



Panchakshari Shivacharya Trust's Aloor
**CHANNABASWESHWAR PHARMACY
COLLEGE (DEGREE), LATUR**

Basweshwar Chowk, Kava Road, Latur-413512 (Maharashtra)



CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2

Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

6.2.1 (c) Roles and Responsibilities





Panchakshri Shivacharya Trust's

CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra) Tel./Fax :- (02382) 243855

DTE Code :- 2253, University Code :- 947, MSBTE Code :- 2041

Email:- channabasweshwar@gmail.com / principalcbpc@gmail.com Website:- www.channabasweshwar.org

Approved by:- Govt. of Maharashtra, PCI, New Delhi, Affiliated to:- S.R.T.M. University, Nanded, MSBTE, Mumbai.

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

(c) Roles and Responsibilities

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Panchakshri Shivacharya Trust's Est :- 1973



Channabasweshwar Pharmacy College (Degree)

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Phone No. (02382) 240192, Fax-(02382) 243855
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Roles and Responsibilities

PRINCIPAL

As a head of the institute, Principal should have the vision and leadership ability to keep a college in developing phase.

Academic:

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the CDC, IQAC & Head of Departments.
- To take institute and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of college results and academics
- To promote industry institution interaction and research & development activity.
- To plan & take different value-added programs for overall development of students.

Administration:

- To conduct the periodical meetings of the faculties & non-teaching staff for effective administration of the college.
- To make the employee and students aware of the rules, vision & mission, policies and procedures laid down by the college and see to it that they are enforced.
- To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by apex bodies.
- To sanction the leave of the staff as per the norms.
- To monitor and update the institute website with complete information about the institute.
- To communicate with University of Swami Ramanand Teerth Marathwada University, Directorate of Technical Education, All India Council for Technical Education, Pharmacy Council of India and University Grants Commission for compliance.
- To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and CDC, IQAC and maintain minutes of the meeting with the help of Office Superintendent.
- To execute any other work assigned by the management.
- To control overall E-Governance area of the institute in all aspects.

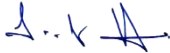
Finance

- To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- To authorize for cash advances for urgent purchases required in the institute.
- To ensure that all financial transactions are conducted as per the norms.

Promotion of co -curricular and extracurricular activities

- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of IQAC & student council head.




Principal
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HEAD OF THE DEPARTMENT

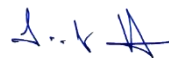
HOD's are responsible for executing the policy decisions taken by the principal. He shall be the catalyst person for academic standards of the institute and its contribution in the field of research. He/ She shall act as a link between Principal, students and staffmembers. He/ She shall be a person with initiatives and leadership abilities. He/ She must give fair and unbiased treatment to all the faculty members, students and staff.

Key Areas:

Coordinating with faculty members:

- Receiving subject planners from the faculty members and obtaining Principal's approval for the same through the joint meeting between the Principal, HOD and the faculty member concerned.
- To supervise the execution of planners.
- To ensure smooth execution of the Academic Planner prepared by the Academic In charge and Principal.
- To ensure smooth and uninterrupted execution of mentoring system. This should be done both through formal as well as informal discussion with the faculty members.
- To accept the faculty mentors' mentoring reports.
- To recommend the approval/ disapproval of the leaves for final approval from the principal. The HOD's recommendation must be supported by the reasons for approval or otherwise.
- To prepare agenda of the faculty meetings.
- To handle other administrative or infrastructure related issues of faculty members and bring the critical issues to the notice of the principal.
- To communicate the policy as well as operational decisions taken by the principal to faculty members.





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ACADEMIC IN-CHARGE

- Finalizing the time table for regular classes
- To ensure that all the activities are conducted as per academic calendar.
- Ensuring completion of the syllabus as per the deadlines set by the principal.
- To ensure proper allocation of the subjects to each departmental faculty membertaking into consideration their competencies and experience.
- To ensure sufficient number of sessions to each departmental subject in each semester.
- To identify subjects where visiting faculty is needed.
- To obtain Teaching Plan from each department as well as visiting faculty member.



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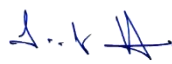
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STUDENT COUNCIL IN-CHARGE

- To execute the annual events schedule as finalized by the principal.
- To induce the students to participate in various cultural and sports events.
- Ensuring the availability of resources for execution of the events.
- Expenses/ Bills scrutiny and bill passing for final authorization from Principal for student activities.
- To extend support the managing faculty and students in case of any obscurity.
- To keep excellent rapport with students in order to keep their morale very high.
- To call meeting of student's council.
- To guide the student's council members in execution of their individual portfolio to thebest of their abilities.
- To involve the student's council in various events, internal as well as external.
- To contact parents of the defaulter students.
- To review the library reports for ensuring optimum use of the library by students.
- To resolve the operational issues and problems related to students.




