



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 1 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

1.0. PURPOSE

To detail a procedure that defines the roles, responsibilities and authorities of SGC Management personnel to enable effective implementation and maintenance of QMS.

2.0. SCOPE

This Procedure applies to SGC's personnel whose roles are essential for implementation and maintenance of QMS.

3.0. REFERENCE

ISO 9001:2015 Clause 5.3 titled "Organizational roles, responsibilities and authorities".

4.0. PROCEDURE

- 4.1. Top Management means Principal & above.
- 4.2. The Management Organization Structure is depicted in the Document QAD 07A. Specific QMS responsibilities and authorities of Management personnel roles are detailed under 5.0 below.
- 4.3. The General Responsibilities and Authorities of Top Management:
- 4.4. Top Management responsibilities as detailed in various Quality Manual documents are as follows:
 - a) Responsibilities as Core Committee Member vide Document QAD 10A titled "Core Committee".
 - b) Visible commitments towards their Management obligations vide document QAD 10B titled "Leadership & Commitment".
 - c) Realisation of QO by establishing, documenting, implementing and maintaining a QMS and continually improving its effectiveness in accordance with requirements of ISO 9001:2015 Standard.
 - d) Authority vides Document QAD 037 "Commercial Authority" and Document QAD 37A titled "Guidelines for Commercial Transactions".

5.0. RESPONSIBILITY AND AUTHORITY

5.1. Vice Chairman

- 5.1.1. Responsibilities:
 - a) Overall leadership and management control of SGC.
 - b) Define Vision, Mission and Goals for SGC.
 - c) Set the direction for SGC's progress, in terms of Long-term and / or Short-term goals.
 - d) Deploy a Strategic Management Plan based on Vision, Mission and Goals of SGC, detailing strategies for excellence.
 - e) Set SGC's Quality Policy (QP) and Quality Objectives (QO). Define Quality plans to meet QO.
 - f) Review Performance against QO, continual improvement goals and QMS effectiveness.
 - g) Create and reinforce values and expectations throughout the Organisation's leadership system through visible commitment.
 - h) Provide direction in building and improving Organisation's competitiveness, performance and capabilities to meet current and future customers' and interested parties' requirements.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 2 OF 20

Edition: 1

- i) Overview of Core Committee for all Quality initiatives and preside over Management Review Meetings.
- j) Delegate responsibilities and authorities to Principal and other seniors to realise Quality objectives.
- k) Provide adequate resources to meet QO.
- l) Review performance against QO for improvement decisions.
- m) Lead SGC to play its role as a responsible Institution integrating social responsibilities and performance measures.
- n) Appraise performance of all direct reportees and overview the performance appraisals of all other employees.
- o) Play the role of "Trustee" as per "Trust Act" for SGC.

5.1.2. Authorities:

- a) Subject to authority and power of attorney as vested by the Board of Trustees, from time to time and on need basis ensure that:
- b) Compliance to Statutory, legal and commercial dealings including various contracts. Sanction the Capital and revenue expenditure requirements as put up by Principal/ Others, within prescribed sanction limits.
- c) Finalise and fix/approve the fee structure and disposal of assets.
- d) Approve/sanction credit notes, as appropriate.
- e) Review and approve Plans, HR and Management System Policies.
- f) Ensure delivery of appropriate wage, salary, compensation, reward and sanction of loans.
- g) Settlement of grievances and other disputes.
- h) Appointment of Officers such as Principal or equivalent grade and above grades.

5.2. Principal

5.2.1. Responsibilities:

- a) Leadership and Management control of SGC site.
- b) Overall daily management of SGC's activities, including Safety, Security and other Administrative controls for smooth functioning of SGC.
- c) Ensure HODs / AO/ SO pursue policies and plans and effectively communicate and reinforce SGC's Purpose, Vision, Values, expectations and directives to employees and other visitors.
- d) Deploy QO through Quality Planning, detailing the way forward.
- e) Review and finalisation of draft Annual Capital / Revenue Budget for SGC and put up for approval by VC.
- f) Overview planning and procurement functions
- g) Finalise and approve need based purchase proposals as per VC
- h) Presides over Monthly "Core Committee Meetings".
- i) Preside over "Monthly Performance Review Meetings" to review performance against Plans.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 3 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

- j) Act as a Spokesperson to outside agencies including Statutory / Regulatory Authorities.
- k) Discharge QMS responsibilities of Management Representative as per VC issued Letter.

5.2.2. Authorities:

Subject to authorisation by VC:

- a) Signatory to Management Approval of Contract / Purchase Order, within Commercial Authority limit vide QAD 037
- b) Signatory to disputes settlements, agreement to wage / bonus / rewards, work place discipline, productivity and behavioural norms.
- c) Fixing / negotiating disposal / purchase prices, in close communication and advice from VC.
- d) Adjudicate grievance / disputes / claims of Suppliers.

