



**SREE RAMA**  
ENGINEERING COLLEGE

# SREE RAMA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi - Affiliated to JNTUA, Ananthapuramu)

An ISO 9001:2015 & ISO 14001:2015 certified Institution

Rami Reddy Nagar, Karakambadi road, Tirupati-517507

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## **ROLES AND RESPONSIBILITIES**

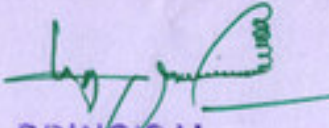
### **CHAIRMAN:**

- i. The Chairman is responsible for the leadership of the Governing Body and ensures that the necessary business of the Governing Body is carried on efficiently and effectively embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- ii. The Chairman should ensure a good working relationship with the members of the Governing Body, and the regular reports from the committees are presented to the Governing Body to their satisfaction.
- iii. The Chairman shall ensure that the Governing Body approves and operates a procedure for the regular review of the performance of individual members of the Governing Body, and should participate as reviewer in that process. Also the Chairman shall encourage members to participate in institutional training and development events.
- iv. The Chairman shall involve in the process of induction of new members and encourage all other members also to participate in this process.
- v. The Chairman shall conduct the performance appraisal of the head of the Institution.

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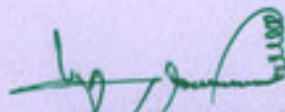
- vi. The Chairman shall ensure to manage appropriately any conflict of interest that arises to uphold the integrity of the Governing Body business.
- vii. The Chair shall ensure that the Administrator to the Governing Body maintains a Register of the Interests of members of the Governing Body up-to-date and timely disclosure.
- viii. The Chairman shall ensure that the Governing Body exercises efficient and effective use of the resources of the Institution, maintains its long-term financial viability, safeguards its assets, proper financial control and prevention of fraud.
- ix. The Chairman shall be responsible for ensuring that the Governing Body exercises control over the strategic direction of the institution, through effective planning.
- x. The Chairman shall establish a constructive and supportive working relationship with the Head of the Institution, recognizing the proper separation between governance and executive management.
- xi. The Chairman shall represent the Governing Body and the institution externally.
- xii. The Chairman shall play a major role in liaising between key stakeholders and the institution, including fund-raising.
- xiii. The Chairman shall have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- xiv. The Chairman shall attend all meetings of which he is Chairman or a member; if absence is unavoidable prior information shall be provided.

  
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## **SECRETARY**

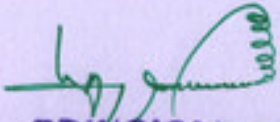
- i. Leading the statutory Governing Body to formulate strategic plan and continuous monitoring of the attainment of short and long term goals.
- ii. Heading the Governing Body sub-committee on recruitment of members for statutory committees from premiere academic institutions, industry and public.
- iii. Planning and development of physical infrastructure for academic and administrative units.
- iv. Financial management of the group institutions to maximize the internal revenue generation through enhanced student intake and investments from financial institutions.
- v. Human Resource Planning and recruiting top academic administrators and senior management functionaries
- vi. Engagement with educational institutions, premiere national institutions and industry for collaborations and tie-ups
- vii. Creating resources for infrastructure and opportunities for maker's space, tinker labs and clubs for holistic student development
- viii. Directing Institutional Social Responsibility through 'NSS' for the transformation of rural neighborhood into smart villages

  
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## **DIRECTOR**

- i. To provide leadership through strategic planning and development, guidance and monitoring of all the academic (Teaching - learning and Evaluation) and related activities such as Consultancy, Placement, Training, Industry-Institute-Interaction.
- ii. To review the agenda, minutes of the meetings of Governing Body and other committees.
- iii. To coordinate with the Principal in the activities related to AICTE approvals, JNTUA affiliation, UGC, other mandatory apex bodies and Accreditation agencies.
- iv. To coordinate and review the functioning of IQAC of the institution.
- v. To plan additional facilities for new programs and courses.
- vi. To monitor Faculty Training & Development Programs.
- vii. To review proposals, applications, reports, correspondence etc., to external agencies from SREC.
- viii. Any other work assigned by the Chairman and Secretary from time to time.


