



# MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY



Melumoi (Post), Palamaner-517408.

(Approved by AICTE, New Delhi and Affiliated to JNTUA, Anantapuramu-515002)

(NAAC Accredited & An ISO 9001:2015 Certified Institute)

(Email: [mtieat@gmail.com](mailto:mtieat@gmail.com) Website: [www.mtieat.org](http://www.mtieat.org))

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## **Roles and Responsibilities**

Policy Statement of Mother Theresa Institute of Engineering and Technology strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

### **Objectives:**

The academic policy discloses the principles used for quality teaching at Mother Theresa Institute of Engineering and Technology and defines the procedures for the multiple levels of accountability in teaching and learning. The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability

2. Ensuring the quality of technical education including

- Preparation of the course materials with adequate standard
- Delivery of course contents adopting appropriate technologies
- Assessment to enable quality.
- Continuous improvement through quality assurance

## **Roles and Responsibilities:**

### **Management:**

Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine and consider the recommendations of College Development Committee and Local Management Committee and prepare a road map for achieving the goals of the Institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Consider the recommendations of the staff selection committee and approve the same.
5. Consider the important communications, policy decisions received from the University, Government, AICTE, and UGC etc.
6. Encourage and facilitate college to apply for Accreditations/Certifications, if any
7. Facilitate and encourage college faculty to apply for research projects/proposals
8. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objective.
9. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
10. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
11. Consider and facilitate college to resolve legal/court cases, if any.

## **Principal:**

Responsibilities include:

1. Regulation
2. Student and Faculty Development
3. Placement
4. Students Achievements
5. Monitoring the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
6. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
7. Maintaining the infrastructure of the institution with the help of concerned staff.
8. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
9. Acts as Warden for Gents and Ladies Hostel.
10. Monitors admission, conducts regular class works, to organize placement activities in coordination with Placement Director., create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
11. Monitors smooth conduct of Quality Management System.

One of the important responsibilities of a Principal is regulation of academic (Examination, Classes, Admission) and general administration, functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the JNTUA and top management; students and their parents.

## **Director (Academic):**

- Direct and manage the development and strategy of the Institute.
- Preparation of the academic calendar, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
- Interview and recruit teachers for appropriate departments
- Monitoring progress towards achieving the objectives and policies.
- Providing academic and strategic leadership.
- Management and vision, as well as day-to-day coordination.
- Observance of academic rules by all teaching faculty
- Monitoring the academic progress of the departments.
- Monitoring NBA, NAAC and Autonomous Activities.
- Monitoring the faculty performance.
- Plan HOD & faculty meetings, orientations, trainings and workshops.
- Develop and implement faculty development programs.
- Develop and implement academic enhancement programs for students (Like IIC, IPR, NITTTR, NIRF, NDLI, IRNS etc.,)
- Regular and effective conduct of classes by teaching faculty.
- Transparency in Evaluation System.
- Students' Feedback - collection, analysis and proper action.
- Conducting faculty appraisal, evaluation and collecting the data.
- Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
- Review and approval of faculty requirements for the program.
- Recommend the disciplinary actions for faculty, staff and students to Principal.

## **Roles and Responsibilities of Dean – Research**

1. Monitoring the activities of Research Centre's.
2. Monitoring the research progress of faculty members pursuing Ph.D.
3. Recommending faculty members for participation in Conference / Seminar / Workshop.
4. Recommending project proposals of departments / individual faculty to funding agencies.
5. Monitoring the activities of the innovation and creativity of the college.
6. Monitoring the progress of product development in the departments.
7. Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, and follow up with the funding agencies, for securing sanction of projects.
8. Prepare annual R &D plan of activities (Paper publication, DST, SERB, AICTE, SEED, MSME, Patent, KAPILA, WISER, NRDC etc.,) including externally funded projects and college funded projects.
9. Submit quarterly reports to Principal/Secretary on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
10. Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
11. Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
12. Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
13. Motivate the eligible faculty to guide PhD scholars.