5.3. Management Representative

5.3.1. Responsibility:

Management Representative for QMS - Details as per VC issued Appointment Letter

5.3.2. Authorities:

- a) Designing of QMS, Standardisation of all Organisation-wide Quality initiatives and procedures.
- b) External communication on matters pertaining to QMS.

5.4. Head of Department (HOD)

- a) Discharge responsibilities as a Core Committee Member as per QAD 10A "Core Committee".
- b) Work together with the College Management and the Principal to ensure high standards of teaching and learning practices and processes.
- c) Maintain the highest personal standards of character and conduct.
- d) Promote a healthy process of reciprocal observation of class teaching practices through proper dialogue with the faculty members.
- e) Perform the duties of a Teacher (see Roles and Responsibilities of Teaching Faculty) as well as the Head of the Department.
- f) Keep abreast of academic discipline through continuing study, research, and/or participation in the activities of his/her professional organization.
- g) Follow the guidelines / instructions given by the Management /Principal from time to time.
- h) Maintain and update the files as required by QMS, Management / Principal
- i) Route all the correspondence through the office of the Principal.
- j) Provide necessary inputs to the Principal for conducting / GB Meeting.
- k) Inform the concerned authorities of any important information of events taking place in the Department from time to time.
- l) Ensure that the roles and responsibilities assigned to the faculty members as teaching faculty / class in charge are strictly followed by them.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 4 OF 20

Edition: 1

- m) Designate faculty member who will be the Assistant Head during his/her absence and make sure that all files and records are available for Assistant Head. Give contact telephone number to enable the authorities to consult them in case of emergency when he/she is away from SGC.
- n) Prepare specifications and budgets for the requirements of the specific teaching tools and equipments, including laboratory equipment and for the conduct of various departmental events.
- o) Ensure the regular maintenance and upkeep of equipment related to the subject.
- p) Make arrangements to lock and seal all the laboratories before leaving the premises.
- q) Ensure academic discipline in the department.
- r) Allocate the subjects to the faculty members well in advance before the commencement of the semester/year. Allot the teaching load after taking into account the Faculty Member's interests and area of specialization.
- s) Collect Teaching Plan/Lesson plan from teaching staff before the commencement of the semester and ensure that the information provided is in accordance with the format.
- t) Make sure that the academic calendar and time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the semester.
- u) Advise the class teachers to prepare Master Registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- v) Convene departmental staff meeting once in a month on the day allotted and record the minutes of the meeting.
- w) Send staff attendance register to the principal office by 9.50 A.M every day after making necessary entries.
- x) Ensure timely and adequate provision of textbooks, materials and equipments required for the effective teaching of the subjects.
- y) Instruct the faculty members to set the question papers as per instructions from the principal and to evaluate the scripts promptly to meet the deadline given by the principal.
- z) The evaluated answer sheets along with mark sheet filled by the concerned faculty member have to be submitted as per the schedule given.
- aa) Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by Principal.
- bb) Communicate a copy to the Principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD.
- cc) Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
- dd) Interact with students (Section wise) once in a fortnight, identify the problems and find solutions in consultation with the principal.
- ee) Verify the student attendance registers maintained by the staff members once in a week and submit to the principal for verification once in a fortnight.
- ff) Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 5 OF 20

Edition: 1

- gg) Allocate the students to the teacher-counsellors in the beginning of the academic year.
- hh) Communicate the attendance particulars and internal marks of students to the parents from time to time with the help of class teachers.
- ii) Counsel the students who are absent for the class test or irregular to the class work.
- jj) Form the student batches and allot the project guides as per guidelines given by the Principal.
- kk) Arrange special classes, if necessary, for the benefit of slow learners.

5.5. Assistant Professor (Teaching Faculty)

5.5.1. General:

- a) Follow the rules and regulations of the Institution as prevalent from time to time.
- b) Come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- c) Sign in the staff attendance register before 9.25 A.M on every working day unless he/she is on leave.
- d) Carry out teaching-contact hours of at least 16 hrs/week out of total workload of not less than **40 hours a week**, as per the UGC guidelines.
- e) Update knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the Principal/Management during the holidays or vacation.
- f) Publish text books, research papers in peer reviewed Journals and present papers in conferences, as per HOD/Principal/Guidelines.
- g) Prepare self academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- h) Extend his/her beneficial influence in building up the personality of students and associate actively in interested / entrusted extra-curricular activities from time to time.
- i) Use the modern teaching methods like LCD, Interactive whiteboard, etc apart from routine chalk and talk method.
- j) Motivate the students to use the Audio visual teaching aids and also to present paper in seminars / conferences.
- k) Avoid Groupism of any kind. Faculty Members found indulging in such activities will be subjected to disciplinary proceedings.
- l) Must observe the dress code.
- m) Must wear ID card as long as their stay in the college campus.
- n) Must not to carry Mobile Phones to the class room / exam hall for any reason.
- o) Must prepare and submit the complete Teaching Plan/Lesson plan of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
- p) Must prepare good notes by referring to number of standard text books and university question papers; solve Numerical problems in the class before asking the students to solve.
- q) Must use appropriate teaching techniques/methods & citing examples from real life/business scenarios.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 6 OF 20

