



Policy Guidelines (Revised)

August 2021

MJR College of Engineering and Technology

Diguvapokulavari palli, Piler, Chittoor(Dist) - 517214

www.mjrcet.org

CONTENTS

S.No	Topics	Page Number
1	Introduction	1
2	Policy Guidelines	3
3	Principal	7
4	Vice-Principal	10
5	Dean	11
6	Head of the department	16
7	Examination Section	19
8	Duties of the Administrative Officer	21
9	Distribution of work in College Office	22
10	Director (Finance & Administration)	26
11	Chief Administrative officer	27
12	Public Relation Officer	28
13	Store Keeper-cum-Maintenance Supervisor	29
14	Network Administrator	31

Policy Guidelines

1. INTRODUCTION

MJR College of Engineering and Technology (**MJRCET**) was established in the year 2091 under MJR Educational Society Sri. M. Venktramana Reddy. Over the last 13 years, MJRCET has made a remarkable progression teaching, research and consultancy in the field of technical education and management studies. MJRCET, a pioneer of value based education, offers both U.G. (ECE,CSE, EEE,Civil,&Mechanical) and P.G.(M.Tech.), courses under JNTUA, Ananthapuramu and is approved by AICTE, New Delhi.

Academic institutions have been the bedrock for academic and research. At these places the good teaching-learning and research go hand-in- hand. It is evident that for effective teaching, research is essential. The learning outcomes for the students who undergo research based teaching are better and leading to high rate of progression to higher education, research and career. The institution though predominantly a teaching –learning institution has been considering research as one of its prime growth verticals. Thus a conscious effort is made to prepare an objective policy to promote, monitor and evaluate research in the institution.

MJRCET being a premier Institute declared as the College with Potential for Excellence contributes in all dimensions of education namely Teaching, Research and Extension. The Institute embarks on such activities which lead to creation of new knowledge and/or the use of existing knowledge in a unique, novel and creative way, so that new concepts, methodologies and understandings are generated.

The institute undertakes also such activities which widen the horizon of knowledge including the knowledge of humanity, culture and society, with a view to make use of the knowledge to devise applications.

2. POLICY GUIDELINES

1. At the end of every academic year, the Principal of the Institution should finalize the staff requirements after consulting the HODs concerned as necessary. The recruitments should be finalized in consultation with management.
2. Any Faculty member appointed shall be on probation for a period of one year irrespective of cadre and whether they are on consolidated salary or on Pay Scale. Number Faculty member is permitted to resign and leave the institution during the semester period. If any faculty member desires to resign and leave the institution he/she shall send one month notice just one month before the end of the semester as otherwise they have to pay one month salary to the Management.
3. The Management has right to terminate the services of any faculty member immediately during the probation period by paying one month salary only if their performance is found to be unsatisfactory.
4. After satisfactory completion of the probation period the services of the faculty members shall be regularized. Such regularized faculty members shall execute a Bond to the effect that they shall serve the institution for a minimum period of Two years, failing which the management has the right to stop the benefits such as Annual increments/Scale, enhanced DA, HRA and other allowances that are applicable to the regularized faculty members.
5. If the regularized employees who have executed the Bond desire to resign and leave the institution during the period of agreement they have to pay three months salary to the Management.

6. The faculty members shall not be eligible to avail earned leave, medical leave, and half pay leave with effect from the date of submitting their resignation letters for their respective positions, except under extra-ordinary circumstances.
7. Such of those regularized Faculty members who have executed Bonds shall be governed by the Rules and Regulations that are in force or that may be amended from time to time.

Note: The above amended service rules shall come into force with effect from 27.08.2021.

8. There should be a separate Network Administrator who should take care of maintenance of all computers in MJRCET institution, besides maintaining Internet facilities on a continuous basis.
9. The HODs. should undertake maintenance and minor repairs of Computer/Lab Equipment by spending from the imprest money, according to the guidelines given by the Management (the cost of any single item of expenditure shall not exceed Rs.5000/-), without waiting for permission from the Principals. If the expenditure involved is beyond the imprest amount, the HODs should approach the Principals. The Principal of MJRCET can incur an expenditure up to Rs. 50,000/-
10. In case the expenditure exceeds the limits permitted for the Principals, the matter shall be referred to the Chairperson. In any case, there should be no delay in carrying out repairs of the equipment in every department.
11. There should be a lab in-charge for every lab in a department. Lab in-charge is responsible for regular upkeep of the lab equipment. He should inform the HOD for any immediate requirement for maintenance of the equipment.

