



**SREENIVASA INSTITUTE OF TECHNOLOGY
AND MANAGEMENT STUDIES**
[AUTONOMOUS]

**Policy Guidelines
(Revised)**

August 2018



**Sreenivasa Institute of Technology and Management Studies
(Autonomous)**

**Dr. D. K. Audikesavulu Marg, Bangalore-Tirupati Bye-pass Road,
Murukambattu, Chittoor, Andhra Pradesh 517127**

www.sitams.org



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POLICY GUIDELINES

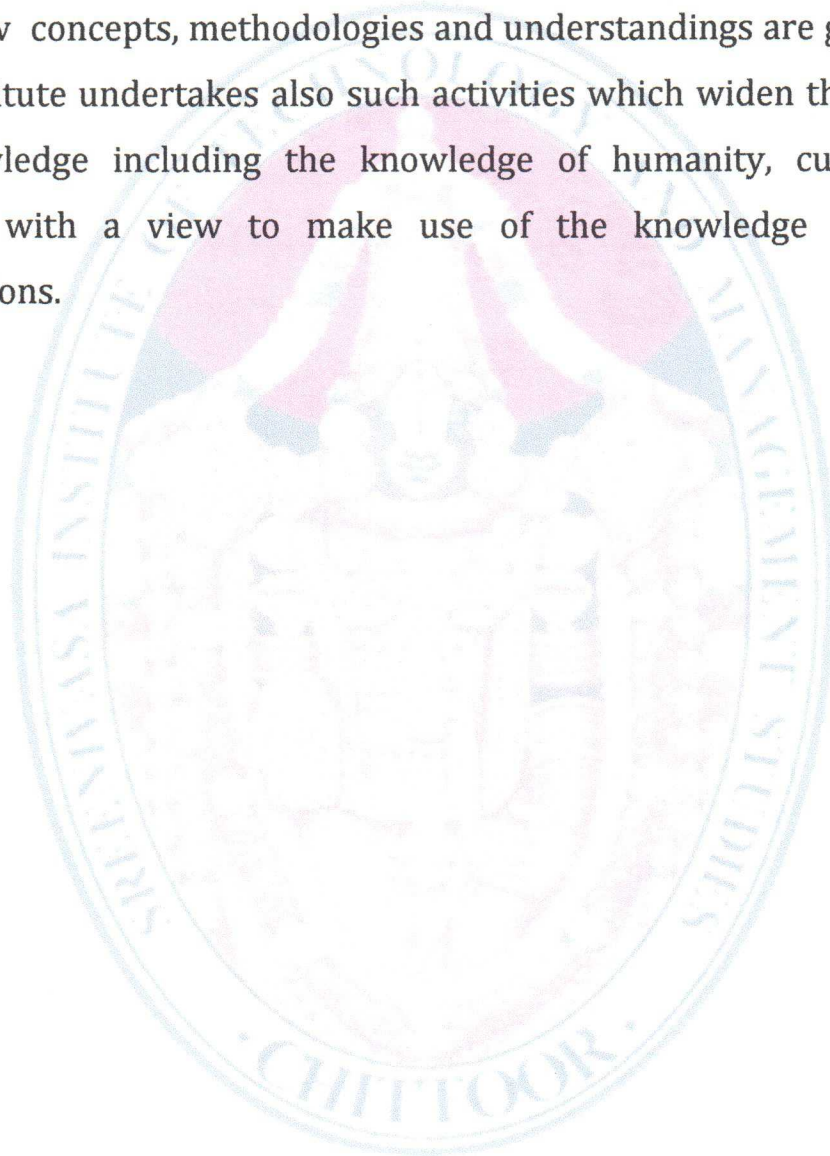
1. INTRODUCTION

Sreenivasa Institute of Technology and Management Studies (SITAMS) was established in the year 1998-99 under Sreenivasa Trust by a prominent Industrialist late Dr. D. K. Audikesavulu, Ex. M.P, former TTD Chairman. Over the last 20 years, SITAMS has made remarkable progress in Teaching, Research and Consultancy in the field of Technical Education and Management Studies under the Chairpersons Late Sri.D.K.Audikesavulu, Former Lok Sabha M.P. and Smt. D.A. Sathyaprabha, MLA, Chittoor. SITAMS, a pioneer of value based education, offers both U.G. (ECE, CSE, EEE, Civil, & Mechanical) and P.G. (MBA, MCA & M.Tech.), courses under JNTUA, Ananthapuramu and is approved by AICTE, New Delhi. The college got 2(f) and 12(b) recognition by the UGC in the academic year 2011-12, Autonomous in the academic year 2013-14 and NAAC accreditation in the academic year 2014-15.

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.



