



TECHNOCRATS INSTITUTE OF TECHNOLOGY (EXCELLENCE)

(Run by Chandravadani Mahila Shiksha Samiti, Bhopal)

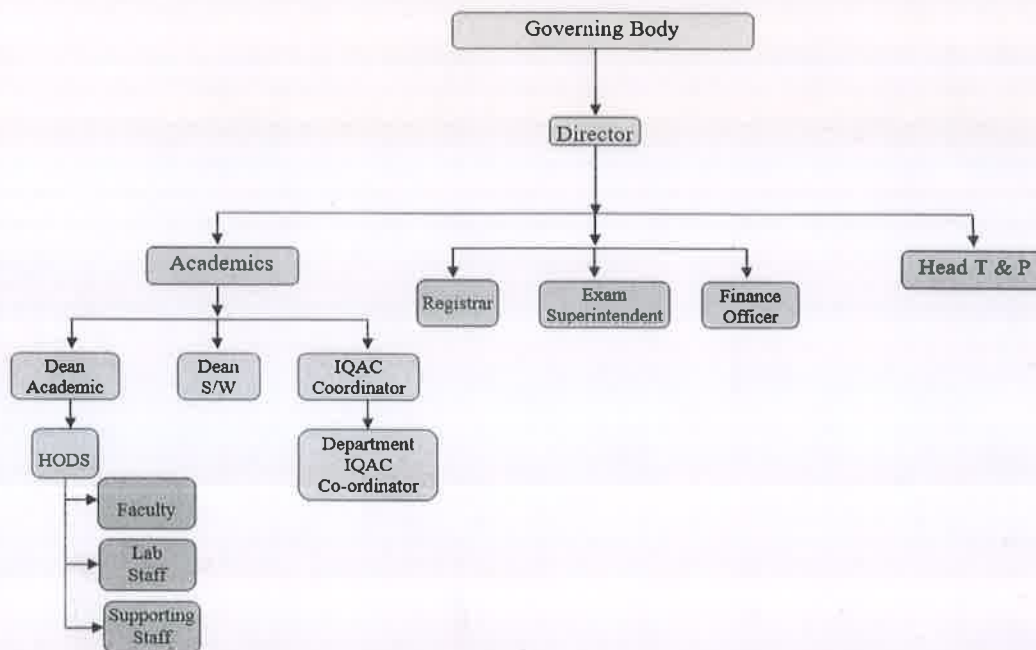
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Affiliated To Rajeev Gandhi Proudyogiki Vishwavidyalaya, Bhopal

Anand Nagar Post Piplani, BHEL, Bhopal-21, Ph. No. - 0755-2751801 Fax- 0755-2751679 Website: www.tifexcellence.net



6.2.1-3 Administration Set-up/Organogram with Job Responsibilities.



S. No.	Name	Designation
1.	Dr. Sanjay Kumar Sharma	Director
2.	Dr. Ravindra Gautam	Dean (Academics)/Head IQAC & HOD-CE
3.	Dr. Rajesh Kumar Boghey	HOD-CSE
4.	Dr. Manish Joshi	HOD-ME
5.	Dr. Archana Sharma	HOD-EC
6.	Dr. Ranjeeta Khare	HOD-EX
7.	Dr. Rachna kamble	HOD-AIML
8.	Dr. Rajesh Kumar Boghey	HOD-CSE(AI)
9.	Dr. Neerja Nigam	HOD-MBA
10.	Prof. Rohit Khare	HOD-MCA
11.	Dr. Rajesh Kumar Boghey	HOD-CSE(CY)
12.	Prof. Nischal Kaushal	Director, T&P
13.	Dr. Jyoti Pachori	Registrar
14.	Dr. M R Aloney	Exam Supt.
15.	Mr. Dinesh Kumar Rai	Finance Officer



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Role / Responsibilities of Director, Deans, HoDs and others

Duties and Responsibilities of Director

Responsibilities include:

Reporting only to the top Management (Chairman, and Secretary) of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary

Regulation / Monitoring:

One of the important responsibilities of a director is regulation of academic and general administration and monitoring the systems, policies, procedures and 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 top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liasoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most

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importantly with the top management.