12. For each college there is a librarian who maintains the Library, furniture, racks, computers & other equipments like other HODs. The faculty and HODs shall submit to the Principal the requirement of books at the end of every academic year. The Librarian will inform the Principal the demand of the students regarding library books. The Principals will interact with the respective HOD and finalize the list of books and priority shall be given in acquiring such books which are most sought after by the students. The Management procures the books and distributes them to the colleges.
13. However, the teachers will submit the book requirements to the Principal/Director. The final requirement of books to be procured for the ensuing academic year will be submitted to the management.
14. The purchase orders shall be placed by the Management after negotiating with various publishers/ distributors, considering highest discount and service offered may be considered.
15. Dean (Academic) and Dean (Freshmen) have already been allotted duties by the Management for the MJRCET on 31-3-2012 and they are requested to act accordingly. A copy of the duties
16. Allocated to Deans is added separately to these guidelines. The Deans shall submit reports of their activities to the Principal once in a quarter, marking a copy to the Chairman, MJRCET.
17. The duties and responsibilities of Principals of MJRCET institution are being clearly specified and they should abide by them.
18. The feedback forms will be supplied to the students by the office staff authorized by the Principal and same person collects them back for submission to the Principal. For evaluation, the principal

may assign evaluation work to Dean (Academic) if he feels. The feedback forms shall be issued to only those students who have put in aggregate attendance of 65% and above.

19. Faculty Orientation Program by the National Institute of Teacher Training (NITT), Chennai / Central Institute of English and Foreign Languages (CIEFL), Hyderabad shall be arranged at least twice in a year, for all the teachers of MJRCET institution. All the teachers shall attend the orientation program and submit a report on the knowledge gained / value added through the program after undergoing the orientation training.
20. Physical stock verification of departmental lab equipments / systems / accessories / furniture etc., will be done at the end of every academic year by staff members of other departments of the same College and the report should be submitted to the Principal directly, marking a copy to the HOD concerned. Stock registers must be properly maintained by the HODs.
21. Stock registers must be properly maintained, failing which HODs shall be held responsible. The Principals will endorse the stock registers at the beginning and at the end of every academic year.
22. For smooth functioning of the MJRCET institution, the Principals can take administrative decisions in the absence Chairman in recruiting faculty in line with the philosophy/guidelines of the management, in purchasing equipment etc. and seek ratification at the earliest.
23. Alumni Meet of all MJRCET institution (to be discussed with the Chairman) shall be held.

PRINCIPAL

Duties and Responsibilities:

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

- The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.
- It shall be the duty of the Principal to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- The Principal shall have the power to delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- The Principal shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various Committees of the Institution.
- The Principal shall have the power to convene or cause to be convened meetings of the various bodies of the Institution.

It shall be the duty of the Principal to:

- Apply to AICTE (for extension of Approval, sanction of New programs and courses and variation in intake, etc.)
- Apply to JNTUA, Anantapur for affiliation,
- Ensure timely correspondence with APSCHE, Commissioner of Tech. Education, Convener EAMCET, Convener ECET, Convener ICET and Convener CEEP for student admissions and relevant matters.

- Correspond with Social Welfare Dept. (sending scholarship applications for students of MJRCET), and other Govt., offices (like office of the District Collector for attending meetings on anti-ragging; RTA office for safety of buses.
- Send statistical data to State Government and University Grants Commission, New Delhi and other apex agencies.
- Monitor regularly the activities of TEQIP-II.
- Prepare all the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions
- Provide leadership, guidance, implementation and monitoring all the academic activities.
- Monitor all the developmental activities such as Research and Development, Consultancy, Training, Placement, Industry-Institute- Interaction and report to the Governing Body.
- Take specific initiatives to achieve long and short term goals of MJRCET and monitor the activity
- Conduct the MJRCET Development Committee meetings twice a year and submit a report to the Governing Body.
- Receive all departmental budgets in the prescribed form by 31st January of every calendar year for the next academic year and submit the same to the Management.
- Ensure the preparation of reports on various activities and also the Annual Reports of MJRCET.
- Maintain student discipline and orderly functioning of MJRCET.
- Inculcate discipline, decency, decorum and dignity among the faculty and staff of MJRCET.
- Propose to the Governing Body for creation of additional facilities for new programs and courses whenever necessary.