Edition: 1

- r) Must involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Refrain from making alternative arrangements regularly.
- s) Must follow the guidelines / instructions given by the Principal from time to time.
- t) Must carry out the assigned responsibilities pertaining to QMS, as per directions of HOD and Principal.

5.5.2. In Department:

- a) Always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- b) In addition to teaching, take additional responsibilities as assigned by HOD / Administrator/ Principal in academic, co-curricular or extracurricular activities.
- c) Maintain student's attendance records. Note down the absentees roll number everyday in the software as soon as the classes/laboratory hours are over.
- d) Make proper alternate arrangements for class / lab / invigilation before applying for leave and get the leave sanctioned in advance. In case of emergency, inform and suggest HOD with appropriate alternative tutor.
- e) Be presentable. Show no partiality to any segment / individual student.
- f) Update the student's personal file regularly and put up for inspection by HOD/Principal.
- g) Counsel the students, if needed.
- h) Bring the students misbehaviour, if any, in the class to the knowledge of HOD/ Principal.
- i) Carry out the administrative works of the department assigned by the HOD /Academic Administrator / Principal.
- j) Route all the Correspondence through HOD.
- k) Seek prior permission (One hour each of maximum 2 permissions in a month) to come late or to leave early by applying in the prescribed form, duly signed by HOD and the Principal
- l) Do not apply for any type of leave frequently unless it is essential. Mandatorily arrange for alternative teaching staff for all types of leave.
- m) Engage the class work of the colleague who has assigned his/her class in the leave letter.
- n) Assist the HOD in exigencies and in developmental works.

5.5.3. In Class Room Teaching:

- a) Prepare Teaching Plan, once the subject is allotted.
- b) Get the Teaching Plan approved by HOD and use it as monitoring tool, to ensure coverage of syllabus.
- c) Prepare a Course Guide for each course including 2 previous year university question papers with suggested answers, Model question papers and Assignment plan.
- d) Be punctual to the classes.
- e) Engage the students for full period and do not leave the class early.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 7 OF 20

Edition: 1

- f) Take Attendance preferably at the beginning of each lecture/practical/tutorial. Indicate absence by 'A'. Mark hourly and cumulative attendance of each student in the attendance register and attendance software.
- g) Make use of PPT, Models etc., as teaching aids. Encourage students asking doubts / questions.
- h) Get the feedback from students and act / adjust the teaching appropriately.
- i) Take care of academically backward students and pay special attention to their needs through special classes.
- j) Conduct regular tutorials in problem oriented subject. Hand over Tutorial problems to the students at least a week in advance of actual class.
- k) Give all possible patterns of questions from each unit to the students, based on University Model.
- l) Interact with the class tutor or counsellor and inform him/ her about the habitual absentees, academically backward student, objectionable behaviour etc.
- m) Always aim for 100% pass results in his / her subjects and work accordingly.
- n) Regularly visit library and read the latest journals/ magazines in his / her specialty to keep updated on latest advancements.
- o) Clear the doubts of students.
- p) Motivate and bring out the creativity/ Talents/ originality in the students.
- q) Clean the board before leaving the class.
- r) Deliver lectures /Contents in English only.
- s) Suggest the list of books to be referred by the students, for the subject being taught.

5.5.4. In Laboratory:

- a) Devote first 30 minutes on safety measures to be followed by the students in the Laboratory during the first session of every academic year.
- b) Perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- c) Give additional experiments to clarify or enlighten the students, where and when necessary.
- d) Correct the lab observations/records then and there or at least before next class.
- e) Allow the students inside the lab only on submission of the required records written up to date.
- f) Give crystal clear instructions.
- g) Attest the readings of the experiment to let the students know the percentage of error he/she commits for every experiment.
- h) Sign the manual /rough record before the end of each practical class.
- i) Be responsible for the respective Lab while conducting practicals / projects during practical hours.
- j) Follow the guidelines/instructions as prepared by the Lab in- charge. Suggest changes in these matters with the consent of the HOD.
- k) Take the following actions in order to prevent theft:

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 8 OF 20

Edition: 1

- Ask students to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
- Allot the same PC to the same individual/group (for projects), before starting the practical's/projects.
- Do not permit students to carry bags into the labs, ask them to keep appropriate place.
- Inform students that the rules and regulations of the lab are to be strictly followed by them.

