

VAAGDEVI DEGREE & PG COLLEGE



DIST: HANUMAKONDA, TELANGANA STATE-506001

(Affiliated to Kakatiya University, Warangal)

(e-mail: principal@vaagdevicolleges.com)

website: www.vaagdevicolleges.com



Criterion 6-Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.2. The effective leadership is visible in various institutional practices such as decentralization and participative management.

RESPONSIBILITIES OF VARIOUS DESIGNATES

S.No	Designation	Responsibilities
1	Director Academics	<ul style="list-style-type: none">Responsible for administration of the campus.To look after the maintenance of the services and ensure optimization.Acts as a coordinator for all the activities relating to the maintenance of the college.Sanctioning of the financial activities.
2	Principal	<ul style="list-style-type: none">The Principal is responsible for the coordination of all the Academic activities, Co-curricular and Extra-curricular activities in accordance with the norms and standards prescribed by UGC, Kakatiya University Warangal.Organize appointments of faculty members according to the norms of the affiliating University in coordination with the Governing body.Monitors admission, regular class works and placement activitiesLooks after all the Administrative and Academic activities.General administration and overall supervision of teaching programmes.Recruitment of staff and admission of students.Responsibility for conduct of examinations.Motivates faculty to apply for research grants and carry out in-house research.

S.No	Designation	Responsibilities
3	Vice-Principal	<ul style="list-style-type: none"> • Supervision of students' welfare, health and security services. • Maintenance of permanent records of students. Preparation of reports like college reports, progress reports etc. • Review and revision of policies, rules and regulations. • Performing public relations duties for the college. • Participation in the college's committee work. Supervision of library services. • Planning for development of the college.
4	Heads of the Departments	<ul style="list-style-type: none"> • Responsible for all the academic affairs of the department. • Looks after daily activities relating to teaching and other teaching and non-teaching staff workloads. • Reports to the Principal regarding all department requirements, such as Faculty members, supporting staff, equipment, books & journals, maintenance etc. • Represents the department and will report to the Principal all the requirements and shortcomings for the development and proper functioning of the department during HoD's meetings. Prepares department budget. • Arranges for Guest Lecturer/Extension Lectures, Workshops, Conferences etc. • Responsible for innovative programmes, including collaboration with other institutions, Universities and different industries. Responsible for the student's innovative system. • Arranges for value-added courses, industry visits, and internships for the Seminars, and students. Ensures faculties Submit research proposals and publish Research papers in reputed journals.

S.No	Designation	Responsibilities
5	IQAC-Coordinator	<ul style="list-style-type: none"> • Stay well-informed with the recent advances and developments in education as well as research. • Keep in constant touch and interact with teachers and students learn about the current trends in their area of expertise. • Participate in the broader community as committee and club members, consultants, content speakers and experts. • Organize conferences and seminars for the professional development of students in their group. • Guide, direct and mentor students/research scholars in their activities. • Encourage the teachers to submit research proposals and published research papers in reputed journals.
6	Teaching staff	<ul style="list-style-type: none"> • Follows innovative instructional methods. • Prepares student materials, Builds up professional relationships with students and provides guidance for their career development. • Evaluates, supervise and mentor the academic progress of the students. • Participates in various activities at the department and college level. • Publish their research works or findings in academic books or journals. • Grade papers and tests; prepare exercises, lessons and lab experiments for the students
7	Lab Assistants/ Technical Staff	<ul style="list-style-type: none"> • Assists the faculty in conducting laboratory classes. • Provide all the technical support and set up the laboratory equipment. • Arrange all the specimens that are necessary for the laboratory classes and examinations arrange and maintain all the records, stock register and breakage register of the laboratory.

S.No	Designation	Responsibilities
		<ul style="list-style-type: none"> • Works under the supervision and instruction of the faculty in charge of the laboratory. • Maintains the laboratory equipment and hardware, making sure it is properly cared for, performing maintenance and repairs, and replacing equipment when necessary. • Laboratory Technicians prepare and organise all data and findings. • Inputting all data in necessary files and systems and creating documents and presentations to communicate results with other staff members
8	Office Staff	<ul style="list-style-type: none"> • Takes care of student scholarships like first graduate, BC, SC, ST & MBC scholarships. • Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission. • Implements HR policy of the Institution. • Takes care of all admission approval procedures and communicates with universities in person. • Maintains the student fees collection and processes payroll for the faculty and staff.
9	Training & Placement Officer	<ul style="list-style-type: none"> • The placement officer is responsible for all the activities relating to the students placement like training programmes, interacting with various companies, industries, and corporate and organizing drives. • Provides the list of students eligible for placements from time to time to the Placements Cell • Identifies and provides training as per the needs of students • Arranges campus interviews 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 utilised.

S.No	Designation	Responsibilities
		<ul style="list-style-type: none"> • Assists students develop/clarifying their academic and career interests and their short and long-term goals through individual counselling and group sessions. • 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. • Generation of awareness among the students regarding the future career options available to them • Provides right placement to the right candidate so that students excel in their future life
10	System Administrator	<ul style="list-style-type: none"> • Manages all the activities relating to Computer systems and networking. • Looks after the repair and maintenance of the Computer system and its networking. • Prepares a schedule for providing computer service to all concerned. • Arrange for the availability of Internet connection wherever required. • Arranges computer training / refresher courses for the staff to update their knowledge.
11	Librarian	<ul style="list-style-type: none"> • Responsible for the overall in charge of the library. • Maintains documentation of books, journals, magazines, newspapers, CD's & library materials • Prepares a periodical requirement of books and journals to students and faculty members. • Responsible for maintaining and updating e-journals and all teaching aids • Keeps record of library materials and reports to the Principal for any Discrepancy.

S.No	Designation	Responsibilities
12	Physical Directors	<ul style="list-style-type: none"> Responsible for all the activities related to the Physical Education. Arranges a physical fitness camp (yoga) for the students and staff. Responsible for procurements, maintenance of sports goods, play fields and other items related to Physical Education. Coordinates Intra College and Inter College, Inter-University and Inter State competitions for different sports.


 Principal
 Vaagde Datta & P. College
 Kishanpura, Manamkonda