



# SREEPATHY

INSTITUTE OF MANAGEMENT AND TECHNOLOGY



(Approved by AICTE, Affiliated to  
APJ Abdul Kalam Technological University)

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17-04-2021

**TO WHOMSOEVER IT MAY CONCERN**

Following are the excerpts from the H R Manual of Sreepathy Institute of Management and Technology which are displayed on website



Principal  
Principal  
Sreepathy Institute of Management  
and Technology, Vavanoor-679 533

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## ANNEXURE ONE

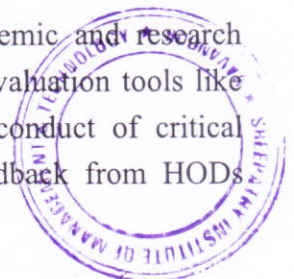
### **27. DUTIES AND RESPONSIBILITIES/ JOB DESCRIPTIONS OF FNCTIONARIES**

#### **27.01 PRINCIPAL**

The Principal, being the Head of the institution shall be solely responsible on all administrative, academic research and related activities of the college / institution in order to maintain and uphold the academic supremacy and competence.

He /She Shall formulate and present to the Secretary / Management Trust Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.

- a. He /She Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- b. He /She Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth functioning of both teaching and research activities.
- c. He /She Shall be responsible for the successful conduct of all the approved degree programs of the institute as per the norms stipulated by the Universities (Calicut & KTU), UGC and the AICTE and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and AICTE from time to time.
- d. He /She shall be responsible for building the state of the art infrastructure and for the maintenance and constant upgrading of the same to facilitate world class teaching, learning and research activities.
- e. He /She shall be responsible for monitoring the registration and the progress of students' admission to various degree programs of the institution.
- f. He /She shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
- g. He /She shall be responsible for the procurement and purchase of stores, equipments, lab chemicals consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.
- h. He /She shall constantly monitor and review the academic and research programs through adoption of all such monitoring and evaluation tools like surprise checks, spot inspections, calling for reports, conduct of critical review meetings of HOD's, faculties and students, feedback from HODs.



faculties and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulation of Sreepathy Institute of Technology.

- i. He /She shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- j. He /She shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- k. He /She shall perform such other duties as directed by the Management from time to time.

### **27.02 Head of Departments (HOD)**

#### **Responsibilities:**

- i. The HOD / Head of the Department shall report to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- ii. Assist the Principal in formulating policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline / Department in order to maintain excellence in teaching and research in the Department.
- iii. Provide expert counseling and guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- iv. Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.
- v. Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialization and to use their expertise and input in upgrading the teaching and research standards and in building up of world class infrastructure of all kinds.
- vi. Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- vii. Endeavor to maintain a higher level of attendance, Pass percent and University ranks.
- viii. Personally inspect and satisfy that the courses / subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.
- ix. Personally verify and satisfy that the contents provided in all reports



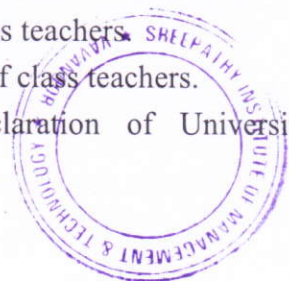
including daily, weekly and monthly reports to the Principal / Secretary are correct and true and are duly supported by proper evidence and record.

- x. Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure their quality, content and updating.
- xi. Report on the performance of staff and students to the Principal / Secretary after assessing them through scientifically designed evaluation procedures including student's feedback.
- xii. Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programs, internships, higher qualification and all such other HRD means.
- xiii. Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
- xiv. Assist the Principal in the procurement and purchase of stores, equipments, lab chemicals, consumables and such other items as may be necessary from time to time.
- xv. Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- xvi. General supervision of the activities of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.
- xvii. Strive to promote / motivate the students for their participation in extra and co- curricular activities besides inter collegiate, district and state, and National level competitions.
- xviii. Assist the Principal in the maintenance and upkeep of discipline of both staff and students of the department.
- xix. Endeavor to render special and well-conceived coaching classes to students for empowering them to face the campus interviews confidently.
- xx. Assist the Principal in acquiring quality certification of the institution by National and International agencies and to this extent ensure department's participation in the process through academic up gradation.
- xxi. Responsible to enter into MOU with related Industries and Institutions to establish a healthy Industry Institutional relationship.
- xxii. Responsible for the care and maintenance of department's property.
- xxiii. Responsible for performing all such other duties & responsibilities as desired by the Principal / Director-Admin from time to time.



