



**Manual of Roles and Responsibilities of the
Manager, Principal, Administrator,
Vice-Principal, Coordinator, Head of the
Department, Department Coordinators and
Teaching Faculty**

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ROLES AND RESPONSIBILITIES OF THE MANAGER

1. The Manager/correspondent/Secretary of a Fransalian Educational Institute is the highest referring authority of the Institution.
2. He is the Liaison officer to the Provincial.
3. He is the convener of the standing committee of the institution consisting of Superior, Manager, Principal, Administrator and Vice Principal and any other MSFS Confrere on the staff. He shall convene a meeting of the standing committee once a week for the appraisal of the Institution.
4. He is responsible to convene the meeting of the standing committee to plan for the financial administration of the institution and seek the approval of the Provincial administration and oversees the meticulous execution of it through the administrator.
5. He is the appellate authority for the redressal of grievances of the staff.
6. He presides over all the major functions of the institution.
7. He approves the curriculum and calendar of events for the academic year.
8. He addresses the students and the staff once a semester as scheduled in the academic planner.
9. He initiates the process of recruitment of teaching and non-teaching staff on the recommendation of the Principal and approves the same when the procedure is complete.
10. He seeks the approval of the Provincial administration for any proposals and revisions passed by the standing committee.
11. Where a registered society or Trust is involved, Manager ensures the legal requirements are taken care in time.
12. He functions from a separate office in the institution.

ROLES AND RESPONSIBILITIES OF THE PRINCIPAL

The role of the Principal in St. Francis De Sales College is to lead and manage the planning, delivery, evaluation, and improvement of the education of all students through the strategic deployment of resources. A key component of this role is to increase the knowledge base of teachers within the College about student learning and quality teacher practice.

At the same time, the Principal has to ensure that adequate and appropriate advice is provided on educational and other matters that the decisions are implemented, and that adequate support and resources are provided for the conduct of College meetings.

Principal has a clear set of accountabilities, which distinguish his work from other Staff. The Principal is accountable for the overall Leadership, Management, and development of the College within state-wide guidelines and University policies. The core accountabilities of the Principal at St. Francis De Sales College are:

1. To ensure the delivery of a comprehensive, high quality education program. Be the executive officer of the Institute.
2. To ensure transparent financial management.
3. To ensure strategic planning, development, and implementation. To ensure effective management of resources.
4. To foster teamwork in policy planning and implementation.
5. To ensure maximum involvement and participation of every stakeholder into the development of the institute.
6. To comply with regulatory and legislative requirements and University norms and procedures.

ROLES AND RESPONSIBILITIES OF THE VICE PRINCIPAL

1. The Vice Principal functions in collaboration and consultation with the Principal and reports directly to the Principal.
2. To ensure the management of significant functions within the College for effective, development provision and evaluation of the College's education program.
3. In exercising the responsibility, the Vice Principal will have to make all significant decisions in consultation with the Principal. Ensure supervision and coordination of the work of Department coordinators.
4. Ensure supervision of the delivery of effective teaching programs.
5. Ensure the management of programs to improve the knowledge and experience of staff.
6. Ensure general discipline of staff and students in the institution.
7. The Vice Principal is the acting Principal of the College in the absence of the Principal.
8. The Vice Principal may call for parents of students to discuss student's problems and cases
9. The Vice Principal furnishes the Principal with necessary information and advice that may be asked from time to time.

ROLES AND RESPONSIBILITIES OF THE FINANCE

ADMINISTRATOR

1. The administrator of a Fransalian Educational Institute is the one who is responsible for the financial administration and day to day running of the institution as desired and approved by the standing committee headed by the manager.
2. He is the custodian of movable and immovable assets and goods of the institution.
3. He is not an independent authority and cannot take any independent decisions but works strictly as per the directives of the Principal and Manager.
4. He is accountable to the Provincial Bursar on larger concerns like annual budget; bank loans etc. and sends half yearly reports to the provincial administration.
5. He is directly responsible for the payment of bills, taxes, auditing, filing etc.
6. He carries out all the financial transactions and is responsible for the material administration.
7. He represents the financial statements in the monthly meeting and the same is presented in the larger community meeting and a copy of it is given to the Councilor in charge of Education.
8. He oversees the construction and maintenance of building, furnishing, R&M of building and campus, running and maintenance of vehicles.
9. He has to do all financial transactions through the sped tied bank on a daily basis.