- Responsible for the general amenities (like providing potable water, toilets, ladies waiting hall, parking, canteen, transport, library, internet, courier service, banking, Tuck Shop, medical facilities, play grounds etc).
- The Principal shall carry out any other duties assigned by the Management/Governing Body from time to time.

VICE-PRINCIPAL

The Vice-Principal shall be responsible for the following duties:

1. Faculty & staff supervision and evaluation:

- Daily supervision of the faculty & staff
- Leave letters, attendance register verification, payroll etc.,
- Faculty & staff assessment (feedback)

2. Student control and supervision:

- Student discipline, dress code
- Organizing technical associations meetings & activities
- Co-curricular and extra-curricular activities (NSS, Cultural, Sports & Games)
- Monitoring EZ School (attendance of students, progress reports, SMS for absentees)
- Preparation of Time-tables, arranging classrooms, laboratories, seminar halls & auditoria
- Stock verification of all units and submission of report to the Principal.

3. General:

- Student Training & Placement Activities
- College Magazine and Website maintenance
- The Vice-Principal shall act as In-charge Principal whenever the Principal goes on leave.
- He will carryout any other duty assigned by the management/Principal from time to time.

DEANS

Duties and Responsibilities:

Deans shall help the smooth functioning of MJRCET and co-ordinate on

- Academic activities
- Student activities
- R & D projects and consultancy works
- Administration

HODs are required to consult and submit policies and proposals on academic, financial and student matters to the respective Dean who recommends them to Principal MJRCET for consideration. Deans' shall submit their reports to the Principal MJRCET regarding the progress of individual departments and their activities

Dean (Academics):

Dean (Academics) shall be responsible for the following duties:

- To introduce and implement innovative methods in teaching, learning and evaluation and shall act as Vision Head.
- To coordinate curriculum design and updating the syllabus.
- To prepare Academic Calendar containing all details (including holidays)
- To prepare year-plan for organizing Seminars/Guest Lectures/Expert lectures/ Add-on courses/ Student Paper contests/ Exhibitions/ Workshops/ FDPs in consultation with HODs and to monitor proper execution of the programs.
- To oversee the conduct of diagnostic tests to identify slow learners.
- To analyze the results and arrange to organize reinforcement classes and report to the Principal/Management.
- To verify the course files and to counsel the faculty.

- To verify the students' attendance registers vis-a-vis lesson plans.
- To monitor monthly progress reports of the students.
- To assist the Principal in organizing the meetings of Governing Body, Academic Council and Boards of Studies.
- To plan, monitor and apprise the Principal regarding the execution of the Academic practices of all the departments.
- To advise and assist HODs in day-to-day discharge of their duties whenever required.
- To monitor all academic activities to fulfill the objectives of Autonomous Status.

Any other academic work assigned by the Management/ Principal from time to time.

Dean (Freshman):

Dean (Freshman) is to co-ordinate, execute and monitor the following activities relating to IstB.Tech Degree courses, assuming complete responsibility.

1. CLASS WORK:

- Class Time tables
- Class workload distribution
- Lesson plans
- Syllabus coverage
- Lesson dairy

2. FEED BACK:

- Students
- Analysis of results
- Steps to improve performance

3. STUDENTS COUNSELING:

- Irregular Students
- Academically weak Students

Dean (Freshman) is authorized to convene meetings with the concerned faculty, staff and students, if necessary. Minutes of the meetings shall be maintained.

Principal shall be kept informed in time the status of progress on all the above activities.

Officer Coordinators:

To assist the Principal, MJRCET in matters relating to:

1. AICTE Correspondence /Extension of approvals for the existing courses
2. Submission of proposals for variation in intake/introducing new courses
3. JNTU correspondence /extension of affiliation
4. Correspondence with A.P State Council of Higher Education & Commissioner of Technical Education.
5. Submission of proposals for obtaining funds from TEQIP (World Bank), UGC, AICTE etc.
6. Preparation of Agenda for Governing Council Meeting, Communication with GC members, Preparation of Minutes etc.
7. Arranging Guest Lectures, Seminars, Industrial Tours, Workshops etc.
8. Establishing research oriented program and publications
9. Issuing of all Circulars, Notices and General Correspondence

10. Examinations, Student's attendance, coadunation of shortage of attendance, detentions etc.

11. Any other matter that is referred by the Principal from time to time

He shall look after all academic matters of MJRCET. Academic proposals by individual departments are processed and recommended to the Principal, MJRCET for consideration and for organizing

- Expert Lectures
- Add-on courses
- Student paper contests
- Exhibitions/workshops
- Faculty improvement ProgramEnhancing qualifications/continuing education programs etc.

