



Balasore College Of Engineering & Technology

[Approved by AICTE, New Delhi and Affiliated to BPUT, Odisha]

SERGARH, BALASORE - 756060, ODISHA. PH. - (06782) 236045, FAX - (06782) 236609

Website : www.bcetodisha.ac.in Email: principal@bcetodisha.ac.in/bcetbalasore@yahoo.com

Professional Ethics

Roles and Responsibilities



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Roles and Responsibilities of Principal

1. Reporting only to the top Management (Chairman , Vice-Chairman and Director) of the institute and assisting them in the following functions of the institute.

- a. Regulation / Monitoring**
- b. Development**
- c. Leadership**
- d. Visionary**

2. Looks after all the Administrative and Academic activities falling in line with the AICTE, BPUT ,UGC and the Government of Odisha norms, in all aspects.

3. Appointing Faculty Members according to the norms of the AICTE and BPUT.

4. To overall Monitor smooth conduct of Quality Management System in accordance with AICTE,BPUT,NBA and NAAC.

Roles and Responsibilities of Dean , Academic

- 1. Monitoring Academic Calendar and Time-Table preparation.**
- 2. Monitoring academic progress of the departments.**
- 3. Monitoring the functions of Class-Coordinator.**
- 4. Preparing & monitoring Result-analysis.**
- 5. Monitoring the students' on-line/off-line feedback.**
- 6. Monitoring the faculty performance considering clause 4&5 and other Assignments.**
- 7. Monitoring the preparation of SSR/SAR in the case of NAAC/NBA.**
- 8. Monitoring all Seminars/Conferences/Workshops/Expert Talks/Industrial Talks etc.**
- 9. Monitoring and controlling students discipline in the campus.**
- 10. Any other matter connected with academic activities in the college.**
- 11. To undertake academic audit in every year.**

Roles and Responsibilities of Dean , Admin

- 1. Assists Director and Principal in translating the college vision into an action plan.**
- 2. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.**
- 3. Assists the Director and Principal in administering and leading the college within the policy framework developed by the College Academic Committee and IQAC.**
- 4. Supervises at the direction of the Director and Principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.**
- 5. Maintaining all records pertaining to students, faculty and staff.(Estd. Section)**
- 6. Arrangement of Independence Day/Republic Day/Engineers Day and other observations.**
- 7.Take care of HR policies of the institute.**
- 8.Take care of all admission approval procedure and communicating with admission officer.**
- 9.Acts as chief coordinator of all activities relating to the maintenance of the college.**
- 10.Take care of Boarding , Lodging and Hospitality of all guest visiting the campus.**

Roles and Responsibilities of Dean, R&D

- 1. Monitoring the activities of Research Centre(s) and consultancy.**
- 2. Monitoring the research progress of faculty members pursuing Ph.D.**
- 3. Recommending names of faculty members for participation in Conferences / Seminars / Workshops.**
- 4. Examining and Recommending project proposals of departments / individual faculty to different Government / Non-Government funding agencies.**
- 5. Monitoring progress of Major & Minor Projects to be done by students in various branches.**
- 6. Monitoring the activities of innovation / Start-ups and creativity by faculty / students.**
- 7. Monitoring and catalyzing activities relating to product development and their Patenting.**
- 8. Setup of Swayam/MOOCs/NPTEL centers for advance learning of students as well as faculty members.**
- 9. Responsible for submission NIRF (AICTE Mandatory).**

Roles and Responsibilities of Dean, Student's welfare

- 1. To organize and manage all matters related to student's welfare, conduct and discipline.**
- 2. To coordinate industrial training / internship programmes in consultation with T & P Officer.**
- 3. To coordinate NCC/NSS/Yoga/Gym/Sports and all extra-curricular activities in consultation with respective in-charges.**
- 4. Liaison with Guardians with respect to their ward's performance in coordination with Hods/Coordinators/Proctors.**
- 5. To monitor all hostel affairs in coordination with wardens/Superintendents and Care takers.**
- 6. To coordinate and monitor all Anti-Ragging and Student's grievance Redressal Cell.**
- 7. To monitor law & order in the campus in consultation with authorized person employed by management.**
- 8. To supervise the work of security staff and agency appointed for the campus and hostels.**

