



KRUPANIDHI GROUP OF INSTITUTIONS, BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: **PM/L2**

Release No. **1.1**
Rev : 01
Date: **10/07/2017**

Section: **Annexure 2**

RESPONSIBILITY & AUTHORITY

1. EXECUTIVE DIRECTOR

- Executive powers to Approve / Disapprove decision taken by following committees.
- Appellate for finalizing all decisions concerning the institution

2. DIRECTOR

- Reports to Trust
- Chairman of all committees
- Academic Committee
- Financial Committee
- Admin Committee
- Statutory Committee
- Facility Management Committee
- Research Incubation (K-RIC)
- Examination Committee
- ISO Audit Committee
- Disciplinary Committee
- Staff Selection Committee

3. ISO IQAC COORDINATOR

- Reports to the Director / Academic Director regarding Non- conformances generated on the QMS
- Responsible for overall implementation and maintenance of IQAC, including document control and records management.
- Reporting Quality System Improvements to Management & conducting training on QMS.
- Establishing and overseeing implementation of Quality Management System and procedures, as per ISO 9001 Standards.

Prepared by: **Dr. Badrunnisa. S**

Signature:

Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**

Signature:

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- Responsible to plan MRM and Internal Quality Audits with approval of Academic Director / Director
- Responsible to ensure adequacy of number of Internal Quality Auditors
- Responsible for corrective and preventive actions pertaining to systems
- Responsible to liaise with Certification Bodies
- Any other work as assigned by Management from time to time.
- Responsible for taking corrective and Preventive action in this area of activity
- Responsible for document & record control in this area of responsibility.
- Responsible for Process Health Measure achievement in this area of activity

Authority

- Preparing the QM, PP and Forms
- Distribution of forms
- Implementation of quality documents in all the colleges
- Planning for internal audits

4. CORE GROUP OF ISO / IQAC

Core group of ISO/IQAC including all principals and Institutional IQAC head.

Responsible for identification of

- context of the organisation
- Relevant Interested Parties.
- Needs and expectations of Interested Parties
- Risks and opportunities
- Any other responsibility as identified and assigned by the MRIQAC Coordinator.

Authority

- To identify the risk and opportunities and develop the action plan
- Change in forms with the consultation with ISO/IQAC Coordinator and Director

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5. PRINCIPAL OF THE INSTITUTIONS

- Defining Vision and Mission for the department.
- The principal of Institution is required to be in regular communication with departmental staff and to be responsive to staff and to the interests of the institution.
- Develop and promote the internal and external profile of the Institution.
- Ensure compliance with HR policies and procedures within the Institution.
- Have knowledge of and ensure compliance with academic regulations, quality standards and processes in relation to teaching, learning and assessment.
- Ensuring effective implementation of ISO/IQAC and doing ISO/IQAC work on priority basis.
- Oversee, organize and develop the core activities of teaching, research, examining, advising and other service activities
- Project proposals to AICTE, DST, DRDO, Universities and other funding agencies.
- Take full financial responsibility and control of the department budget to maximise income and ensure effective expenditure.
- Ensure proper documentation & liaisoning with statutory bodies (university, MARD, UGC, AICTC etc..) within the institution.
- Facilitate and promote the development of intra- and inter-disciplinary academic activity (in teaching and research)
- Ensure that the laboratories in the department are well equipped and maintained according to the curriculum
- Assist the administration in smooth conduct of the examination/ admission/ house tests/ practical's/ disciplinary matters.
- Any other responsibility as assigned by the Management from time to time.
- Responsible for Process Health Measure achievement in their area of activity
- Responsible for NBA and NAAC accreditation

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- Determine the actions required to overcome the risks identified for the processes, implement and monitor the effectiveness and report in MRM.

Authority

- Authorized to take decisions on all the academic related issues
- Helps to complete job effectively and efficiently
- Systematized and effective achievement of organizational objectives

6. HOD'S

- Facilitate and promote the development of intra- and inter-disciplinary academic activity (in teaching and research)
- Ensure that the laboratories in the department are well maintained according to the curriculum
- Assist the Principal in smooth conduct of the examination/ admission/ in house tests/ practical's/ disciplinary matters.
- Any other responsibility as assigned by the Principal from time to time.
- Responsible for Continual Improvement in their area of activity
- Responsible for document & record control in their area of responsibility.

Authority

- Authorized to take decisions (in consultation with principal) on all the academic related issues in their area
- Helps to complete job effectively and efficiently

7. Class Coordinators:

Leadership and co-ordination responsibilities will focus on the following outcomes:

- Develop students' sense of purpose
- Provide opportunities for student engagement

Authority:

Coordinators have been authorized by the principals to discharge the above responsibilities

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8. Faculty (Professor / Associate Professor / Assistant Professor)

- Preparation of lesson plan and enriching and attainment of outcomes and strive for continuous improvement.
- Teaching and laboratory work as per the guidelines specified by the University
- Planning and Implementation of Curriculum Development
- Development of Resource Material
- Mentoring students
- Involve in conduction of department activities
- Engage in Research activities, publication of books, preparation of project proposals, etc.
- Have good exposure to what is happening in the industry pertaining to this domain.
- Enhance skill sets by attending workshops or conferences.
- Conduction of conferences / workshops / seminars shall be given priority in promotions.
- Undertaking stock verifications and internal & external audits.
- Faculty shall work as Lab-Incharge and prepare lab manuals as assigned by the Principal/HOD.
- Any other responsibility as assigned by the HOD, Principal and Management from time to time.
- Responsible for Continual Improvement in this area of activity

9. Lab Instructors

- Setting up various equipments for the students training as per the curriculum.
- Develop the training skill amongst the students.
- Maintain the equipment in working order.
- Arrange the raw material required for the training well in time.
- Keep updated about the various developments in the related area.