10. He mans his office in the Institute and with specified working hours.
11. He makes sure at the beginning of the academic year in the consultation with the standing committee sufficient funds are kept in reserve for the routine expense of the institution.
12. He prepares the annual budget in consultation with the Manager and the Principal and presents it to the standing committee for its perusal and approval. Once the budget is approved by the standing committee, he presents it to the Provincial for approval.
13. Once the admissions are complete and the actual picture for the academic year is clear, he will prepare and present to the Provincial, with a copy each to the Councilor in charge of Education and the Provincial Bursar, a meticulously reworked budget in actual terms taking into consideration the actual income from fees, sale of stationary and uniforms, etc. as well as the approved budgetary proposals. This shall be done not later than the first week of August. This is important for the Provincial Administration for the financial planning and administration.

ROLES AND RESPONSIBILITIES OF THE ACADEMIC COORDINATOR

The Academic Coordinator provides academic leadership to the College and reports directly to the Principal/Vice-Principal. The Academic Coordinator is responsible for, but not limited to, academic planning, enhancement of programs, curriculum, teaching, scholarship and service, NAAC accreditation, LIC visits from the University, recruitment of faculty, faculty development and evaluation, student recruitment, advising, budget development, and allocation of resources.

The Academic Coordinator shall:

1. Provide leadership, working with the faculty, to achieve the vision and mission of the college in the areas of teaching, academic excellence, service, and nation building.
2. Foster an institutional attitude and department/College climate that promotes a collegial environment and excellence including advising.
3. Represent and promote the College both internally and externally.
4. Implement academic policies established by the University and College.
5. Provide leadership in the area of faculty development and professional growth.
6. Ensure orientation of all new faculty and adjunct faculty.
7. Recommend faculty for promotion and continuing contract during probationary periods to the Principal/Vice-Principal.
8. Work with department Head in timetable setting and workload allocation for each faculty.
9. Regularly monitors the Academic journal, Log book and attendance registers of the faculty.
10. Recommend all search and screen committee members to the Principal/Vice-Principal
11. Recommend Department Heads with the concurrence of the Principal/Vice-Principal
12. Supervise the activities of the department Heads and advise and mentor new department Heads.
13. Ensure regular department and staff meetings.
14. Ensure the completion of both the annual faculty performance evaluations and student assessments of faculty/course.
15. Review and approve all College curricular requests and coordinate instruction,

ensuring programs meet state and accreditation (NAAC, LIC) standards.

16. Assist in the establishment of and support for the orderly and regular review of programs and curriculum.
17. Maintain open, positive channels of communication with all College and University stakeholders.
18. Collaborate with the curriculum committee, in coordination with the Principal/Vice-Principal to develop and approve course offerings ensuring that the needs students are met.
19. Foster the recruitment and retention of qualified students and provide leadership to students in academic endeavours and co-curricular activities.
20. Ensure all students are advised and have a program of study.
21. Respond to student academic concerns and seek resolution at the faculty level, ensuring that accurate records of these issues are kept in the Academic Coordinator's office.
22. Ensure completion of assessment for all curricular majors.
23. Commit to and support the development of diversity on the campus.
24. Participate in the establishment of the vision, long term and short-term planning documents and decision making and assist with strategic planning for the College
25. Demonstrate high participation in all levels of the assessment process. Monitor and distribute assessment data appropriately and use results in annual planning process.
26. Ensure compliance with LIC of the university and NAAC accreditation standards as well as appropriate state regulations, where applicable.
27. He/She will be assigned 6 to 8 hours of classes every week in various departments.
28. Perform other duties as assigned by the Principal/Vice-Principal.

ROLES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

The Head of the Department contributes to the achievement of the College and faculty strategic plans by providing effective management and academic leadership within the department.

1. He/she is accountable directly to the Principal, for matters pertaining to the management of departmental staff, the organization of teaching, research and associated activities and the effective performance of staff duties.
2. He/she will demonstrate vision, management skills, the ability to acquire resources and the skills to empower and influence others to contribute to getting the job done.
3. He/she will act as liaison officer between the management and staff.
4. He/she has primary responsibility to resolve the conflict between students and staff.
5. He/she will assign subjects to the departmental staff taking into consideration each one's personal competence and capabilities in handling the particular subject.
6. He/she is responsible for the overall development of the students and faculty at the department.
7. He/she will maintain due records and update the same from time to time in collaboration with the faculty.
8. The outgoing Head of the Department will introduce the newly appointed person to the post.