Roles and Responsibilities of IQAC Coordinator

- 1. To coordinate the dissemination of information on various quality parameters of higher education (UGC-NAAC).**
- 2. To coordinate the documentation of the programs / activities leading to quality improvement.**
- 3. To coordinate the quality-related activities of the Institution.**
- 4. To coordinate in preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.**
- 5. To coordinate the timely and efficient execution of the decision of IQAC committee.**

Roles and Responsibilities of HODs

- 1. Allocate subjects to the faculty members before commencement of the semester/ academic year.**
- 2. Coordinate, help and monitor the preparation of lesson plans, lab-manuals and hand-outs by teachers before the commencement of class work/Labs.**
- 3. Ensure timely preparation of time tables as per guidelines given by the principal and get it circulated to the faculty members and students at least one day before the commencement of the class work.**
- 4. Send staff attendance register to the principal's office by 10.00 A.M every day after making necessary entries.**
- 5. Interact with students of their branch once in a fortnight, identify the problems and find solutions in consultation with the Director/Principal/ Deans.**

Roles and Responsibilities of HODs

6. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.

7. Instruct the faculty members to set the question papers as per instructions from the principal and ensure evaluation of the answer scripts by concerned faculty of the department, submission of the same with filled mark-foils to the exam section within the time schedule.

8. Ensure submission of Softcopy of Quiz / Assignment tests to the exam section in time

9. Ensure adherence of dress code by students and teachers of the branch.

10. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting for further follow-up.

Roles and Responsibilities of HODs

11. Obtain students' feedback on teaching performance of concerned faculty member on each subject and communicate the same to the concerned faculty member for performance improvement under intimation to the principal. If any subject is handled by faculty members of other department, communicate the same to the subject teacher through the respective HOD.

12. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class Coordinators/Proctors.

13. Counsel the students who are habitual absentees from classes to improve their attendance.

14. Formation of students' groups for Project and Seminar allocation in consultation with departmental faculty members.

15. Ensure allocation of groups of students to the teacher-counselors / Proctors in the beginning of the academic year.

Roles and Responsibilities of HODs

- 16. Inform from time to time to the concerned authorities about any important event / matter concerning the Department.**
- 17. Arrange special remedial classes for below average students as and when required.**
- 18. Ensure academic discipline in the department.**
- 19. Maintain and update all files of the department.**
- 20. Make arrangements to lock and seal all the laboratories before leaving the premises.**
- 21. Plan and conduct the on line courses of studies (MOOCs) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and to the Principal.**
- 22. Provide all necessary inputs to the IQAC coordinator and principal as well for conducting Academic Council.**
- 23. To keep a track on their alumni.**

Roles and Responsibilities of the Class Co-ordinator/Academic Co-ordinator (For Class Management)

- 1. Shall ensure that every student is well supported to fulfill his/her learning potential.**
- 2. Shall monitor the progress and quality of learning by the students and appraise their parents about the same.**
- 3. Encourage the students to learn beyond the syllabus contents.**
- 4. Shall generate awareness amongst students about the rules relating to attendance, Industrial Visits, sports etc.**
- 5. Meeting the parents of students, especially defaulters for their poor performances, unruly behaviors etc.**
- 6. To inform the HOD for making alternative arrangement for lectures and practical when a faculty is absent.**
- 7. Prepare and update students handbook, department brochure for placement/consultancy activities updating of information on college website pertaining to teaching learning processes.**
- 8. To lead an effective induction program and value added course for student's in consultation with HOD.**
- 9. To produce the assessment plan for every semester well in advance.**
- 10. Prepare statutory reports to be sent to BPUT, AICTE, AISHE, NAAC, NBA, IQAC and other governing bodies from time to time taking the help of HODs of all department.**
- 11. Implement the actions based on the minutes of class committee meetings.**