## **Roles and Responsibilities of Controller of Examinations**

1. To look after the smooth conduction of exam related works time to time.
2. Display the exam related notices, circulars to students as well as forward it to the concerns.
3. Notifications provided by the university should be communicated to the students, staff and concern authority immediately.
4. To ensure the form filling, revaluation and verification forms.
5. To solve the student's problems viz, name correction, unavailability of mark sheet etc. on priority basis.
6. To appoint the internal sr. supervisors and other concerns by discussion with principal.
7. To prepare the block wise supervision chart for theory examination along with Sr.Supervisors and Asset's. Supervisor.
8. Submit the remuneration bill file to exam clerk immediately after the conclusion of examination work.
9. To verify the consumption and remaining exam stationary from stationary store clerk appointed in that examination.
10. To look after the exam audit and assist to exam clerk whenever needed.
11. Keep track of the remaining amount deposited by the university and if so, submit it to the online account of concerns.
12. To prepare and announce in advance the calendar of examinations;
13. To arrange for printing of question papers;
14. To arrange to get performance of the candidates at the examinations properly assessed, and process the results ;
15. To arrange for the timely publication of results of examinations and other tests ;
16. To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or

criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.

17. To take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
18. To review from time to time, the results of university examinations and forward reports thereon to the Academic Council.

### **Roles and Responsibilities of the HOD**

1. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Class Teacher should take one subject in respective class /Year. Appointment of class teacher make as a rotation basis (Tenure time: 1 year).
5. Class adjustment only within the subject handlers of that particular year only possible. Any unavoidable circumstance faculty adjust with the department faculty.
6. Send staff attendance register after making necessary entries to the principal office by 10.00 A.M every day.
7. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
8. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
9. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as

per the schedule given. Softcopy of the Assignment Exams & Assignment test also to be submitted to the exam branch as per schedule.

10. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
11. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
12. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
13. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
14. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
15. Counsel the students who are absent for the mid test or irregular to the class work.
16. Form the student batches and allot the project guides as per guidelines given by the principal.
17. Route all the correspondence through the office of the principal.
18. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
19. Allocate the students to the teacher-Mentor in the beginning of the academic year.
20. Inform the concerned authorities of any important information of events taking place in the Department from time to time
21. Arrange special classes if necessary for the benefit of below average students.
22. Ensure academic discipline in the department.

23. Follow the guidelines / instructions given by the principal from time to time.
24. Make arrangements to lock and seal all the laboratories before leaving the premises.
25. Plan and conduct the on line course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal and Director (Academics).
26. Provide necessary inputs to the principal and Academic Director for conducting Academic Council / Governing Council Meeting.
27. HODs are answerable to the Management, Principal & Director (Academics)

### **The Duties and Responsibilities of a Teaching Faculty**

1. Report to HOD
2. Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.
3. Complete the syllabi in the subjects assigned to you.
4. Prepare Lecture Plan/ Lecture Materials/ Course Material
5. Conduct at least three internal Tests during each semester in the subjects assigned to you
6. Encourage students to participate in co-curricular and extra-curricular activities.
7. Plan, deliver and evaluate theoretical / practical instructions.
8. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
9. Participate in professional development activities
10. Involve in at least one task for Institutional Development during a semester
11. Any other responsibilities that may be assigned by the HOD.
12. To produce 95% result in the subject taught.
13. To take all needful steps for Research and Development towards establishing a Centre of Excellence.
14. To take up Collaborative programmes with leading organizations by exchange of know-how's and in turn help placement.

15. To publish at least one paper in international conference and journals of repute every year.
16. To organize a Guest Lecture on any thrust area on relevant subject.
17. To take all efforts in bringing the name and fame of the institution to the top level in the nation.

## **General**

1. The Faculty Member should come to the college at least 5 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the institution as prevalent from time to time.

## **Department**

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.
6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

### **Roles and Responsibilities of the Class – Teachers**

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
5. Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
7. Motivate the students to attend the seminars without fail.
8. Instruct the students to attend the internal / external exams without fail.
9. Motivate the students to present papers in Conferences / Seminars at regional / national level.
10. Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
12. Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

