



Sri Sri Sri Mookambika Educational Society's
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE

Peddasettipalli (V), Proddatur - 516360

(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuram)



ROLES AND RESPONSIBILITIES

CHAIRMAN

Chairman Responsibilities:

- i. Lead the Governing Body with integrity and effectiveness.
- ii. Foster positive relationships among Governing Body members and ensure satisfactory committee reports.
- iii. Oversee regular performance reviews of Governing Body members and promote their participation in institutional training.
- iv. Facilitate the induction of new members and encourage participation in the process.
- v. Conduct performance appraisals of the institution's head.
- vi. Manage conflicts of interest to maintain the Governing Body's integrity.
- vii. Ensure the maintenance of an up-to-date Register of Interests for Governing Body members.
- viii. Ensure efficient resource utilization, long-term financial viability, asset safeguarding, and fraud prevention.
- ix. Guide the strategic direction of the institution through effective planning.
- x. Establish a supportive relationship with the Head of the Institution, respecting governance and management separation.
- xi. Represent the Governing Body and the institution externally.
- xii. Facilitate communication between stakeholders and the institution, including fundraising efforts.
- xiii. Demonstrate personal commitment to Higher Education and institutional values.
- xiv. Attend all relevant meetings or provide advance notice of unavoidable absences.

SECRETARY

- i. Lead the Governing Body in formulating and monitoring strategic plans for achieving short and long-term goals
- ii. Chair the committee responsible for recruiting members from esteemed academic institutions, industry, and the public for statutory committees.

A. Siddharth Reddy
PRINCIPAL
Vaagdevi Institute of Technology & Science
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PRODDATUR, Kadapa (Dist.)

- iii. Plan and develop physical infrastructure for academic and administrative units.
- iv. Manage finances across group institutions to boost internal revenue generation through increased student intake and investments.
- v. Oversee Human Resource Planning and recruit top academic and management staff.
- vi. Foster partnerships with educational and national institutions as well as industry collaborations.
- vii. Secure resources for infrastructure and establish maker's spaces, tinker labs, and clubs for holistic student development.
- viii. Direct Institutional Social Responsibility initiatives through 'NSS' to uplift rural communities into smart villages.

DIRECTOR

- i. Lead strategic planning and oversee academic, consultancy, placement, and industry interaction activities.
- ii. Review meeting minutes of Governing Body and committees.
- iii. Coordinate with authorities for AICTE approvals, affiliations, and accreditation.
- iv. Supervise the functioning of the IQAC.
- v. Plan facilities for new programs.
- vi. Monitor faculty training
- vii. Review external correspondence and proposals.
- viii. Undertake tasks assigned by the Chairman and Secretary.

PRINCIPAL

The Principal, appointed by the Governing Body, serves as the executive head, overseeing all institutional affairs and implementing decisions.

- i. The Principal serves as the Ex-officio Member Secretary of the Governing Body and Chair of the Finance Committee.
- ii. Ensure compliance with the Institution's Memorandum, Rules, Bye-laws, and Regulations.
- iii. Delegate powers with Governing Body's approval.
- iv. Exercise general control and implement Committee decisions.
- v. Assemble meetings of various bodies.
- vi. Manage administrative correspondence and affiliations.
- vii. Manage academic leadership, activities, and initiatives.
- viii. Conduct IQAC meetings and report to Governing Body.
- ix. Manage departmental budgets and reports.
- x. Maintain student discipline and amenities.
- xi. Fulfill other duties assigned by Management/Governing Body.


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Administrative Officer (AO)

The Administrative Officer (AO) manages non-teaching staff and daily operations in the College Office, coordinating tasks as directed by management and the Principal.

Responsibilities:

- Handle all incoming mail and correspondence, directing them to the Principal.
- Initiate and process all outgoing letters, certificates, memos, and notices for the Principal's approval.
- Not responsible for academic matters.

Duties include:

Logistics:

- a) Arrange transportation and accommodation for visitors and officials.
- b) Organize academic activities within the college premises.
- c) Monitor stationery supplies for the college.
- d) Issue bus passes and arrange transportation for students and staff.

Accounts:

- a) Collect tuition and transportation fees from students.
- b) Collect registration fees related to Placement and Training.
- c) Maintain cash books and prepare daily cash balance statements.
- d) Transfer tuition fees to the Trust and pay University Common Services (UCS) fees. e) Process electricity and telephone bills and maintain Imprest Account.

Student Affairs:

- a) Maintain personal files of students, including original certificates and admission details.
- b) Manage the admission register and prepare various certificates for students.
- c) Issue identity cards, bus passes, and handle railway concession forms.
- d) Provide statistical information on admissions and fee collection.

Scholarships:

- a) Manage all social welfare scholarships and other merit-based scholarships.

B. Siddeshwari
PRINCIPAL
Voogdevi Institute of Technology & Science
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- b) Submit proposals for scholarship sanction and reimbursement.
- c) Maintain registers and disburse scholarship funds accordingly.

Dispatch/Records:

- a) Handle incoming and outgoing mail and maintain stationery accounts.
- b) Manage stock inventory and issue stationery to the office and departments.

Exam Section In-Charge

The Exam Section In-Charge manages exam procedures and ensures confidentiality.

Responsibilities include:

- Managing question papers
- Exam scheduling
- Handling malpractice issues
- Maintaining exam equipment.
- Budgeting
- Correspondence with JNTUA
- Addressing student grievances.

Additionally, the In-Charge manages external exam coordination and equipment maintenance, maintains exam-related accounts, and follows staff establishment rules. Assigned tasks by the Chief Superintendent or Principal are also executed diligently.