Roles and Responsibilities of the Class Co-ordinator/Academic Co-ordinator (For Class Management)

- 12. Ensure enforcement of general discipline and workplace ethics with the help Dean(Admin).**
- 13. Arrange Proctorial meetings once in a week.**
- 14. Take charge of any special projects assigned by the management from time to time.**
- 15. Ensure that students attend their classes regularly in time in proper uniform.**
- 16. Ensure adherence of academic targets as per university calendar and placement targets.**
- 17. To lead the internal quality assurance activities of the college, delivery of course materials, etc.**
- 18. To monitor the academic progress of the semester regularly based on assessment plan taking the help of Dean (academic).**
- 19. To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HODs, Dean (Academic) and T&P officer.**
- 20. To encourage students to participate in technical competitions organized by other colleges.**
- 21. Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.**
- 22. Attend to any other duty assigned by the HOD/ Deans/ Principal/Director from time to time.**

Roles and Responsibilities of Professor/Associate Professor

- 1. Providing leadership in both under graduate and postgraduate in relevant field of specialization.**
- 2. Consultancy services.**
- 3. Teaching, laboratory development & writing of books.**
- 4. Evaluations of tutorials, assignments, journals, answer papers.**
- 5. Interaction with industry.**
- 6. Continuing education activities.**
- 7. Student's counseling.**
- 8. Interaction with other institutions, Universities at state, national and international levels.**
- 9. Organizing seminars, conferences , workshops, summer schools and winter schools for teachers and professionals.**
- 10. Publishing papers in national and international journals.**

Roles and Responsibilities of Professor/Associate Professor

11.Review of academic activities of the department periodically.

12.To maintain dead stock, consumable registers with the help of lab in-charge.

13.To display notices, mark sheets, attendance sheets etc. pertaining to the students.

14.To send SMS regarding attendance, discipline and other activities with the help of class teachers.

15.Organize parents meet in association with Teacher& Parent.

16.Involvement in curricular, co-curricular and extra-curricular activities.

17.Any other duties assigned by the Director/Principal/Deans/Hod from time to time.

Roles and Responsibilities of Teaching Faculty

General:

- 1. Faculty Members should come to the college at least 15 minutes before the commencement of classes and leave the college not earlier than 15 minutes after the end of the last class-hour.**
- 2. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be as per AICTE norms as indicated below:**
 - A. Principal – 4 hours / week**
 - B. Dean / Professor – 8 hours / week**
 - C. Associate Professor – 12 hours / week**
 - D. Assistant Professor / Lecturer – 16 hours/week**

For the above purpose, two tutorial hours/ two laboratory/Drawing hours will be counted as one teaching hour. The stipulated 40 working hours per week shall include the teaching load besides other related roles, jobs and tasks assigned to them by the Department/ Institution.

Roles and Responsibilities of Teaching Faculty

General:

3. Faculty Members are expected to update their knowledge by extensive usage of e-library facilities, attending seminars / workshops / conference, FDP, MOOCs etc. and must be members in Professional societies (at least two).

4. Faculty Members should author and publish text books, research papers in reputed International / Indian Journals / Conferences for enhancing their career value and progress.

5. Each Faculty Member must strive to meet the challenging requirements of modern teaching methodologies to set an example for students. He/she shall play the role of a mentor or role model for the students both in curricular and extra-curricular activities.

6. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities may face disciplinary actions as per institute norms.

