

GURUNANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal



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REGISTRAR (*[Signature]*)
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Principal
Guru Nanak Institute of Technology

**KEY RESPONSIBILTY
AREA (KRA)
of
Teaching /
Non-Teaching
Staffs /
Departments**

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Responsibilities of HOI:

Responsibilities include:

Reporting only to the Management of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary

Regulation / Monitoring:

One of the important responsibilities of a HOI is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of JIS Group.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.

9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

HOI also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the HOI.

1. The HOI needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions

HOI needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.

3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a HOI of an academic institution. With the fulfillment of these functions, the HOI will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The HOI shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

These functions are the ultimate functions of a HOI. The following are some of the visionary functions.

1. Developing a long term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the HOI could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The HOI requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

The HOI requires to present regular reports (monthly, quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the management (GB).

Responsibilities of Dean-Academics:

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

1. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
2. Helping faculty in planning effective remedial instruction.
3. Managing and evaluating instructional support program.
4. Conducting faculty appraisal, evaluation and collecting the data.
5. Translating evaluation data into effective faculty development
6. Differentiating between the needs of experienced and inexperienced teachers
7. Inviting senior faculty from each of the departments to be mentors
8. Identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors
9. Identifying the faculty with up to six years of experience in all the departments to be associated with mentors.
10. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
11. Preparing subjects-wise specialization of faculty list in all the subjects
12. Maintaining an up-to-date record of mentee faculty list
13. Guiding younger faculty in identifying their fields of interest
14. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
15. Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits
16. Liaison with the Heads of the departments to update the list of mentees and mentors from each department

17. Preparing and getting approval of the management with the association of the HOI, the budget allocation for the activities
18. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
19. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
20. Serving as an instructional coach
21. Creating professional development opportunities for all
22. Motivating faculty and others
23. Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities
24. Mentoring others and indentifying others with mentoring capabilities
25. Any other function that may be assigned by the HOI from time to time.
26. Arrange Graduation Day by coordinating with all concerned

Functions and Responsibilities of Dean- Student Affairs:

Facilitates:

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Anti-ragging
- Student health care
- Plans for proper conduct of Extra Curricular activities and ensures execution of the same by coordinating with In-Charge of Student Activities including sports activities, which are as follows:
 1. To promote and provide opportunities in college for development of extra-curricular activities.
 2. Activities such as indicated below (not given extensively) could be under taken to derive the benefits indicated against them:

Literary activities:

- a. **Debate:** helps the students to explore a topic from several points of view.
- b. **Essay writing:** Helps the students to develop the competence of logical and rational thinking regarding societal issues.

Cultural and Fine arts activities:

- a) **Painting:** helps the students to manifest their thoughts in the form of their art work.
- b) **Role Play:** Describes possible real life situations.
- c) Fresher's day
- d) Traditional day
- e) Vibgyor and Vibes (College Annual Day)

NSS activities:

- a. **Village Adoption Activity:** Helps exposure to real life situations and provides opportunity to pay back to society.
- b. Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.

c. Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment day, Women's day etc.

d. Blood donation camps, tree plantation programs, etc

1. Cultural events like skit/dance, drama, music, photography are to be organized.
2. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
3. To create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction and recreation to the students.
4. Establish a senior students committee in organizing induction program for freshman students.
5. Organize programs on social and political environment (weekend series)/ Government, Business and society.
6. Set up Art of Living/Yoga workshops and conducts activities under its banner.
7. Help establish student network which will interact with professionals for further networking.

ROLES AND RESPONSIBILITIES OF DEAN – R&D

Dean R&D is a senior position in the college and reports to the HOI. He/she is expected to demonstrate capability to:

- Manage effectively and efficiently the research programs and administration affairs of the research centre of the college.
- Create an environment conducive to intellectual and research growth.
- Maintain the confidence and co-operation of the faculty and students engaged in research activities.
- Lead, motivate a team of engineers, scientists at multiple levels in the college.

The specific responsibilities of Dean (R&D) are as follows:

I. Planning of research activities, resource mobilization and management of R&D projects.

- 1) Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
- 2) Identify R&D projects to be taken up with college funding.
- 3) Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
- 4) Prepare annual R &D plan of activities including externally funded projects and college funded projects.
- 5) Manage R & D projects
- 6) Submit quarterly reports to HOI/Secretary on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
- 7) Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
- 8) Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
- 9) Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities.
- 10) Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.