  
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## **PRINCIPAL**

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

- i. The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body and Chairman of the Finance Committee.
- ii. It shall be the duty of the Principal to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- iii. The Principal shall have the power to delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- iv. The Principal shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various Committees of the Institution.
- v. The Principal shall have the power to convene or cause to be convened meetings of the various bodies of the Institution.
- vi. It shall be the duty of the Principal to :
  - Apply to AICTE (for extension of Approval, sanction of New Programs and courses and variation in intake, etc.)
  - Apply to JNTUA, Anantapuramu for affiliation
  - Ensure timely correspondence with APSICHE, Commissioner of Technical Education, Convener EAPCET, Convener APECET, Convener AP PGECET and Convener AP ICET for student admissions and relevant matters.

  
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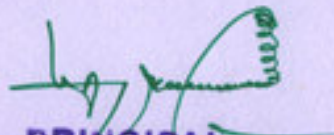
- Correspond with Social Welfare department (sending scholarship applications for students of SREC), and other Govt., offices (like office of the District Collector) for attending meetings on anti-ragging; RTA office for safety of buses.
- Send statistical data to State Government and University Grants Commission, New Delhi and other apex agencies.
- Prepare all the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions.
- Provide leadership, guidance, Implementation and monitoring of all the academic activities.
- Monitor all the developmental activities such as Research and Development, Training & Placement, Industry-Institute-Interaction and report to the Governing Body.
- Take specific initiatives to achieve long and short term goals of SREC and monitor the activity.
- Conduct the IQAC meetings twice a year and submit a report to the Governing Body.
- Receive all departmental budgets in the prescribed form by 31<sup>st</sup> January of every calendar year for the next academic year and submit the same to the Management.
- Ensure the preparation of reports on various activities and also the Annual Reports of SREC.
- Maintain student discipline and orderly functioning of SREC.
- Inculcate discipline, decency, decorum and dignity among the staff and students of SREC.

  
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- Submit the proposals to the Governing Body for creation of additional facilities of new programs and courses whenever necessary.
- Responsible for the general amenities (like providing potable water, toilets, ladies waiting hall, parking, canteen, transport, library, internet, courier service, banking, Tuck Shop, Medical facilities, play grounds etc).

***The Principal shall carry out any other duties assigned by the Management/Governing Body from time to time.***

  
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### **Exam Section In-Charge**

The Exam section In-Charge is responsible for conducting examinations and implementation of evaluation methodologies, display of results, issue of grade sheets and reports to the Principal, who is the Chief Superintendent of Examinations. He/She is responsible for the maintenance of the confidentiality in the functioning of the examination section.

Duties :

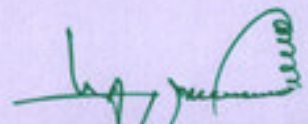
- Year/Semester End Question Paper Correspondence
- Information to students on Examination Notification and Timetables given by JNTUA
- Conduct of Examinations
- Decryption and printing of Question paper on the day of Examination
- Handing over the answer scripts to JNTUA, Ananthapuramu through post
- Estimation and Procurement of Stationery for internal and external examinations
- Preparation of Annual Budget for Examination Section
- Submitting the requirement for the upgradation of examination sections
- Organizing the Malpractice Redressal committee meetings to resolve the malpractice issues
- Making Correspondence to JNTUA in all aspects
- Making Correspondence to SBTET, AP in all aspects
- Addressing the Students grievances and ensuring of discipline in conduction of examinations.
- Conducting of Examinations of other organizations (GATE, AIEEE, GAT, SRMEE, APPSC, TTD, SBI, IBPS etc.,)

  
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- Providing service to the other organizations in setting question papers, scheme of evaluation, etc.
- Maintenance and Repairs of Electronic and Reprographic Equipments.
- Maintenance of Accounts related to Examination Section, Stock of Equipments and Stationery through ledger and Daybook.
- Maintenance and adherence of Examination Section Staff Establishment rules
- Execution of duties assigned by the Chief Superintendent of Examinations from time to time

***Any other work related to Examinations assigned by the Management/ Principal from time to time.***



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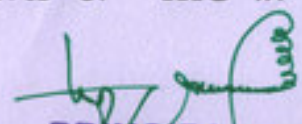


### **Placement officer**

Placement Officer is responsible for all the efforts of the Institution towards 'Employability' of the students.

