

For College Principal:

- The Principal, under the direction and control of the Management, serves as the Academic Head of the College and is responsible for overseeing the academic development of the institution.
- Engagement with the educational, investigative, and instructional initiatives of the College. Providing support in the organisation and execution of educational programmes, such as refresher/orientation courses, seminars, in-service training, and other training programmes, arranged by the University/College to enhance the academic skills of the faculty member.
- The college is responsible for admitting students and ensuring discipline is maintained.
- Receipts, expenses, and maintenance of accurate and precise financial records.
- The College and Recognised Institution, along with their Libraries and Hostels, if applicable, are under the complete administration.
- Correspondence pertaining to the Management of the College.
- The responsibilities include overseeing and managing the academic and non-academic activities of the college and recognised institution, as well as maintaining accurate records.
- The University authorities and bodies must comply with the Act, Statutes, Ordinance, Regulations, Rules, and other Orders made by them. The responsibilities include overseeing the examinations, creating question papers, reviewing and grading answer papers, and other tasks related to the examinations of a College/Recognized Institution.
- Supervising all aspects of the College Examinations.
- Compliance with the regulations and guidelines outlined in the Accounts Code.
- Ensuring the proper upkeep of instructors' and administrative staff's assessment reports and their Service Books as required.
- Any other tasks pertaining to the College or Recognised Institution regarding the management of the College that may be given to him by the Management periodically.
- Preparation of a strategic institutional development plan for a period of five years, including a detailed action plan for its implementation.

- Identifying opportunities for generating resources.
- Preparation for the evaluation, certification, and academic review of the college/institution.
- Teacher welfare plans should include timely promotions to administrative positions and implementation of the Career Advancement Scheme for teachers.
- Currently serving as a mentor for the college's teaching staff and administrative staff.
- Ensure regular maintenance and updates of the college/institutional website to include all necessary disclosures and implement Information and Communication Technology (ICT) in the management and administration processes.
- Implement inclusive leadership by engaging all professors in different committees to ensure the efficient functioning of the college or recognised institution.
- Establishing a connection between colleges/institutions and the requirements of society.

Responsibilities of Vice-Principal:

- Maintaining discipline in the college
- Evaluating teaching and non-teaching staff and their performance
- Organizing parent-teacher conferences and meetings
- Handling any urgent matters responsibly and professionally
- Ensuring smooth functioning of daily college activities along with the Principal
- Performing the duties of the Principal in his/her absence
- Resolving conflicts and arguments between teachers and students
- Conducting college gatherings and sports events
- Communicating with different departments and forwarding their requests and concerns to the Principal
- Reviewing and updating college policies and rules
- Helping the Principal in deciding the academic budget
- Assisting in the on boarding process and acting as a committee member during interviews
- Organizing field trips, exhibitions, and other workshops

Responsibilities of the HoD:

- Assign the subjects to the faculty members in advance prior to the start of the semester/year.
- Ensure that teaching staff submit lesson plans prior to the start of class work and verify that the information given adheres to the prescribed format.
- Ensure that the timetables are created in accordance with the instructions provided by the Principal and notify the faculty members and students at least one day prior to the start of the class activities.
- Regularly engage with students on a section-by-section basis within their respective branch every 15 days. Identify any issues or challenges they may be facing and collaborate with the Principal to develop appropriate solutions.
- Ensure that the staff members review the student attendance registers on a weekly basis and submit them to the Principal for verification every two weeks.
- Direct the faculty members to create the question papers according to the Principal's directions and ensure secrecy. Additionally, instruct them to immediately analyse the scripts in order to fulfil the deadline established by the Principal.
- Direct the class advisers to enforce the clothing code among the students.
- Hold a weekly departmental staff meeting on the designated day and document the meeting minutes.
- Collect feedback from students regarding faculty members on a subject-by-subject basis (for all subjects taught to students in their branch). Communicate this feedback to the respective faculty members using the standardised format approved by the Principal. Additionally, monitor the progress of faculty members from one semester to another to ensure improvement.
- Regularly inform the relevant parents about the attendance details and internal grades of students with the assistance of class advisors.
- Provide guidance to students who are missing for assessment examinations or have inconsistent attendance in class.
- Organise student groups and assign project mentors according to the instructions provided by the Principal.
- Assign faculty members as mentors and assign students to these mentors at the start of the academic year.

- Notify the relevant authorities about any significant occurrences happening in the Department periodically.
- Organise supplementary lessons, if deemed essential, to cater to the needs of pupils who are performing below average.
- Establish and maintain academic rigour within the department.
- Adhere to the directions and instructions provided by the Principal periodically.
- Submit essential information to the Principal in order to facilitate the organisation of the Academic Council / Governing Council Meeting.

Roles and responsibilities of Research Co-ordinator:

- Monitoring the activities of Research Centre.
- Monitoring the research progress of faculty members pursuing Ph.D.
- Recommending faculty members for participation in Conference / Seminar / Workshop.
- Recommending project proposals of departments/ individual faculty to funding agencies.
- Encouraging the innovation and creativity ideas of the students.
- Monitoring the progress of product development in the departments.

Teachers:

The Code of Professional Ethics:

- Monitoring the research progress of faculty members pursuing Ph.D.

