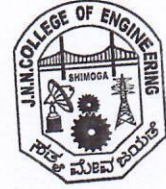




NATIONAL EDUCATION SOCIETY(R.)




JAWAHARLAL NEHRU NEW COLLEGE OF ENGINEERING

# HUMAN RESOURCE MANUAL

Version 2.0

Approved by AICTE New Delhi: Certified by UGC 2f & 12B,  
Accredited by NAAC – 'B',  
NBA Accredited Branches: UG – CV, ME, EEE, ECE, CSE, ISE & TCE  
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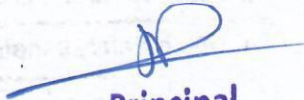


  
Principal  
J N N College of Engineering,  
Shivamogga.

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**Principal**  
**J N N College of Engineering,**  
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- xii. The work distribution of non teaching employees will be solely decided by the college authority and the reporting officer to whom the authority has been delegated
- xiii. All employees teaching and non teaching shall be available in the campus at all times during the specified working hours
- xiv. Movement of all staff members outside the campus shall be documented in the movement registers

## **2. Roles and Responsibilities of Principal**

The Principal shall be the chief academic and administrative head of the college and he shall provide effective leadership in policy making and execution

- i. Communicating the Vision, Mission, Objectives and Policy of the Institution to all employees
- ii. Implementation of the decisions of NES as per the directions of Secretary – NES
- iii. Fixing parameters and goal sheets for the teaching and performance parameters non teaching employees
- iv. Monitoring and evaluation of teaching, research, publication, knowledge application etc.
- v. Close participation in the process of performance evaluation of teaching and non- teaching staff.
- vi. Personal involvement in teaching, research, publication, knowledge application as per norms.
- vii. To monitor & follow up the proceedings of meeting of the departmental committee & activities.
- viii. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty -student, faculty -HOD, HOD -Principal interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
- ix. Monitoring and analysis of the student's feedback duly authenticated by respective HoD. Initiate action as per the guidelines
- x. To get annual budget of the institution prepared and get approved by NES
- xi. To control and monitor expenditure as per the approved budget
- xii. To conduct Governing Council meetings as per norms and requirement
- xiii. To monitor and ensure that all relevant data are duly uploaded in MIS portal.
- xiv. To plan infrastructure development in accordance with budget provisions.
- xv. General supervision of hostel and transportation administration
- xvi. To plan for campus placements through training and placement officer.
- xvii. To coordinate with all Government/regulatory bodies, university, local administration, management, parents, press, industry, civil society & local community, students, alumni, service providers, etc as regards college affairs.
- xviii. Shall be the spokesperson of the institution
- xix. Shall also execute any other responsibility given by NES /prescribed normally for the position

**3. Roles and Responsibilities of the Vice Principal:**

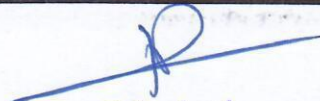
Working closely with the Principal on a daily basis to ensure the smooth overall operation of the Institution and in particular responsible for all academic activities of the institution including research

- i. To monitor activities related to examinations both External and Internal
- ii Supporting committees of staff and parents that function to improve the learning and social environment of the Institution for the students.
- iii. Monitor – evaluate and guide all teaching- learning faculty development programs in the institution
- iv. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty - student, faculty - HOD interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
- v. Assisting in periodical teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the Institution.
- vi. Directing assemblies and other special gatherings of students for events throughout the year.
- vii. Developing emergency response plans for Institutions as required by state and federal education agencies. Filing reports and updating as required.
- viii. Record keeping as required with various logs, tracking records, computer programs, internet, intranet software, or other programs.
- ix. Actively involved in all affiliations, accreditations, research projects and funding, budgeting and expenditure
- x. Responsible to deliver any other activities as advised by the management and Principal from time to time and any other responsibility given by NES /prescribed normally for the position

**4. Roles and Responsibilities of the HoD**

The Head of every Department shall act under the general supervision and control of the Principal of the college. The duties and function shall be to administer the academic and administrative affairs of the department in accordance with the guidance of the Vice Principal and as per the policy of the institution.

- i. Hod will actively participate in teaching, research, publication, knowledge application and administrative work as per work distribution mode
- ii. The HoD shall always maintain the academic standard in the department.
- iii. Distribute and monitor workload distribution to all the faculty and non teaching staff of the department as per prescribed format
- iv. HoD shall liaison with the other departments and maintain harmonious inter department relationship.
- v. HoD shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University.
- vi. HoD shall ensure that teachers prepare lesson plan, on each subject and he/she shall monitor whether the scheduled is maintained.
- vii. HoD shall ensure goal setting, review and annual performance review as prescribed under HR 204
- viii. HoD shall coordinate arranging for conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Principal. In any case of urgency or anything related to academic affairs which are not mentioned above, the HoD shall take advice from the Vice Principal and shall take necessary steps.
- ix. HoD shall impart knowledge to the students by taking classes, tutorial and remedial classes on regular basis, need based laboratory development and laboratory classes, conducting evaluation of the students and so on.
- x. As part of knowledge application, HoD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Principal. Progress and achievement of the activities must be recorded in the meeting of the departmental committee.

  
**Principal**  
J N N College of Engineering,  
Shivamogga.