8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.
9. 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.
10. 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.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Director also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Director

1. The Director needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with standard ambience.

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Strategic Functions:

Director needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a Director of an academic institution. With the fulfillment of these functions, the Director will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Director shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

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Visionary Functions:

These functions are the ultimate functions of a Director. The following are some of the visionary functions.

1. Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Director could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Director requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

The Director requires to present regular reports about each and every function that they have taken-up or intend to take-up to the top management (Chairman, GB and Secretary).

Duties and Responsibilities of Dean (Students Welfare):

- To maintain a ragging free Campus.
- To ensure students discipline in and outside the Institute.
- Organize extra-Curricular activities (Cultural as well as Sports).
- Organizing Student's Counselling and other related activities.
- Liaison with parents / guardians about their progress and problems in consultation with Dean Academics.
- Issue Conduct Certificates to the Students during their period of study.
- Issue identity Cards to students and monitor the entry of students in the Campus.
- Coordinate Merit cum Means Scholarships and other scholarships.
- To monitor the working of Vendors / Mess and Shops including checking of rates of commodities sold, Quality of material related to students.

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- Chair the meetings pertaining to student's Extra-Curricular activities.
- Managing the Alumni affairs.
- Chair the meeting pertaining to student's welfare on behalf of Director.
- Other matters as may be referred for decision by the Academic Council / Discipline Committee/ Anti Ragging Committee / Girls Convenience Cell / Alumni Association / Director.

Duties and Responsibilities of Dean (Academic):

- To ensure adherence to the ordinances as approved by the Academic Council and the Board of Governors.
- Conduction of meeting related to academics.
- To prepare the Institute Academic Calendar.
- To advise Examination body regarding the academic rules.
- To issue necessary directions for implementation of the ordinances and other decisions.
- Plan expansion of academic programmes.
- To work for Internationalization / National Collaborations in the field of academics.
- To supervise the registration of students through a duly constituted committee.
- To supervise the admission process of students at Institutional level through a duly constituted committee.
- Make decision on behalf of Director for the confidential work related to Examinations.
- Creation of more Center of Excellence and monitor collaborative activities.
- Coordinate the process of Accreditation etc., with the various committees constituted for the same.
- To monitor the activities of various chapters including student chapters.
- To chair the meeting related to Academics on behalf of Director.
- Other matter as may be referred by the BOG / Academic Council / Director.

Duties and Responsibilities of Controller (Examination):

- Preparation of the Examination Time Table.
- To prepare the list of students, who are eligible to appear in various subjects as Regular, Ex students from the previous examination results.
- Issue the notification for filling the examination form.

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- Conduction of the Theory and Practical examination.
- Preparation of the result Analysis

Duties and Responsibilities of Head of Department:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the Department/Course.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the Institute and the curricular policies determined by the Academic Council.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, physical resources within the department effectively to support the department development.
- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Institute.
- In conjunction with the Director to foster and oversee the growth of the Department.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To undertake Performance Management Review(s) of the Departmental faculty & Staff.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the interview process for teaching posts when required and

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- To ensure effective induction of new staff in line with Institute procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To analyze and evaluate, with the department, performance data provided and take appropriate action in response.
- To liaison with the parents of the students and communicate them about the attendance and performance.
- To monitor student attendance together with students progress and performance, with the class coordinator, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To undertake teaching as per the norms.
- HOD will be responsible and final authority regarding the academic matters of the Department.
- Any other matters as referred by the Dean (Academic)/Director.

Responsibilities of Faculty:

- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
- Development of course handout material
- Development of audiovisual/multimedia materials for the topic presented
- Prepares and executes Lesson Plan.
- Completing syllabus within the stipulated time.