Knowledge of the Subject

- To have expert knowledge of the subject area
- To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area

Teaching

- To effectively organise and equip oneself for the designated courses and lectures. To carry out designated classes at the designated times To exhibit proficiency in classroom teaching

- There is no text provided. To fully and promptly implement the specified curriculum To devise and execute efficient strategies for managing a classroom To devise and execute efficient tactics for cultivating self-reliant and autonomous learners.
- To enhance students' inherent drive by offering purposeful and increasingly demanding educational opportunities that encompass self-discovery, inquiry, decision-making, goal-setting, planning, execution, self-assessment, and displaying initiative in assignments and projects.
- To foster student engagement via active, experiential, and innovative problem-based learning. The objective is to offer students the means to utilise and employ contemporary technology, resources, and information for the purpose of problem-solving.
- There is no text provided. To facilitate the application and practice of acquired knowledge by students To foster students' involvement in innovative thinking and cohesive, cross-disciplinary learning encounters
- To enhance students' capacity to engage in collaborative work with their peers
- There is no text provided. In order to accommodate the variations in students' growth, learning styles, strengths, and needs, it is necessary to modify instruction and provide appropriate assistance.
- To diversify instructional roles, such as teacher, coach, facilitator, co-learner, and audience, based on the material, goal of instruction, and the requirements of the students.
- Our goal is to create a secure and well-organized learning environment. We also aim to meet the necessary standards for ensuring the safety and supervision of kids both inside and outside the classroom.

Assessment:

- To establish and convey clear learning objectives to students.
- To utilise suitable assessment methods and strategies to assess and enhance the ongoing intellectual growth of students.
- To provide acceptable assignments and homework to students in accordance with university regulations.
- To assess students' performances in an impartial, equitable, and prompt manner.

- To promptly record and report the outcomes of quizzes, assignments, mid- and final-semester exams.
- To utilise student assessment data to inform instructional and procedural adjustments, and enhance student learning.

Professionalism:

- To adhere to the College's policies, standards, rules, regulations, and procedures in order to be punctual and present during official working hours.
- To create and manage course files in a timely manner.
- To actively engage in College improvement initiatives in a responsible manner.
- To adhere to university policy by attending and actively participating in faculty meetings and other assigned meetings and activities.
- To consistently demonstrate punctuality and attendance for assigned responsibilities.
- To effectively collaborate with other professionals and staff.
- To exhibit the ability to fulfil teaching or other responsibilities, including displaying good work habits, reliability, punctuality, and following through on commitments.
- To engage in the exchange of evaluative comments in a professional manner
- To establish and uphold a good and secure learning environment
- To fulfil any additional responsibilities assigned by the department Head.

Good Behaviour:

- To exemplify integrity, equity, and ethical behaviour
- To exemplify a kind demeanour and foster favourable interpersonal connections In order to exemplify proper language usage, both in speaking and writing,
- To cultivate student self-restraint, self-mastery, and accountability towards others. In order to exemplify and encourage empathy, compassion, and respect for students' gender, ethnic, religious, cultural, and learning differences, □ To exhibit proficiency in regulating student behaviour, intervening, and resolving disciplinary issues.
- To exemplify exemplary social skills, leadership, and civic duty.

For Director of Physical Education and Sports:

- The Director of Sports and Physical Education is responsible for fostering excellence in many areas of sports and encouraging a spirit of healthy competition. They also

promote sports, culture, and organise sports-related activities inside the college or institution.

- Coordinate and manage activities pertaining to different sports in collaboration with regional and national organisations.
- Arrange university-level competitions and sports skill development camps for various sports on the college campus.
- Train pupils to compete in regional, national, and worldwide sporting contests.
- To compile the report of the Board of Physical Education for submission to the Principal/Director/Management of the respective college/institute. Carry out any additional tasks assigned by the authorities of the college or institute in order to achieve the goals of Physical Education. Exercise any other authority and fulfil any other responsibilities as specified by the Act or assigned by the Principal of the college periodically.

For Librarian:

- The Librarian's duties include providing a variety of services to users. This includes making books, journals, and other materials easily accessible to students and faculty members in an organised and visually appealing manner. The Librarian is responsible for properly indexing, cataloguing, and updating these materials. Additionally, the Librarian is responsible for offering reading and lending facilities, as well as services related to reference, documentation, and bibliography.
- The Librarian's primary objective is to facilitate the convergence of books, students, and scholars in an environment that fosters the enjoyment of reading, self-exploration, personal development, and the cultivation of intellectual curiosity.
- The Librarian is responsible for fulfilling the obligations of the instructor outlined in provisions (a), (d), (f), and (g) of Statute 240.

For Non-teaching staff:

- Any tasks assigned by the Principal or Heads of the departments should be accepted voluntarily and executed effectively.
- Make sure that college services, such as photocopying and postage, are exclusively utilised for administrative purposes.

- During examinations, it is important to adhere to the designated time schedule and cooperate with all staff members for any necessary procedures.
- It is expected that everyone should adhere to punctuality when arriving at and departing from work.
- It is important for everyone to show respect for their colleagues.
- It is imperative that everyone treats the college property with reverence and diligence.
- All supporting workers should synchronise their everyday tasks with the established work rhythm.