SITAMS 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. No 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 or one month notice of termination 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.
5. If the regularized employees who have desire to resign and leave the institution in between an academic year 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 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 01.08.2018.

8. There should be a separate Network Administrator who should take care of maintenance of all computers in SITAMS 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 their financial power, according to the guidelines given by the Management (the cost of any single item of expenditure shall not exceed Rs.10,000/-), without waiting for permission from the Principal. If the expenditure involved is beyond that amount, the HODs should approach the Principal. The Principal of SITAMS can incur an expenditure up to Rs. 50,000/-
10. In case the expenditure exceeds the limits permitted for the Principal, 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. There should be 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/Journals/Magazines at the end of every academic year. The Librarian will inform the Principal about the demand of the students regarding library books. The Principal will interact with the respective HOD and finalize the list of Books /Journals/ Magazines and priority shall be given in acquiring such



Books/Journals/Magazines which are most sought by the students. The Management procures the Books/ Journals/ Magazines and distributes them to the college.

13. The purchase orders shall be placed by the Management after negotiating with various publishers/distributors, considering highest discount and service offered as per recommendations of the purchase and finance committees.
14. The online feedback will be taken from all the students by the staff authorized by the Principal. For evaluation, the principal may assign evaluation work to Dean (Academic)/Student Development Cell. The feedback shall be collected from those students who have put in aggregate attendance of 65% and above.
15. 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.
16. Stock registers must be properly maintained, failing which HODs shall be held responsible. The Principal will endorse the stock registers at the beginning and at the end of every academic year.
17. For smooth functioning of the institution, the Principal can take administrative decisions in the absence of the Chairperson in recruiting faculty in line with the philosophy/guidelines of the management, in purchasing equipment etc. and seek ratification at the earliest.
18. Alumni Meet of the institution (to be discussed with the Chairman) shall be held yearly once.





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, Anantapuramu for affiliation,
- Ensure timely correspondence with AICTE, UGC, University, APSICHE, Commissioner of Tech. Education, TAMILNADU AMCET,



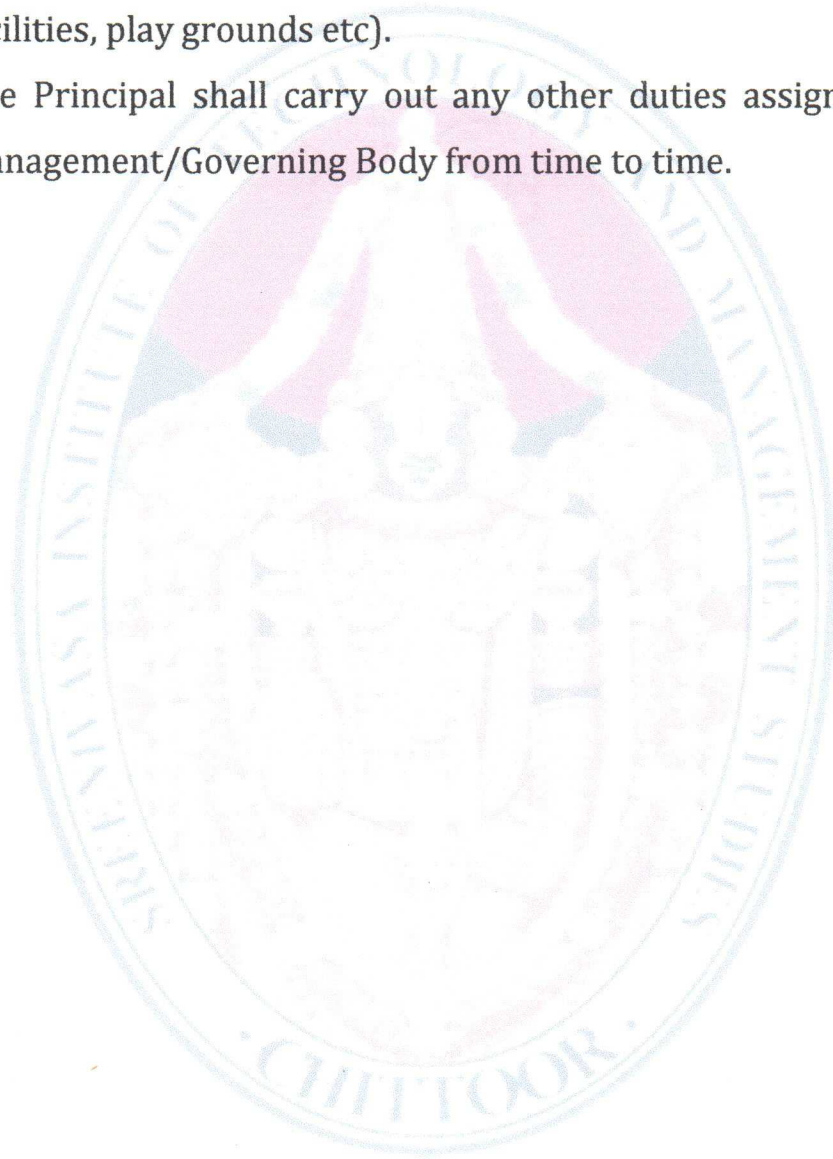
Convener ECET, Convener ICET and Convener PGECET for student admissions and relevant matters.