Dean (Students Affairs):

He shall be responsible for all matters concerning students such as:

- Discipline and Ragging
- Sports and Games & Cultural activities
- Industrial Tours
- Placement and Training
- Soft communication skills
- Career counseling and guidance
- Societal responsibilities

Dean (PG Courses & Research):

He shall be responsible to encourage research, consultancy and development activities by faculty of all departments. All R & D proposals for sponsored research are to be routed through Dean R & D who processes and recommends to Principal, MJRCET for consideration. HODs have to submit their departmental research proposals through Dean R & D who shall forward them to Principal MJRCET for consideration.

All the Deans shall monitor the progress on their relevant activities and submit reports to Principal MJRCET for taking appropriate action.

Head of the Department (HOD)

Duties and Responsibilities

HODs shall report to the Principal regarding various activities and take his guidance and advice in all academic matters. He is solely responsible in all aspects to run the department democratically, giving leadership and direction and monitor and control progress of his department. He is responsible for:

- Planning for department operational, maintenance and development budgets and submit reports to GB for approval in consultation with Deans and Principal
- Conducting DDC meetings for academic/laboratory development once a year
- Conducting DAC meetings once in a semester to discuss matters of academic interest
- Submit performance appraisals of faculty and staff
- Preparing and submitting the departmental annual report to Principal
- Assigning teaching schedules and work loads to all i. faculty and staff
- Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding
- Faculty , Students administration
- Academic planning & development
- Maintenance and up-keeping
- MID-Examinations
- Association activities

- Organizing industrial tours / visits
- Counseling students
- Training & Placement activities
- Co-curricular and extra-curricular activities
- Research and project works
- Entrepreneur awareness
- Alumni contacts and others
- Library books, Journals, relevant to department
- Organizing expert lectures, add-on courses & Monitoring faculty in discharging their academic and other duties
- Preparing of lesson plans & course work schedules
- Encouraging to enhance new skills and techniques
- Displaying students attendance, internal marks, lab, performance, results
- Intimating Parents in critical cases
- Obtaining faculty feedback and offering necessary counseling
- Appraising the faculty, students and parents about MJRCET's mission and goals
- Maintaining constant rapport with faculty and 'students
- Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
- Improving qualifications
- Overseeing the general maintenance of classrooms, Labs, Library etc.

Faculty In-charges:

- Senior faculty is either made Conveners of committees or to hold independent charge of specific activity in the College. They work independently and monitor and resolve matters in any activity. They are also responsible for implementing all the college policies with regard to the activity under their charge and submit compliance reports. They shall report to Principal/Dean to whom they are attached. Dean shall provide the required leadership, guidance, advise and monitor all the activities for implementation.
- Formation & functioning of various committees / cells with their roles and responsibilities are detailed in Appendix.

Examination Section

1. Controller of Examination

- a) Responsible for Principal for conducting all the examinations
- b) Prepare for approval of Principal:-
 - Correspondence with JNTUA, Anantapur.
 - University Examinations
 - Internal Examinations
- c) All correspondence / letters to and from Principal relating to examinations to be processed.
- d) Any other work entrusted by the Principal from time to time.

