

Estd. 1989



SIR C R REDDY COLLEGE OF ENGINEERING

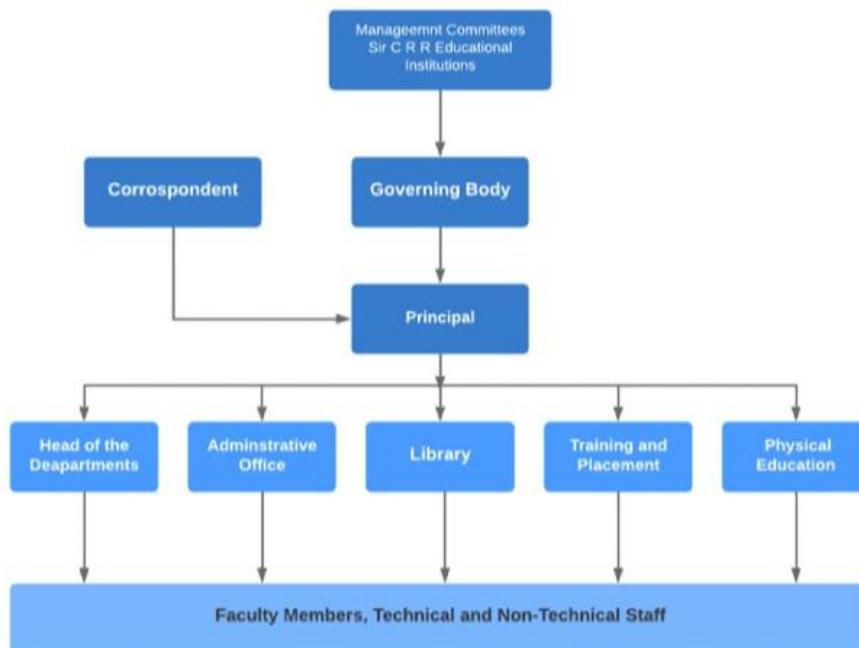
(AUTONOMOUS)

VATLURU, ELURU-534007, ELURU DIST., ANDHRA PRADESH, INDIA

Approved by AICTE, Accredited by NAAC with 'A' Grade & NBA,

Permanently Affiliated to JNTUK, KAKINADA

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S.No	Position	Responsibilities
1	Management Committee	<ul style="list-style-type: none">• Chief patron of the Institution.• They are the Executive Trustees and Members of the GB.• They are the final authority for annual (financial) budget allocations and all related approvals.• They hold signatory roles in major administrative, recruitment, purchase, expansion, and Policy decisions of the Institution.
2	College General Body	<ul style="list-style-type: none">• Chairman is the Chief Mentor of the Institution, and heads the Governing Body.• He is the final authority to provide final approval for all major policy matters on expansions, collaborations, financial outlays, budgetary allocations and major admin related decision.• Motivate and support the administration to make our institute an outcome-based institution.
3	Correspondent	<ul style="list-style-type: none">• He acts as bridge between the management and administration.• Responsible for ensuring the activates in the college is implemented as per GB and MC set guidelines.• Recommend to GB and MC, various issues raised by the principal, Teaching and Non- teaching staff.• Advise the principal on day to day activities.

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4	Principal	<ul style="list-style-type: none"> • He functions as the Head of the Institution and is the Member-Secretary of the GB. He is responsible for overall development of the Institution. • Ensure the attainment of Vision of the Institution through strategic Mission. Define & delegate responsibilities of various positions in the organization. • He is the final authority for all academic, admission, administrative, co-curricular and extracurricular, research, placement, innovation, resource mobilization, planning and development, recruitment. • He also coordinates the needs of meeting statutory and regulatory requirements of the government (AICTE, APSCHE) and University (JNTUK). • He channelizes the growth and benchmarking activities of accreditation (NBA/NAAC) and affiliation (JNTUK) processes for the institute. • He is the single point contact (SPC) for external bodies (industries, academia, regulators, institutions/organizations, companies) and also for stakeholders: industries, parents and alumni.
5	Head of the Department (HoD)	<ul style="list-style-type: none"> • He / She is the functional and administrative head of the concerned department. • He/she ensures the smooth running of the concerned department by laying goals and milestones of the department. Vision and Responsible for attainment of Department Vision through Mission and attainment of POs through COs. • HOD builds and leads the team of required numbers of faculty members (Professors, Associate Prof and Assistant Prof), staff (Lab Instructors, Lab Assistants, Admin staff) and students - II, III and IV year B.Tech and M.Tech. For I Year, a separate HoD is looking after all the above activities. • The HOD ensures planning, execution, troubleshooting of all academic activities (theory and lab classes), examinations, research and publication, projects and developmental activities. • He/she coordinates intra (with IIC, T & P and other depts. /centres at the institute) and inter (with other academia and industries) institutional communicational roles • HOD plans and organizes events (conference, seminars, workshops, and training) and conducts industrial visits and guest lectures for the benefit of dept. (students and faculty members). He/she organizes meetings with stakeholders (particularly parents) • Develop Calendar of events, Timetables for each section/semester, Upkeep and maintain records of the department, maintain laboratories and assets, assign duties and monitor faculty performance, verifies faculty appraisal, benchmark the growth parameters, monitor mentoring of students by the mentors (faculty team), identify and execute action on departmental needs, develop team towards audits and compliance, monitor R&D and project activities of the department, ensure up-keeping of departmental library, lead team towards publications and IP, seek MOUs from related industries. • He/she renders all support to the team lead, Principal • He/she encourages and motivates the team to contribute for the positive growth of the department, in turn the institution

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6	Administrative Officer	<ul style="list-style-type: none"> • Overall in-charge to execute different Office Administrative sections i.e., Accounts, Admissions, Exams, Scholarships and coordinates Governing Body meetings. • Liasoning with AICTE, DTE and University. • Service Books, Faculty personal files & Recruitment process. Maintain minutes of meeting for all new proposals. • Coordinate day to day activities of office. Purchase process & payments. • Preparation of Annual Institute budget.
7	Training and Placement Officer	<ul style="list-style-type: none"> • Officer T & P is solely responsible for planning, connecting, organizing, culminating all activities leading to placement needs of the graduating students. • He develops and nurtures contacts/ connects with industries/ companies/ organizations/alumni database in view of placement needs. • He ensures the smooth coordination with various stakeholders required for the process of placement. • He initiates the process of feedback collection from the visiting companies/organizations for offering placement and shares with concerned departments for better understanding and possible improvements in the subsequent sessions/years. • He coordinates activities for pool-in placement drives. Facilitate career guidance to the students. • He significantly contributes in building brand value of the institution.
8	Librarian	<ul style="list-style-type: none"> • The Librarian is responsible for the resources of Library and information Centre comprising of assets in both hard and soft forms. The associated duties are: • He envisages the plans, initiates actions for addressing all possible needs of primary stakeholders - students, teachers and research scholars (via identifying and ordering books, reference material, journals, online resources, issue of resources and maintain of records). • He with her team undertakes series of tasks towards optimal utilization and for maintenance of the library. • Maintain library discipline and culture. Prepare annual budget for library.
9	Physical Director	<ul style="list-style-type: none"> • Proposing annual sports budget. Creation and upkeep of sports facilities. Purchasing of sport items. • Conduct training camps. • Ensure smooth conduct of sports. • Encourage students to participate in zonal tournaments.