Roles and Responsibilities of Teaching Faculty

Departmental Responsibilities:

- 1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.**
- 2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.**
- 3. In addition to the teaching, the Faculty Member should take additional responsibilities in academic, co-curricular or extracurricular activities as assigned by HOD / Principal / Director / Management.**
- 4. Every Faculty Member should maintain student's attendance records in Off-line and On-line i.e. everyday in the Institute's MIS as soon as the classes/laboratory hours are over.**
- 5. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD and Class Coordinators must be informed with appropriate alternate arrangements suggested.**

Roles and Responsibilities of Teaching Faculty

Departmental Responsibilities:

- 6. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.**
- 7. The Proctor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.**
- 8. To give counseling to the students if needed.**
- 9. To bring the students misbehavior in the class to the knowledge of the Proctor/HOD/Dean, Academic/Principal.**
- 10. To carry out the administrative works of the department given by the HOD concerned.**

Responsibilities relating to Class Room Teaching

- 1. Once the subject is allotted, the Faculty Member shall prepare the lecture and hour wise lesson plan or as designed in Time-Table.**
- 2. The Faculty Member shall get the lesson plan and course file - approved by HOD and Dean (Academic).**
- 3. The course file is an official record; a compilation of the planning and execution of teaching/learning activities carried out throughout a semester in an academic year for a particular subject .The course file should contain preface, lesson plan, syllabus details, previous five years university question papers and its solutions, notes, hand outs, PPT, Internal test/exam question papers, three model answer scripts, Assignment plan with topics and questionnaires, Quiz test question sets, feedback analysis report etc. The teaching faculty shall get verified their course file by respective HOD at least once in a month and submit it to him/her within three weeks of the last instruction day of the concerned semester.**
- 4. The Faculty Member's Diary and Course progress register must be regularly updated and put up for inspection by HOD/ Dean (Academic) as the case may be.**

Responsibilities relating to Class Room Teaching

- 5. The Faculty Member should reach the class before the bell rings.**
- 6. The Faculty Member should engage the full period and should not leave the class early.**
- 7. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each class. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and entered in the attendance software.**
- 8. The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students for asking doubts / questions.**
- 9. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.**
- 10. The Faculty Member should take care of academically weaker students and pay special attention to their needs in classes.**
- 11. In problem oriented subjects, regular tutorials should be conducted. The Tutorial problems are to be handed over to the students at least a week in advance of actual class.**

Responsibilities relating to Class Room Teaching

- 12. The Faculty Member should interact with the class advisor and inform him / her about the habitual absentees, academically weaker students, objectionable behavior etc.**
- 13. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.**
- 14. The Faculty member should regularly visit library and read the latest journals / magazines in his / her areas of specialization to keep abreast of latest advancements.**
- 15. The Faculty Member should be available for doubt clearance of students.**
- 16. The Faculty Member should motivate the students and bring out their creativity / originality.**

Roles and Responsibilities of Teaching Faculty in Labs

- 1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the same.**
- 2. Whenever possible, additional experiments should be done to clarify or enlighten the students.**
- 3. The lab observations/records must be corrected then and there in the class or at least by the next class.**
- 4. Allow the students inside the lab only on submission of the required records written up to date.**
- 5. Faculty must give crystal clear instructions about the experiment, safety measures & precautions, use of measuring instruments/apparatus etc.**
- 6. He/she shall attest the readings of the experiment and let the students know the percentage of error committed during the experiment.**
- 7. Faculty must sign the manual /rough records before the end of each practical class.**
- 8. Faculty conducting practical / projects shall have overall responsibility of the Lab for anything happened during the experiments, while the Lab Asst/Technician shall be directly responsible and accountable for the same.**

Roles and Responsibilities of Teaching Faculty in Labs

9. Faculty can suggest changes in the guidelines / instructions of the experiments as prepared by the Lab-Technicians/Asst. with the consent of the HOD.

10. In order to prevent theft, faculty members / Lab technician/Asst. are advised to take the following actions:

a. Before starting the practical /projects, students shall be asked to check the PCs/equipment etc. and report in case of any missing items/irregularity to the lab In-Charge.

b. As far as possible, the same PC should be allotted to the same individual/same group of students (in case of projects).

c. Students shall not be permitted to carry bags into the labs.

d. In case of any missing/damaged item, the matter shall be immediately reported to the HOD.