Placement Officer

The Placement Officer leads efforts to enhance student employability and facilitate placements.

Responsibilities include

- Conducting job market research
- Organizing placement events
- Liaising with companies.
- Assists students with career planning
- Arranges placement training
- Collaborates with the Industry Institute Interaction Cell (IIIC) for internships.

Other duties involve coordinating campus placement logistics, maintaining student and employer databases, and fulfilling assigned tasks from the management or Principal.


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Head of the Department

Roles & Responsibilities:

- Create a Departmental Academic Calendar aligning with Accreditation requirements and HOD-Principal discussions.
- Allocate subjects to faculty in advance of each semester.
- Review faculty's Lesson Delivery Plans and Course material before classes begin.
- Ensure timely preparation of timetables as per Principal's guidelines.
- Monitor faculty engagement in theory and practical classes.
- Regularly interact with students to address issues in consultation with the Principal.
- Verify student attendance registers weekly and submit to the Principal.
- Enforce dress code compliance among students.
- Hold departmental staff meetings fortnightly and document minutes.
- Gather student feedback twice per semester and communicate it to faculty and the Principal.
- Coordinate with other departments if faculty handles their subjects.
- Provide guidance to faculty for performance improvement based on feedback. Maintain and update student counseling records regularly.
- Communicate attendance and internal marks to parents through class teachers.
- Counsel absent or irregular students.
- Form student batches and assign project guides per university guidelines.
- Notify authorities of departmental events.
- Arrange remedial classes for struggling students.
- Uphold academic discipline among students and staff.
- Regularly update departmental files.
- Conduct and document Add-on/Value-added course meetings, sharing minutes with relevant parties and the Principal.
- Provide inputs for Governing body meetings and Accreditation purposes to the Principal's office.
- Report staff, equipment, and maintenance requirements to the Principal in advance. Oversee R&D, consultancy, and research publication activities.
- Organize guest lectures, seminars, workshops, and industry visits as per the departmental event calendar.
- Motivate faculty to attend external workshops, seminars, and conferences.
- Prepare annual budget as instructed by the Principal.

Fulfill any other tasks assigned by Management, Principal, or superiors promptly.

S. Siddhant
PRINCIPAL
Voogdevi Institute of Technology & Science
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FACULTY MEMBERS

Roles and Responsibilities:

- Faculty must adhere to rules and regulations at all times.
- Non-compliance will lead to disciplinary action.
- Punctuality and presence on campus during working hours are mandatory.
- Faculty must fulfill teaching, research, consultancy, and administrative duties diligently and impartially.
- Professional conduct is expected from faculty members.
- Precautions must be taken to protect college equipment and facilities.
- Attendance and participation in meetings called by HOD and Principal are required. Faculty shall undertake duties assigned by Principal/Management, including academic and evaluation tasks.
- Faculty with higher qualifications must engage in research/consultancy activities in addition to teaching.
- Adherence to the dress code and wearing ID cards within campus premises is mandatory.
- External assignments require prior approval and submission of attendance proof. Rude or abusive behavior, negative comments, or personal attacks are unacceptable. Conduct assigned classes as per schedule, maintaining accurate records and lesson plans.
- Proper leave procedure must be followed, with arrangements made for class coverage. Impartiality towards students is essential, with highest decorum maintained.
- Regular interaction with students and updating counseling records are required. Preparation of lesson plans, course materials, and active use of teaching aids are expected.
- Encouragement of student participation and feedback is necessary.
- Special attention must be given to academically weaker students.
- Lab experiments must be personally supervised, and records corrected promptly.
- Mid-term exam papers must adhere to prescribed guidelines, with timely correction and submission of marks.
- Fairness in awarding internal marks and selecting outstanding students is crucial. Motivation of students and availability for doubt clarification are essential.
- Respectful treatment of students and mentoring on academic and personal matters is expected.
- Regular meetings with assigned students and reporting to HOD/Principal are required. Understanding student difficulties and providing appropriate counseling is essential. Continuous monitoring of student academic progress and communication with parents are necessary.
- Demonstration of communication and interpersonal skills is essential in interactions with stakeholders.

- Accurate maintenance and updating of student counseling books are crucial. Maintaining decorum in meetings and expressing differences politely are expected. Faculty counselors should act as mentors to students.

Completion of any other academic tasks assigned by Management/Principal is mandatory.

Network Administrator

The System Administrator oversees all aspects of computer systems and networking at VITS.

Duties:

- Manage DHCP, DNS, WINS, Proxy, IIS, Email, replication, and printing services.
- Configure equipment and software for classroom needs.
- Assist instructors and oversee classroom environments.
- Design, implement, and maintain LAN for labs and classrooms.
- Plan and prepare classroom PCs for multiple users and OS. » Provide technical support to instructors and students.
- Support and maintain PCs and peripherals for student and staff use.
- Investigate new technology to enhance student learning.
- Install and replace equipment.
- Maintain professional competence in IT technologies and inventory of PC products.

Responsibilities:

- Maximize system availability and utility.
- Manage time and expertise to address technical issues promptly.
- Report network usage violations to management and protect passwords.
- Ensure confidentiality of user communication and enforce password policies.
- Stay updated on system vulnerabilities and manage security accordingly.
- Minimize chances for abuse and act promptly on notification.
- Publicize backup and restore policy and evaluate server configurations.
- Manage desktop support and handle wireless and optical fiber network devices. Use time-saving tools for network management and troubleshoot network issues.

Additionally, undertake any assigned work by management.


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