### HOD- Job Description

1. Allocate the subjects to the faculty members well in advance before commencement of the semester.
  2. Collect lesson plans from teaching staff before the commencement of classes and ensure that the information provided is in accordance with the university guidelines.
  3. Ensure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class.
  4. Send staff attendance register after verifying to the principal's office by 9.10 A.M every day.
  5. Interact with students (Batch wise) once in a fortnight, identify the problems and find solutions in consultation with the principal.
  6. Verify the student attendance register kept in HOD room on a regular basis.
  7. Verify the attendance, assignment/internal marks entered by faculty members in Academic management System.
  8. Instruct the faculty members to set the question papers as per instructions from the Exam cell.
  9. Verify the evaluated answer booklets along with mark sheet filled by the faculty member concerned before posting in the notice board.
  10. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
  11. Convene departmental staff meeting once in a month on the day allotted and record the minutes of the meeting.
  12. Collect the student feedback about the faculty members, subject wise, and communicate the feed back to the faculty members concerned in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor their improvement from semester to semester.
1. Advise the class teachers to prepare Master registers meant for marking attendance and internal marks within one week after the commencement of classes for the semester.
  2. Communicate the attendance particulars and internal marks of students to the parents concerned from time to time with the help of class teachers.
  3. Conduct PTA meeting once in a semester with the help of class teachers.
  4. Prepare result analysis immediately after the declaration of University examination results and hand it over to principal.



5. Counsel the students who are absent for the Series test or irregular to the class.
6. Form student batches and allot the project /seminar guides as per guidelines given by the Principal.
7. Route all the correspondence through the office of the Principal.
8. Designate faculty member who will be the Head I/C during his/her absence and make sure that all files and records are available for Head in- charge. Give contact number to enable the authorities to consult them in emergency when he/she is away from college.
9. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
10. Arrange special classes if necessary for the benefit of below average students.
11. Ensure academic discipline in the department.
12. Monitor Research activities of Faculty members and give inputs whenever necessary.
13. Encourage faculty members to coordinate FDP, seminars, conferences, workshops, invite lectures to the department.
14. Follow the guidelines / instructions given by the Principal from time to time.
15. Make arrangements to lock all staff rooms/laboratories before leaving the premises.
16. Provide necessary inputs to the Principal for conducting Academic Council Meeting.
17. Engage in long-term planning for the future direction of the department.

### 27.03 Faculty-Job Description

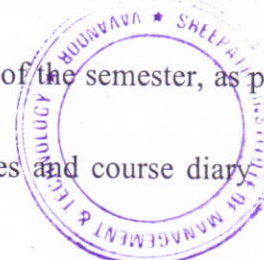
#### A) General

1. Faculty should report to the college before 9:00 AM. They have to sign the attendance register before 9:00 AM. A half day leave will be marked for three consecutive late comings after 09:20 AM.
2. Faculty should have noble attire. The dress code should be formal in nature. Gents staff should wear formal trousers and shirt. Ladies staff should wear Saree /Churidar. Faculty should wear the overcoat and the Identity card during college hours.
3. Mobile phone is strictly banned in the class.
4. Faculty should not allow students to use vehicles/mobile phones inside the campus.
5. Faculty should not get involved in activities that affect the discipline of the college.
6. Faculty should respect each other and higher authorities. Give respect and take respect policy should be followed.
7. Faculty should take initiative to participate in international/national conferences so as to enhance the knowledge.