His/Her responsibilities are:

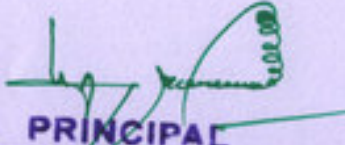
- To provide leadership and guidance in Institutional efforts towards 'employability' of the students and provide placements
- To provide direction in planning and implementing activities related to the employability of the students
- To conduct job market research and report on Job trends and prospective of job market opportunities
- To provide structured advice to the Governing Body in matters related to the placements
- To prepare Placement event yearly calendars and communicate the same to all stakeholders
- To organize the placement activities during campus placements drives
- To interact with prospective companies/institutions and inviting them for the placements
- To assist students in career planning through awareness activities/events
- To arrange Placement Training and plan & conduct mock tests/interviews/group discussions etc., to foster placement opportunities.
- To collaborate with Industry Institute Interaction Cell (IIIC) of the Institution in matters related to employability and provide placements to the students.
- To provide support and coordinate the efforts of IIIC in offering Internships to the students

  
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- Follow-up of arrangements for Campus placements such as schedules, visit of industry personnel, arrangement of pre-placement talks, arrangement of screening test facilities, supporting visiting company to carryout recruitment and selection.
- Collect offer letters from the employer and distribute the same to the placed students
- To maintain databases of eligible students, selected students and not-selected students
- To establish and upkeep 'Employer' databases


***Any other relevant work assigned by the Management/  
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## Head of the Department

- Prepare Departmental Academic calendar incorporating all the events required as per Accreditation bodies and also as per discussions in the HODs meeting with Principal.
- Allocate the subjects to the faculty members well in advance before commencement of the semester.
- Check Lesson Delivery Plans and Course material prepared by the faculty for the subjects assigned to them for the semester before the commencement of class work.
- Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students well in advance before the commencement of the class work.
- Ensure all the faculty engages the theory classes at the allotted time and available in the laboratories full time during Practical classes.
- Interact with students (Section wise) of their branch once in 15 days, identify the problems and find solutions in consultation with the Principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification as and when required.
- Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.

  
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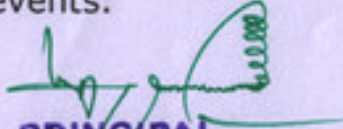


- Convene departmental staff meeting once in a fortnight on the day allotted and record the minutes of the meeting.
- Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) twice in a semester (first feedback before first Mid-exams and second feedback before second Mid-exams), evaluate and communicate the feedback to the concerned faculty members and communicate a summary of all the teachers' feedback to the Principal.
- If any subject is handled by the other department faculty members, communicate/send one copy to the respective HOD.
- Guide/Advise the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year to year or semester to semester.
- Ensure all mentors maintain and update student counseling books regularly and submit the updated books to the principal's office for verification and signature.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teacher/Mentors.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Form the student batches and allot the project guides as per guidelines given by the affiliating University.

  
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- Allocate the students to the teacher-counselors in the beginning of the academic year.
- Inform the concerned authorities, if any important information of events taking place in the Department from time to time
- Arrange remedial classes for the benefit of below average students/slow learners
- Ensure academic discipline in the department (among students, teaching and Non-teaching staff).
- Maintain and update all the files in the department regularly.
- Plan and conduct the Add-on/Value added course of meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
- Provide necessary inputs to the Principal office for Governing body Meetings and also for Accreditation purposes.
- Report to the Principal regarding all the requirements of the staff, equipments, servicing and maintenance of equipments in the laboratories well in advance (preferably during the vacation of every semester for the ensuing semester)
- Responsible for the activities related to R&D, consultancy and research publications.
- Arranging Guest/Expert lectures, seminars, workshops, conferences, Industry visits to students etc. in the department as planned in the departmental calendar of events.

