



B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

JOB DESCRIPTION

Job Description for Teaching Faculty:

1.0 PURPOSE AND SCOPE

As faculty members of B.S. Abdur Rahman University, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the University community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

2.0 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/part-time employment, research scholars given teaching assignment attached to all schools/departments of B.S. Abdur Rahman University.

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the University. Raising such concern is a service to the University and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the University. If need be, legal recourse may also be resorted against the concerned individuals.

3.0 CURRICULAR RELATED

a) Teaching and Learning

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the University.

- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core / elective course as project based / experimental / activity based learning.
- vii) Helping peer-assisted learning.
- viii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

b) Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

c) Examination, evaluation and grading

- i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the University.
- ii) A faculty is required to conduct and invigilate any exam/test in the university. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the University.
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end

semester examination, where no marking is permitted to be made on the script.

d) Maintenance of Records

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the students' progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

e) Monitoring of students' progress

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the students' progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.
- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the University.

f) Participation in Academic Developments

- i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
- ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

g) Punctuality and regularity

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the University so as to ensure punctuality in attending class by the students.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

4.0 RESEARCH AND DEVELOPMENT

a) Academic research

- i) As research is an inherent component of the functions of a University, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.

- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the students' project work is very essential.
- v) If the students' project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisor for other Universities only with the prior permission of the University. External research supervision will be permitted, only under special circumstances.

b) Research publications and books

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

c) Sponsored and funded research projects

- i) An important source of financing and professional recognition to the University is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.

- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for establishment of centers of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centers.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

5.0. CONSULTANCY AND EXTENSION ACTIVITIES

a) Consultancy projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the University.
A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

b) Extension activities

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the University. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

6.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a) Laboratory Development & Maintenance

- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

b) Purchase of items for the laboratory

- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalize it before inclusion in the overall budget proposal of the Department.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.

- iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the University with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

c) Co-Curricular activities

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or University.
- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/University he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.
- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

d) Extra-curricular activities (Co-administrative Activities)

- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.

- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/University organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

7.1 WORKLOAD NORMS

a) Working hours

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the University on a 5 day week basis. The University has the right to fix the working hours and days depending upon the exigency.
- ii) The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

b) Teaching-contact workload

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Assistant Professors	-	20 hours/week
Associate Professors	-	16 hours/week
Professors	-	12 hours/week
Deans/HODs/Directors	-	6 hours/week

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.

Job Description for Deans:

- The Deans' responsibilities include, but are not limited to:
- Coordinating the development of and implementing the college's Five-Year Vision and Goals Statement;
- Nominating department Heads
- Leading college efforts toward achieving University goals;
- Developing a college budget;
- Managing the fiscal affairs of the respective schools;
- Leading, and coordinating institute strategic planning and curriculum development;
- Supervising, evaluating, and supporting Departments/Schools in a manner that promotes excellence instruction, scholarly and creative productivity.
- Leading and coordinating the governance of the institute;
- Leading the processes of college administrator selection and overseeing the processes of faculty retention;
- Coordinating the professional development of college administrators and staff;
- Evaluating faculty and staff;
- Evaluating overall Departmental/School productivity in grants, research, teaching quality
- Providing recommendations to the VC on policies and procedures, especially in the academic area;
- Developing, leading, and encouraging fund raising in support of the institution goals and the goals of its departments and programs, as well as outreach and public service efforts
- Participate in negotiations with sponsor when technical reports are incomplete, or deliverables are unacceptable
- Approve substantial modification or re-budgeting (including transfers)
- Participate in the collection of outstanding receivables from research sponsors and student fees
- Monitor performance of faculty and staff in the school
- Responsible for costs incurred beyond the award amount or for disallowed unauthorized expenditures, as determined by an audit
- Responsible for cost-share shortfalls, both cash and third party in-kind

- Approval of any proposal for any research proposal either from internal funding or from external agency.

Job Description for Director (Admissions):

Job Purpose:

To attract students to the institute by proper planning strategies; promoting the institute Nationally and Internationally for student admission; directing the staff working under Admissions Office to handle parents and students smoothly and hassle free.

