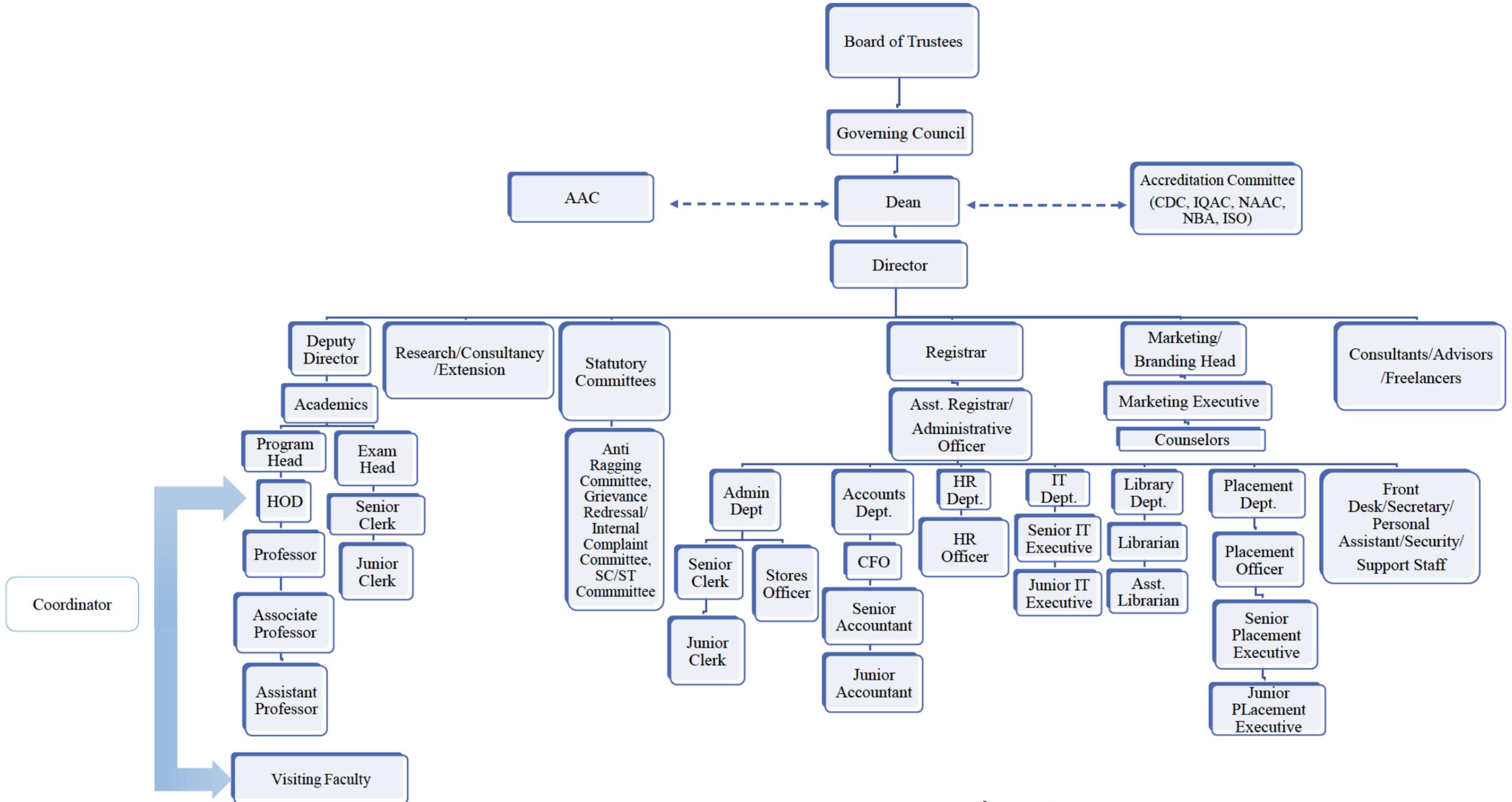


Hierarchy Aditya Institute of Management Studies and Research



Coordinator

Visiting Faculty



[Signature]
DIRECTOR
 ADITYA INSTITUTE OF MANAGEMENT
 STUDIES & RESEARCH
 Near Kalpna Chavla Chowk, R.M. Bhattad Road,
 Ram Nagar, Borivali (W), Mumbai-400 092.
 Tel. No. : 022-28656964.