Roles and Responsibilities of Teaching Faculty

REPORTING FOR DUTIES ON TIME

- 1. A six day working schedule from Monday to Saturday is followed from 9.00 am to 4.00 p.m.**
- 2. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 – 15 minutes before the college timing.**
- 3. Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a week may be allowed by Principal.**
- 4. Anyone requiring to go out of the College premises on personal work during college hours including lunch break shall seek necessary permission in the shape of a gate pass from Principal /Director and register his/her exit time and re-entering time in the Register kept at gate.**
- 5.Wearing College ID while in the College premises is compulsory for all staff and faculty members.**
- 6. Staff members shall submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to compute tax to be deducted at source. In the absence of such details, Income Tax shall be deducted as per rules.**
- 7. Faculty and staff shall ensure that strict discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal for further actions.**

Roles and Responsibilities of Teaching Faculty

REPORTING FOR DUTIES ON TIME

- 8. Staff and Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.**
- 9. All members of staff and faculty are expected to present themselves in decent attire followed by Institute's Dress-code.**
- 10. Faculty and staff shall communicate to each other and with students only in English during college hours.**
- 11. As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of their vehicle to the security Supervisor.**

**DUTIES AND RESPONSIBILITIES OF THE LABORATORY / WORKSHOP
INCHARGE AND LAB ASSISTANT**

- 1. To maintain the Dead Stock Register and Consumable Registers.**
- 2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.**
- 3. To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges or by contacting teachers of our college or other colleges.**
- 4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.**
- 5. To organize for oral and practical examinations.**
- 6. To identify those responsible for any breakage / loss etc. and recover costs from them.**
- 7. To ensure the cleanliness of the lab and switch off all equipment after use.**
- 8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.**
- 9. The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.**
- 10. Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute .**
- 11. All the Lab. Assistants, in coordination with the respective Lab In-Charges shall report matters like maintenance/repairing, theft, damage etc. within the respective labs to the HOD through faculty in charge of lab at the earliest opportunity.**

Duties and Responsibilities of System Administrator (Manager)

- 1. To maintain the network and PCs.**
- 2. To attend complaints received from students and staff regarding PC or the Network.**
- 3. To maintain peripherals like printers, scanners etc. in serviceable condition all time.**
- 4. To assist the management in procurement of hardware, software and equipment.**
- 5. To maintain internet connectivity and take steps to prevent misuse.**
- 6. Website updating and Design.**
- 7. Updating & maintenance of ERP Software.**
- 8. Any other duties assigned by the Management/Director/Principal/Heads/Deans/Professor.**
- 9. Arranges computer training /refresher courses for the staff to update their knowledge.**
- 10. May take assistance from an Asst. System Admin with due permission of Management/Director**

Duties and Responsibilities of Non-Teaching Staff

- 1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.**
- 2. Non-Teaching staff should wear proper dress code directed by the Management and always wear their identity badge during working hours.**
- 3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.**
- 4. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.**
- 5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.**
- 6. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.**
- 7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.**
- 8. Anyone requiring to go out of the College premises on personal work during college hours including lunch break shall seek necessary permission in the shape of a gate pass from Dean (Admin) / Administrative Officer / Office Asst. and register his/her exit time and re-entering time in the Register kept at gate.**

Duties and Responsibilities of Transport Manager

- 1. Responsible for arrangement of transport for students and staff from College to City & vice versa.**
- 2. Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Management/Principal immediately.**
- 3. Responsible for a periodical check of the log books maintained by the drivers.**
- 4. Arranges for an agreement with Transport Company for additional buses if required.**
- 5. Arranges for the transport for the students and staff for any educational tour, visit for sports competitions etc.**
- 6. Responsible for time management of buses.**