Required Skill Sets:

Director of Admissions must be a superb leader and excellent communicator. He/she must be extremely organized and detail-oriented as well. Dependable, hardworking and possessing strong work ethics are also vital

Duties and Responsibilities:

- To Plan and implement various strategies to attract quality students and enhance the number of admissions years on year.
- To work in tandem with Vice Chancellor, Registrar and Deans to set criteria and standards for admission.
- To organize tours around campus to potential students and their parents to showcase the infrastructure facilities and the expertise of faculty.
- To guide Chief Marketing Officer to organize exhibition and open house for school students and their parents at BSAU Campus and other places.
- To plan and execute student admissions from various parts of the country and from abroad.
- To organize visit to school campuses and polytechnic colleges to provide potential students with information about the academic programme.
- To assist Chief Marketing Officer to create marketing materials like brochures, pamphlets, banners, merchandise, hoardings, etc.
- Support Chief Marketing Officer to finalize materials for newspaper advertisement, education fairs, digital media.
- To supervise the staff working in the Admissions Office and motivate them to bring out their best.
- Ensure adequate hospitality extended to the parents and students at the time of admission.

- Coordinating the activities of staff members involved during admission session.
- To arrange standard question papers for entrance examination, schedule the online Entrance Examination dates and over-see the smooth conduct of the examination.
- To coordinate the evaluation of Entrance Examinations and to prepare Merit List of candidates based on 12th standard MPC marks and Entrance Examination Marks.
- To schedule the counseling of students and parents and complete the admission process smoothly.
- Finalize scholarship for deserving and quality students.

Job Description for Registrar:

- The Registrar shall be a whole-time salaried officer of the institution deemed to be Institute and shall be appointed by the Board of Management.
- The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be Institute.
- When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by the Deputy Registrar.
- The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction

The Registrars Duties and roles and responsibilities, would cover the following but not restricted to following

- Shall report to **Vice Chancellor** and perform all duties assigned to him from time to time.
- In the absence of **Vice Chancellor**, Registrar in consultation and approval of **Vice Chancellor** will be responsible for Institute related matter.
- Shall conduct all official correspondence on behalf of the authorities of the Institute.
- Shall issue notices convening meetings of the authorities of the Institute and all committees and sub-committees appointed by any of these authorities.

- Shall prepare and keep the minutes of meetings of all the authorities of the Institute and the committees and sub-committees appointed by any of these authorities.
- Shall extend all support to the other divisions such as examinations, admissions, and finance.
- Shall represent the Institute in suits or proceedings by or against the Institute sign powers of attorney and perform pleadings or depute his representatives for this purpose.
- Shall in consultation with **Vice Chancellor** enter into the agreement; sign documents and authenticate records on behalf of the Institute.
- Shall safeguard the properties such as buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other resources of the Institute.
- Shall perform such other duties as may specify in the rules and bye-laws or as may be specified by the Board of Management or **Vice Chancellor** from time to time
- The Registrar shall act as Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies, and committees as prescribed by or under this Act.
- Shall be responsible for the audit of equipment and usability.
- Shall be responsible for suggesting new equipment with proper analysis and checking the usability with the approval **Vice Chancellor**
- Shall after every three months submit a report on the quality of teaching and learning in the Institute to the **Vice Chancellor**
- A Vital role is to increase the ranking of the Institute, shall check all the elements in ranking and strategies each element.
- Shall make sure no plagiarism is happening on the campus
- Guiding the faculty members on various issues pertaining to academics, regulations, etc.,
- Monitoring of teaching & learning quality in collaboration with Dean Academic and the Deans of respective schools.
- Should ensure the improvement in research project, grants , research
- Should bring in collaboration of foreign student

Job Description for Deputy Registrar:

When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by the Deputy Registrar.