5.5.5. Student – Faculty Rapport:

- a) The Faculty Member should have a good control over students.
- b) Take Students' attendance, as soon as entering the class; permit the latecomers, but marking them absent. In case of repeaters or habitual late-comers, try to correct the student through personal counselling and if it does not bring any change direct to meet the class Tutor & HOD.
- c) Act with tact and deal with insubordination by students carefully, effectively with maturity.
- d) Be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
- e) Submit the attendance register and academic diary to the HOD at the end of every week.
- f) Consolidate and post the attendance in the master register on the last working day of every month.
- g) Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
- h) Mark attendance in the classroom itself and write the academic diary in time.
- i) Prepare and submit the internal question papers in examination section in time and maintain strict confidentiality regarding the question papers.
- j) Correct the answer scripts as per the key and post marks in time after verification by the students in the master registers available in the concerned HOD's room and submit the scripts to concerned HOD within stipulated period along with marks award sheet written.
- k) Act as "Mentor" for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
- l) Be available in the Department during the working hours for consultation by the students.

5.6. System Analyst:

- a) Maintain SGCERP Server.
- b) Maintain Surveillance camera.
- c) Maintain Network with the help of Lab Assistant.
- d) Create Fee structure in the Server in the beginning of every semester.
- e) Send SMS to the students & parents for fees pending & holiday intimations and any other communication requirements, from time to time as advised by the Principal & VC.
- f) Enter students' data at the time of admission every year.
- g) Enter students' data in the Pondicherry University (PU) website at the time of admission every year.
- h) Render clerical assistant at the time of PU examinations conducted every semester.
- i) Prepare Hall ticket.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 9 OF 20

Edition: 1

- j) Prepare statement of students who paid the exam fee and submit to PU.
- k) Solve the issues creeping in the online exam application with the help of PU personnel.
- l) Monitor uploading of practical mark entries & internal mark entries.
- m) Attend work related to cash receipt and remittance in the absence of Cashier.
- n) Maintain fingerprint attendance.
- o) Work as photographer for college sports events & other functions
- p) Prepare Transfer certificates.
- q) Maintain the sports scholarships.
- r) Maintain merit & means scholarship offered by the management.
- s) Perform any other work including all QMS related work assigned by Principal, AO, VC & HOD and Faculty members.

5.7. Accountant:

- a) Salary work – Prepare 'Pay roll' to ensure payment is made before 7th of every month.
- b) Maintain Computer Generated Salary Register (Excel).
- c) EPF –Make Payment by Online Challans in EPF Website, before 12th of every month.
- d) Enter all Details of new staff @EPF Website for eg. Aadhar card, PAN Card etc.
- e) Claim EPF to each member after their resignation and solve any EPF issue arising from staff.
- f) Produce data about staff during EPF Inspection and UAN issue work.
- g) ESIC—ESI online Payment before 12th of every month – Enter the data of all staff @ESI Website and make online Challan.
- h) Resolve all issues ESIC between staff & Management.
- i) Produce data during EPF Inspection to inspector and solve the issues arising.
- j) Accounts – In Tally – Maintain – Vouchers – Ledgers – Cash Book – Bank Pass Book – BRS are done after Vice-Chairman sends bank statement through e-mail.
- k) Tally – Make all cheque Payment through Tally under instruction of VC.
- l) Make payments to Electricity & Telephone and regular payments to Painters, Mason, Carpenter & Plumber on weekly basis.
- m) Raise Purchase Order for items viz. electrical, Paint, plumbing & Masonary, as authorized by VC.
- n) Petty Cash – Make Cash payments with proper bills or voucher duly signed by higher officials. Number all cash vouchers and file them orderly every month.
- o) Supervise Cashier daily while packing cash to Bank & Trust i.e., tally & check against SGCERP while packing cash.
- p) Maintain Accounts, Ledgers, Vouchers, Audited statements, Bank statements etc. from 2011 –till date.
- q) Check and maintain accounts of various exams conducted at SGC for PU Regular & DD, JEE, NEET, NET, JIPMER, Annamalai University and Madras University submitted by CS.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 10 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

r) Carry out all other works including all QMS related works assigned by the VC and the Principal.