REPRESENTATIVE WORK ACTIVITIES:

Leadership:

1. Contribute to the formulation and dissemination of the faculty's strategic plan.
2. Submit for approval to the Principal the departmental strategy supported by relevant plans that define the aims and objectives of the department and include proposed financial plan, budget, and staffing plans. These should be set in the context of the University and faculty strategies.
3. Encourage and support the contributions of academic staff by developing/sustaining appropriate structures for consultation, decision-making and communication with all staff.

4. Develop and promote the internal and external profile of the department. In liaison with the Principal, take a leading role in the development of the activities across the faculty, with particular emphasis on the activities of own department.
5. Develop collaborations across departments, faculties.

Academic Management:

1. Oversee, organize, and develop the core activities of teaching, research, examining, advising and other service activities and knowledge transfer, consulting with all departmental colleagues, where appropriate.
2. Ensure that the department's responsibilities to students. In respect of teaching, progress and pastoral care are met.
3. Facilitate and promote the development of intra and Inter disciplinary academic activity (in teaching and research).

Teaching

1. Account for and manage, in collaboration with the Board of Studies, the effective delivery of programmes and modules.
2. Ensure that the quality and standards of programmes within the department's remit are maintained and enhanced.
3. Support innovation in teaching delivery, learning, teaching and assessment methods.
4. Contribute to the teaching undertaken within the faculty/department.

Research

1. Raise the research profile of the department within the faculty and externally.
2. Enhance the quality and volume of research by encouraging and enabling demonstrable research achievement within the department.
3. Ensure budgets and income targets are planned and set in conjunction with colleagues.
4. Ensure the effective management of research.
5. Contribute to the research undertaken within the faculty/department.

Resource Management:

Staff

1. Manage all staff within the department, including performance management staff development, appraisal, induction, and succession planning.

2. Plan and manage the use of all resources (including programme planning) associated with the department.
3. Contribute to the recruitment and retention of staff in accordance with College policies.
4. Establish appropriate management structures, allocate work and promote flexible staff deployment and working practices so as to enhance effectiveness and efficiency.
5. Create an environment that provides appropriate learning opportunities (e.g. through staff training) that enable staff to fulfil their potential and support succession planning processes.
6. Act as a reviewer in staff review and development arrangements for academic staff.
7. Monitor and regularly review the performance of the department against agreed objectives, and report regularly to the Principal.

Financial/Physical

1. Ensure that the resources allocated to the department are managed in accordance with the College's financial and other regulations.
2. Ensure that appropriate arrangements are in place to account for and maintain the physical assets and resources of the department.

Others

1. Take responsibility, if requested, for the handling of major processes in the department (such as, for example, forward planning, teaching /research quality, etc.).

Supervision:

1. Manage all staff within the department, including performance management, staff development, appraisal, induction, and succession planning.

External Relations:

1. Maintaining effective relationships with relevant stakeholders external and internal communications, alumni relations.

Relationships and Key Contacts:

1. Reports to the Principal.
2. Align the activities of the department with those of other departments to ensure their

coherence with those of the faculty.

3. Promote the work of the department internally and externally, including fostering relationships with academic staff, other academic and research organizations.

Quality and Standards:

1. Have knowledge of and be responsible for promoting diversity and equal opportunities within the department in accordance with College policies. Have knowledge of and be responsible for health and safety matters within the department, particularly the establishment of safe working practices.
2. Have knowledge of and ensure compliance with academic regulations, quality standards and processes in relation to teaching, learning and assessment.
3. Be responsible for dealing with student issues, including issues referred by other academic staff.

Key Competencies/ Attributes:

1. **Results Focus:** Takes action to make sure things happen. Delegates appropriately.
2. **Continual Professional Development:** Engage in self-development. Encourage and empower others to develop their careers and reach their full potential.
3. **Collaborative Working:** Create a cohesive team approach within the department and faculty and across faculties.
4. **Managing Change:** Prepare for, initiates and implement change. Understands the concerns of colleagues and communicates the reasons for change. Monitors and reviews change initiatives.