2. Superintendent:

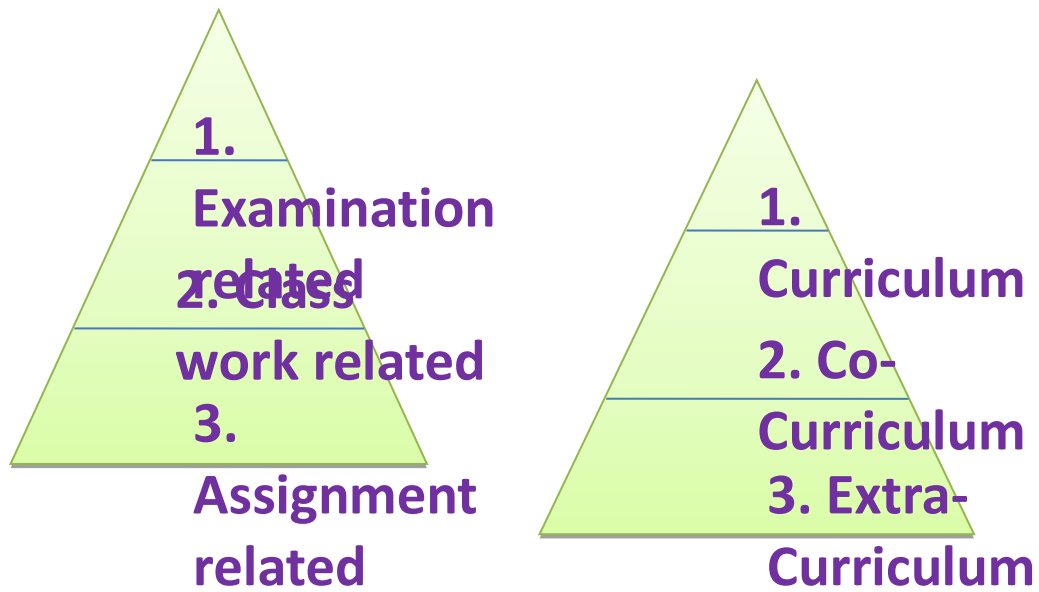
- a) Supervision of all activities in the Examination Section.
- b) Correspondence with JNTUA relating to corrections in names & marks, transcripts, recounting
- c) Malpractice cases
- d) Custodian of all Cheque Books, Pass Books and cash
- e) Furnishing of monthly statements to Principal
- f) Arrangements for Transport/Observer, Posting the Parcels

3. Senior Assistant:

- a) Collection of examination fees from the B.Tech/M.Tech/MCA/MBA Students.
- b) Maintenance of fee Registers
- c) Preparation of Daily Cash Balance Statement
- d) DDs to JNTU
- e) Seating arrangements
- f) Nominal Rolls
- g) Records, updating marks entry in Master Registers
- h) Result Analysis
- i) Student educational verification correspondence

4. Junior Assistant (Computer Operator):

- a) Statements during examinations
- b) Stationary estimates and Record Room
- c) Conducting Internal Examinations
- d) Conducting External Examinations
- e) Issue of Certificates received from University, Marks, Memos, PCs



Topmost Priority for academic activities

Duties of the Administrative Officer (General), MJRCET

1. Total maintenance of Furniture, electrical, intercom / Telephone, sanitary, plumbing, play grounds, transport, name boards, generator, parking etc.
2. Receive Visitors, Guests, Experts, Examiners, Observers, Parents, Co-ordinate Walk-in Interviews.
3. Liaison with AICTE, Chennai.
4. Arrangements for Conducting Seminars/ workshops/ Guest Lecturers. (Auditorium/e-class room, tea & snacks), Placement and Training activities.
5. Take care of publicity: Press note, College Website.
6. All aspects of security: security personnel are under the control of PRO.
 - a) Passes to Visitors
 - b) Dress Code of Students, Staff, and Faculty
 - c) Matters related to:
 - speeding vehicles
 - wearing helmets
 - use of cell phones
 - Ragging

Distribution of work in College Office

1. Administrative Officer:

He is responsible for Non-Teaching staff and day to day work in College Office; He coordinates the work as instructed by the Management and the Principal.

All Inward Tappal / letters shall be opened, seen and sent to Principal. All letters coming from departments, complaints & representations of students, staff, faculty & parents shall be seen and sent to Principal. All letters, certificates, memos, notices, circulars, correspondence with organizations prepared by the office shall be initialized and sent to the Principal. AO is not responsible under any circumstances for any academic issues

Duties include:

- a) Supervision of all activities in the Office.
- b) Custodian of all Cheque Books, Bank Pass Books, Fixed Deposit Receipts and Cash.
- c) Furnishing of Monthly statements to Trust.

2. Establishment / AO:

- a) Assist in recruitment of Teaching and Non-Teaching Staff. Principal will send proceedings of selection to A.O. The A.O. will instruct to prepare appointment letters, issue to selected candidates, collect their original certificates and maintain files for Teaching & Non-Teaching separately.
- b) Maintain Personal files of Teaching and Non-Teaching Staff
- c) Obtain approval of sanction of leave to both Teaching and Non-Teaching Staff

d) Maintain leave account & Service records

Any staff member will apply for sanction of leave through HOD, after making alternate arrangements. A.O. will forward the leave letter to the Principal with his remarks. Principal will mark to A.O. for remarks. AO will prepare the case and put up to the Principal for instructions. Leave sanctioned is communicated to the staff member.