  
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- Motivating / guiding faculty members to participate/attend workshops, seminars and conferences conducted at other places for updating their knowledge and also for submitting proposals for research grants to different funding agencies.
- Responsible for preparation of Budget (Capital & Recurring) every year as informed by the Principal.
- Responsible for any other job assigned by the Management / Principal / superiors from time to time.

***Any other relevant work assigned by the Management/  
Principal from time to time.***

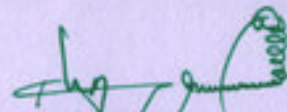
  
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## **FACULTY MEMBERS**

### **Roles and Responsibilities:**

- The faculty shall adhere to the Rules / Regulations / Responsibilities at all times.
- Non-adherence or Non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.
- The faculty members must be punctual to duty.
- The faculty members shall stay within the campus during the working hours of the college.
- The faculty members shall discharge the responsibilities assigned in teaching /research / consultancy and administrative jobs diligently in honest and un-biased manner with total commitment.
- The faculty members are expected to conduct themselves in a professional and co-operative manner.
- The faculty members shall take precautions to protect equipment, materials and facilities of the college.
- The faculty members shall attend and participate in the meetings, activities called/assigned by the HOD and Principal.
- The faculty shall take up other duties and responsibilities assigned by the Principal/Management not limited to academic & evaluation duties.



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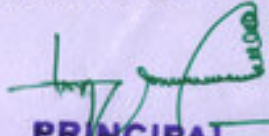
- The faculty at the level of Professor, Associate Professors and faculty with Doctoral degree shall undertake research/consultancy activities constantly in addition to Teaching.
- The faculty member should make him/her presentable as per the stipulated dress code and must wear ID card at all times within the campus and while representing Institution outside.
- The faculty shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely, HODs and Principal
- Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
- The faculty shall not indulge in rude or abusive behavior, comment against superiors, and make negative comments about the institution, other staff members, verbal attacks which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- To conduct the assigned classes as per Schedule/time-table.
- To maintain the record of Lesson Plan and other relevant documents of the courses handled by them.
- Whenever a faculty intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for the classes/laboratories/invigilation etc.,



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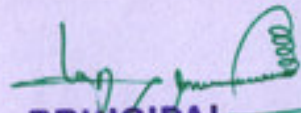


- In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested and official leave letter should be submitted to the HOD within 24 hours either in person or through alternate means.
- The faculty member shall be impartial towards any segment of students or individual student and maintain highest decorum while dealing with students and colleagues.
- The faculty counselors must update the students counseling book regularly and submit for verification to the HOD/Principal.
- Once the subject is allotted, the faculty member should prepare the Lesson Plan and course file as per the guide lines provided.
- The faculty member should refer to more reference books & text books and prepare his/her detailed lecture notes/course material. These lecture notes/course material are his/her teaching aids. The faculty member should not dictate the full notes in the class.
- The faculty member should make use of ICT, like use of PPTs, LMS apps, models etc., wherever necessary as teaching aids.
- The faculty member should encourage students asking doubts/questions.
- The faculty member should get the oral feedback from students about his/her lecture delivery and act/adjust the teaching methodology appropriately, on a continuous basis.

  
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- The faculty member should take care of academically weaker students (slow learners) and pay special attention to their needs in remedial classes.
- In numerical/problem oriented courses, regular tutorials are to be conducted. The problems for tutorial classes are to be handed over to the students at least three days in advance of tutorial class.
- The faculty member should interact with the class teacher or counselor and inform about the habitual absentees, academically weaker students in his/her course, objectionable behavior of the students etc.,
- The faculty member shall always aim for 100% pass results and also to achieve set targets for course outcome attainment in his/her courses and acts accordingly.
- The faculty member should regularly visit library and read the latest journals/magazines in his/her specialization and keep oneself abreast of latest advancements.
- The faculty members assigned with laboratory class must perform the experiments personally and be satisfied with the outputs/results, before asking the students to conduct the experiments.
- The faculty members assigned with laboratory classes shall stay in the laboratory for the full time.
- The lab observations/records must be corrected then and there or at least by next class.