Duties and Responsibilities of Librarian

- 1. To prepare and issue of Library cards to students and staff members.**
- 2. To follow up return of books issued to students and staff members.**
- 3. To maintain fine collection register and instruct students to deposit the fine.**
- 4. To display new arrivals by photocopy of the cover page of the books and journals.**
- 5. To receive international journals & magazines and highlight important articles & news.**
- 6. To compile back volumes of journals and periodicals and arrange for binding and Stacking.**
- 7. To maintain the day wise records of visits of staff/ faculty members in library.**
- 8. Display of cuttings of news papers on education /social matters on notice board.**
- 9. The list of requirement of books submits to the principal for further procurement.**
- 10. To ensure discipline of the students in the library.**
- 11. To effectively encourage faculty & students to use e-journals & books, keeping always in working condition and visit digital library.**
- 12. Regularly undertake binding of books which are damaged.**
- 13. Any other matter assigned by Director/Principal from time to time.**

Duties and Responsibilities of Training & Placement Officer

- 1. Prepare a data bank of potential industries for placements and keep updating.**
- 2. Initiate MoUs with industries and organize recruitment process for placements.**
- 3. Organize printing of placement Brochures/soft copies of information regarding student's placements.**
- 4. Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.**
- 5. Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs of additional training/grooming for current year students.**
- 6. Grooming the students for placements by organizing soft skill , reasoning , aptitude , GD & PI and technical trainings.**
- 7. Counseling of students regarding emerging areas of job opportunities.**
- 8. Organize talks by experts from industries and institution of national repute to motivate students to seek job opportunities in emerging areas.**
- 9. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.**
- 10.Keep in track with all alumni's since institution's inception.**
- 11. Any other duties assigned by the Director/Principal from time to time.**

Duties and Responsibilities of Office Superintendent (Estd. Section)

- 1. Scrutinize Admission & Eligibility documents and registers of admission.**
- 2. Supervise and maintain personal files of staff and faculty.**
- 3. Maintaining E.P.F. account as the case may be.**
- 4. Keeping discipline and work schedule of class IV employees.**
- 5. Maintain Casual Leave/Earned Leave/Medical Leave/Duty Leave/Study Leave/Special Leave register.**
- 6. Maintain movement register for staff under office administration.**
- 7. Organize printing of brochures and placement documents for the institute.**
- 8. Assist Director/Principal/Hods/Professors in receiving guests and visiting dignitaries in a dignified manner.**
- 9. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.**
- 10. She/he shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.**
- 11. To maintain the records of scholarships of students.**
- 12. To take care of biometric requirement.**
- 13. Any other duties assigned by the Director/Principal from time to time.**

Duties and Responsibilities of Clerk under Office-Superintendent

- 1. Checking websites of AICTE/BPUT/UGC/NAAC/BCET and others regularly and report to the Principal through Office Superintendent.**
- 2. Maintaining of personal files of teaching and non teaching staff.**
- 3. Maintaining of attendance registers of teaching and non teaching staff.**
- 4. Maintenance of service books.**
- 5. Maintaining all types of leave record of staff.**
- 6. Maintaining the records of scholarships of students**
- 7. Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.**
- 8. Any other duties assigned by the Office Superintendent/Principal from time to time.**

Duties and Responsibilities of Accountant

- 1. To prepare budget estimate of the college under guidance of Director/Principal/HODs.**
- 2. To prepare documents for submission of annual audit.**
- 3. Allotment of Budgets to every department of the college.**
- 4. HOD/section heads take periodical review of the same written in Clause 3.**
- 5. To verify bills for payment**
- 6. To check the monthly pay sheet**
- 7. To check the cash book daily**
- 8. To file ETDS returns**
- 9. To hold custody of receipt books and vouchers.**
- 10. To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.**
- 11. To control and check the advance register and ensure timely recovery of advances.**
- 12. To make Settlement of journey claims and advances.**
- 13. To prepare TDS statement and submit to Chartered Accountant.**
- 14. Any other duties assigned by the Management/Director/Principal from time to time.**

