



**MACFAST**<sup>™</sup>  
Igniting wisdom since 2001

# **DUTIES, ROLES & RESPONSIBILITIES**



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRLIVALLA  
(MACFAST)**



## **DUTIES, ROLES AND RESPONSIBILITIES**

- 1. Principal**
- 2. Manager**
- 3. Director**
- 4. Administrator**
- 5. Head of Department**
- 6. Teaching faculty**
- 7. Class in charge**
- 8. System administrator**
- 9. Librarian**
- 10. Superintendent**
- 11. Placement officer/ Corporate relation officer**
- 12. Chief Accountant**
- 13. Warden**

## **1. Principal**

In the academic system of Higher Education Institutions, Principal is the Head of both academic and administrative office. The major functions of the Principal include:

- Visionary
- Leadership
- Planning and development
- Monitoring

### ***Visionary:***

- To develop a strategic plan of the institution for realizing the vision and mission of the college.
- To establishing policies, procedures, and systems to regulate the academic and administrative activities.
- To take up any intermediary activities needed from time to time for the smooth functioning of the institution.
- To set the roles and responsibilities of the employees for the achievement of the goals

### ***Leadership:***

- To set high standards of performance, involvement and discipline.
- To inspire, motivate and lead the staff members.
- To understand the concerns and problems of the staff members with due care and concern.

### ***Planning and Development:***

- To ensure recruitment of qualified and well faculty members and staff.
- To organize Faculty Development Programmes at regular intervals
- To focus on brand building of the institution.
- To upkeep important infrastructure facilities
- To prepare short term and long term plans and report it to the top management.
- To establish institution-industry linkages for research, consultancy and Memorandum of Understandings.
- To associate with government and non-government bodies for internships and project funding.

### ***Monitoring:***

- To monitor the performance of the academic and administrative staff.
- To maintain the decorum and discipline of the institution.
- To liaison with the Government, statutory bodies and other institutions
- To maintain a cordial relationship with the management and the Governing Board..
- To convene and chair the important meetings.
- To arrange annual audits and inspections.
- To maintain cordial relations with all the stakeholders.

### ***Planning and Development:***

- To ensure recruitment of qualified and well faculty members and staff.
- To organize Faculty Development Programmes at regular intervals
- To focus on brand building of the institution.
- To upkeep important infrastructure facilities
- To prepare short term and long term plans and report it to the top management.
- To establish institution-industry linkages for research, consultancy and Memorandum of Understandings.
- To associate with government and non-government bodies for internships and project funding.

## **2. Manager**

- To discharge the financial responsibilities of the institution.
- To arrange upkeep and maintenance of buildings, vehicles, and other facilities.
- To arrange annual retreat for staff and students.
- To oversee the smooth functioning of the hostels.
- To undertake the hospitality functions.
- To procure and distribute uniforms to the students.
- To manage the food court
- To preside over the Purchase committee and to ensure that all purchases are as per the Purchase Manual.
- To manage the security system of the college and fire safety measures.
- To attend immediate causalities and emergencies.

### **3. Director**

#### ***Academics***

- To monitor the preparation of Academic Calendar
- To assist faculty members in planning remedial coaching.
- To manage teaching –learning support system
- To evaluate the performance appraisal of the staff members
- To monitor the mentoring system
- To conduct regular meeting of the Heads of Departments for planning the academic activities
- To organize orientation programmes for newly appointed faculty members.
- To arrange “ Dakshina” ( Graduation ceremony)

#### ***Administration:***

- To act as a team leader with other administrative personnel of the college in the formulation of administrative policies and regulations
- To develop job descriptions for the staff members
- To monitor the Admission Process.
- To prepare and submit reports the regulatory bodies as and when required.