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EXAMINATION IN-CHARGE

A] Role definition:

- The CEI shall be responsible for planning and smooth execution of internal and University examination with respect to all courses conducted at Channabasweshwar Pharmacy College, Latur. He / She shall coordinate with staff, HOD, Principal and university departments for this purpose and ensure timely dissemination of relevant information and work to all.

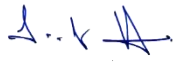
B] Responsibilities:

- To communicate and coordinate with all students regarding timely submission of online examination forms.
- To communicate to all staff and students' information related to university examination time table.
- To plan and coordinate for conduct of examination, like preparation of time table etc.
- To Coordinate and ensure the availability of stationary and other requirements for smooth conduct of examination.
- To ensure timely uploading of internal marks on university website and subsequent submission of hard copy of the same to university department.
- To coordinate with Channabasweshwar administration department and University department for all types of Examination related issues.
- To coordinate appointment of staff for invigilating online, internal and external examinations.
- To prepare result analysis report and submit it to the institute principal, admin. office and HOD.
- To act as a nodal officer for coordinating the revaluation and exam. related issues of students

- To ensure record keeping and updating of all information related to above task.

C] The CEI shall report to Principal regarding every major issue of examination.




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TRAINING & PLACEMENT IN-CHARGE

- To maintain excellent rapport with the Corporate.
- To understand the placement trends, requirements.
- To obtain feedback on every process happening on the campus regarding placement.
- To maintain the Placement Data in stipulated format in Excel Sheet.
- To motivate the students to apply for the Placement processes in order to improve the Application to Eligibility Ratio.
- To maintain complete information regarding student appearing for placement activities.
- To conduct placement activities smoothly.
- To decide and arrange for personality skill development programs for student.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from industry about the students recruited.



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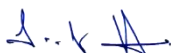
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CLASS COORDINATOR

Roles and Responsibilities of Class Coordinator Students Coordination in following activities;

1. To participate and involve in preparing the academic calendar with academic in charge.
2. To supervise, observe and monitor the planned activities of academic calendar.
3. To supervise the discipline of the students in the class as well as in the Institute campus.
4. To maintain the attendance record of all sessions of students and communicate the same to students and faculties.
5. To issue memo for the defaulter students.
6. To make sure that all activities executed effectively as per the academic calendar.
7. To find out gap between activities and bridge the gap of these activities.
8. During breaks, bring the students to order and line them up as quickly as possible.
9. To find out the students' problems and solve the same by discussing with HOD.
10. To take the feedback from the students and share the same with respective faculty and with Principal of the institute.
11. To have information and understanding of each and every activity which are schedules.
12. To act as a facilitator in institute, able to translate the purpose of the planned activities and their implementation.
13. To work in harmony with the visiting Staff so as to create and maintain a good working environment.
14. To take overall responsibility and ownership of the planned activities and ensure that all sessions, activities, lectures etc. are going smoothly.
15. The Class Coordinator shall report to the Academic in charge & Principal.




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FACULTY

Faculty includes all cadre categories as Professor, Associate Professor & Assistant Professor.

The Duties and responsibilities are as follow:

- i. To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc.
- ii. Execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- iii. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
- iv. To counsel students and conduct extra lectures/ revision lectures for students requiring help. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- v. To participate proactively in any research and development activities conducted in the department.
- vi. To perform other academic/ administrative duties assigned by Head of the Department / Principal.
- vii. To perform all the duties related to examination, paper setting, evaluations, Invigilation
- viii. To upgrade ourself by attending various seminar, conferences, workshops & FDP.




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RESEARCH CO-ORDINATOR

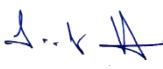
Research coordinator a key person in developing a research culture in the institute. He/she is a leader of a research Centre. He / She should maintain the confidence and cooperation of research Centre members. He / She should manage effectively and efficiently the research program and administrative affairs of the Research Centre. He / She needs to create an environment conducive to intellectual and research growth.

Responsibilities:

- i. To coordinate for admission process and to coordinate the related administration.
- ii. To coordinate for all circulars related to Ph. D. with University department and related follow up.
- iii. To ensure Ph.D. student' course work planning, execution and related administration work.
- iv. To coordinate for six monthly report and other relevant record submission from students.
- v. To initiate, plan and coordinate for review meetings between Guide and students.
- vi. To ensure and coordinate for timely fee collection and related follow up with students and university department.
- vii. To coordinate for arranging research progress presentation by Ph.D. students.
- viii. To obtain information related to research grants (both individual and Institutional) from university, and AICTE.
- ix. To obtain and disseminate information related to research conferences (National and International) and contribution to research journals across India among the faculty members.
- xi. Building and providing sufficient support to enhance research capacity and to increase internal and external research opportunities for faculty, post-doctoral fellows, and students.
- xii. Where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research.
- xiii. To ensure for regular communication of research center activities and opportunities for faculty and students' involvement.
- xiv. To initiate & complete the process of recognition/ association of a Research Guide.