Duties and Responsibilities of Admission Officer

- 1.Keep information of all entrance examinations such as JEE Mains , OJEE and other exams for admission to a specific course.**
- 2.Handle telephone and email enquiries from prospective students and their guardians in a timely and professional manner.**
- 2.Advise students and their guardian regarding admissions requirements, eligibility for admission, program options, residency requirements and other matters related to their admission.**
- 3.Keep informed regarding academic program requirements, enrollment restrictions and other issues related to admitting students.**
- 4.Actively participate in admitting students through promotional activities such as personal contact with counselors, student individually and in groups, schedule visits to high school and college, panel discussions, presentations ,posters and newsletters.**
- 5.Facilitating of Govt. and other agencies scholarships.**
- 6.To provide content to webmaster regarding admission to show it in college website.**
- 7.Provide action plan for Digital Marketing.**
- 8.Perform related duties as required.**

Duties and Responsibilities of Examination Officer

- 1. To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with Director/principal.**
- 2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.**
- 3. To organize the filling of examination forms, revaluation & verification forms of students & submission to BPUT.**
- 4. To obtain results of students from BPUT and its distribution.**
- 5. To send requirement of examination stationery to BPUT & maintaining its up to date records.**
- 6. To arrange for online/offline examinations as per schedule & instructions of university.**
- 7. To maintain the records of all passed out students of this institute in a separate register, also in a soft copy. Also send the verification letter asked by if , any employer.**
- 8. To send the program of proposed practical examinations dates to university & get final approval of program for practical/oral examinations.**
- 9. To submit term work /oral practical marks to University in time.**
- 10. To organize arrangement of furniture and numbering of examination seats for University examinations.**
- 11. To receive the examination stationery from University & keep it in the strong room.**
- 12. Any other duties assigned by the Director/Principal from time to time.**

Duties and Responsibilities of Hostel Warden

- 1. Responsible for allotment of rooms to the students.**
- 2. Responsible for maintenance for Hostel.**
- 3. Looks after the quality of food served in the hostels.**
- 4. Keeps strict discipline in incoming and outgoing of students from the hostels.**
- 5. Reports to the Principal in case of any indiscipline or misbehavior by the students.**
- 6. Looks into the grievances/complaints of the students if found genuine.**
- 7. Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.**

Duties and Responsibilities of Canteen & Guest House Incharge

- 1. Takes care of hygiene and introspects the administration process for smooth functioning.**
- 2. Takes care of availability and makes sure of the hospitality offered for the guests.**

Duties and Responsibilities of Hostel Superintendent

- 1. Providing ideal care to hostellers.**
- 2. Ensure safety and security of all hostellers.**
- 3. Maintain discipline in and around the Hostel.**
- 4. Ensure that regulations for safety and sanitation are being met.**
- 5. To arrange educational programs and seminar in hostel.**
- 6. Responsible for deciding meal menus.**
- 7. To keep in touch with the guardians as and when required.**
- 8. Maintain and check the various registers and ledgers maintained by the hostel staff.**
- 9. Monitoring and maintaining hostel, student leave record, in out movements.**

Duties and Responsibilities of Store Incharge / Manager

- 1. Supervises and checks the functioning of stores and maintenance of proper accounts—both, quantity and value.**
- 2. Prepares estimates for various civil, electrical, mechanical, electronics and sanitary works undertaken/proposed by the institute.**
- 3. Invites and opens quotations related to the estate office through committees duly constituted for the purpose; examines/recommends the tenders for acceptance/rejection with proper justification and notes.**

Duties and Responsibilities of Security Officer

- 1. Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.**
- 2. Monitors Material movement in and out of the premises.**
- 3. In charge for monitoring the persons inside the campus; verifying the ID Cards.**
- 4. Issues the Visitor ID and collects the required data from the visitor.**
- 5. Ensures the Contract laborers wear Contract badge during working hours within the campus.**



Balasore College Of Engineering & Technology

[Approved by AICTE, New Delhi and Affiliated to BPUT, Odisha]

SERGARH, BALASORE - 756060, ODISHA. PH. - (06782) 236045, FAX - (06782) 236609

Website : www.bcetodisha.ac.in Email: principal@bcetodisha.ac.in/bcetbalasore@yahoo.com

Professional Ethics

Roles and Responsibilities