5.8. Admin Assistant:

- a) Write attendance register of administrative staff, leave register, movement register.
- b) After admission, remit recognition, registration, UDF, Sports & Matriculation fees to PU collected from the students.
- c) Submit mark statements of the admitted students to PU for verification and recognition.
- d) Students Section: Maintain Students' Profile/records, Admission Register Readmission of students.
- e) Issue fee split up certificates for income purpose and degree certificates.
- f) Issue copy of old/ previous documents (Mark statements), Bonafide Certificates, Fees structure, Course completion certificates.
- g) Send Exam Time Table, Result, mark Statement to the departments
- h) Monitor/Direct Bus – Routing, Re-routing, additional trip. Issue new, renewal, withdrawal forms, issue of bus pass and check bus pass. Maintain Bus Register, complaints and meetings.
- i) Scholarship –Issue scholarship, collect filled in forms from the students and submit to the concerned departments (SC/ST, Govt. of Puducherry & Govt. of Tamil Nadu, NSSS, Wakf Board etc.).
- j) Carry out any other SGC work assigned by VC, Principal and AO, including any QMS related work

5.9. Cashier:

- a) Collect Fees (Tuition fee, Exam Fee, Record Note fee, and ICT Fee) and issue of computer receipt.
- b) Perform Sale of application at the time of admission.
- c) Maintain manual Day Book.
- d) Maintain Tally Entry for Receipt.
- e) Enter Exam application at the time of University Exams.
- f) Assist System Analyst (or at the time of vacation / leave) in preparation of TC for students.
- g) Carry out any other SGC work including any QMS related work assigned by AO, Principal and VC.

5.10. Office Assistant (First):

- a) Stationery Stores in-charge: Prepare POs for procurement of stationery items and collect stationery items from the suppliers and issue to the departments and maintain stationery stock register.
- b) Maintain stock register for office equipments, Lap equipments, furniture and fixtures.
- c) Maintain personal files of all teaching & administrative staff with their original certificates.
- d) In-Charge of Xerox Machines: Maintain two Xerox machines attached with the office and take Xerox copies whenever required by the departments and maintain register recording the readings of the machines and number of copies given to the departments concerned.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 11 OF 20

Edition: 1

- e) Admission: Receive admission applications forms and enter into SGC ERP arranging subject-wise.
- f) Enter examination applications in the online software of PU.
- g) Carry out any other SGC work including any QMS related work assigned by AO, Principal and VC.

5.11. Office Assistant (Second):

- a) Dispatch all letters.
- b) Deposit the cash collected into the Bank every day and perform all bank related works.
- c) Inward and distribute Letters to concerned faculties and staff.
- d) Purchase Stationeries.
- e) Pay college water bills and Telephone bills.
- f) Distribute Invitations to all outside Govt. Departments.
- g) Take Xerox for all Departments.
- h) Perform Postage and Courier works.
- i) Carry out any other SGC work including QMS related work assigned by AO, Principal and VC.

5.12. Office Assistant (Third):

- a) Assist the Librarian in the Library.
- b) Give accession numbers to the new books purchased after entering in the computer.
- c) Issue books to the teaching staff and students and receive when they are returned, arrange the books in proper places.
- d) Operate Xerox Machine installed in the Library.
- e) Carry out any other SGC work including QMS related work assigned by AO, Principal and VC.

5.13. Computer Lab Assistant:

- a) Maintain all college Computer systems, Laptops, and Server.
- b) Maintain all the network connections and UPS Connections.
- c) Maintain the printer, projector and Xerox machine.
- d) Take college cash to Trust in the evening.
- e) Receive applications at the time of admissions.
- f) Maintain Register for computers, cartridges, UPS and Printer.
- g) Maintain Register for purchase of computer, printer, projector, and UPS.

5.14. PA to Principal:

Render Secretarial assistance to VC, Director and Principal.

5.14.1 Prepare & Collect various Reports such as:

- a) Pondicherry University,
 - Application for Extension of Provisional Affiliation,
 - Application for Permanent Affiliation,

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 12 OF 20

Edition: 1

- Application for Increase in Intake,
- Application for Additional Courses,
- Application for New Programmes,
- Inspection report-PU
- b) Application for Shift System-DHTE,
 - Inspection report- DHTE
- c) College Convocation Day - Report,
- d) College Annual Day- Report
- e) Statistical reports to
 - AISHE -MHRD,
 - DHTE - GOP
 - CDC- PU
 - Annual Report to P&D -PU
- f) Prepare:
 - Calendar
- g) Correspondence to:
 - Controller of Examination – PU(R), AU DDE. PU (DDE)
 - CDC,
 - Registrar,
 - Library journals subscription,
 - UGC
 - Health Department
 - HRD- PU
 - DHTE
 - Fire Department
 - Chief Secretariat
- h) Prepare for Recruitment
 - Receipt of Bio data,
 - Shortlist & Scrutinise the list,
 - Send the Interview slip,
 - Make Arrangements of Panel of members,
 - Certificate Verifications,
 - Prepare of Agenda,
 - Prepare Minutes,
 - Issue Appointment Order,
- i) Issue of:

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 13 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

- Service Certificate,
 - Attendance Certificate
 - NOC,
 - Appointment Order,
 - Office Order
 - Suspension Order
 - Circular
- j) Governing Body Meeting:
- Intimate regarding Conduct of GB Meeting to Members
 - Prepare Agenda
 - Make Meeting Arrangements
 - Prepare MOM
 - Send MOM to University and other GB members
- k) College Council Meeting:
- Prepare Agenda
 - Make Meeting Arrangements
 - Prepare Minutes
- l) Write Attendance register for Academic Staff,
- m) Carry out QMS and any other SGC related assignments as given by VC, Director and Principal.

5.15. Documentation Task Force Members:

- a) Prepare and provide documents that are asked by SPOC & ISO Consultant
- b) Prepare Documents for ISO – such as:
 - I-O Diagram for the Department/Section/area of responsibility
 - Procedures as required
 - Work Instructions as required
 - Forms to be used, as required and other documentation, filing as required.
- c) Maintain ISO -Documents under his/her control
- d) Maintain ISO Records under his/her control
- e) Participate in the Internal and External Audi. Be a Co-ordinator (Focal Point) of the Department during audits under HOD and Principal.
- f) Responsible for completing Department's Documentation and facing audits.

5.16. Administrative Officer:

- a) **Superintendent** will be the head of the College office.
- b) Coordinate and supervise all sections of the college office.
- c) Maintenance of Principal's office as per the directions of the Principal/Director/ Management

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 14 OF 20

Edition: 1

- d) Student's admission related works.
- e) All kinds of scholarships related work.
- f) Helping the Principal in conducting Governing Body.
- g) Recording and maintaining the resolutions of the Governing Body, despatching the same to the members/University
- h) Assist the Principal for affiliation works.
- i) Assist the Principal for university/ UGC / Govt / NAAC related works.
- j) Maintenance and purchase of stationary for the stores.
- k) Maintenance of leave record of Teaching & Non-Teaching staff.
- l) Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
- m) Maintaining the personal files of staff members.
- n) Maintaining the budget files.
- o) Maintenance of student's files & records and issue of original certificates to staff & students as directed by the Principal from time to time except salary certificate.
- p) Consult the principal on any other issue which needs Principal's directions and intervention.
- q) Looking after the matters related to College Bus facilities
- r) Ensuring the collection of tuition fees and examination fees periodically
- s) To liaison between the Principal and the management on establishment, accounts & students' welfare matters
- t) To plan, organize and administer the activities of office efficiently.
- u) To Keep his/her immediate supervisor informed of activities of the office, particularly of major or unusual developments, and seeking his/her advice and counsel.
- v) To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
- w) To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively.
- x) To recommend the budget for his/her office, within limitations established by the Management to administer his/her budget.
- y) To serve on committees and councils as directed by College policies and procedures or by his/her immediate supervisor or the Management.
- z) To represent the College and attend professional meetings as authorized by his/her immediate supervisor.
- aa) To provide information and reports to the College at the request of the Principal / Management
- bb) To make arrangements and facilitate the conduct of add on courses.
- cc) To perform any other duties assigned or delegated by his/her immediate supervisor.
- dd) Greet visitors and direct them to the appropriate offices

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 15 OF 20

Edition: 1

- ee) To oversee the staff performing clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
- ff) Schedule travel arrangements for members of various panels visiting the institution.
- gg) To monitor the following activities:
 - hh) Estate Management
 - ii) Maintenance of Building
 - jj) Maintenance of Plant and Equipments
 - kk) Purchase of Office Supplies, Stationery, Chemicals and Consumables
 - ll) Ensuring periodical payments relating to
 - Taxes
 - Water bills
 - Electricity bills
 - Phone bills
 - Subscriptions
 - Renewals of Insurances
 - Others
 - mm) Affiliation related work
 - nn) Filing of returns and statements to the University, Government departments, etc.
 - oo) Monitoring Admission Process
 - pp) Confirmation of Admission with the University
 - qq) Proper maintenance of Students' records such as
 - Admission details
 - Payment of fees and other dues, if any.
 - Examination results
 - Distribution of Mark Statements, Provisional Certificate, Degree certificate, Transfer Certificate, Course Completion Certificate, Study Certificate, Employer References given, etc.
 - Disciplinary action taken
 - Add on Courses provided
 - Placement particulars
 - Scholarship particulars
 - rr) Alumni records
 - ss) Records of PSTA (Parents, Students and Teachers Association) activities
 - tt) Arrangement for timely Collection of Tuition Fees
 - uu) All Correspondence with the University such as
 - Receipt and issue of Examination applications
 - Timely Collection and submission of Examination Fees