## B) Academic

8. Faculty should strictly follow the academic calendar for planning the classes.
9. Faculty should maintain the Student's Attendance & Progress Record for the subject.
10. Faculty should maintain the course diary – consisting of Class Note, Course Plan, and subject coverage, Assignments/Tutorials, Question Bank, Series Test/Assignment Marks, Internal Marks, Lab Manual and Lab Schedule for each subject/Lab allotted.
11. Faculty should track the course plan with the actual syllabus completed and report to the HOD, on a monthly basis. Faculties are required to take corrective action, in case of a lag.
12. Faculty should take the attendance at the beginning of the class and submit the attendance slip and the absentee's statement after 2<sup>nd</sup> hour to the HOD. Faculty should record the attendance in LMS and also in the Students Attendance & Progress Record.
13. Faculty should maintain strict discipline in the class/lab.
14. In case of leave, faculty should inform HOD and make alternate arrangements for the classes/duties assigned. It's better to plan the leave in advance.
15. Faculty should give 2 assignments/tutorials as per the assignment schedule.
16. Faculty should evaluate the assignments within the specified period and enter the marks in LMS and also in the Students Attendance & Progress Record.
17. Faculty should prepare question papers and the evaluation scheme for the series/model tests as per the exam schedule.
18. Faculty should evaluate the answer sheets within the specified period and enter the marks in LMS and also in the Students Attendance & Progress Record.
19. Faculty should get the signature of students in the Assignment & Series Test Mark sheet.
20. Each faculty is assigned a group of students for Group tutorship. Faculty should keep track of the academic progress/career advancement of the students under his/her Group Tutorship. Faculty should maintain the Students Record promptly.
21. Lab in charge should set up and maintain the lab, as per the defined process – estimation, approval of estimation, inviting quotations, comparison of quotes and recommending the vendor, maintenance of machines/instruments.
22. Faculty in charge/Lab instructor should prepare and maintain the ERF promptly.
23. Faculty should prepare the internal marks at the end of the semester, as per the decided norms.
24. Faculty should submit the copy of the Lecture Notes and course diary at the end of the semester to the HOD.



### C) Exam Duty

25. Invigilator/Reserve should inform the Exam coordinator in advance in case of leave during exams and make alternate arrangements.
26. In case of any malpractice found during the exam, faculty should
  - a. Confiscate the evidence from the concerned student
  - b. Collect the answer sheet from him/her
  - c. Issue a fresh answer sheet
  - d. Report to the Principal

#### 27.04 University Practical Exam – Internal/External Invigilator-Job Description

27. Faculty should collect the appointment order from the Principal.
28. Faculty should prepare and publish the exam schedule.
29. Faculty should give the request to the Principal for examination main/additional answer sheets, graph sheets, thread, cover, hammer and nail for punching fair record and collect it.
30. Faculty should prepare the questions.
31. Faculty should prepare the marks distribution (Viva, Procedure, Principle, Fair record, Conducting experiments, Result etc.) and get it approved.
32. Faculty should collect the students' signature in the University attendance sheet and record the question number in the internal register.
33. Faculty should ensure that students of the current batch have submitted the rough and fair records.
34. Internal/External Examiners have to sign on the front page of fair record, before punching it.
35. Faculty should enter the corresponding marks in the students' answer sheets and keep the answer sheets safe for future reference.
36. Faculty should prepare the RAW & NORMALISED mark sheet (Normalisation should be done if average > 37.5) and send to the Chairman, Controller and the Principal. A copy of the mark sheet to be kept safe with the faculty for future reference.
37. Faculty should keep the following documents in the lab, in case of verification by the university exam squad-
  - a. Appointment order
  - b. Exam Schedule
  - c. Question Paper
  - d. Mark distribution
  - e. Rough & Fair Records of the current batch
  - f. Completed mark sheets with the Maximum, Minimum and the average marks





38. Faculty should send the remuneration form duly filled along with the appointment order to the Chairman.

#### **27.05 University Exam Valuation-Job Description**

39. Faculty should collect the appointment order from KTU/University of Calicut and request for duty leave to the Principal.
40. Classes/duties have to be arranged in the college before attending the valuation camp.
41. The answer sheets have to be evaluated as per the stipulated time and marks has to be entered and submitted to the Valuation Camp Chairman.
42. The duty certificate has to be collected from the valuation camp and to be submitted to the Principal.