- Correspond with Social Welfare Dept. (sending scholarship applications for students of SITAMS), 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.
- 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 SITAMS and monitor the activity
- Conduct the SITAMS 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 SITAMS.
- Maintain student discipline and orderly functioning of SITAMS.
- Inculcate discipline, decency, decorum and dignity among the faculty and staff of SITAMS.





- 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 ECAP (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.





DEAN

Duties and Responsibilities:

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

- Academic activities
- Student activities
- R & D activities
- First Year Academics

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 SITAMS for consideration. Deans shall submit their reports to the Principal SITAMS 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 based on 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.

Dean (Freshman):

Dean (Freshman) is to co-ordinate, execute and monitor the following activities relating to 1st B. 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.

Dean (Students Affairs):

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

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

Dean (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, SITAMS for consideration. HODs have to submit their departmental research proposals through Dean R & D who shall forward them to Principal SITAMS for consideration.

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

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



HEAD OF THE DEPARTMENT (HOD)

Duties and Responsibilities

HODs shall report to the Principal regarding various activities and take his guidance and assist in all academic matters. He is solely responsible in all aspects to run the department smoothly.

He is responsible for:

- Planning for department operational, maintenance and development budgets and submit reports to Governing Body for approval in consultation with the Principal
- Conducting Department Assessment and Quality Improvement Committee (DAQIC) meetings for academic/ laboratory development twice in a semester and also whenever it necessary.
- Collection and evaluation of Faculty Performance Appraisal of faculty.
- Preparing and submitting the departmental annual report to Principal
- Assigning teaching schedules and workloads to all faculty and staff
- Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department smoothly regarding
- Curriculum design and development
- Faculty, Students administration
- Academic planning & development
- Maintenance and up-keeping
- MID-Examinations
- Association activities
- Organizing industrial tours / visits
- Counseling/Mentoring 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 SITAMS's mission and goals
- Maintaining constant rapport with all stakeholders
- 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.
- Any other works assigned by the Principal/ Management.

Faculty In-charges/Co-ordinators:

- 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 to whom they are attached. Principal 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.

In addition to the above duties and responsibilities, the Faculty In-charges shall undertake any work assigned by the Principal from time to time.





EXAMINATION SECTION

1. Controller of Examination (COE)

- a) Responsible for preparation, scheduling, and conduct of CIE and conduct of CIE and SEE for all UG & PG Programmes.
- b) Facilitate central valuation of answer scripts and timely publication of results.
- c) Responsible for Pre-Examination process, Process during Examination and Post-examination process.
- d) All correspondence / letters to and from Principal relating to examinations to be processed.
- e) Any other work entrusted by the Principal from time to time.

2. Additional Controller of Examination-1

The additional controller of Examinations-1 will assist the COE in the smooth conduct of the Exams.

He is also responsible for

- a) Collecting finalized roll list of students from admission section.
- b) Assists in conduction of mid semester exams.
- c) Collection of question paper sets from faculty in sealed cover and maintain confidentiality.
- d) Seating plan preparation, conduct of examinations, entry of absent students and preparing D-forms.
- e) Indenting of required number of invigilators from the department.
- f) Verification of main answers booklets and arranges them in required manner.
- g) Assigning duties to the invigilators.





- h) Arranging answer booklets, nominal rolls and data books, if any room wise on the day of examination.
- i) Collection of main answer booklets from invigilators.

3. Additional Controller of Examination-2

The additional controller of Examinations-2 will assist the COE in the smooth conduct of the Exams.

He is also responsible for

- a) Obtaining the approved panels of paper setters and evaluators.
- b) Sending letters of offer to the paper setters and evaluators.
- c) Receiving the question papers from the paper setters and keep them in safe custody.
- d) On the examination day, formatting and printing question papers as per the requirement of the students strength and distribution of question papers to the examination halls.
- e) Arranging and coordinating spot valuation camps for the valuation of semester end exam answer scripts.
- f) Identifying scrutinizers and get the evaluated answer scripts scrutinized.
- g) Results processing.
- h) Arranging the revaluation and declaration of results.

3. Superintendent:

Assisting COE in confidential data record maintenance, printing of marks memos and certificates, collection of data for results processing, coding the answer scripts, entering into the system or any other work assigned by the COE.