Sd/-
 Shri Ashish Mishra

Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

Sr. No.	Role	Responsibility	Authority
1.	Dean	<p>Dean serves as the Chief Academic Officer and Administrative Leader of the College/ Institute and serves as a key member of the leadership team.</p> <p>To overlook the roles and responsibilities of Director and to assist Director in development and implementation of College/ Institute's Vision and Mission Statement</p> <p>To ensure objective set by Director in Academic and Administrative domains are achieved within specified time frame.</p> <p>To coordinate for broad policy issues pertaining to the Institute's functioning and to have a better interaction amongst the Director, Administrative Officer, and other administration department for smooth functioning.</p> <p>Dean advocate to the Director for the interests of the Institute</p>	<p>The Dean shall exercise complete control over the strategic affairs of the College/Institute and shall administer the achievement of objectives in alignment with the Vision and Mission of the college/institute.</p> <p>Dean shall set the objectives with Director with specified time bound. Dean can delegate powers, functions, and duties to member(s) of the staff of the Institute involved in achievement of the set objectives with the approval of the Board of Trustees as deemed necessary.</p>




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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

2.	Director	<p>The director serves as the Chief Administrative Officer and spokesperson of the Institute.</p> <p>To ensure compliance with rules & regulations of University of Mumbai, AICTE, DTE, and Maharashtra Government.</p> <p>To mobilize resources needed for the institution (except financial resources).</p> <p>To admit students as per University of Mumbai, AICTE, DTE norms and guidelines.</p> <p>To present academic and infrastructural plans and requirements for the college/institute and get them approved by the Board of Trustees.</p> <p>To plan and implement measures for continuous quality upgradation of the institute.</p> <p>The director is responsible for the implementation of the institute's Strategic Plans.</p> <p>The director provides a communication link between campus administrators and coordinates long-range planning for the institute.</p> <p>The director is a college administrative officer and performs these and other duties as assigned by the Board of Trustees and Management.</p>	<p>The director shall exercise general control over the strategic affairs of the institute and shall give effect to the decisions of the Governing Body/Board of Trustees.</p> <p>The director may delegate powers, functions, and duties to any other member(s) of the staff of the institute with the approval of the Board of Trustees as deemed necessary for the efficient administration of the institute and for a proper and effective control over the staff.</p> <p>All powers relating to the proper maintenance of discipline in the institute shall be devolved to the director.</p> <p>The director shall have the authority to incur expenditure to such an extent and manner as may be prescribed by the Governing Body and Board of Trustees from time to time.</p> <div style="text-align: right;">  </div>
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>Strategic Planning</p> <p>Brand Building, Events, Inviting companies to the campus for placement and other brand related activities.</p> <p>Academic and Financial Budgets</p> <p>Inter-Institutional Cooperation</p> <p>Exercise leadership in budget preparation, establish funding priorities, monitor budget execution within the institute; and coordinate fund raising in consultation and as per the directives of the Management.</p> <p>Facilitate institute Development policy.</p> <p>Facilitate Program development, operation, and evaluation.</p> <p>Interpret policy and adjudicate appeals and exceptions.</p> <p>Revenues from MDP Programmes.</p> <p>Development and "friend building"</p> <p>Work to build trust through regular and open communication.</p> <p>Serve as an agent of change, helping the College/institute to advance.</p> <p>Industry academic Partnership.</p>	<p>All Statutory Committees like Anti Ragging Committee, Students grievance cell, Governing Council etc. as required by AICTE, DTE, University and other statutory authorities will be look after by principal/director.</p> <p>Faculty Appointments in accordance with the rules of DTE, University, personnel matters including coordinating and supervising the administrative duties of all staff members and making independent recommendations on all Institute's appointment, retention, tenure, and promotion requests.</p> <p>Approval of Leaves of Teaching Staff</p> <p>Awards if any in consultation with the Management.</p> <p>Policy on Benefits to the employees</p> <p>Mentoring of faculties and students</p> <p>Development</p> <p>Priority staffing, Promotion and tenure process</p>
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		Getting Grants from AICTE/DTE and other Govt Bodies	Making recommendations on all personnel actions within the institute.
3.	Academic Advisory Committees	<p>To provide expert advice regarding the context and delivery of academic inputs to the students.</p> <p>To inculcate the latest business concepts, case studies, technologies, and teaching methodologies into the curriculum.</p> <p>To guide and mentor Faculty members with necessary knowledge and skills to make a difference in the constantly changing business world.</p> <p>To suggest placement opportunities and research avenues for the students.</p>	To recommend modifications required in the curriculum, delivery method to the Director/Deputy Director and Board of Trustees.
4.	Accreditation Committee (CDC, IQAC, NAAC, NBA, ISO)	<p>Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the college/institute.</p> <p>Development of Quality Culture in the college/institute and promoting faculty to adopt the required knowledge and technology for participatory teaching and learning process.</p>	To fulfill the gap if observed in terms of standard performance in the quality parameters.




