RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

ROLES & RESPONSIBILITIES OF VARIOUS BODIES OF THE INSTITUTION

Governing Body

Strategic Planning:

- Develop and approve the college's mission, vision, and long-term strategic plan.
- Set goals and objectives aligned with the overall vision and mission.

Policy Formulation:

- Establish policies and guidelines for academic programs, admission criteria, and student affairs.
- Formulate policies related to faculty recruitment, promotion, and professional development.
- Develop and review policies on infrastructure development, maintenance, and utilization.

Financial Oversight:

- Approve the annual budget and ensure financial sustainability.
- Monitor financial performance and ensure compliance with financial regulations.
- Review and approve major financial decisions and capital expenditures.

Appointment of Leadership:

- Appoint and evaluate the performance of the college principal or director.
- Nominate and appoint members of key leadership positions, such as deans and department heads.

Quality Assurance:

- Ensure adherence to academic quality standards and accreditation requirements.
- Establish mechanisms for continuous improvement in teaching, research, and other academic activities.

Resource Allocation:

- Allocate resources effectively, balancing the needs of different departments and programs.
- Prioritize investments in faculty development, research infrastructure, and student support services.

Community Relations:

- Foster positive relationships with the community, industry partners, and alumni.
- Represent the college in external forums and promote collaboration with other institutions.

Legal and Regulatory Compliance:

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

- Ensure compliance with relevant laws and regulations governing educational institutions.
- Address legal and ethical issues as they arise.

Risk Management:

- Identify and mitigate risks to the institution, including financial, reputational, and operational risks.
- Establish crisis management plans and response mechanisms.

Evaluation and Assessment:

- Periodically assess the performance and effectiveness of the institution.
- Review reports on academic achievement, faculty productivity, and student outcomes.

Fundraising and Development:

- Support fundraising efforts and initiatives to secure additional resources for the college.
- Encourage and facilitate partnerships with industry for research and development projects.

Conflict Resolution:

- Address conflicts and disputes within the institution, including those involving faculty, staff, and students.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

PRINCIPAL

Academic Leadership:

- Provide visionary leadership to promote academic excellence and innovation.
- Oversee the development and implementation of academic programs and curricula.
- Foster a culture of research and innovation among faculty and students.

Faculty Recruitment and Development:

- Participate in the recruitment and selection of qualified faculty members.
- Support faculty development through training, workshops, and research opportunities.
- Conduct regular performance evaluations and provide constructive feedback.

Student Affairs:

- Oversee student admission processes, ensuring fair and transparent procedures.
- Promote a positive and inclusive campus culture that supports student success.
- Address student grievances and concerns.

Administrative Oversight:

- Manage the day-to-day administrative operations of the college.
- Ensure efficient utilization of resources, including budget management.
- Implement and enforce college policies and procedures.

Quality Assurance and Accreditation:

- Ensure compliance with academic quality standards and accreditation requirements.
- Facilitate continuous improvement processes and program assessments.
- Prepare the college for accreditation reviews and evaluations.

Community Engagement:

- Build and maintain positive relationships with the community, industry, and alumni.
- Promote partnerships with external organizations for research and internship opportunities.
- Represent the college in external forums and events.

Communication and Public Relations:

- Communicate the college's vision, mission, and achievements to stakeholders.
- Serve as a spokesperson for the college in the media and public events.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

- Manage internal communication to foster a collaborative environment.

Crisis Management:

- Develop and implement crisis management plans for emergencies or unforeseen events.
- Ensure the safety and well-being of students, faculty, and staff during crises.

Strategic Planning:

- Contribute to the development of the college's strategic plan and goals.
- Align academic and administrative initiatives with the overall strategic vision.

Financial Planning and Resource Allocation:

- Collaborate with the finance department to develop and manage the college budget.
- Allocate resources judiciously to meet the needs of various departments and programs.

Technology Integration:

- Promote the effective use of technology in teaching, research, and administrative processes.
- Stay informed about advancements in educational technology and recommend relevant updates.

Legal and Ethical Compliance:

- Ensure compliance with relevant laws and regulations governing educational institutions.
- Address legal and ethical issues in a timely and appropriate manner.

Professional Development:

- Encourage and support the professional development of faculty and staff.
- Stay abreast of trends and developments in higher education and engineering disciplines.
- Innovation and Entrepreneurship:
- Foster a culture of innovation and entrepreneurship among faculty and students.
- Encourage the development of industry partnerships and technology transfer activities.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

HEAD OF THE DEPARTMENT

Academic Leadership:

- Provide academic leadership and vision for the department.
- Develop and implement strategies to enhance the quality of teaching and research.

Curriculum Development:

- Oversee the design, review, and update of the department's academic programs and curricula.
- Ensure alignment with industry trends and accreditation standards.

Faculty Recruitment and Development:

- Participate in the recruitment, selection, and on boarding of faculty members.
- Support faculty development through mentoring, training, and performance evaluations.

Research and Innovation:

- Encourage and facilitate research activities within the department.
- Foster a culture of innovation and collaboration among faculty and students.

Student Advising and Support:

- Oversee student advising and support services within the department.
- Address student concerns, grievances, and academic issues.

Budget Management:

- Develop and manage the departmental budget in collaboration with the college administration.
- Allocate resources effectively to support teaching, research, and other departmental activities.

Laboratory and Infrastructure Management:

- Ensure the proper functioning and maintenance of laboratories and departmental infrastructure.
- Coordinate with relevant staff for equipment procurement and maintenance.

Quality Assurance:

- Monitor and ensure the quality of academic programs and student learning outcomes.
- Implement and oversee assessment processes for continuous improvement.

