="list-style-type: none"> • Proposal of admission policy • Arranging admission campaign • Executing admission process • Designing and printing admission brochures • Maintaining and updating admitted student details
6.	Alumni Association Incharge	<ul style="list-style-type: none"> • Forming of student council • Arranging periodic meeting • Ensuring alumni registration • Preparing alumni newsletter
7.	Training and placement incharge	<ul style="list-style-type: none"> • Liaison with industry • Identifying and providing the required training to the students • Arranging campus interviews • Proposing the annual budget for training and placement


Director

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8.	Library Incharge	<ul style="list-style-type: none"> • Maintaining discipline and culture inside the library • Preparing the annual budget for the library • Planning and executing the departmental academic activities • Maintaining discipline and culture in the department
9.	Heads of Departments	<ul style="list-style-type: none"> • Ensuring the cleanliness of the department premises • Promoting the strength of students, teaching and non-teaching faculty members through various curricular, co-curricular and extra-curricular activities • Encouraging smart work in the department • Proposing department budget M • Maintaining the records of departmental activities and achievements


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