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Doc No. : Annexure A

		<p>Conducting internal Academic as well as Administrative Audits.</p> <p>Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.</p> <p>Dissemination of information on various quality parameters. Designing inter and intra institutional workshops, seminars on quality related themes.</p> <p>Documentation of the various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.</p> <p>Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC and Annual SAR as per guidelines and parameters of NBA</p> <p>To ensure the objectives set in ISO 21001:2018 are achieved on timely basis.</p> <p>To ensure the accreditation activities are done on a timely basis.</p>	
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

5.	<p>CDC (College Development Committee)</p>	<p>To prepare an overall comprehensive development plan of the college/institute regarding academic, administrative and infrastructural growth, and enable college/institute to foster excellence in curricular, co-curricular and extra-curricular activities.</p> <p>To decide about the overall teaching Programmes or annual calendar of the college/institute.</p> <p>To recommend to the management about introducing new academic courses.</p> <p>Reviewing of the program in the college/institute, if any, and make recommendations for their improvement.</p> <p>To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college/institute.</p> <p>To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.</p> <p>To make specific recommendations to the management to encourage the use of information</p>	<p>To fulfill the gap if observed in terms of standard performance in the quality parameters.</p> <p style="text-align: right;"></p>
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>and communication technology in teaching and learning process.</p> <p>To make specific recommendations regarding the improvement in teaching and suitable training Programmes for the employees of the college/institute.</p> <p>To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.</p> <p>To formulate proposals for new expenditure not provided for in the annual financial estimates (budget).</p> <p>To make recommendations regarding the students' and employees' welfare activities in the college or institution.</p> <p>To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.</p> <p>To frame suitable admissions procedure for different programmes by following the statutory norms.</p>	
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>To plan major annual events in the college/institute, such as annual day, sports events, cultural events, etc.</p> <p>To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.</p> <p>To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council etc.</p> <p>To recommend the distribution of different prizes, medals and awards to the students.</p> <p>To prepare the annual report on the work done by committee at the end of academic year and submit the same to the management of college/institute.</p> <p>To perform such other duties and exercise such other powers as may be entrusted by the management.</p>	
6.	Deputy Director	<p>Serves as the link between Director and Staff Members</p> <p>Program/Course direction</p> <p>Instructional and academic development</p>	<p>The Deputy Director shall exercise general control over the academic affairs of the institute and shall give effect</p> 