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 16 OF 20

Edition: 1

- Arrangement for issue of hall tickets, mark statements, Provisional Certificates, Degree Certificates
 - Revaluation process, rectification of discrepancies in the hall tickets, mark statement, degree certificate, etc.
- vv) Monitoring Students' scholarships
- ww) Communicating with the students, parents, guests/VIPs, & Government offices
- xx) Arranging for transport facilities whenever required
- yy) Arranging for honouring the Guests
- zz) Dealing with service matters of staff members such as
- Appointment
 - Maintenance of Service Registers
 - Leave records
 - Salary particulars
 - Fringe benefits
 - others
- aaa) Deduction and remittance of ESI, PF and Taxes
- bbb) Arranging for preparation and presentation of final accounts
- ccc) Arrangement for the smooth conduct of College functions like Annual Day, Graduation Day or any other activities to be conducted by the college in general by co-ordinating with the respective committees or the staff in charge.
- ddd) Any other task assigned by the Management/ Principal from time to time, including applicable QMs related tasks.

5.17. Staff /Lab Assistants:

- a) Sign in the attendance register before 9.15 A.M on everyday unless or otherwise he/she is on leave.
- b) Be available in the lab during working hours.
- c) Ensure that the equipment and lab are clean and in good condition
- d) Report about any non functioning of equipment to the HOD in time through lab in-charge.
- e) Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
- f) Close the windows and lock the doors in the evening while leaving the campus for the day.
- g) Be available in the lab when extra lab classes are conducted during holidays.
- h) Be thorough with all the experiments conducted in the lab.
- i) Maintain the maintenance execution register regularly and submit to HOD twice in a month.
- j) Be the stock in-charge in the respective lab.
- k) Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
- l) Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 17 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

- m) Perform routine maintenance of equipment/machinery.
- n) Any other work given by HOD from time to time.
- o) Observe the dress code.
- p) Wear ID card as long as you stay in the college campus.
- q) Do not carry Mobile Phones to the lab / exam hall for any reason.
- r) Follow the guidelines / instructions given by the Principal from time to time.
- s) Seek the permission (Maximum One Hour and Two Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the Principal
- t) Any other task assigned by the Management/ Principal from time to time, including applicable QMs related tasks.

5.18 Attenders:

- a) All attenders should be available in the college by 8.45 am or as per the requirements and leave the premises after completion of day's work.
- b) They should be present with neat appearance.
- c) They should take the keys from principal's office after signing in the register.
- d) They are responsible for the cleanliness of the rooms/labs/toilets/premises.
- e) They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.
- f) They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
- g) They should give respect to the superiors and extend full cooperation to other attenders.
- h) They should not allow any unauthorized persons to enter the departments/office without proper verification.
- i) They should perform any additional duties assigned from time to time.
- j) They are expected to respect visitors, parents, staff and students.
- k) Any other task assigned by the Management/ Principal from time to time, including applicable QMs related tasks.

5.19. Security Officer:

- a) Campus security officers promote lawful behaviour and protect the welfare of students, faculty and staff.
- b) A campus security officer performs foot and vehicle patrols of a college campus to monitor behaviour, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations.
- c) They monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and reporting suspicious behaviour.
- d) They are also tasked with enforcing traffic and parking regulations, ticketing offenders when necessary.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 18 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

- e) In emergency situations, campus security officers respond to the scene, provide first aid, and alert additional police or emergency personnel as appropriate,
- f) They maintain communication with other safety personnel and officers on campus, helping to coordinate emergency plans.
- g) They also write and submit incident reports to public safety Supervisors or law enforcement agencies as appropriate.
- h) They interact with students, encouraging them to behave as good citizen's ambassadors of the college, complying with college codes of conduct and respecting the needs of others.
- i) They assist in the management of visitors, ensuring that their needs are met, and that they understand, respect and comply the requirements of the college.
- j) They administer and maintain student and staff photo identification and ensure that the College's requirement with regard to visibly displaying appropriate identification on site is complied with.
- k) They assist in the operation and monitoring of the CCTV systems and take appropriate action in respect of servicing and rectification of faults if required.
- l) They ensure that car parks are used by members of the College community and provide appropriate provision for visitors.
- m) Any other task assigned by the Management/ Principal from time to time, including applicable QMs related tasks.

5.19.1 Performance knowledge skills, abilities and personal characteristics

- a) Ability to understand and follow simple oral and written directions;
- b) Good knowledge of the geography and layout of college facilities and surrounding areas;
- c) Ability to communicate effectively both orally and in writing;
- d) Ability to get along well with others;
- e) Ability to deal courteously yet firmly and tactfully with the public.;
- f) Ability to think quickly and act effectively in emergency situations;
- g) Good powers of observation;
- h) Sound judgement;
- i) Strong interpersonal communication skills, and
- j) Computer literacy.