#### ***Research & Development:***

- To co-ordinate the activities of the Research Center.
- To monitor the research progress of faculty members pursuing Ph.D.
- To recommend the faculty members for participation in conferences/ seminars / workshops etc. and to approve their papers for presentation in seminars, conferences etc.
- To recommend project proposals of departments / individual faculty to funding agencies.
- To identify prioritized areas of research.
- To monitor the progress of product development in the departments.
- To lead and motivate a team of scientists and research scholars at multiple levels in the college.
- To plan research activities, mobilize resources and manage R&D projects.
- To identify the opportunities for undertaking funded R&D projects,
- To constitute a Research Committee to address various issues related to research
- To undertake the activities for the promotion of research culture among the faculty members and students.

- To co-ordinate the activities relating to the timely publication of the Research journal of the college, Journal of Science, Technology and Management.
- To promote collaborations and consultancy services.

#### **4. Administrator**

- To assume the responsibility of administrative office ,vehicles, equipment and systems
- To plan, implement and supervise all administrative activities including conduct of sports, games, fitness training, yoga and inter and intra institutional operations.
- To maintain the inward and outward correspondence.
- To ensure proper upkeep and safety of all assets of the college.
- To ensure proper functioning of the food court.
- To schedule gatherings and meetings.
- To address all matters connected with legal issues.
- To keep vigilance on matters related to behavior and conduct of students
- To ensure proper dress code for all students and to maintain general discipline in the campus.

#### **5. Head of the Department (HOD)**

- To allocate the subjects to the faculty members before the commencement of each semester.
- To prepare the Time Table of the Department for each semester
- To prepare the Laboratory Manual
- To approve the lesson plan of each course prepared by the respective faculty member.
- To assign the duty of class- in- charges
- To convene the department meetings at periodical intervals.
- To conduct internal examinations
- To ensure that the Continuous Internal Evaluation system is applied in an unbiased and transparent manner in accordance with the guidelines of the University.
- To organize Seminars, Conferences, Workshops etc.
- To monitor the admissions of students
- To convene the meeting of the PTA, Alumni etc. of the Department.
- To collect student feedback and forward it to the Principal.
- To forward the Report of the performance evaluation of the faculty members to the Principal.
- To ensure the implementation of an effective system for mentoring and redressal of student grievances.
- To establish liaison with professional bodies

- To ensure that the documentation process of the department is effective.
- To attend all important meetings convened by higher authorities.

## **6. Teaching Faculty**

- To assist the Head of the Department in the preparation of timetable for each semester.
- To prepare Lesson Plan, and Study materials as per the curriculum plan.
- To upload the study materials in the study archives.
- To conduct Continuous Internal Evaluation in an unbiased and transparent manner.
- To encourage students to participate in co-curricular and extra-curricular activities.
- To attend orientation programmes, refresher courses and other faculty development programmes organized by the college and other Govt. /non Govt. organizations.
- To organize/ participate in seminars, conferences, workshops and to present papers.
- To publish books chapters and research papers in reputed indexed journals.
- To prepare and submit project proposals and to undertake funded projects.
- To engage in remedial coaching classes for slow learners
- To involve actively in all the co-curricular and extracurricular activities of the college.
- To prepare and maintain relevant registers and other documents
- To address the grievances of the students
- To assist the head of the department in designing Add-on/ certificate courses and skill development programmes
- To provide career guidance to students for higher studies and placement
- To take up examination related duties and the syllabus revision etc. assigned by the University
- Any other responsibilities that may be assigned by the HOD/Principal.

## **7. Class In-Charge**

- Class management of the respective classes assigned
- To coordinate, publish and report the internal marks of the respective classes assigned.
- To file Leave Applications and Medical Certificates of students.
- To report the list of regular absentees to the HoD.
- To identify the slow learners and arrange remedial coaching
- To prepare and publish the attendance report at the end of each semester
- To monitor the participation of the students of the respective classes in co-curricular and extracurricular activities and to encourage them to participate in National/International seminars and conferences

- To accompany the students in study tours, industrial visits etc.
- To organize the PTA meetings of the classes concerned
- Any other responsibilities that may be assigned by the HOD/Principal.