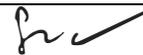


Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>Academic innovation</p> <p>Timetable</p> <p>Academic Calendar</p> <p>Faculty Workload</p> <p>Ensuring attendance and regularity of the faculty</p> <p>Inviting Guest / Visiting Faculties</p> <p>Feedback from the students and suitable action in consultation with the Management.</p> <p>Value Addition inputs in addition to the regular curriculum.</p> <p>Review of academics at regular intervals.</p> <p>Be informed about programs, events, issues, and opportunities in each of the units.</p> <p>Policy development, College/Institute development efforts.</p> <p>Promoting publications and Research culture.</p> <p>Encourage Faculties to write papers, participate in workshops, seminars, arrange workshops, FDPs, Research and consultancy assignments.</p> <p>To define functional responsibility & authority of the personnel reporting to them.</p>	<p>to the decisions of the Governing Body/Board of Trustees.</p> <p>Appointments, Recruitment & retention policy</p> <p>Approvals related to Placement, Visits attending and organizing Research Conference, workshops, FDPs and consultancy services</p> <p>Committee on Curriculum and Instruction</p> <p>Following assignments will be taken care: -</p> <ul style="list-style-type: none"> ○ Faculty Awards Committee ○ Senior Staff. ○ Staff Selection Committee as per the rules ○ Students Committees. <p>Approval/ Maintenance/ Updating of the procedures relevant to their work domain.</p>
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>To control non-conformities in academic domain and respective work area and to implement corrective / preventive actions for any non-conformities including the audit observations in their domain.</p> <p>To review feedback of students is collected on regular intervals in coordination with Administrative Officer and corrective actions taken there on.</p> <p>To review the performance of the Teaching staff reporting in the annual performance appraisal.</p> <p>To conduct the staff meeting on regular basis.</p>	<p>Appropriate measures to be incorporated based on the feedback received.</p> <p>Reviewing KRA assigned and the measuring the objectives achieved on timely basis on the same.</p>
7.	Program Head	<p>To ensure the smooth execution of the Program. To maintain identification & traceability of the students as per the established procedures in their work area.</p> <p>To control non-conformities in their respective work area and to implement corrective / preventive actions for any non-conformities including the audit observations in their domain. The Program head will be responsible for the executive actions of their respective domains.</p>	<p>To take appropriate decisions on a student failing to fulfill academic and university prescribed requirements in consultation with Deputy Director</p> <p>To act on any grievance hindering smooth conduct of the academic activities.</p> <p>To ensure discipline in the College premises.</p>




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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>To identify & impart training to the personnel reporting to them.</p> <p>To prepare timetable for the Semester, all additional skills development courses for respective department.</p> <p>To inform the Director/Deputy Director progress of the faculty performance and performance.</p> <p>To monitor schedule of lectures.</p> <p>To ensure feedback of students are collected on regular interval and corrective actions taken thereon.</p> <p>To organize guest lectures by Industry/ Corporate experts and groom the students to meet the industry demands in consultation with HOD.</p> <p>To consult with HOD and decide area of improvements and gaps in each specialization.</p> <p>To ensure no defaulters to be reported and if any then to take corrective actions.</p>	<p>To suggest the subject allocation in consultation with the HODs.</p> <p>To take the decision if any urgent matter requires the proper action in consultation with Deputy Director</p> <p>To reschedule any lecture in case of any emergency in consultation with Director/Deputy Director</p> <p>To ensure that the lectures are being conducted as per the semester plan prescribed by the individual faculty and take corrective measures in case of any deviation found.</p>
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		To coordinate with Visiting faculty on their academic responsibilities. To ensure that the Lecture track of visiting faculty is maintained and the same has been given to HR by the month end.	
8.	Program Coordinator	<p>Program Coordinator will do the coordination with Program Head, HOD, Visiting faculty and all other faculty for the smooth execution of the s s per the academic calendar.</p> <p>To coordinate with Program Head in finalization of Timetable.</p> <p>To assist in drafting the Minutes of Faculty Meeting and review of previous meeting and action taken on the same. To organize any internal events of Faculty members in consultation with the Program head.</p>	<p>To ensure smooth conduct of Lectures in coordination with Program Head.</p> <p>To ensure Proper track.</p>
9.	HOD	<p>HOD will be looking after the functionalities of their domain.</p> <p>To conduct the conclaves/workshops as mentioned in the academic calendar.</p> <p>To finalize the syllabus of the subject as suggested by Advisory Committee and in consultation with all the Departmental Faculties.</p>	<p>To ensure smooth conduct of Lectures in their respective domains in absence of the Program Heads.</p> <p>The HOD will be intimating the Program Head on area of improvement in their domains.</p> <p>To report any issue raised in any subject by the faculty or students to</p>



Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		To ensure smooth flow of the subjects in respective specialization.	the Program Heads and Director/Deputy Director.
10.	Professor/Associate Professor and Assistant Professor	<p>Conducting Lectures as per timetable. Person will be responsible for the KRA assigned and must ensure that the objectives of the committee is duly achieved in the due course of time.</p> <p>Conducting Guest Lectures/Seminars/ Conclave in their work domain.</p> <p>Any gaps in terms of delivering quality education shall be intimated to Program Head.</p> <p>Preparing Semester plans and maintaining Faculty diary and Course files.</p> <p>Maintaining attendance and internal evaluation records, register of students.</p> <p>Conducting Lecture, Tutorial and Practical classes as per schedule.</p> <p>Ensuring the attainment of Program and Course outcome</p> <p>Implementing rules and regulations regarding attendance, award of marks and other academic</p>	<p>To take appropriate decision for the achievement of the objective of the respective KRA assigned in consultation with the Director/Deputy Director.</p> <p>To fulfill any gap hindering the smooth conduct of the academic and administrative activities in consultation with Program Head and HOD</p>



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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>requirements as per University of Mumbai, AICTE, DTE, NAAC, NBA directives/guidelines.</p> <p>Conducting tests and assignments.</p> <p>Informing the progress of students to respective HOD/ Program Heads</p> <p>Providing guidance to and counselling the students.</p> <p>Organizing academic and extracurricular activities in the campus as assigned.</p> <p>Contribute proactively to quality up-gradation and strictly follow the code of conduct.</p>	
11.	Research/Consultancy/ Extension	<p>To ensure compliance with UGC minimum standards and procedures for award of Ph.D. degree regulations 2016 and University of Mumbai norms.</p> <p>To admit students as per procedure laid down by University of Mumbai.</p> <p>To plan and implement the academic calendar for the Ph.D. Center.</p> <p>To allocate research supervisors and monitor the Ph.D. programme.</p>	<p>The Center Head will have the authority to exercise general control over the strategic planning for admissions as per decisions of Governing Council/ Board of Trustees/Chairperson.</p> <p>The Center Head will have the authority to incur expenses involved in advertisements, application forms, books etc. as may be prescribed by the Governing Council/ Board of Trustees/Chairperson from time to time.</p>




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	<h2>Organization Chart & Role, Responsibility and Authority</h2>	Doc No. : Annexure A
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		To periodically review the progress of research/Consultancy/Extension work of the students.	
12.	Statutory Committees	<p>To ensure adherence to statutory regulations and policies governing the college/institution. To contribute to the development and revision of institutional policies, ensuring alignment with legal requirements.</p> <p>To fulfill the requirements and norms prescribed by University of Mumbai/AICTE/DTE</p>	To ensure and review the smooth functioning of the college aligning its operations with legal and regulatory framework
13.	Registrar	<p>Overall handling administrative responsibilities and supervision of non-Teaching staff.</p> <p>To carry out work as per the statutory norms prescribed by University of Mumbai, DTE, AICTE .</p> <p>To report to Director/Deputy Director and Board of Trustees</p>	All powers relating to the proper conduct of administrative tasks in consultation with Board of Trustees.




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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

14.	Asst. Registrar/Admin Officer	<p>Making administrative arrangements for all the activities of the college/institute.</p> <p>Overall supervision of staff and security personnel.</p> <p>To review the performance of the staff reporting in annual performance appraisal.</p> <p>Maintain discipline among office and support staff.</p> <p>To carryout work assigned by Director/Deputy Director/Registrar for work related to University of Mumbai, AICTE.</p> <p>To deal with administration problems.</p> <p>To guide HR department in On Boarding, Off Boarding, Payroll Management and Performance Management system</p> <p>Maintenance of the estate of the college.</p> <p>To monitor cleanliness in the College premises and the surroundings.</p> <p>To report to Registrar.</p>	<p>All powers relating to the proper conduct of administrative tasks in consultation with Board of Trustees.</p> <p>To recommend leaves of the non-Teaching staff</p>
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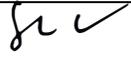