II. Promotion of research:

- 1) Develop and establish a policy to promote research culture in the college.
- 2) Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
- 3) Identify prioritized research areas based on the expertise available with the college.
- 4) Organize visits by eminent researchers to interact with the faculty and students.
- 5) Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- 6) Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.
- 7) Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

III. Research Publications:

- 1) Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- 2) Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
- 3) Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- 4) Motivate the eligible faculty to guide M.Phil and Ph.D scholars.
- 5) Develop and establish policy to check malpractices and misconduct in research.
- 6) Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

IV. Collaboration and Consultancy:

- 1) Develop and establish consultancy policy for
 - i. Identifying and recognizing the areas of expertise of the college.
 - ii. Publicizing the expertise of the college for consultancy services.
 - iii. Encouraging the faculty to utilize their expertise for consultancy services.
 - iv. Costing of consultancy projects.

- v. Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, Technical services staff of the college.
- 2) Initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
- 3) Evaluate the impact of the linkages, periodically, on:
- i. Curriculum development
 - ii. Faculty exchange and development
 - iii. Research, Publication
 - iv. Consultancy
 - v. Student placement.

Functions and Responsibilities of Registrar :

Executive Responsibilities

- i. Is directly responsible to the Head of the Institute .
- ii. Assists the HOI in translating the Institute vision into an action plan
- iii. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- iv. Assists the HOI in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
- v. Supervises at the direction of the HOI and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- vi. Maintaining all records pertaining to students, faculty and staff

Administrative Responsibilities:

The Registrar along with the Dean, Academic may assist the HOI in:

- a. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment
- b. Completing the student admission process of all programs of the college

The Registrar assists the HOI in

1. Improving quality of working of faculty, staff, and students by:
 - i. Ensuring effective utilization of transportation services to students, staff, and faculty
 - ii. Ensuring safety and security to all in the college
 - iii. Promoting multicultural interactions and understandings among students, staff, and faculty.
2. Obtaining and developing personnel by:
 - i. Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.
 - ii. Supervising and evaluating administrative personnel.
3. Maintaining effective interrelations with the community by:
 - i. Maintaining student reporting procedures to parents.
 - ii. Interacting with parents and other citizens.
 - iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
 - iv. Preparing special reports and bulletins for general distribution.
4. Providing and maintaining funds and facilities by:
 - i. Determining the need and planning for facility maintenance, and renovation expansion.
 - ii. Determining specifications for supplies and equipment.
 - iii. Inventorying and distributing supplies and equipment.
 - iv. Preparing reports/grant applications for AICTE, TSCHE, DTE, University, etc.
5. Assumes such other responsibilities as may be assigned by the HOI from time to time.

Roles and Responsibilities of Asst. Registrar/ Administrative Officer:

Administrative officer is the over-all incharge of administrative functions, responsible to Registrar/HOI for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

1. Assists the Registrar in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. As the custodian of the college property records, manages the filing, storage and security of documents.
3. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.
4. Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
5. Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
6. Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore-wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
8. Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.
9. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
10. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
11. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, HOI, and management, and to Police, with proper approvals.
12. Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.

13. Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.
14. Represents the college at meetings convened by Statuary bodies, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, NSS, Swachh Bharat etc.
15. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
16. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
17. Manages distribution of incoming mails, and dispatch of out-going mails.
18. Identifies training needs of office staff, and organizes staff development programmers.
19. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
20. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/ Sections-in-charge, following proper procedures.
21. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
22. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
23. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
24. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
25. Convenes meetings with Bus-Incharges, atleast once in 2 months, to review transport operations, acts promptly to resolve issues, if any, forwards a copy of the minutes to Registrar and HOI.
26. Convenes meeting of General Services Committee, atleast once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to HOI and Registrar.
27. Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
28. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
29. Any other functions assigned by the Registrar /HOI from time to time.

Functions and Responsibilities of Head of the Department:

1. To take advise/sanction from the HOI for implementation of academic, co-curricular and extracurricular activities.
 2. Assigns duties to teaching and non teaching staff of the Department.
 3. With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
 4. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
 5. To present the departmental budget/requirement to the HOI.
 6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
 7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
 8. To submit Recommendations, if any, to the examination committee for processing of results.
 9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
 10. To ensure Quality, Maintenance and cleanliness of the department.
 11. To recommend leave of the departmental Colleagues.
 12. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
 13. To encourage research/innovative programs in the department.
 14. To organize need based workshop/seminars/symposia/visits/excursions etc.
 15. To invite guest speakers for interaction and guidance to UG/PG students.
 16. To guide the students for career opportunities.
 17. To facilitate faculty in the preparation and processing of self-appraisal of performance
 18. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
 19. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college.
- Coordinating the activities of the department and assisting the HOI of the College.