  
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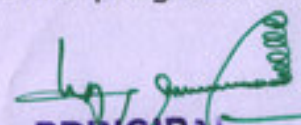


- The faculty members assigned with laboratory class should conduct at least two experiments beyond the syllabus to enlighten the students about the developments in the course.
- The faculty members should set the Mid question paper following the guidelines given with regard to Course Outcomes and Revised Bloom's Taxonomy Levels.
- The faculty members should also prepare the detailed solutions and scheme of evaluation and submit to HOD for approval.
- During invigilation, the faculty member should be continuously moving around and should not sit at one place for a long time and should watch students closely to avoid malpractice in the mid test or Semester End Examination (SEE).
- Whenever any malpractice is noticed in SEE the faculty member should inform the University representative/Chief superintendent.
- The Answer Scripts are to be corrected within three days from the date of mid examination at a central place and mid marks are to be submitted to the HOD for submitting to Principal.
- The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college. In these occasions, it should be done strictly as per prescribed norms and should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.,
- To motivate students to show interest and learn the most in the classes.

  
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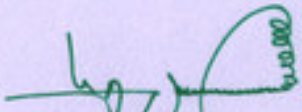
- To be available for the students even after class hours to clarify their doubts, if any.
- To provide students set of possible questions for all the topics in order to help/prepare for enhancing their knowledge and face the examinations confidently.
- To treat students with respect and teach them to treat others with respect.
- To motivate and help students to do minor educational projects in related area/topics so that their analytical and self-learning skills improve.
- Feel working comfortably with advanced learners/slow learners and learners with diverse needs.
- To handle gently but firmly any misbehavior of students and weed out the cause.
- As a mentor, the faculty shall advise/counsel the student on all the academic and personal matters.
- The faculty must meet the assigned students at least once in every week/fortnight and report to the HOD/Principal about those students who avoid meeting.
- The faculty shall understand student difficulties and counsel as per individual situations.
- Ensure that the academic progression of a student is continuously monitored and assessed.
- Keep the parents appraised about the academic progress and general behavior of their wards.

  
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- To demonstrate communication and interpersonal skills as they relate to interaction with students, parents, colleagues, staff and administrators.
- To ensure that the maintenance of student counseling book is accurate, complete and in an appropriate manner. The student counseling book is to be regularly updated with the comprehensive information of the students academic progress with proper verification and remedial measures.
- To maintain decorum in any meeting or assembly and the difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- The faculty counselor should serve as a friend, philosopher and guide to students.

***Any other academic work assigned by the Management/  
Principal from time to time.***

  
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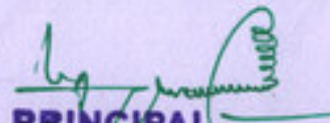


## **Network Administrator**

The System Administrator is in-charge of all matter relating to acquisition, installation, maintenance, upgrading and overall supervision of computer systems and networking in SREC Institutions.

### **Duties:**

- To manage DHCP, DNS, WINS, Proxy, IIS, E-mail Service, replication service and print service.
- To configure the equipment and software to meet the classroom need.
- To assist, oversee and advise instructors on classroom environments
- To design, implement and maintain LAN environment for labs and classrooms
- To plan and then prepare classroom PCs and for a multiple user and multiple OS environment
- To provide technical support for instructors and students
- To support and maintain the PCs and Peripheral of student and instructional staff use
- To provide technical liaison with the Company Network Support Staff
- To investigate new technology and opportunities that enhance our students learning experience
- To install new and replace equipment

  
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- To maintain professional competence in current IT technologies
- To maintain inventories on all PC products

**Responsibilities:**

- To maximize the availability and utility of the systems
- To manage time and expertise to understand the technical implication of the systems, maintain current on vulnerabilities, software patches and new releases and attend on related issues immediately
- To report to the management on violations of usage of computer network
- To protect individual passwords
- Not to monitor or collect information on individual information usage patterns
- To configure software system so as to maximize the confidentiality of user communication
- To configure systems to enforce appropriate password policies
- To stay abreast of any vulnerabilities of their systems and manage security in accord with appropriate recommendations
- To configure systems to minimize the chance for abuse and act promptly to end abuses upon notification
- To publicize backup and restore policy
- To evaluate server configurations