5.19.2. Essential Duties and Responsibilities:

- a) Plan and ensure execution of Security arrangements as required by the College.
- b) To look after all the security arrangements in the campus.
- c) To supervise and control the work of security personnel.
- d) To assist the College authorities in maintaining law and order.
- e) To maintain liaison with and Police and district Authorities regarding – law and order problems and investigation of criminal cases affecting the College.
- f) To attend to fire incidents and other calamities and incidents on the campus.
- g) Patrols and monitors assigned areas of the buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or college policies.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 19 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

- h) Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
- i) Supervises and directs pupil movement.
- j) Conducts searches when directed to do so.
- k) Investigates student violations of college policies and prepare reports of the results.
- l) Works with college administrators and law enforcement officials in handling serious student offenses and law violations.
- m) Testifies in court and at College Disciplinary Review Committee hearings as required.
- n) Supervises classroom behaviour in lieu of faculty.
- o) Maintains security record, logs and reports.
- p) Reads and responds to email communications.
- q) Performs other related duties as assigned by the Chairman, Vice-Chairman, Director and the Principal, or other appropriate administrator.

5.20 Director of Physical Education:

- a) Monitor and ensure students discipline.
- b) Train students to enhance their skills in sports and games activities to attend inter-colligate South zone Inter University Meeting at Pondicherry University (PU).
- c) Scrutinize and select SGC students for inter-colligate Competitions.
- d) Conduct various games ,inter-colligate competitions
- e) Act as Manager in various competitions conducted by PU.
- f) Act as a member in Selection Committee of various games in PU.
- g) Prepare budget for inter-colligate Competitions.
- h) Prepare budget for Annual sports day and conduct.
- i) Accompany the teams for various inter colligate competitions.
- j) Maintain the stock register and equipments and sports materials.
- k) Participate in arrangements for further training and professional development.
- l) Promote the general progress and well-being of individual students.
- m) Provide guidance and advice to students on educational and social matters and on their further education and future careers.
- n) Carry out QMS and any other SGC related assignments as given by VC, Director and Principal.

5.21. Librarian:

- a) Provide professional research, reference and consultation services for the organization and users
- b) Ensure efficient and effective library operations and administration and its materials.
- c) establish and implement library policies and procedures
- d) prepare and administer the budget for the library
- e) allocate funds and monitor expenditure

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**



**SARADHA
GANGADHARAN
COLLEGE**

MANUAL TITLE
QUALITY MANUAL

DOCUMENT NO. : **QAD 010**
REV. NO.: **R0** DATE: **25/05/2020**
COPY :
PAGE 20 OF 20

DOCUMENT TITLE
**MANAGEMENT RESPONSIBILITY
& AUTHORITY**

Edition: 1

- f) determine and implement cost-effective and accurate methods for information retrieval
- g) Coordinate print and electronic subscription requests.
- h) select, order and catalog relevant publications and multimedia
- i) carry out cataloging and classification of all library resources
- j) ensure a current and accurate inventory of library materials
- k) maintain records and prepare statistical and analytical reports
- l) assist users in the location of specific material and information
- m) guide users regarding internet resources
- n) train users in the discovery and management of information
- o) stay current with trends and developments by reviewing publications, attending professional events and receiving training from vendors
- p) develop and maintain relationships with external bodies such as vendors and suppliers
- q) promote awareness of research resources, library services and learning opportunities
- r) ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources
- s) Carry out QMS and any other SGC related assignments as given by VC, Director and Principal.

5.22. Sergeant:

- a) Assisting the Principal and the staff for official works.
- b) Maintenance of Telephone, Air-conditioner, UPS, Audio system, Water supply.
- c) Maintenance of RO water system, Aqua Water system, Solar system, Fire Extinguishers and Fire Hydrants, Incinerator system and Vendor machine.
- d) Examinations work – Assisting Chief Superintendent in examination work.
- e) Any other work entrusted by the Vice-Chairman, Principal and Administrative Officer.
- f) Carry out QMS and any other SGC related assignments as given by VC, Director and Principal.

6.0. EXHIBITS / RECORDS

- a) Power of Attorney for VC vested by Trust
- b) Various types of Registers, Staff files, Reports and Records listed above in this Document QAD 010.

PREPARED/REVISED BY : **SUKUMAR. J**
DESIGNATION : **PRINCIPAL & MR**
DATE : **18/05/2020**

REVIEWED & APPROVED BY : **S. PAZHANI RAJA**
DESIGNATION : **VICE CHAIRMAN**
DATE : **20/05/2020**