Other Key Roles and Responsibilities:

1. The HOD will assist the Principal in the work assigned to him/her by the Principal.
2. The HOD is also responsible to maintain the discipline of the department in association with the faculty in charge of discipline and teachers of each department.
3. If required, the HOD will supervise the teaching and methodology followed by the teachers.
4. The HOD is responsible to see that the code of conduct and behaviour is maintained by the teachers of his/her department.
5. The HOD will maintain a record concerning the performance of the Teachers of each department. The record should carry details regarding the pass percentage of students in the exams, number of papers presented by the faculty,

Seminars attended, special awards received, programmes organised for his or her section, number of times a faculty member was invited as chief guest for any function in other colleges, outstanding achievement of the students of his or her section in curricular or co-curricular activities.

6. The HOD is directly responsible for the overall discipline of the department. The members of the discipline team should assist the HOD in maintaining the discipline of each department. No serious disciplinary action shall be taken without the written consent of the Principal.
7. The HOD may call for parents of students to discuss the problems and cases.
8. The HOD should call for the meetings on the days prescribed.
9. Meetings shall discuss on various issues such as Academic performance of the students, co-curricular activities, performance of the students in the test papers, discipline of the students, achievements of the staff, and upcoming programmes of the department. The report of the meeting shall be submitted to the Principal.
10. The HOD shall go through the academic journal of the faculty members and make creative suggestions regarding the completion of classes.
11. Academic journal and attendance register shall be submitted at Principal's Office on the days prescribed.
12. The HOD should prepare the timetable for each semester and manpower planning for his or her respective department.
13. The HOD should ensure that the service rules and other rules and regulations are observed by the teachers and in the event of their non-compliance shall bring it to the notice of the Principal.
14. The HOD is responsible for the staff notice board. Shall make sure that all the relevant information are placed on the notice board and all the outdated and irrelevant information are removed by coordinating with the office attendants.

THE ROLES AND RESPONSIBILITIES OF THE DEPARTMENT

CO-ORDINATOR

1. Department coordinators are responsible for the co-curricular activities of specific departments.
2. The Coordinator should take care of the respective department activities.
3. The Coordinator should organize the activity hours of his respective department.
4. For B.Com, BBM and BCA it is compulsory that each student should be exposed to at least one industrial visit in a semester.
5. The Coordinator shall collect the names of the students of the respective department who are interested in representing the College for inter collegiate sports and cultural activities. The names should be approved by the Principal.
6. The names of the students who represent the college for various intercollegiate activities must also be communicated to HOD and Mentors of respective classes.
7. The Coordinator shall collect the names of the student coordinators for intramural and intercollegiate competitions/events and handover the same to the principal.
8. The Coordinator shall update the rest of the faculty members about the upcoming opportunities for attending and presenting papers for upcoming national and international seminars.
9. The Coordinator shall be responsible for identifying and communicating with various agencies who offer value addition courses for their respective department.
10. The Coordinator shall be responsible for the department notice board. Should make sure that the notice board carries articles and information on latest subjects.
11. Must arrange for guest lecturers during the activity hours on relevant and informative topics.
12. Must make an extra effort to improve the English speaking and writing skills of the students by coordinating with other faculty members of the department.
13. All the associations' inaugurations and programmes shall be organized only after 2.00 pm.
14. The Coordinator must plan the schedule the activities (action plan) for the current academic year and a copy should be submitted to the Principal.

15. All the activities organized in the department must be informed to the HOD and to the other members of the department.
16. All the discussions regarding the association's activities with the students shall be held in any of the classrooms only during the free hours.
17. Encourage the students to make the full use of reading facilities in the library and ensure that they have access to books and journals.
18. Maintain proper records regarding the co-curricular activities organized. File The various steps taken to organize the events from its planning to execution and get it approved by the Principal.

THE ROLES AND RESPONSIBILITIES OF A TEACHING FACULTY

1. The normal working hours of a faculty at St. Francis De Sales College is from 08.00 am to 02.30 pm.
2. All the Faculty are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The workload of the faculty shall be fixed by the Management in collaboration with respective Head of the Department.
4. The course plan and academic journals are to be maintained with at most professionalism.
5. Faculty are expected to update their knowledge by attending seminars / workshops / conferences, after obtaining necessary permission from the Principal/Management.
6. Faculty are expected to publish research papers in reputed International / Indian Journals / Conferences.
7. The Faculty must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching.
8. Every Faculty is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such co-curricular activities which he/she is interested in or assigned to him/her from time to time.
9. Groupism or partisan mentality of any kind should be absolutely avoided. Faculty found indulging in such activities will be subject to discipline proceedings.
10. The Faculty should discharge his/her responsibility in collaboration with the HOD.
11. The responsibilities of faculty include not only academics but also co- curricular activities as specified by the Principal.
12. Every Faculty should maintain student's attendance records and the absentee's roll number should be noted every day in the Master attendance Register maintained in the Department as soon as the classes are over.
13. The leave sanctioning authority is the Principal. The Faculty should get the leave recommended by the HOD prior to the approval from the Principal.
14. The Faculty is expected to maintain professionalism through power dressing as per norms of the college.