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**KARAKAMBADI ROAD, TIRUPATI-517507**



- To manage desktop support
- To deal with wireless devices and optical fiber network
- To use time saving tools for better management of the network
- To formulate the methodology for troubleshooting network issues

**In addition to the above duties and responsibilities, the Network Administrator shall undertake any work assigned by the management from time to time.**



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## **Administrative Officer (AO)**

He/She is responsible for Non-Teaching staff and day to day work in College Office. He/She coordinates the work as instructed by the Management and the Principal.

All Inward Tappal/letters shall be opened, seen and sent to Principal. All letters coming from departments, complaints & representations of students, staff, faculty & parents shall be seen and sent to Principal.

All letters, certificates, memos, notices, circulars, correspondence with organizations prepared by the office shall be initiated and sent to the Principal.

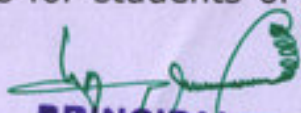
AO is not responsible under any circumstances for any academic issues.

### **Duties include :**

### **Logistics :**

*He/She shall be responsible for the following activities :*

- a) Arranging Transport visitors and officials of SREC Institutions.
- b) Providing accommodation to the officials visiting SREC Institutions.
- c) Providing facilities for organizing academic activities in the college premises.
- d) Monitoring stationery requirements for SREC.
- e) Issuing bus passes and arranging buses for students of SREC and staff.

  
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### **Accounts :**

- a) Collection of Tuition fee, transportation fee, etc. from the B.Tech./M.Tech./MBA Students.
- b) Collection of registration fee etc., related to Placement and Training.
- c) Maintenance of Cash Books relating to the above.
- d) Preparation of Daily Cash Balance Statement.
- e) Transfer of Tuition fee to the Trust.
- f) Payment of University Common Services (UCS) fee to the J.N.T.U.A Collected from the students admitted under NRI/Management quota and received from the Social Welfare Department.
- g) Passing of Electricity and Telephone bills.
- h) Maintaining Imprest Account.

### **Student Affairs :**

- a) Maintenance of personal files of students.
  - i. File of student shall contain Original Certificates, APEAPCET Rank Card, admission letter, any fee concessions by Trust, any punishments, detentions etc.
- b) Admission Register.
  - ii. Details of Student shall be recorded, Transfer Certificate (TC) when issued shall be noted.
- c) Preparation of Certificates i/e viz., Bonafide, Study, Expenditure Estimate, T.C., etc., to the students.
- d) Preparation of Identity cards to the staff/students/APSRTC Bus passes/letters to students involved in ragging, Railway Concession forms.

  
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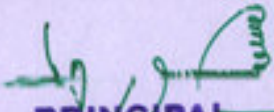
- e) Furnishing of Statistical information with regard to admissions to the various organizations with details of No. of Students under various categories, vacancies, spot admissions, NRI admissions, % of passes.
- f) Preparation of Circulars and notices with regard to collection of Tuition and other fees from B.Tech.,/M.Tech.,/ MBA Students.

**Scholarships :**

- a) All students social welfare scholarships.
- b) National/State Merit scholarships.
- c) Scholarships sanctioned by other organizations.
- d) Sending of proposals fresh and renewal to the concerned for the sanction of scholarship, reimbursement of Tuition fee etc., disbursement and sending of acquittance registers to the concerned.
- e) Furnishing of Statistical information with regard to scholarships.
- f) Maintenance of registers viz., Cash Books, Ledgers Treasury bill register individual scholarship account register.
- g) Integrated Scheme of Book Bank to SC/ST Students.

**Dispatch/Records :**

- a) Receiving of Tappal, Numbering and Distribution.
- b) Dispatch of letters of the college.
- c) Maintaining Stationery A/C and issue to the office and Departments. Maintenance of Stock Registers, Indent for Stationery.

  
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