## **8. System Administrator**

- The system administrator is in charge of the computer lab.
- The system administrator should maintain the wireless network as well as the systems connected to it.
- To have a good liaison with the internet providers as well as the laptop providers.
- The system administrator should verify the inventory list weekly, update and maintain as and when necessary.
- To initiate purchases and repairs following the sop after getting permission from the Principal.
- To help the faculty and students to maintain their systems
- The system administrator should have a discussion with the Principal on regular basis.
- To Install and configure software and hardware.
- To manage network servers and technology tools.
- To set up accounts and workstations.
- To Monitor the performance and maintain systems according to requirements.
- Troubleshoot issues and outages.
- To Ensure security through access controls, backups and firewalls

## **9. Librarian**

- To formulate and implement policies and procedures of the library
- To maintain proper Registers and other documents.
- To organize training programmes for the students to familiarize them with the usage of online and off line library resources.
- To develop, organize and maintain library collections to meet the requirements of students and staff
- To carry out cataloging and classification of all library resources
- To train the assistant librarian and other staff members of the library
- To assist the users in the location of specific resources and information
- To give guidance to the users for access to E- resources
- To develop and maintain relationships with publishers and suppliers of library resources
- To carry on bibliographic searches to provide institutional information



- To initiate purchase of books and subscription to journals as per the directions of Library Council of the college.
- To conduct periodical verification of books and other assets.
- To take steps to write off books and periodicals as per the library rules and regulations.
- To manage the circulation of the Journal of Science, Technology and Management and maintain the list of subscribers and related documents.
- To maintain a record of the reports, printed materials, brochures, and other materials published by the college.
- To organize book exhibitions in the campus.

#### **10. Superintendent**

- To be in-charge of the College office and be personally responsible for the smooth functioning of the Administrative office.
- To delegate the office work to subordinates with the approval of the Principal
- To convene regular meetings with office and library staff
- To supervise the performance of the staff and to assess the progress of the work
- To orderly maintain the office procedures and discipline of the employees.
- To ensure proper maintenance of files, registers and documents
- To carry out his duties and responsibilities in a transparent and just manner.
- To timely attend the welfare of the staff and motivate them.
- To be responsible for maintaining the confidentiality and safety of the office.
- To maintain inward and out ward register for all correspondences.

#### **11. Placement Officer / Corporate Relations Officer**

- To co-ordinate all the activities connected with career guidance and placement of students'
- To plan, organize, implement and to lead the students in finding out gainful career positions.
- To organize placement trainings, mock interviews, aptitude trainings, orientation trainings etc.
- To arrange on-campus and off-campus placement drives
- To have close liaison with industry, Govt. officials and corporates for organizing job fairs.
- To conduct need analysis for determining the skill and competency of the students
- To design skill development programmes based on the need analysis to meet the requirements of the industry and corporate sector

- To organize webinars/seminars/expert talks of industrial mentors and distinguished alumni members
- To report the activities of the corporate relations office to the Principal and in the meetings of the council of the Heads of the Department

## 12. Chief Accountant

- To be responsible for the overall cash management of the college.
- To be in charge of all collection and disbursement of cash.
- To maintain the books of accounts such as journal, ledger and cash book.
- To prepare the final accounts and balance sheet for audit purposes
- To maintain the proper record of funded and in house projects.
- To make all payments with the authorization of the Principal/Manager.
- To report on a daily basis financial matters to the Principal and Manager.
- To maintain the Statutory Registers and records of staff welfare

## 13. Warden

- To ensure the overall wellbeing of the students residing in the hostel.
- To monitor regular collection of the hostel fees from the students.
- To make sure that the complaints of the hostellers are resolved in time.
- To ensure that the hostellers are satisfied with the food and other hostel facilities.
- To maintain a cordial relation among the inmates so that they feel hostels as their second home.



Fr. Dr. CHERIAN J KOTTAYIL  
PRINCIPAL  
Mar Athanasios College For Advanced Studies  
Tiruvalla- 689101, Kerala