#### **27.06 Examination Coordinator – Job Description**

The smooth conduct of University Examination by overseeing and monitoring the following duties -

1. Follow rules/regulation depending on whether KTU or Calicut University is conducting examination.
2. Keep stock of Answer Scripts – both Calicut & KTU
3. Download/ Publish Timetable
4. Download/ Publish Nominal Rolls for conducting Calicut university Theory/Lab exams
5. Printing of Hall ticket & Distribution
6. Seating Arrangement of Students to be published
7. Issue duplicate hall tickets if needed
8. Appointment of Invigilators for the exams
9. Arrange packets containing question papers, attendance sheet, bar coded facing sheets & blank answer booklets pertaining to the room allotted and other details to be handed over to the invigilators.
10. Monitor the duties of observers, invigilators and examiners
11. Contact the university and resolve any discrepancies/ issues as & when they arise
12. Follow rules/regulation on malpractice cases
13. Ensure different statements – Absentee, malpractice, list of answer scripts are correctly prepared
14. Receive answer booklets after examination and pack them according to regulation /admission /subject as desired by university.
15. Send the answer scripts to the university.



## **27.7 Administrative Office**

The administrative wing will have the following sections.

1. Reception and Dispatch section
2. Academic Section
3. Human Resources Section
5. Student Amenities Center
6. Examination Cell
7. Transportation
8. P.A to the Principal.

### **27.7.1. Reception and Dispatch Section**

1. Front office management – Attending telephone calls.
1. Receipt of the letters, making entry in the Inward Register with date seal on the letter, and forward to the addressee.
2. Operation of the EPABX and fax system and maintenance of call register.
3. Issue of ID cards to students and staff. Arrangements for opening of bank accounts for newly joined staff.
4. Arrangements for despatch of official letters from Depts. / College.
5. Checking of college mail and forwarding to concerned sections on a daily basis.
7. Custody of stationery required for office and departments and distribution thereof.

### **27.7.2. Academic Section**

1. Admission - writing the details required in admission register, collecting the documents from students, issuing of the certificates temporarily to the students under receipt (2 copies) specifies the date of return, preparation of TC, Course and Conduct Certificate.
2. Issue of bonafide Certificates and fee receipts to students.
3. Collecting information regarding various Scholarships for students, informing concerned students - follow up – preparing for distribution - SC/ST Scholarship arrangements.
4. Preparing and submitting the details required for Harijan Welfare Department. Processing of requests of various concessions by the students.
5. Preparation / updating of class wise students lists.



### **27.7.3. Human Resources Section**

1. Teaching Staff (Technical and Applied Science & Humanities.), Non-teaching staff (Technical and Non-Technical) and administrative staff:- Preparation of the appointment orders, joining reports, relieving orders, deputation orders of faculty for short term course, seminar etc. Maintenance of leave registers. Preparation of salary bills of all staff, Leave statements etc. Maintenance of attendance register and casual leave register.
2. Maintenance of Establishment Register, Increment registers etc.
3. Updating staff details in the web site of Director of Technical Education and other web sites related to staff matters periodically.
4. All arrangements for the conduct of staff selection/ interviews.
5. All communication and completion of statutory requirements of AICTE / University / DTE.
6. Keep safe custody of the copies of AICTE orders, University orders and Govt. Orders.
7. Daily monitoring of websites of University, AICTE, Director of Technical Education, and Web sites of scholarships etc.
8. Arrangement for payments to university/AICTE/DTE

### **27.7.4 Student Amenities Centre (SAC)**

1. Arrangements for purchase/ sales of items in SAC
2. Maintenance of records related to sales/ purchase and cash flow.

### **27.7.5 Examination Section**

1. Collection of the applications from students for University examinations, making arrangements for despatching to the University.
2. Receipt of the Answer books, Question Papers etc. from the University and assist the Principal in keeping them under safe custody.
3. Making arrangements for despatching the Answer Books and related Proforma to the University.
4. Issuing of Answer Books and other required stationary for the conduct of practical examinations.
5. All communications to University regarding internal assessment marks, APC, Practical schedules etc.