- xv. To facilitate the entire process of Ph. D Thesis submission & viva-voce of Research Students.
- xvi. Research coordinator shall be report to Principal of the Institute regarding any issue.




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OFFICE SUPERINTENDENT

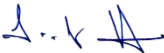
Compliances with regulatory authorities like All India Council for Technical Education, New Delhi (AICTE), Directorate of Technical Education, Mumbai (DTE), Swami Ramanand Teerth Marathwada University Nanded, Social Welfare Department Latur, Pharmacy Council of India etc.

This is the most sensitive and critical part of the duties of an O.S. Through the Co-ordination and support from all the sections of Admin Departments, O.S. has to ensure that all the compliance of the processes or the information demanded by regulating authorities is submitted within the deadline.

- a. To maintain Approval File of the Institute which contains originals or copies of approvals which institute has received from different regulating authorities. The file also includes Teachers Approvals.
- b. Submission of online Annual EOA Process, to prepare and submit AICTE files
- c. To prepare and submit Staff Selection Committee file
- d. Submission of Teachers Approval Proposal
- e. To get Roster checked from university.
- f. Annual Affiliation Online Process and File Submission
- g. To submit online information of AISHE
- h. To support Exam Department
- i. To support Facilitation Centre process at the institute
- j. To guide Student Section and Scholarship Section for timely compliances of their section
- k. To maintain Governing Council and Local Managing Committee Records
- l. To oversee records of mandatory committees i.e. Anti-ragging, Internal Compliant Committee, Grievance Committee, SC/ST Committee etc.
- m. Correspondence with the Regulating Authorities
- n. To process Cancellation of Admissions and Maintain Record In

- p. To maintain file of copies of Land and Building and trust/society documents
- q. To guide and support Students Section and Scholarship Section in their compliance work
- r. To guide and support General Admin Section for maintaining proper records
- s. To oversee up keeping and maintenance of campus
- t. To support admission department in counseling mainly regarding documentation, scholarships and uploading of admissions data on DTE portal
- u. To reply Educational Verification inquiries




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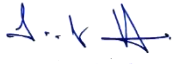
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JUNIOR/ SENIOR CLERK FOR STUDENT SECTION

This section takes care of compliances related to Admission documentations,

- a. To collect and maintain original documents of admitted students and keep follow up of non-complied students
- b. To prepare DTE Merit List Verification File and get the merit list verified from the DTE RO
- c. To get pending Cast Validity Cases checked from the DTE RO and submit clearance letter to ARA, DTE Mumbai and University
- d. To Submit Merit List to Admission Regulating Authority, DTE Mumbai and University
- e. To upload Merit List on Admission Regulating Authority website
- f. To upload online Eligibility on University Website and Submit the file to university
- g. To distribute Marks Sheet and Certificates to the students
- h. To process and submit University Pro-rata
- i. To update students' data on AICTE web portal, PCI web portal
- j. To prepare Student Master File after the admission process every year
- k. To issue Transfer Certificates to Passed Out Student
- l. To maintain Student Register for every batch
- m. To issue Bonafied Certificates, Fees structure to students




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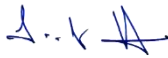
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JUNIOR/ SENIOR CLERK FOR SCHOLARSHIP SECTION

- a. Scholarship Section facilitates implementation of different Scholarship Schemes.
- b. To prepare list of eligible students for different Government & Nongovernment scholarship after admission process every year
- c. To keep follow up and get the Application forms and necessary documents for different scholarships from the students
- d. To keep follow up and get the Cast Validity Applications filled from concerned students
- e. To maintain the files of Application Forms of different scholarships
- f. To get Fee approvals for scholarships
- g. To get the scholarship Verified from respective government authorities
- h. To keep track of pending scholarship fees from government authorities
- i. To maintain Bill Received and Payment Made Register
- j. To provide information of Scholarship data to management or the concerned government department.




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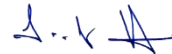
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I.T. SECTION: COMPUTER LAB IN CHARGE & ATTENDANT

This Section is responsible for procurement and maintenance of I.T. infrastructure, electronic equipment's and supervise operations of computer lab.

