



Estd:1986

|| Jai Sri Gurudev ||
Sri Adichunchanagiri Shikshana Trust (R)

SJC INSTITUTE OF TECHNOLOGY

VTU Affiliated, AICTE Approved, Accredited by NAAC & NBA, Gold Rated by QS I-Guage

Chickballapur - 562 101, Karnataka



www.sjcit.ac.in


FUNCTIONS OF VARIOUS BODIES AND POSITIONS

| POSITION | FUNCTIONS |
|---|---|
| Governing Council | <ul style="list-style-type: none"> • Frame directive principles and policies. • Amend and approve policies from time to time. • Approve Budgets. |
| Principal | <ul style="list-style-type: none"> • Head of the Institution. • Academic and administrative management of the institution. • Policy planning and providing academic and administrative leadership. • Monitoring and Evaluation of academic and research activities. • Promotion of industry-institution interaction. • Providing Consultancy services. • Participation in policy planning at the regional/National level for development of technical education. • Allocation of budget and budget monitoring. • Managing the Quality Management System of the Institution. • Teaching. • Student and stakeholders' satisfaction. • Monitoring the Implementation of ISO 9001-2015 systems and standards across the organization. • Approval of Master timetable, Quality Manual and Quality System Procedures and changes to the same, Calendar of Events, Institution related documents. |
| Director [Research and Incubation Centre for Entrepreneurship] | <ul style="list-style-type: none"> • Create Awareness about Entrepreneurship and Intellectual Property Rights • Initiate new ideas to solve local problems through IDEATHON & HECKATHON process and convert ideas into proof of concept. • Establish collaboration with government and non-government funding agencies to enhance research, |

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| | <p style="text-align: center;">innovation and entrepreneurial related activities.</p> <ul style="list-style-type: none"> • Guide & motivate the students to become Entrepreneurs. • Research & Development, Publications and Funding |
| <p>Registrar</p> | <ul style="list-style-type: none"> • Preparing regular financial and administrative reports. • Administration of Institution databases. • Managing office supplies stock and placing orders. • Prepare reports and presentations with statistical data, as assigned. • Organize a filing system for important and confidential Institute documents. • Office Administration. • Administration of the Institution as per the directions of Management and Principal. • Co-Ordinate with the MR in the Institution related matters. • Manages the financial matters of the college. • Budget monitoring. • Liaising administrative activities with Management, University, Central and State Government and Bodies, Local administration and Authorities, Principal, Staff, Students and Parents. • Managing and Monitoring the Purchase and Stock Verification activities. • Co-Ordination with the Supporting Sections Staff in organizing Extra/Co-Curricular activities. • Monitoring the Admission, Examination, Establishment and Recruitment Activities of the Institution. • Monitoring the Security activities & General Amenities across the Institution. • Monitoring the Implementation of ISO 9001-2015 Systems & Standards in the Office and its related area. • Approval of Office related work instruction. • Housekeeping. |
| <p>Head of the Department</p> | <ul style="list-style-type: none"> • Head of Department/Teaching/Research/Training. • Academic and administrative management of the department. • Teaching and research activities. • Implementation of ISO 9001-2015 Systems & Standards Review of Lesson Planning, Review of Test Question papers. |

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| | <ul style="list-style-type: none"> • Providing leadership in both post-graduate and undergraduate courses in relevant field of specialization. • Consultancy services. • Policy planning, Monitoring and Evaluation and Promotional activities both at departmental and institutional level. • Curriculum development and developing resource materials. • Design and development of new programmes. • Continuing education activities. • Interaction with industry and society. • Students counselling and interaction. • Administration both at Departmental and institutional levels. • Student and stakeholders' satisfaction. • Housekeeping. |
| <p>Librarian</p> | <ul style="list-style-type: none"> • Library Head. • General administration of library. • Budgeting, Planning and developing the library. • Books, periodicals, videotapes selection, acquisition & Storage. • Supervising of cataloguing and indexing. Automation aspects. • Maintenance of library books, periodicals, videotapes, catalogues etc. • E learning resources. • Student satisfaction. • Implementation of ISO 9001 -2015 systems and standards. • Approval of Library work instruction. • Housekeeping, Development of Digital Library. |
| <p>Placement Officer</p> | <ul style="list-style-type: none"> • Industry Interaction. • Organizing the Campus Recruitment. • Interaction with Industries and arrange Industrial visits, Technical Seminars. • Organizing Career Guidance and Personality Development Programs. • Organizing General Aptitude Tests. • Assisting the academic departments to get projects. • Organizing for Training as per academic department's requirements. • Implementation of ISO 9001-2015 systems and standards. • Approval of Placement work instruction and Letters. |

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| <p>Warden</p> | <ul style="list-style-type: none"> • Hostel Activities. • Overall Monitoring of Hostel Activities. • Implementation of ISO 9001-2015 systems and standards. • Approval Routine Hostel Documents. • Maintenance of Discipline in the Hostel, Housekeeping. |
| <p>Professors/ Associate/ Assistant Professors</p> | <ul style="list-style-type: none"> • Teaching /Laboratory Maintenance. • Conduction of theory and practical classes. • Planning laboratory work & Maintenance of Laboratories. • Support HOD/Professor in Lab / Workshop Maintenance. • Preparation of lesson planning and test question papers. • Student Counselling and Interaction by the Proctors. • Support department in organizing curricular and extracurricular activities. • Implementation of ISO 9001-2015 systems and standards. • Awarding Internal Assessment Marks. • Housekeeping. |
| <p>Foreman, Lab instructors, System programmers</p> | <ul style="list-style-type: none"> • Laboratory Maintenance. • General Maintenance of Laboratory and equipment. • Maintenance of Computer Hardware & Software in the lab. • Maintenance of Problem and Maintenance Registers. • Updating of Stock Registers. • Supervising the activities of supporting lab Staff. • Assisting in the conduction of the Laboratory classes. • Student satisfaction. • Implementation of ISO 9001 -2015systems and standards. • Updating Stock Registers and Maintenance Registers. • Housekeeping. |


 Principal
 S.J.C. Institute of Technology
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