Note:Principal will see the letter, and counsel the staff, if necessary.

e) Process of sanctioning of increments.

Prepare letter to HOD for remarks, with remarks and recommendations of Principal and send to the Trust. Trust will take action on sanctioning of increment.

- ✓ Prepare salary bills and disburse salary.
- ✓ Prepare and submit to MJR Educational society quarterly information
- ✓ Any other work entrusted by the Principal from time to time.

3. Junior Officer (Logistics):

He shall be responsible for the following activities:

- a) Arranging Transport to visitors and officials of our Institutions.
- b) Providing accommodation to the officials visiting our Institutions.
- c) Providing facilities for organizing academic activities in auditoria.
- d) Monitoring stationery requirements for MJRCET

- e) Issuing bus passes and arranging buses for students of MJRCET and staff.

4. Accountant / Cashier

Collection of Tuition fee, Infrastructure fee, Caution Deposit and other fees from the B.Tech /M.Tech /MCA/ MBA Students.

- a) Collection of registration fee etc., related to Placement and Training
- b) Collection of fines paid by the Students Welfare Fund.
- c) Maintenance of Cash Books relating to the above
- d) Preparation of Daily Cash Balance Statement
- e) Transfer of Tuition fee to the Trust.
- f) Payment of infrastructure fee to the J.N.T.O Collected from the students admitted under NRI / Management quota and received from the Social Welfare Department in respect of SC/ST Students.
- g) Passing of Electricity and Telephone bills.
- h) Maintaining Imprest Account.

5. Student Affairs

- a) Maintenance of personal files of students. File of Student shall contain Original Certificates, EAMCET rank Card, admission letter, any fee concessions by Trust, any punishments, detentions etc.
- b) Admission Register. Details of student shall be recorded, Transfer Certificate (TC) when issued shall be noted.
- c) Preparation of Certificates i/e viz., Bonafide, Study, Expenditure Estimate, T.C., etc., to the students

- d) Preparation of Identity cards to the staff/students/APSRTC Bus passes/ letters to students involved in ragging, Railway Concession forms.
- e) Furnishing of Statistical information with regard to admissions to the various organizations with details of No. of students under various categories, vacancies, spot admissions, NRI admissions, % of passes.
- f) Preparation of Circulars and notices with regard to collection of Tuition and other fees from B. Tech., / M. Tech., /MBA/MCA Students.

6. Scholarships

- a) SC/ST/BC Scholarships
- b) National/State Merit Scholarships
- c) Scholarships sanctioned by other organizations
- d) Sending of Proposals fresh and renewal to the concerned for the sanction of scholarship, reimbursement of Tuition fee etc. preparation of Treasury bills, disbursement and sending of acquaintance registers to the concerned.
- e) Furnishing of statistical information with regard to scholarships.
- f) Maintenance of registers Viz., Cash Books, Ledgers Treasury bill register individual scholarship account register.
- g) Integrated Scheme of Book Bank to SC/ST students.

7. Dispatch / Records Clerk:

- a) Receiving of Tapal, numbering and distribution
- b) Dispatch of letters of the College
- c) Maintenance of Postal Stamp A/C.

d) Maintaining Stationery A/c and issue to the office and Departments. Maintenance of Stock registers, Indent for Stationery.

Duties & Responsibilities of the Director (Finance & Administration)

The Director (Finance & Administration) shall assist the Special Officer in all Financial and Administrative matters relating to all MJRCET Institution.

He shall also be responsible for the following activities:

- Financial Administrations of all the MJRCET Institution
- Planning and Development
- Research and Development
- Coordination with Principals/Directors and Heads of Institution and Heads of Departments
- Strategies for sustaining growth of MJRCET Institution
- Institutional Building

In addition to the above responsibilities, he shall carryout the duties that may be assigned to him from time to time by the Management.