Responsibilities include:

Faculty

- ✓ Assisting faculty in providing a quality educational experience for students.
- ✓ Recommending, mentoring, and supervising faculty.
- ✓ Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- ✓ Providing the HOI with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- Assisting in providing leadership to meet the instructional goals of the department and college.

Department

- Conducting regular meetings of the department faculty.
- Coordinating the formulation of department short- and long-term plans.
- Facilitating interaction and collegial spirit among the department faculty.
- Coordinating the preparation of proposed departmental budget request.

Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances originate in the department.
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Picks and promotes strengths of students / faculty / staff
- Adheres to Quality Management System (QMS) Procedures
- Maintains records of departmental activities and achievements

Responsibilities of Faculty:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / HOI shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.
3. Development of course handout material.
4. Development of audiovisual/multimedia materials for the topic presented.
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques.
9. Develops test questions in consultation with the course coordinator.
10. Evaluates tests (if appropriate, based on type of test).
11. In consultation with the HOD, assures that course content allows students to meet outcomes associated with that course.
12. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counseling)
13. Informs HOD within a reasonable time about students' progress and how effectively students are learning.
14. Keeps a secure record of each student's results, both electronically and in hard copy.
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the HOD.
16. Attends meetings of the course etc. to discuss issues affecting learning and other classroom issues.
17. To obtain periodical feedback from the students.
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

19. A faculty shall perform any other co-curricular work related to the College as may be assigned to him/her from time to time by the concerned HoD.
20. Maintain attendance record of students
21. To involve in recovering the dues from the defaulting students as and when necessary.
22. Provides information about job opportunities in their respective field to placement cell.
23. Guides students on career opportunities.
24. Maintain teacher's handbook.
25. Preparing Model Question Bank
26. If associated with the lab,
 - a. Designs new experiments, if any,
 - b. Prepares lab workbooks
 - c. Ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed.
 - d. ensures availability of equipment needed for the lab in proper functioning
 - e. evaluates lab workbooks and provides feedback to student on timely basis
 - f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - g. keeps the lab clean and tidy
27. Ensures quality, maintenance and cleanliness of the dept.
28. Carries out Research/Innovative programs in the department.
29. Organizes need based Workshop/ Seminars / Symposia / Visits/ Excursions etc. by coordinating with the concerned HoD.
30. Conduct online classes.
31. Invites guest speakers for interaction and guidance with UG/PG students.
32. To follow the guidelines of Mentor-Mentee relationship with students. Review Weekly basis and intimate Guardians which include Semester result.
33. To take part in the Admission process of the department in particular and Institute as a whole.

Responsibilities of Mentor:

1. Be familiar with the personal history of assigned student including Educational and Family background.
2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
5. Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
6. Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.
7. Explains student importance of attendance and its implication to do well in examinations
8. Explains importance of participation in the class activities
9. Explains importance of Mid Examination (s) and its consequence in the end semester examinations
10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
11. Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations.
12. Explains importance of laboratory exercises and their correlation with theory.
13. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
14. Serves as a "**Teacher Friend**" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.
15. Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.
16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans.
17. Assists the student at regular intervals to make adequate self-evaluation.
18. Explains importance of Self-Motivation to do well in career and subsequently in life.
19. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.
20. Monitors the interim and final performance of students assigned and liaises with parents, whenever required.

Responsibilities of Lab In-charge:

A Lab In-charge (I/C) is responsible for the following types of tasks:

1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
 - a. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the HOI for necessary action.
2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
3. Prepares lab manuals and arrange to get them printed as per the required number.
4. Introduces new experiments, if any, that can reinforce the student learning.
5. Arranges to display the laboratory schedule
6. If it's a computer lab
 - a. Arranges to manage network taps and server capacity and configurations,.
 - b. Arranges to manage hardware and software configurations and updates.
 - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - d. Makes periodic server backups
7. Coordinates periodical testing of equipment
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hardware, including cabling.
15. Resolves environmental problems, if any.
16. Implements a preventative maintenance program for equipment.
17. To hold those responsible for any breakage / loss etc. and recover costs.
18. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - Lab Assistants in turn shall note down the missing items in the respective Lab Register.