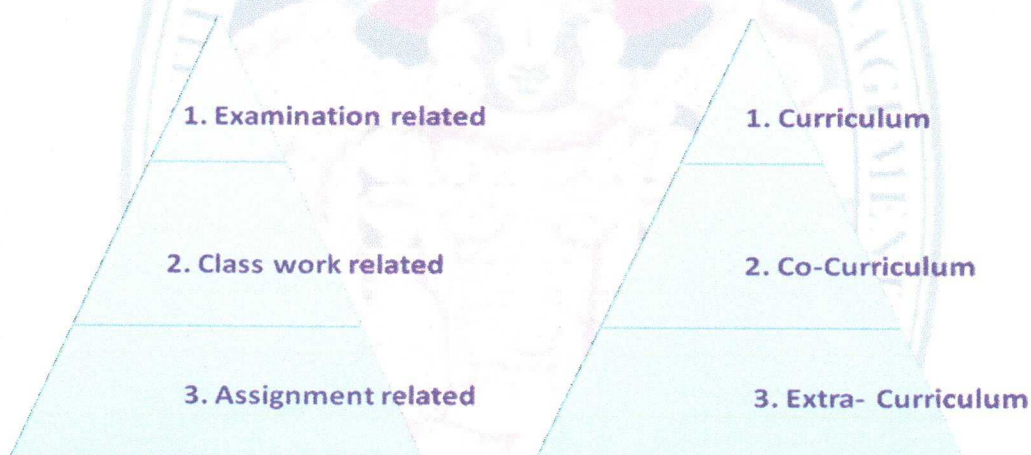


4. Senior Assistant:

Assist ACE-2 in the coordination of spot valuation camps in the preparation of orders and remunerations for the paper setters, moderators, evaluators, assisting for results analysis processes, any other works assigned by the COE.

5. Junior Assistant

Assisting ACE-1 in preparation of notification, time tables, seating arrangement, seating plan, D-form, indenting the invigilators, generation of duty chart, preparing internal question paper, collection of answer scripts during the examination and any other work assigned by the COE.



Topmost Priority for academic activities





Duties & Responsibilities of the Finance Officer

Finance Officer shall assist the Principal in all Financial matters relating to SITAMS.

He shall also be responsible for the following activities:

- Financial Administrations of the SITAMS
 - Planning and Development
 - Coordination with Principal and Heads of Departments
 - Strategies for sustaining growth of SITAMS
- In addition to the above responsibilities, he shall carryout the duties that may be assigned to him from time to time by the Principal.

In addition to the above duties and responsibilities, the Finance Officer shall undertake any work assigned by the Principal from time to time.





Duties of the Administrative Officer (General), SITAMS

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.
4. Arrangements for Conducting Seminars/ workshops/ Guest Lecturers. (Auditorium/e-class room, refreshments, etc), Placement and Training activities.
5. Take care of publicity: Press note and College Website.

In addition to the above duties and responsibilities, the AO shall undertake any work assigned by the Principal from time to time.





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 Administrative 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 committee to AO. The AO will instruct to prepare appointment letters, issue to selected candidates, verify 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.

e) Process of sanctioning of increments.

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

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 auditorium.
- d) Monitoring stationery requirements for SITAMS
- e) Issuing bus passes and arranging buses for students of SITAMS 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) Maintenance of Cash Books relating to the above
- c) Preparation of Daily Cash Balance Statement
- d) Transfer of tuition fee to the college account.
- e) Payment of UCS, Affiliation, etc. fee to the J.N.T.A Collected from the students
- f) Paying of Electricity and Telephone bills.
- g) 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 of Public Relation Officer (PRO)

1. He will attend to liaising work outside the campus.
2. He will attend to all Govt. works relating to SITAMS .
3. He should keep always sufficient maintenance stock in the Central Works Stores.
4. All aspects of security and security personnel are under the control of PRO.
5. All aspects of security: Security personnel are under the control of PRO.
 - Passes to Visitors
 - Dress Code of Students, Staff, and Faculty
 - Matters related to:
 - a. Speeding vehicles
 - b. Wearing helmets
 - c. Use of cell phones
 - d. Ragging

In addition to the above duties and responsibilities, the PRO shall undertake any work assigned by the Principal from time to time.





Duties of Store Keeper-cum-Maintenance Supervisor

1. He is In-charge of maintenance of all academic blocks, 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 works under the control of the AO.





Duties of Maintenance Supervisor

1. He is In-charge of all block and toilets near class rooms of SITAMS campus.
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 AO.





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 SITAMS institution. He should liaise with the Principal of SITAMS 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. 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 Principal from time to time.