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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

15.	Senior Clerk	Assisting Admin Officer in his/her work. Office administration. To report to Admin Officer	To fulfill any gaps hindering the smooth conduct of the Administration activities in absence of Admin officer after consultation with Director/Deputy Director/Registrar/Board of Trustee.
16.	Junior Clerk	Assisting Senior Clerk in his/her work. Office administration. To report to Admin Officer	To fulfill any gaps hindering the smooth conduct of the Administration activities in absence of Admin officer after consultation with Director/Deputy Director/Registrar/Board of Trustee.
17.	Purchase Officer/Stores Officer	To facilitate in expenses related to academic events To review the expenses and approval notes including any expenditure for academic events. To review the budget proposed and actual expenses being conducted on the academic front. To coordinate the purchase matters with Director, Administrative Officer and Accountant.	To advise on the monetary payables/receivables to Accountant and Admin Officer for smooth execution of the work.
18.	CFO	To review and scrutinize the work of Accountant.	To advise on the monetary payables/receivables to Accountant for smooth execution of the work.




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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		To review the budget proposed and actual expenses being conducted in a financial year	To fulfill any gap hindering the smooth flow of Monetary payables/receivables only after consultation with Board of Trustees
19.	Senior Accountant	Accounts payable, Accounts receivable Office administration, IT Co-ordination HR Co- ordination, Legal requirements / Customer Liaison.	To fulfill any gap hindering the smooth flow of Monetary payables/receivables only after consultation with Board of Trustees
20.	Junior Accountant	Assisting Senior Accountant in Accounts payable, Accounts receivable and Office administration. To report to Senior Accountant.	To fulfill any gap hindering the smooth flow of Monetary payables/receivables in absence of Senior Accountant only after consultation of Trustee
21.	HR Officer	Recruitment, Induction and On Boarding process in consultation with the Management. Induction Training and Training for staff Maintaining Budget for the HR activates in an academic year. Up gradation of HR manual and Code of Conduct in consultation with the Management. Ensuring execution of HR Policies and Code of Conduct mentioned in HR Manual. Maintaining Employee database, Preparing the salary sheet, Employee engagement activities, Attendance and leave record.	To make aware employees who are not abiding to the norms of the College/Institute and taking necessary actions in due consultation with Director/Deputy Director and Board of Trustees. To issue the memo to the concerned person on the issues reported by the reporting authority keeping management in loop.



J. V.
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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		To execute the process of the Performance reviews and appraisals in consultation with the Director/Deputy Director for Teaching staff and Administrative Officer for Non – Teaching staff.	To take appropriate action if any breach of code of conduct after due approval from Board of Trustees
22.	Senior IT Executive	IT Executive will be maintaining and will be assisting on computer hardware, software, and networking tools. He/she will be responsible for development, testing, installation, configuration, and troubleshooting of computer hardware, software and website in the required space.	To fulfill any gap hindering the smooth flow of conduct of the IT work
23.	Junior IT Executive	Assisting Senior IT Executive in computer hardware, software, networking and website related issues. To report to Senior IT Executive	To fulfill any gap hindering the smooth flow of conduct of the work if any in absence of Senior IT Executive only in due consultation with the Administrative Head and IT Head.
24.	Librarian	Overall administration of the library Preparing proposals to purchase library books. Attending to the needs of the library users. Monitoring circulation or transaction of library books and reference service.	To take appropriate action on any person failing to abide by Library Rules after approval from Director/Deputy Director and Library Faculty In charge.