- To set up a computer lab confirming to the norms laid down by the regulating authorities
- To procure and install computer hardware and software as per the needs of institute
- To maintain computer systems, server room, broad band, i.e. the backbone of IT of the institute IT infrastructure
- To provide trouble shooting service for institute computers and other electronic equipment's
- To ensure timely execution of AMC wherever required for I.T. and electronic Infrastructure
- To oversee timely disbursement of payments to vendors for uninterrupted I.T. service
- To maintain records like computers issued to the staff, computer lab usage etc.
- General maintenance of computer lab
- To support examination work in terms of I.T. and Technical requirements under the instructions of College Exam Office (CEO) and Senior Supervisor of exams.
- To prepare computer Lab usage record.
- To support and co-ordinate the entire operations of the Computer Lab as the instructions of System Administrator.
- To look after up keeping of Computer Lab
- To maintain students' entry record
- To take care of physical infrastructure of Computer Lab
- To help System Administrator in trouble shooting and updation of computer systems
- To install Laptops, Audio Systems, LCD projectors for lectures, Institute seminars etc.
- To update and maintain institute website with institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipment's.

- To provide support for various software servers.
- To ensure continuous internet during assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training program.



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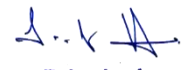
	<p>Panchakshri Shivacharya Trust's Est :- 1973</p> <p>Channabasweshwar Pharmacy College (Degree)</p> <p>Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra)</p> <p>Phone No. (02382) 240192, Fax-(02382) 243855</p> <p>Email- channabasweshwar@gmail.com Website- www.cdphl.org</p>
<p>Approved by:- Govt. Of Maharashtra, AICTE & PCI New Delhi, Affiliated to :- S.R.T.M.University Nanded.</p>	
<p>DTE Code :- 2253, University Code :- 947</p>	

SUPPORTIVE STAFF

It comprises of the peons who are responsible for duties for supporting different teaching and non-teaching departments of the institute.

- a. To oversee work of housekeeping staff to ensure cleanliness within institute premises
- b. To timely open and close institute as per the requirements of different departments
- c. To support teaching and non-teaching in terms of sundry office procurements, photocopying etc.
- d. To support the requirements of coordinators, at the time of events in the institute
- e. To arrange board room in all respect for institute meetings
- f. To look after up keeping of classrooms and seminar hall and provide Lap tops, audiosystems etc. as per the need
- g. To look after the visitors of the institute
- h. To maintain supply of sundry consumables and timely procure it as per the requirement
- i. To support examination work under the instructions of College Exam Office (CEO) and Senior Supervisor
- j. To report requirement of maintenance within the premises to the O.S.




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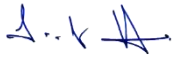
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LABORATORY/ TECHNICAL ASSISTANT

- i. To prepare the laboratories for smooth conduction of laboratory session.
- ii. To assist faculty and students during laboratory sessions.
- iii. To maintain dead stock register, Instrument Issue register and maintenance of register.
- iv. To conduct installation of new equipment's and maintenance of existing equipment's.
- v. To maintain and update the approved supplier list for equipment's.




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LIBRARIAN

Role -

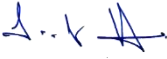
The Librarian is responsible for providing library and research services to the institute and maintenance of the library and its collections. Also, to ensure that materials are current, accessible, and available to library users when required.

Roles & Responsibilities:

1. Establish and implement library and information policies and procedures.
2. Develop and manage convenient, accessible library and information services.
3. Establish and manage the budget for library and information services, technology and media.
4. Order materials and maintain records for payment of invoices.
5. Analyze and evaluate library and information services, requirements.
6. Prepare reports related to library and information services, resources and activities.
7. Perform original cataloguing and classification of print, audio-visual and electronic resources.
8. Develop and maintain special indexing systems and files for special collections.
9. Ensure an accurate inventory of resources.
10. Maintain inventories, compile statistics and generate reports as required.
11. Develop and maintain cataloguing procedures.
12. Determine the type of cataloguing required, Enter cataloguing data into the library's automated system.
13. Train library users to effectively search the library catalogue, Internet and other electronic resources.
14. Maintain circulation files, records and statistics and to Perform other related duties.
15. Organize Book Fairs/Exhibitions to Promote Reading Habits among students, alumni and faculty members of CBPC.
16. Conceptualize and organize innovative practices in Library to promote reading culture and subsequent Library usage.
17. To implement all library rules as defined by the management.
18. To ensure the documented Quality Management System is followed at various stages of library processes.
19. Responsible for overall functioning of the library.

20. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books / magazines.
21. To display all technical articles, literature and new arrivals.
22. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
23. To execute any other work given by management.




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