

## **Manual-II: Employees their Power, Duties**

The Powers & Duties (responsibility and authorities) of the following officers & employees of NITTTR, Chennai are as follow.

**DIRECTOR:** The Director is the Chief Executive Officer (CEO) of NITTTR, Chennai and shall act as Secretary of the society.

### **The Director shall be responsible and authorized for;**

- To execute all powers of the Appointing Authority for appointing persons in Group 'B', 'C' and 'D' categories. .
- Maintaining liaison with MHRD, Govt. of India, State Directorates of Technical Education, National Project Implementation Unit, AICTE and other National and professional bodies.
- The entire operation, administration, management and control of the organization
- Total Quality System being implemented in the organization vested with the authority for its operation and maintenance in the organization
- Complete finance related functions of the Organization
- Identification of new projects in consultation with concerned HOD / HOC.
- Development, and marketing of new and ongoing developmental products
- Overall purchasing function for the Organization
- Technical discussions and price negotiation related to various projects in consultation with concerned HOD.
- Approval of training and certificates
- Performing any other work assigned by Board of Governors, Ministry of Human Resource Development

**The Director shall execute all his responsibilities as per the MHRD guidelines, GOI rules approved by BOG.**

### **Head of the Department / Centre (HOD):**

- HOD shall be responsible and authorized (for their respective department / centre) for;
- Promoting production of quality learning resources in the department / centre.
- Monitoring the quality of work carried out by all persons
- Identifying and recording quality problems
- Initiating actions to prevent the occurrence of product / service non-conformity
- Contributing effectively for accomplishing mandate of the institute
- The five-year plan for the department/centre in consultation with faculty / staff of department / centre
- Managing the resource requirements of the department/centre
- Identifying maintenance of all machines/equipment in the department / centre
- Planning the yearly activities keeping in view the availability of faculty and other members of departments and resources

- Performing administrative work both at departmental and institutional level as delegated by the Director
- Maintaining the future growth of department / centre and encouraging the growth of individual faculty & staff member
- Maintaining synergic relationship with other departments /centres/sections of the institute in fulfilling all responsibilities related to his designated position
- Performing any other work assigned by the Director
- Marketing of products / programmes / services of the department / centre
- Undertaking consultancy / research projects in the relevant areas

#### **PROFESSOR:**

**Professor shall be responsible and authorized for,**

- Providing leadership in both post-graduate and PhD / Doctorate level programmes and courses
- Conducting research and providing guidance to students and faculty
- Designing and introducing innovations and undertaking researches to sustain/foster innovations
- Undertaking researches for analysis of technological trends and needs for curriculum development and developing resource materials
- Action research based policy planning, monitoring and evaluation and promotional activities both at departmental and institutional levels
- Designing systems, processes and new programmes based on Research Studies to enhance technical viability of client institutions
- Providing Consultancy services
- Undertaking continuing education activities based on scientific need analysis
- Counselling trainees and interacting with them
- Performing administrative work both at departmental and institutional levels as delegated by HOD / HOC / Director
- Undertaking extension and liaison activities
- Implementing models to enhance interaction with industry, community and society
- Undertaking systems study and researches for consolidation and continual growth of technical institutions
- Developing models for total quality management and transferring them into institutions with research provision to study continued effectiveness
- Developing and testing models for strategy design
- Any other work assigned by the Director

#### **ASSOCIATE PROFESSOR:**

**Associate Professor shall be responsible and authorized for,**

- Designing, organizing and conducting programmes in the relevant field, especially in new, emerging, hi-tech and socially relevant areas

- Conducting and guiding researches in the relevant field
- Contributing to researches in relevant thrust area projects
- Contributing and diffusing innovations in teaching, laboratory work and instructional materials, and undertaking researches to ascertain effectiveness of these
- Leading educational and training consultancy projects and undertaking extension services
- Undertaking Curriculum Development based on need survey
- Developing resource materials of different types
- Undertaking continuing education activities based on need analysis
- Academic and administrative planning and development work at departmental level and assisting at institutional level
- Counseling trainees
- Enhancing interaction with industry and society
- Performing any other work assigned by HOD / Director

#### **ASSISTANT PROFESSOR:**

- **Assistant Professor shall be responsible and authorized for;**
- Undertaking classroom and laboratory instruction, Curriculum Development, Learning Resource Development and Laboratory Development, student assessment and evaluation Including Examination work, Co-curricular and Extra Curricular Activities, Guidance and Counseling, Continuing Education and Self Development
- Undertake R & D activities, projects, consultancy and promotion of Industry Institute Interaction
- Assist in design and development of new programmes, project proposals, administration of Institutional facilities, monitoring and evaluation of academic activities and mobilization of resources
- Participate in extension activities like interacting with industry, community and society, entrepreneurship development and non-formal modes of training for the benefit of community
- Perform any other work assigned by Head of Department/Director

#### **Sr. LIBRARIAN:**

##### **The librarians shall be responsible and authorized for:**

- Providing library related services to faculty, staff, trainees and any authorized user.
- General administration of the resource centre.
- Plan for developmental activities of the resource centre
- Procure books, periodicals and other learning resources such as Multi-media packages, videotapes, and CDs etc. following proper procedure.
- Automation of services.
- Maintaining library facilities.
- Designing, organizing and conducting programmes for the library science faculty / professional at regional / national / international level.

## **ADMINISTRATIVE OFFICER:**

### **Administrative Officer shall be responsible and authorized for;**

- Managing the administrative office
- Advising the Director on all administrative matters
- Dealing with court cases
- Facilitate preparation of Annual Report
- Arranging meetings of various committees and bodies including Board of Governors and societies etc
- Implementing decisions of the higher authorities.
- Dealing with administrative aspects of academic activities of the institute viz. admission, examination and correspondence with other agencies
- Administration and supervision of security and care taking units
- Introducing innovation in office practices
- Any other work assigned by the Director
- Ensuring correct administrative action within reasonable time frame
- Assist the Director in recruitment of faculty / staff and contract employees as per the rules

## **PROGRAMMER:**

- Develop system design for MIS and data processing related system for institute and client organizations.
- Develop programs and other software for system development and implementation
- Using contemporary and latest programming systems and techniques.
- Maintain application system and software programmes, databases etc.
- Develop corporate presentations, system and program documentation of various types.
- Assist system analyst in various IT related professional activities.
- Carryout software testing installation and user training.
- Assist in maintenance of Hardware systems.
- Develop multimedia courseware
- Guide student in Laboratory sessions.
- Configure and install software package to facilitate teaching and learning.
- Organize and supervise data entry activity.
- Lay down system operation procedure and norms and guide client staff in operation of application systems.
- Assist in specification development and other purchase activity of IT related systems and software.
- Any other work assigned by Director /HOD/Incharge.

## **Research Assistant**

- To assist in conduct of short term/ long term training programmes
- Preparation of research project reports
- To assist in the organization and conduct of workshops.

- Collection and maintenance of data for research projects.
- Assist in design, development and evaluation of Curriculum.

#### **ACCOUNTS OFFICER:**

##### **Accounts Officer shall be responsible and authorized for;**

- Advising the Director on financial matters
- The correct accounting of all financial transactions
- Framing of the budget estimates of the institute
- Maintaining GPF accounts, CPF accounts and Pension etc. in the institute
- Proper audit of the accounts of the institute
- Drawing and disbursing of all financial transactions as per powers delegated to him by the Board of Governors
- Performing the duties as are assigned to him from time to time by the Director
- Account keeping and maintenance of appropriate records
- Preparation of financial statement and audit reply