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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>Maintenances of discipline and cleanliness in the library. Maintenances of issue/withdrawal details of library cards/books/other items.</p> <p>To prepare duty schedule of the library staff.</p> <p>Custodian of the books, periodicals journals and property of library.</p> <p>To conduct Stock Verification process on timely basis.</p>	<p>To charge penalty in case of any loss/damage to any book.</p>
25.	Asst. Librarian	<p>Receives the stock, cross checks with the bills/consignment vouchers.</p> <p>Records the new arrivals in the accession Register.</p> <p>Enters the same information on library software programme.</p> <p>Prepare library accession cards with titles and name.</p> <p>Binds of all the magazine and important supplements at the end of the year.</p> <p>Physical checking, stock checking, checking physical condition of books.</p>	<p>To full any gap hindering to smooth conduct of work after approval of Director/Deputy Director/Librarian.</p>



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Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>Selecting books for discarding, preparing proposal and seeking approval.</p> <p>Issuing books and maintains record of the same.</p> <p>To report to Librarian</p>	
26.	Placement Head	<p>To present a detailed Placement Roadmap to the Director/Deputy Director and Board of Trustees covering new prospective organizations to be identified and new industries/sectors to be tapped.</p> <p>To oversee and monitor the performance of the Placement Officer, Placement Executive (Senior) and Placement Executive (Junior).</p> <p>To frame Placement Policy in consultation with Director/Deputy Director and abide them.</p> <p>To appoint student representatives in Placement committee.</p> <p>To periodically monitor the progress of placement of the students.</p> <p>To decide the appropriate course of action on the basis of the reports and feedback received in</p>	<p>All powers relating to the proper conduct of placement related strategies and implementation plans in consultation with the Board of Trustees.</p> <p>To assign the duty for the Field and Corporate visit.</p>



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 Tel. No. : 022-28656964.

Organization Chart & Role, Responsibility and Authority

Doc No. : Annexure A

		<p>consultation with the Director/Deputy Director.</p> <p>To report to Director/Deputy Director and Board of Trustees.</p>	
27.	Placement Officer	<p>To correspond to prospective companies for interview date and schedule of events.</p> <p>To arrange for interview and Pre-placement facilities at the campus.</p> <p>To ensure that proper coordination and communication is maintained on a timely basis with the Placement Head and Department.</p> <p>To liaison with the personnel and provide necessary input about the Institute.</p> <p>To collect the appointment letters or correspond to get them as soon as the interview is over.</p> <p>To collect acceptance letters from the students and dispatch them to employees.</p> <p>To maintain records of Placements for all academic year.</p>	<p>To stop the students from the placement process if he/she fails to adhere to the placement policy of the Institute only after permission from Placement Head and Director.</p> <p>To full any gap to hindering smooth conduct of work after approval of Placement Head</p>



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DIRECTOR

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		<p>To collect the feedback from the Employer and Employee and to analyze it. The feedback will be reviewed by Director.</p> <p>To establish good relations with Alumni and to strengthen the alumni network.</p>	
28.	Placement Executive (Senior)	<p>To coordinate with the Placement Head</p> <p>To fulfill the duties allotted by Placement Head</p> <p>To take care of Placement task in absence of Placement Officer in consultation of Placement Head</p>	To fulfill any gap hindering the smooth conduct of the Placement activities in consultation with Placement Head
29.	Placement Executive (Junior)	<p>To coordinate with the Placement Head</p> <p>To fulfill the duties allotted by Placement Head</p>	To fulfill any gap hindering the smooth conduct of the Placement activities in absence of Senior Placement Executive and Placement Officer in consultation with Faculty Incharge Placement/Director.
30.	Exam Head	<p>To ensure timely conduct of internal examination as per the schedule & norms of University of Mumbai.</p> <p>To maintain thorough discipline during examinations.</p> <p>To coordinate with the examining bodies for external examination. To follow the guidelines as</p>	<p>All powers relating to the smooth conduct of Examination.</p> <p>To take appropriate action in case of any student failing to adhere to rules of examination and presenting the case to Unfair Means Committee.</p> <p>To follow appropriate norms prescribed by the university on the</p>