The Deputy Registrars Duties and roles and responsibilities, would cover the following but not restricted to following

- Shall report to Vice Chancellor and perform all duties assigned to him from time to time.
- Shall be the custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charges.
- In the absence of Registrar, Deputy Registrar in consultation and approval of Vice Chancellor & Registrar will be responsible for Institute related matter.
- Shall conduct all official correspondence on behalf of the authorities of the Institute.
- Shall prepare and keep the minutes of meetings of all the authorities of the Institute and the committees and sub-committees appointed by any of these authorities.
- Shall extend all support to the other divisions such as examinations, admissions, and finance.
- Shall in consultation with Vice Chancellor enter into the agreement; sign documents and authenticate records on behalf of the Institute.
- Shall hold in his custody books and records of the Institute
- Shall perform such other duties as may specify in the rules and bye-laws or as may be specified Vice Chancellor and Registrar from time to time
- Shall help in preparing documents of various statutory bodies such as UGC, NBA, PCI, NIRF, NBA.
- Guiding the faculty members on various issues pertaining to academics, regulations, etc.,

Job Description for Chief Financial Officer:

Chief Financial Officer Skills and Qualifications:

Financial Planning and Strategy, Managing Profitability, Strategic Planning, Vision, Quality Management, Forecasting, Corporate Finance, Developing Budgets, Financial Skills.

Chief Financial Officer Job Duties:

- To determine accountabilities of the manpower of the accounts department, communicating and enforcing values, policies, and procedures; training them.
- Develop finance Institutional strategies by contributing financial and accounting information, analysis and recommendations to strategic thinking and direction; establishing functional objectives in line with Institutional objectives.
- Established finance operational strategies by evaluating trends; establishing critical measurements;
- Develops Institutional prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing institutional operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.
- Develops financial strategies by forecasting capital, facilities, identifying monetary resources; developing action plans.
- Monitors financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Maximizes return on invested funds by identifying investment opportunities; maintaining relationships with the investment community.
- Reports financial status by developing forecasts; reporting results; analyzing variances; developing improvements.
- Accomplishes finance and institutional mission by completing related results as needed.

Job Description for Proctors:

Responsibilities of Proctor & Team

Staff Training and Management

- Train the staff (Hostel, Security, Students)
- Create specific task lists for each position
- Ensure team morale and motivation
- Request feedback and ideas from each team member
- Conduct performance evaluations

Reception

- Conduct check-in and checkout procedures
- Interact with guests
- Respond to emails
- Assist with transportation requests
- Record and respond to guest concerns
- Maintain accurate reservation information
- Update room allocation for online booking sites

Housekeeping

- Ensure quality standards for cleanliness
- Conduct spot evaluations
- Make beds, clean and organize bathrooms, dormitories, and common areas
- Wash laundry and dishes
- Ensure that regulations for safety and sanitation are being met
- Organize and implement a rotating schedule for deep cleaning each area of the hostel
- Submit a list of maintenance issues that are found while cleaning

Maintenance

- Maintain the hostel facilities in proper working order
- Respond to guest and staff feedback regarding broken or malfunctioning items
- Arrange and implement a preventative maintenance schedule
- Conduct routine site inspections to identify and resolve problems with the facilities

Accounting and Budgeting

- Establish and follow an operational budget
- Maintain accurate records of expenses and revenue
- Pay bills and collect debts in a manner that maintains a positive cash flow
- Create monthly Profit and Loss reports
- Organize and distribute payroll checks

Entertainment, Atmosphere, Activities

- Create and follow a plan to maintain the desired atmosphere in the hostel
- Organize and execute activities and special events
- Record duties, expenses, challenges, successes and areas for improvement for each event for replication
- Engage guests directly

Quality Control

- Outline standards of quality and devise a method to measure and evaluate each one
- Conduct regular audits to ensure quality

Job Description for Librarian

Job Purpose:

To select, purchase, organize, catalogue and classify library resources as per the contemporary library systems. To be an expert in operating computer related software to establish and maintain digital library.

Duties and Responsibilities:

- To develop and manage convenient, and accessible library with cost effective information services.
- To liaise with departments/ schools for acquiring the right books, periodicals and journals.
- To coordinate with departments / schools for the purchase of e-books and e-journals.
- To manage the allocated budget and resources.
- To develop IT facilities and establish digital library.
- To support researchers in the University with adequate journals.
- To manage the library staff including new recruitment, training and supervisory of staff in the library.
- To promote the library resources to users.
- To establish and implement library and information services.
- To provide effective access to library collections and other resources.