- If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
19. Establishes an approval process for removing any equipment.
 20. Ensuring the lab is kept clean and orderly.
 21. Any other duty as may be assigned by the HoD/HOI from time to time.
 22. Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible.

Ensures all of the processes designed to accomplish the above tasks should facilitate, not inhibit, use of the lab.

Functions and Responsibilities of Controller of Examinations

Facilitates the HOI by carrying out the following functions:

1. Coordinates with Dean-Admin., to receive the details of the Fresh Batch of students.
2. Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
6. Arranges to prepare the list of candidates and the courses for which they are appearing for.
7. Arranges for the issue of Hall tickets.
8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arrange to finalize with HOI of the Institute.
9. Conducts the examinations and publication of results within one month after the completion of examinations.
10. Arranges to inform examiners for the spot valuation of answer scripts if required.
11. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students.
12. Arranges for the conduct of advanced supplementary Examinations for outgoing students after the publication of final year results.
13. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
14. Arranges to issue the Provisional Certificates and Degree Certificates of the graduated and post-graduate students of this University.
15. Conducts result analysis and provides the same to each HoD, Dean, Academics, Registrar, and HOI.
16. All examination concerned records to be kept in safe custody and be made available as and when required
17. To prepare Draft Ordinances, Regulations and rules relating to different course of studies, syllabi and examinations.
18. To conduct all end semester examination, tests and the declaration of the result.

19. To prepare examination schedule as per academic calendar and implement the same.
20. To appoint examiners and moderators as prescribed in the rules & regulations.
21. To arrange all question papers for all examinations as per UGC guidelines.
22. To arrange for printing of answer books and their safe custody.
23. To arrange to evaluation and to process the results.
24. To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results.
25. To postpone or cancel examination in part or in whole, in the event where such need arises.
26. To ensure confidentiality and to make assessment/improvement in the process of the University examination/evaluation;
27. To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
28. To appoint external agency(s)/observer(s) for conducting and monitoring the examinations;
29. To appoint external agency(s)/evaluator(s) for evaluation of examination;
30. To provide mark sheets & transcripts to the students.
31. To publish rank lists and list of Medallists before the conduct of Annual convocation.
32. To submit report regarding examination(s) to the Vice-Chancellor/HOI.
33. Any other task, which may be assigned by the HOI from time-to-time

Functions and Responsibilities of System Administrator:

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of hardware and software.
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
8. Identify and help implement installation of ICT and MIS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time.

Functions and Responsibilities of Training and Placement Dept. :

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni and the employment community
17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.
21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.

23. Provides right placement to the right candidate so that students excel in their future life.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Shall be a live wire connecting the students and the industrial houses.
26. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
27. Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Registrar, CoE, HOI, and students.
28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
29. Details of placed candidates vis-a-vis the companies is sent to all HoDs, departments' placement coordinators, Dean, Students Affairs, Registrar, CoE immediately after the recruitment drive is completed and placements announced
30. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

Functions and Responsibilities of Library Dept.:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services.
20. Facilitates conduct of reading sessions.
21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
22. Makes arrangements in the library for hooking up laptops.
23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
26. Coordinates with departmental library in-charge for smooth functioning of department's library
27. Provides all statistical information pertaining to the library

Functions and Responsibilities of Office Assistant:

The Office Assistant shall discharge the duties under directions of the Head/Dean/Registrar/CoE concerned. He/she shall broadly perform the following duties and any other duties.

1. Taking up dictation and typing work to help the Head/Dean/Registrar/CoE concerned in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
2. Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
3. Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
4. Assists the Head/Dean/CoE/HOI in drafting letters, putting up items with suitable notes, precedents, etc.
5. Maintains inward/outward registers and uses them for sending/receiving all official communication.
6. Maintains leave record, permission records of faculty, staff and students as may be applicable
7. Informs HoD with regard to the faculty who are absent and assists in the adjustment of class work whenever a need arises
8. Posts attendance of the students daily, prepares fortnightly attendance reports of the students, sends the same to class advisers/mentors and HoD
9. Maintains personal register with regard to the appointments etc., if any
10. Provides any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
11. Facilitates to provide the desired information sought under the RTI Act, 2005.
12. Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
13. Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
14. Drafts letters/notes for the officer and handling correspondence independently as and when required.
15. Maintains excellent public relations and arranging meetings, if any, as required.
16. Summarizes from documents and prepares information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.
17. Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department/College, as the case may be
18. Supervises the work of the sub staff in the department/section.
19. Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
20. Enters data, maintains data entered, and backs up data files periodically
21. Be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.
22. Any other work assigned from time to time.