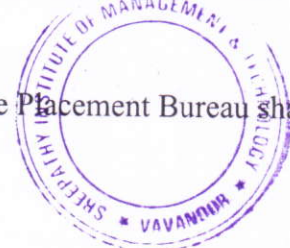


## 27.8.1 Placement and Training

**Preamble-** The Placement and Training bureau is organized under the Principal of the institution with a view to promoting placement activities and arranging the associated training programs for the students. The section is headed by the Officer (Placement, Training and Information Bureau) discharging the duties with assistance from a team of designated Assistant Professors of each department jointly identified as Placement Committee.

### 27.8.1. Duties and Responsibilities Placement Officer

- i. The Officer (Placement, Training and Information Bureau) shall be solely responsible to the Principal and the Management on all training, placement and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- ii. The O(PT&IB) shall assist the Principal in formulating policies and guidelines on all training, placement and connected activities with a view to achieving full placement to the eligible students of the institution.
- iii. The O(PT&IB) shall prepare an annual schedule in consultation with the Placement Committee / HoDs for imparting the placement oriented training to the students of every year commencing from second year. The training shall cover aptitude modules, soft skills like communication, creative thinking, interview skills, group discussion, mock interviews, etc. in a phased manner such that the students are capable of clearing the placement drives by various recruiters.
- iv. The training programs shall be organized through different experts in the field like the ICT Academy, FOCUS Academy, Vertical Eye, Konfidence etc. as needed. In house training expertise shall also be made use of so as to groom the students to meet the state of the art of skill set as required by the recruiters time to time.
- v. The Placement Bureau shall be responsible for drawing out / renew MoUs /agreements with institutions like ICT Academy, CII, related industries, etc. to establish a healthy Industry / Recruiters Institutional relationship. The O(PT&IB) shall maintain a close rapport with Placement Cells of other institutions, industries. Etc. as well besides the external agencies who are specialized in the placement training activities of academic institutions.
- vi. The Placement Bureau shall be responsible to organize placement drives in SIMAT and coordinating the drives sponsored by other institutions as well time to time.
- vii. With a view to improving the skill set of students, the Placement Bureau shall



coordinate to conduct add on course like MEP, Quality Control Engineer, CAD and related soft ware packages, IT based courses of modern trend, Industrial Automation etc. for various departments with the students meeting the expenses involved.

- viii. The Placement Bureau shall arrange training/ seminar / talks on technical and Management subjects such that the students are better placed in addressing the industries needs on employment.
- ix. The Placement Bureau shall submit MIS like monthly reports, updates on placement / training etc. as required by the Principal / Management for suitable corrective decisions in the department. These reports shall be made available to the department heads also projecting corrective and preventive measures for better effectiveness of the system.
- x. The Placement Bureau shall promote / motivate students for their participation in placement oriented training activities, placement drives, add on courses to improve skill sets etc. in consultation with the Placement Committee and the HoDs. extra and co curricular activities besides inter collegiate, district and state, and National level competitions.
- xi. The Bureau shall assist the Principal in acquiring quality certification of the institution by National and Internal accredited agencies and to ensure departments participation in the process.
- xii. The Placement Bureau shall be responsible for performing all such other duties & responsibilities as desired by the Principal / Management from time to time for the best performance of the department / institution.

## 5. Transportation

1. Arrangement of duties of drivers of the college vehicles, looking after the maintenance of the vehicles.
2. Arrangement of schedules of vehicles.
3. Purchase of spare parts and maintenance of log book for vehicles.
4. All arrangements for statutory requirements for college vehicles.
5. Duty as driver in case of emergency related to college vehicles/principal.
6. Maintaining the list of students availing transport facilities, allotment of routes to students.
7. Issue of transport passes to students.