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- Reports to the class on time.
- Utilizes classroom assessment techniques
- Develops test questions in consultation with the course coordinator
- Evaluates tests (if appropriate, based on type of test)
- In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
- Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
- Keeps a secure record of each student's results, both electronically and in hard copy,
- Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
- Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
- Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
- A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
- Prepares and executes Lesson Plan.
- Completing syllabus within the stipulated time.
- Report to the class on time.
- Maintain attendance record of students
- Provides information about job opportunities in their respective field to placement cell.
- Guides students on career opportunities.
- Maintain teacher's handbook.
- If associated with the lab,
- designs new experiments, if any,
- prepares lab workbooks

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- ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
- ensures availability of equipment needed for the lab in proper functioning
- evaluates lab workbooks and provides feedback to student on timely basis
- recommends for procurement of equipment, if any for the smooth conduct of all experiments,
- keeps the lab clean and tidy
- Ensures quality, maintenance and cleanliness of the dept.
- Carries out research/innovative programs in the department.
- Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
- Invites guest speakers for interaction and guidance with UG/PG students.

Responsibilities of Faculty Mentor / TG:

- Be familiar with the personal history of assigned student including Educational and Family background.
- Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
- Assists student in periodic evaluation of his/her academic progress.
- Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
- Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
- Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.
- Explains student importance of attendance and its implication to do well in examinations
- Explains importance of participation in the class activities
- Explains importance of Mid Examination (s) and its consequence in the end semester examinations
- Explains importance of marks in the previous semester examination and its consequence

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in the later part of the degree and subsequently in career as well

- Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations
- Explains importance of laboratory exercises and their correlation with theory
- Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
- Serves as a "Teacher Friend" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.
- Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.
- Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
- Assists the student at regular intervals to make adequate self-evaluation
- Explains importance of Self-Motivation to do well in career and subsequently in life.
- Monitors the interim and final performance of students assigned and liaise with parents, whenever required.

Functions and Responsibilities of Training and Placement Officer:

- Liaisons with industry
- Identifies and provides for training needs of students
- Arranges campus interviews
- Proposes annual T & P budget
- Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
- Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.

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- Assists students develop and implement successful job search strategies.
- Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
- Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
- Undertakes a rigorous placement campaign.
- Empowers students with life-long career decision-making skills.
- Provides resources and activities to facilitate the career planning process.
- Acts as a link between students, alumni and the employment community
- Up gradation of the students' skill sets commensurate with the expectations of the industry.
- Generation of awareness in the students regarding future career options available to them.
- Assists different companies in recruiting candidates as per their requirements.
- Assists students in obtaining final placement in reputed companies.
- Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
- Communicates the resume of suitable candidates to the potential employers.
- Provides right placement to the right candidate so that students excel in their future life.
- Organizes placement training for the students and make them ready for interview and group discussion.
- Shall be a live wire connecting the students and the industrial houses.
- Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
- Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Registrar, Director and students.
- Details of placed candidate's vis-a-vis the companies are sent to all HoDs, departments' placement coordinators, Dean, Students Affairs, Registrar immediately after the

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recruitment drive is completed and placements announced

Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

Functions and Responsibilities of Librarian:

- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- To manage library as well as digital library of the college.
- Arranges to prepare the library budget and policies relating to the library/Digital library.
- To encourage widespread usage of available information access facilities.
- To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
- Ensures procurement of books, Software, Journals etc., which are essential and/or recommended by the faculty.
- Provides URL links/resources for information on various study material
- Ensures availability of reprographic facilities
- Maintaining the books in good condition
- Seeks reviews on books recommended
- Seeks suggestions / feedback on databases used.
- Provides digital library access from anywhere on campus.
- Encourages use of smart card for library services.
- Facilitates conduct of reading sessions.
- Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
- Provides all statistical information pertaining to the library.

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