Roles and Responsibilities of Maintenance Supervisor:

The maintenance supervisor is responsible for general maintenance work throughout the college and campus which includes following functions:

1. Plan and execute maintenance work systematically by:
 - (a). Preparing schedules for routine maintenance on daily, weekly and monthly basis.
 - (b). Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
 - (c). Taking corrective action to minimize gap between plan and action.
 - (d). Submission of monthly status report on complaints.
 - (e). continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
2. Trouble-shoot maintenance problems/complaints including plumbing problems.
3. Trouble-shoot, diagnose and correct minor failures of photo-copiers, water coolers, fans, pumps etc.
4. To work in liaison and in co-ordination with outside maintenance contractors and technicians.
5. Facilitate in the maintenance of the college grounds.
6. Manage staff of maintenance technicians /semi skilled, unskilled labour.
7. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
8. Inspect the college properties for safety hazards and take corrective action.
9. Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.
10. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipments.
11. Upkeep of maintenance store.
12. Any other function assigned by Administrative officer/ Dean-Admin / HOI.

Responsibilities of Purchase & Stores Dept. :

1. Maintain receipts, records, and withdrawals of the stockroom
2. Receive, unload, and shelf supplies
3. Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
4. Rotate stock and coordinate the disposal of surpluses
5. Ensure proper record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
6. Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
7. Managing Store (Inward, Outward)
8. Generating E Waybill
9. Follow up with Courier and logistic vendor for arranging pick up and deliveries of the material
10. Taking Care of Materials as Storekeeper
11. Managing stock in ERP
12. Ensure Quarterly audit in stores
13. Taking physical inventory once a month to cross check with the monthly inventory report.
14. Materials receiving and prepared MRR Bin card, SIV issue & reporting of stock. Ensure development and management of materials planning functions, Create item specific forecasts over a lead-time to be used for effective and efficient inventory management
15. Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items; Responsible for store keeping, documentation & record keeping
16. Knowledge in various types of commercial activities such as inducting procurement, export-import, banking and L/C.
17. Procurement Process for Raw Materials.
18. Sourcing of new suppliers & sampling, testing and approval for new development
19. To ensure goods keep by first in first out method **(FIFO)**.
20. To ensure recording of the necessary data in ledger and computer on time.
21. Develop and implement a logistics process
22. Proper goods distribution/supply chain maintain and follow up.
23. Goods delivery schedule maintain according to delivery order qty.

Responsibilities of Business Development Dept. :

1. Defining and managing your brand.
2. Conducting campaign management for marketing initiatives.
3. Producing marketing and promotional materials. Marketing department should create the materials that describe and to promote different courses.
4. Fee Structure should be kept up-to-date .
5. **Creating content providing search engine optimization** for website. Now a days, It is the first (and possibly the only) place people go for information about any organization. Marketing department will be responsible for keeping Web content current, while also working to ensure your site comes up quickly when someone searches for different Institutes.
6. **Monitoring and managing social media pages.** Marketing dept. should contribute to manage and maintain social media pages. It should also manage accounts and carefully watch what's being posted about you online.
7. Producing internal communications. Employees need to understand, its values, its goals and its priorities. Marketing is often responsible for employee communications through a newsletter and/or intranet.
8. Serving as media liaison. When your group is cited in the media, a member of the marketing department often acts as spokesperson for your company, or guides executives in how to respond to media queries.
9. Conducting customer **and market research.** Research helps you define target markets and opportunities and helps you understand how your products(courses) and services are perceived.
10. Overseeing outside vendors and agencies. Marketing is typically responsible for selecting and managing the agencies and vendors who produce marketing materials and or/provide marketing support. These may include ad agencies, print vendors, PR agencies or specialists, Web providers, etc.
11. Deliver marketing activity within agreed budget.
12. Manage the activity of the marketing plans and projects
13. Analysis of the research on current market conditions and competitor information of peer Groups.
14. Explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
15. Admissions counsellor will do interviews with prospective students to answer any questions they may have and get a better sense of who they are. Interviewing the student in person is a key method for getting to know individual applicants better and ultimately determining whether they should be granted admission to the Institute.
16. Support the students throughout the admission process by answering to their queries and helping them to complete the required documents. This is done by talking to students about their options for Institute and helping them make the best decisions about their education based on their individual situations.
17. Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
18. Review the student applications for the eligibility and academic qualification.
19. Participate in the decision-making process for student admissions based on Institute policies and guidelines.
20. Prepares and present applicant reports to the Institute authority.
21. Participate in educational events, college fairs, information sessions as a representative of the Institute / Group.
22. Maintain regular communication with students, parents and approved external agencies for coordinating admission activities and Resolving problems.
23. Collaborate with the program coordinators to organize presentations, information sessions.