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Doc No. : Annexure A

		issued by University of Mumbai, DTE, AICTE.	process of examination and to take appropriate action in case of any hindrance in due consultation with the Exam Committee and Director.
31.	Senior Clerk	<p>Maintain custodian of the Question Papers, Answer papers, etc.</p> <p>Security of papers and scripts to ensure full compliance with examination board regulations.</p> <p>Develop and maintain an excellent working relationship with designated examination boards and be responsible to them for the administration of their procedures.</p> <p>Monitor information received from the examining boards and take follow-up action to ensure that the College/Institute complies with new or revised requirements.</p> <p>Plan, organize and update procedures to meet specific examining board requirements to ensure effective implementation and compliance in consultation with Exam Head</p> <p>To report to Exam Head.</p>	To fulfill any gap hindering the smooth flow of Examination Process in Consultation with Exam Head and to approach Exam Committee in absence of Exam Head for any urgent purpose.



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Doc No. : Annexure A

32.	Junior Clerk	<p>To report to Exam Head.</p> <p>To assist Exam Executive in Administration and Logistics works required in the exam department</p>	<p>To fulfill any gap hindering the smooth flow of Examination Process in Consultation with Exam Head.</p>
33.	Marketing/Branding Head	<p>Promotion of College/Institute through publicity and advertising.</p> <p>Liaison with media persons and academicians.</p> <p>Preparation of promotional and awareness material – Banners, Posters, Photographs, CDs/DVDs.</p> <p>Preparation of Organization profile, leaflets, pamphlets, posters.</p> <p>Identification of venues and strategic places for promotion.</p> <p>To make Proper Admissions plan for the academic year and to get approved from Board of Trustees/ /Principal/Director.</p> <p>Publication of Information Bulletin.</p> <p>To fill number of seats in different Programs and Courses.</p>	<p>To take actions necessary for branding and promotion of the College after approval from Director /Trustee</p> <p>To fulfill any gap hindering to achieve the objective of the admissions</p>



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Doc No. : Annexure A

		To ensure smooth transition of student to Admissions and Administration Department once he/she confirms the admission	
34.	Marketing Executive	<p>To report to Marketing Head</p> <p>To work on the duties assigned by the Marketing Head.</p> <p>To assist Marketing Head in promotional activities of the College/Institute.</p> <p>To assist the Marketing Head in drafting promotional and awareness material – Banners, Posters, Photographs, CDs/DVDs.</p> <p>To assist the Head in attracting and filling up of number of seats in different programs.</p>	To fulfill any gap hindering to achieve the objective of the admissions only in absence of Marketing Head in due consultation with Board of Trustees and Director.
35.	Counselor	<p>Admission counsellors should have all knowledge regarding market, specific educational, vocational and certificate programs provided by the Institute that may interest students after graduation.</p> <p>They should have a keen understanding of various college applications, and they should be able to</p>	To fulfill any gap hindering to achieve the objective of the admissions in consultation with Marketing Head



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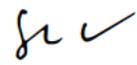
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Doc No. : Annexure A

		<p>assist students in obtaining the necessary documentation needed for the application process.</p> <p>To fill seats in different programs and providing necessary information.</p> <p>To work in coordination with the Marketing Head.</p>	
36.	Personal Assistant/Support Staff	<p>To assist the reporting authority in the work assigned</p> <p>To report to Administrative Officer</p>	To fulfill any gap hindering to the smooth flow of work only in consultation with Reporting Authority and Administrative Officer
37.	Receptionist	<p>To attend each call politely.</p> <p>To give prior appointment to the visitors and suppliers.</p> <p>To maintain the database of students, parents, guests, visitors.</p> <p>To confirm appointment for the day in the morning.</p> <p>To answer all queries satisfactorily to the best of her knowledge. To report to Admin Officer on the daily updates and communications.</p> <p>To attend and guide the visitors</p>	To fulfill any gap hindering to the smooth flow of communication to the right person.




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38.	Consultant/ Freelancer	<p>To report to Director and Board of Trustees. To advise and expertise in improving the performance on the particular domain mentioned. To complete the objective of the work in the prescribed time</p>	<p>To recommend if any change or updating is required in any of the process/system. The implementation of any change will be with due approval from the Board of Trustee, Director.</p>
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