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- Any other responsibility as assigned by the Principal and Management from time to time.
- Stock Ledger maintenance for each Laboratory
- Responsible for Continual Improvement in this area of activity
- Responsible for taking corrective and Preventive action in this area of activity
- Responsible for document & record control in this area of responsibility.
- Responsible for Process Health Measure achievement in this area of activity

10. Head of Library & Information Centre

- To formulate and administer policies, rules and regulation for the purpose of securing the most complete use of the library and to participate in the formulation of educational policies of the parent organization.
- Prepare and execute the annual budget of the library.
- Responsible for the entire professional job related to selection, acquisition, classification, cataloguing and maintenance of the library documents.
- Procurement of books, periodicals and journals
- Getting Quotation from the suppliers.
- Maintenance of Acquisition register and verification
- Monitor of document Issue and return of books to students and staff
- Maintain usage report for reference, Books, E-library, Journal, E-Journal etc,
- Any other responsibility as assigned by the Principal and Management from time to time.
- Responsible for taking corrective and Preventive action in their area of activity
- Responsible for document & record control in their area of responsibility.
- Responsible for Process Health Measure achievement in their area of activity

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11. Head – Examinations

- Confidential and responsible work.
- Solely responsible for all examinations – University and External examinations.
- Following time table and get candidates' list prepared through Examination section for both UG and PG programmes.
- Issue of Hall tickets to the candidates through a system (Simple system needs to be developed).
- Order for Stationary required for examination section.
- Allotment of duties – External (University), Outsourced MOUs Examinations.
- Keeping all records intact as per University norms.
- Bring any discrepancies to the notice of Principal / Vice Principal.
- Any other responsibility as assigned by the Principal and Management from time to time.
- Responsible for taking corrective and Preventive action in their area of activity
- Responsible for document & record control in their area of responsibility.
- Responsible for Process Health Measure achievement in their area of activity

12. Head – Student Welfare

- Overall in-charge of student related matters.
- To interact with counsellors/mentors and call for periodic meeting/s to know the various issues/welfare of students.
- Conduct Periodic **duties** & Interact with Principal and HODs on student issues / welfare and grievances if any.
- Conducting parents meet and interact with parents/ guardians and students clarifying student related academic and welfare matters.
- Disciplinary issues amongst all the students.
- Student related co-curricular activities.

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13. **Head of Placement & Career Development**

- Contacting the industries and inviting them for campus interviews.
- To train students in personality development, industrial orientation and thus, help them get placed in reputed industries.
- Helping the students to face the challenges of the selection process by conducting periodic general aptitude tests, technical aptitude tests, group discussions, mock interviews etc., and making them generally aware of the industrial scenario, their role as graduates, etc.
- Effectively carrying out institute-industry-interaction in terms of mutual contacts, exchange of information & ideas, arranging visits and technical talks from industrial experts, etc.
- Arranging relevant training to students and internships in industries depending on their aptitudes and skills.
- Assisting the departments in arranging project works for students in reputed industries so that the students get hands-on experience in solving industrial problems.
- Any other responsibility as assigned by the Principal and Management from time to time.
- Responsible for taking corrective and Preventive action in their area of activity.
- Responsible for document & record control in their area of responsibility.
- Responsible for Process Health Measure achievement in their area of activity.
- Organic Industrial Visit
- Organic mode Interviews & Selection process.

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14. Head of Human Resources

- Interview Process: Notification, Call letter, Data Sheet, Salary Fixation, Offer Letter, Appointment Letter, Joining Formalities, Staff Bank A/C, Employee Code, Biometrics (Thumb Impression), Attendance Reg, ID Card.
- Resigned Employees, Resignation Letter, Exit formalities, Relieving letter, Experience letter, Final settlement.
- Providing Salary Certificate, Employment Certificate (Address Proof), ESIC Certificate.
- Attendance and Biometrics
- Payment of Salary: New joinees details, Resigned Employees, LOP, PF, Medi-claim, ESIC, LIC deduction, other deduction, salary revision, Biometrics, Leave Tracking,
- ESIC updating , ESIC query
- Medi-claim Insurance : Staff & Students
- PF withdrawal, PF Transfer, PF query
- Maintenance, Verification & updating of Service registers.
- Leave applications
- Salary Revision
- Arrange Induction Training Program for newly joined Employee
- Keep track of employee data base and provide the same to management whenever it is required.
- Supply employee data service register for this purpose of university council implementation
- Investment Proof
- Employee Query
- Any other responsibility as assigned by the Principal and Management from time to time.

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- Responsible for document & record control in their area of responsibility.
- Responsible for Process Health Measure achievement in their area of activity.

15. Head of IT

- Responsible for Maintenance of Computers and other peripherals.
- Responsible for software control, backups and virus controls.
- Responsible for Continual Improvement in this area of activity.
- Responsible for taking corrective and Preventive action in this area of activity.
- Responsible for document & record control in this area of responsibility.
- Responsible for Process Health Measure achievement in this area of activity.
- Responsible for maintenance of stock register of computer & porches, software etc...,
- Responsible for placement of Data.
- Responsible for website maintenance.

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