24. Coordinate with other high schools for admission activities including student registration and other mock testing events.
25. Perform Institute administrative activities when needed.
26. Build broad knowledge on Institute admission activities and guidelines.
27. To provide prospective students and their parents with information about financial aid, scholarships programs, Study loan facility etc.
28. Counsellors also meet with alumni and create networking systems to find promising potential applicants.
29. Considerable travel may be part of this job due to the nature of these events. Oftentimes counsellors are assigned to specific regions and spend much of their time there.
30. Admission counsellors need to analyze data and student demographics to come up with answers as well as draw on their own personal experiences and observations. Admissions counsellors may be called upon to present their findings to supervisors and make suggestions for how to better the admission process overall.
31. Admission counsellors need to actually make decisions regarding which applicants are admitted to a Institute and which are not. This means these professionals need to have good decision-making ability and be able to handle the responsibility of holding a student's potential future in their hands.

Functions and Responsibilities of Accounts Dept.:

Responsible for the following activities:

1. Managing and overseeing the daily operation of Accounts Dept. which includes following :
 - a. Writing and maintaining accounts, cash books / ledgers
 - b. Preparation of monthly accounts including writing of cash books, journals
 - c. Verifying bills prepared
 - d. Preparation and consolidation of budgets pertaining to all departments/sections/centers
 - e. Collection of all type of Receipts viz. Tuition Fee, Exam Fee etc.
 - f. Supervision of challan writing and remittance to bank
 - g. Supervision of postal accounts, if any
 - h. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/HOI for scrutiny.
 - i. Verification of cheques and bills
 - j. Writing daily collection register for college accounts.
 - k. Payroll and utilities
 - l. Revenue and expenditure variance
 - m. Preparation of audit reports and replies
 - n. Check and run of bills in ERP
 - o. Capital asset reconciliation.
2. Responsible of keeping the following in safe custody
 - a. Bill books / receipt books
 - b. Files pertaining to accounts/purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / pass books
 - h. Bank challans
 - i. Fixed deposit certificates
 - j. Other important office documents
3. Preparation of salary reports
4. Attending to the subject of income tax, and performing TDS at source for all payment

transactions

5. Monitoring and analyzing accounting data and produce financial data or statement
6. Establishing and enforcing proper Accounting methods policies and principles
7. Coordinate and complete all reports including annual reports
8. Improve system and procedures and initiate corrective actions.
9. Ensure compliances and accuracies
10. Ability to catch financial mistake and should have abilities to generate ideas
11. Writing Caution deposit register, if any
12. Any other accounts related function assigned from time to time

Roles and Responsibilities of Legal Dept.

1. Rendering effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by various Heads of Departments.
2. Providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning to firmly secure the interest of Institutes/ Group.
3. Supervising and overseeing the review, negotiation and drafting of major contracts, tender documents and other legal documents, as required by the Management/ Authority.
4. Supervising legal research and analysis, indentifying important issues and apprising the operational departments of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, etc.
5. Monitoring the performance of the panel lawyers and rendering advice on formation of new panels.
6. Assigning court cases to different panel lawyers keeping in view the nature and importance of the cases.
7. Supervising and monitoring the contesting of the cases in various courts of law and to have interaction with Panel Lawyers, Courts,
8. Advising in the matter of preferring of appeals in superior courts and in the matter of taking recourse to other legal remedies.
9. Processing of various Fee Bills of advocates and settlements of fee etc., with other advocates.
10. Assisting the operational departments in preparing of reply to legal notices received.
11. Any other duty/task assigned by the Management/ Authority.