Accreditation Compliance:

- Ensure that the department meets accreditation standards and requirements.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

- Coordinate with accreditation bodies for program assessments and reviews.

Faculty Performance Evaluation:

- Conduct regular performance evaluations for faculty members.
- Provide constructive feedback and support professional development.

Committee Participation:

- Participate in college-wide committees and meetings.
- Represent the department in discussions related to academic policies and decisions.

Strategic Planning:

- Contribute to the development of the department's strategic plan.
- Align departmental goals with the overall strategic vision of the college.

Conflict Resolution:

- Address conflicts and issues within the department, including those involving faculty and students.
- Facilitate a positive and collaborative work environment.

Community Engagement:

- Engage with the local community and industry to promote the department's activities and contributions.
- Represent the department in community events and outreach programs.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

MENTORS

Academic Guidance:

- Provide academic advice and guidance to mentees, helping them navigate their course requirements and select appropriate electives.
- Assist in setting academic goals and developing strategies for success.

Career Counseling:

- Offer insights into potential career paths within the engineering field.
- Provide information on industry trends, job market expectations, and opportunities for further education or specialization.

Personal Development:

- Foster personal and professional development by encouraging mentees to identify and develop their strengths.
- Provide constructive feedback on soft skills, such as communication, teamwork, and time management.

Networking and Industry Connections:

- Facilitate networking opportunities by connecting mentees with professionals in the industry.
- Share knowledge about internships, workshops, and conferences that can enhance students' exposure to real-world engineering practices.

Emotional Support and Guidance:

- Act as a supportive and empathetic figure, helping mentees navigate the challenges of academic and personal life.
- Provide guidance on stress management, resilience, and maintaining a healthy work-life balance.

Research and Project Support:

- Assist students in identifying research opportunities and potential projects within their field of interest.
- Provide guidance on research methodologies, literature review, and project execution.

Professional Ethics and Conduct:

- Instill a sense of professional ethics and conduct by discussing the importance of integrity, responsibility, and ethical decision-making in engineering practice.
- Help mentees navigate ethical dilemmas and make sound decisions in their academic and professional pursuits.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

VARIOUS COMMITTEES

Defining the committee responsibilities and goals

Organizing committee meetings and setting the agenda

Ensure the effective implementation of policies and procedures

Encouraging members to take part in decision making process

Committee evaluation and suggestion for principal's consideration

Keeping track of committees work and essential information and filing

To pal and organize various activities in the year

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

FACULTY

Teaching:

- Course Instruction: Plan and deliver effective lectures, labs, and tutorials for assigned courses, ensuring that the content is up-to-date and relevant.
- Assessment and Evaluation: Design and conduct assessments to evaluate students' understanding of the subject matter. Provide timely and constructive feedback to help students improve.

Research:

- Conduct Research: Engage in scholarly activities such as research, experimentation, and publication in their field of expertise, contributing to the advancement of knowledge.
- Supervise Research Projects: Guide and mentor students in their research projects, encouraging critical thinking and academic excellence.

Mentorship:

- Student Guidance: Act as mentors to students, providing academic and career advice, and assisting in personal and professional development.
- Career Counseling: Help students explore career paths, internships, and job opportunities within the engineering industry.

Curriculum Development:

- Curriculum Design: Contribute to the development and improvement of the curriculum, incorporating industry trends and technological advancements.
- Innovation in Teaching Methods: Integrate innovative teaching methods, tools, and technologies to enhance the learning experience and keep pace with evolving educational practices.

Community Engagement:

- Industry Collaboration: Foster relationships with industry professionals and organizations to facilitate internships, guest lectures, and collaborative research projects.
- Community Outreach: Engage with the local community through workshops, seminars, and outreach programs that promote the importance of engineering education.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

Professional Development:

- Continuous Learning: Stay current with developments in the field of engineering through ongoing professional development, attending conferences, workshops, and pursuing advanced degrees.

- Participation in Academic Committees: Contribute to the governance of the institution by participating in academic committees, task forces, and other activities aimed at improving the overall educational environment.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

NON-TEACHING

Administrative Support:

- Office Management: Provide administrative support by managing office operations, handling correspondence, and maintaining records.
- Coordination: Coordinate and assist in organizing academic events, meetings, and conferences within the college.

Admissions and Student Services:

- Admissions Assistance: Assist in the admissions process by providing information to prospective students, processing applications, and supporting admission-related activities.
- Student Services: Offer support services to students, including managing student records, handling inquiries, and facilitating communication between students and academic departments.

Facilities Management:

- Infrastructure Maintenance: Oversee the maintenance of facilities, ensuring that classrooms, laboratories, and common areas are well-maintained and equipped.
- Security: Collaborate with security personnel to maintain a safe and secure campus environment.

Finance and Budgeting:

- Financial Administration: Assist in financial management, including budgeting, accounting, and procurement processes.
- Fee Collection: Manage the collection of fees, financial transactions, and related documentation.

Information Technology (IT) Support:

- Technical Assistance: Provide technical support for faculty, staff, and students in utilizing computer systems, software, and other IT resources.
- Network Maintenance: Ensure the smooth functioning of the college's IT infrastructure, including networks, servers, and databases.

Career Services:

- Placement Support: Collaborate with the placement cell to facilitate recruitment drives, connect students with potential employers, and assist in organizing job fairs.
- Alumni Relations: Engage with alumni to build a strong network, facilitating collaboration and support between current students and graduates.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE
(Affiliated to JNTUK & Approved by AICTE, New Delhi)
Recognized Under the UGC Act of 2(f)

Library Services:

- Library Management: Oversee the library's day-to-day operations, including cataloging, circulation, and managing resources.
- Information Access: Facilitate access to educational resources, both physical and digital, to support the academic needs of students and faculty.