Duties of the Chief Administrative Officer (CAO)

1. He is responsible for providing accommodation of students of all the Trust Institution (School and Colleges).He should prepare Hostel accommodation plan for the next academic year by April 30th(incoming and outgoing Hostlers)
2. He is responsiblefor checking menu in the dining hall.
3. He is responsible for procuring / buying provisions, vegetables and all other items for the mess.
4. Catering Manager, all Cooks, Waiters and Cleaners of the dinning hall are under his control.
5. He is in-charge of Management seats / Admissions.
6. He is responsible for keeping in safe custody of all the land documents of MJRCET
7. AO, MJRCET and CAO are in-charge of all light vehicles.
8. He should co-ordinate with Chairman, Chief Executive Officer and Special Officer every day
9. In addition to the above duties, he shall attend to duties assigned by the Management, MJRCET from time to time.

Duties of Public Relating Officer (PRO)

1. He is in-charge of newly constructed hostels and responsible for checking maintenance works of all Hostels. He will monitor the overall maintenance of Campus.
2. He will attend to PRO work outside the campus.
3. He will attend to all Govt. works relating to MJRCET (for eg. DoTE office, JNTUA office etc.).
4. He should keep always sufficient maintenance stock in the Central Works Stores.
5. All aspects of security and security personnel are under the control of PRO.

Duties of Store Keeper-cum-Maintenance Supervisor

1. He is In-charge of maintenance of Main Block, all hostels and mineral RO water plant.
2. He is responsible for taking indents from different departments.
3. He should invite quotations and prepare comparative statements for various items.
4. He is responsible for procurement of material after placing the purchase order.
5. He is responsible for verification of the receipt of material and stock entry (rates and quantity) as per purchase orders.
6. He is responsible for issue of materials to different departments.
7. He is solely responsible for maintenance of stock register.
8. He should prepare a list of inventory for maintenance works (eg, furniture, cots, electrical, plumbing etc.) He should look after minor electrical and plumbing works. All major works like underground cable damage, panel boards damage, generator damages and mainline waterline damages in plumbing etc. are the responsibility of the Estate Manager.
9. He is responsible for overall supervision of the wardens, ayahs and sanitary workers. He should maintain the hostels hygienically.
10. He works under the control of the PRO, for hostels maintenance.

Duties of Maintenance Supervisor

1. He is In-charge of all block and toilets near class rooms of MJRCET campus, and Sewage Treatment Plant (STP).
2. He should prepare a list of inventory for maintenance works (eg. furniture, cots, electrical, plumbing etc.) He should look after minor electrical and plumbing works. All major works like underground cable damage, panel boards damage, generator damages and mainline waterline damages in plumbing etc. are the responsibility of the Estate Manager.
3. He is responsible for overall supervision of the wardens, ayahs and sanitary workers. He should maintain the hostels hygienically.
4. He works under the control of the PRO.

Duties and Responsibilities of Network Administrator

The Network Administrator is in-charge of all matters relating to acquisition, installation, maintenance, upgrading and overall supervision of computer network systems in MJRCET institution. He should liaise with the Principal of MJRCET institution regularly.

DUTIES:

1. To manage DHCP, DNS, WINS, Proxy, HS, E-mail service, replication service and print service.
2. To configure the equipment and software to meet the classroom need, train the instructor on the solution and document the solution for ongoing support.
3. To assist, oversee and advise instructors on classroom environments
4. To design, implement and maintain LAN environment for labs and classrooms
5. To plan and then prepare classroom PCs and for a multiple user and multiple OS environment.
6. To provide technical support for instructors and students.
7. To support and maintain the PCs and peripherals for students and instructional staff use.
8. To provide technical liaison with the Company Network support staff
9. To install new and replace equipment.
10. To maintain professional competence in current IT technologies
11. To maintain inventories on all PC products

RESPONSIBILITIES:

1. To maximize the availability and utility of the systems.
2. To manage time and expertise to understand the technical implications of the systems, maintain current on vulnerabilities, software patches and new releases and attend on related issues immediately.
3. To report to the management on violations of usage of computer network
4. To protect individual passwords
5. Not to monitor or collect information on individuals information usage patterns.
6. To configure software systems so as to maximize the confidentiality of user communication.
7. To configure systems to enforce appropriate password policies
8. To stay abreast of any vulnerabilities of their systems and manage security in accord with appropriate recommendations
9. To configure systems to minimize the chance for abuse and act promptly to end abuses upon notification
10. To publicize backup and restore policy.
11. To evaluate server configurations
12. To manage desktop support
13. To deal with wireless devices and optical fiber network
14. To use time saving tools for better management of the network.
15. To formulate the methodology for troubleshooting network issues

In addition to the above duties and responsibilities, the network administrator shall undertake any work assigned by the Trust from time to time.