15. Each faculty is expected to be loyal to the vision and mission of the institute towards the overall development of the students.

ACADEMICS OFFICE: AREAS & MODALITIES OF FUNCTIONING

1. The office functions directly under the guidance, direction and supervision of the Principal and everyone here is directly accountable to the Principal.
2. No information is passed on to any person / employee / department/ office without the prior approval of the Principal. The office deals with only the academic matters pertaining to the college and the university.
3. Admission scrutiny with proper certificate verification to secure university approval.
4. FRRO - correspondence related to foreign students is to be looked into appropriately.
5. Renewal of affiliation - preparation for UC visit, college governing council meeting etc.
6. Organizing examinations: theory - internal and external, practical / viva / project etc., on scheduled time.
7. Compliance with the board of examination (BOE) - scrutiny of the question papers for internals exams.
8. Compliance of any statistical information about the college on behalf of the Principal on his approval to be furnished to any concerned person or institution.
Accessing university grants to the college, scholarship related to students, like SC, ST etc.
9. Systematic maintenance of all academic records except that of co-curricular activities. in an organized manner with due labels attached and bifurcated according to each section, to effect transparency and easy access to concerned authorities is to be maintained.
10. Developing mechanism to address issues related to academics of the students with the university like any correction in the marks card, certificate convocation etc. and keeps a chronological record of the same too. Time management - ringing the bell at the scheduled hours.
11. Reaching university circulars and information to the Principal at the earliest of its announcement.
12. These and any other university related matters to be addressed to, as the case may be.

ADMINISTRATIVE OFFICE: AREAS & MODALITIES OF FUNCTIONING

1. The office functions directly under the guidance, direction, and supervision of the Principal.
2. Every employee is directly responsible and accountable to the Principal
3. No information is passed on to any employee / department / office without the approval of the Principal
4. Takes care of the issuance of ID cards, uniforms, and such others
5. Infrastructure, utilities, classroom management, stationary etc. on a daily basis.
6. Maintenance of internal safety and security of the institution. Takes care of the electronic gadgets and equipment for curriculum and others.
7. Issuance of any ordinary certificates such as salary statements, educational loan correspondence etc.

FINANCE DESK:

Deals with all the finance related transactions.

1. Preparation of DFC
2. Collection of any fee from students
3. Salary statement
4. Submission of PF, PT, ESI etc .
5. Maintain scholarship register of the students

ATTENDANCE DESK:

1. Will update the attendance of students on a daily, hourly, and subject basis.
2. Will maintain the registers of attendance, Acquittance etc. of every staff.

HRM:

1. Takes care of the appointment, appraisal enhancement, maintenance of service registers and maintains different formalities with a view to maintain internal quality assurance. Coordinates the admission promotion to the college.
2. Attending to any queries from the public on any college, student related matters.
3. Support the teaching faculty in the organization of co-curricular activity in the college.

4. Timely assistance to the Principal on any matter's urgency and importance.

ROLES AND RESPONSIBILITY OF THE MINISTERIAL STAFF

1. The normal working hours (unless otherwise specified) of a ministerial staff at St. Francis De Sales College is from 08.00 am to 03.00 pm.
2. The ministerial staff (cleaning & gardening) functions directly under the guidance, direction, and supervision of the Principal.
3. All the ministerial staff will function under a leader appointed from among them by the Principal from time to time.
4. In times of any special event in the college the duty timing also changes as per the requirement.
5. Any official holiday need not necessarily be a holiday for a ministerial staff, taking into consideration the daily maintenance of cleanliness of the institution. To this effect due arrangement could be done in consultation with the Principal.



PRINCIPAL
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Co-ordinator
Internal Quality Assessment Cell
St Francis de Sales College
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