



HR POLICY HANDBOOK

**CT Institute of Management & IT
Maqsudan, Jalandhar**

Director
CT Institute of Mgt. & IT
Jalandhar

9.Code of Conduct:

Director

- Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- Coordination the activities with the University, AICTE, Government and NAAC for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- Making the short term and long term plans in setting out the priorities based on the 5 years strategic plan of the institution.
- Carrying out the mission, goals and the policy of the institution approved by the governing body giving top priority for discipline and quality education.
- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.
- Managing the curricular, academic and other related activities.
- Monitoring the overall discipline, growth and development of the college. Staff meetings periodically.
- Encouraging Research / consultancy activities in the college by interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MoU.
- Encouraging and motivation the staff and students by identifying the hidden talents within them.
- To support in all aspects pertaining to the development of the individual and the institution.
- To take necessary steps to improve the placement services for the students.
- Coordination with the management for the recruitment of teaching and non teaching staff.
- Attending other works assigned by the Management.

Head of the Department

- Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.
- Planning and monitoring the overall department's activities.
- Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- Arranging for the departmental requirements such as staff, equipment's, library books, and other infrastructural facilities.
- Developing, installing and maintain department laboratories.
- Convening departmental meetings.
- Counseling and guiding students.
- To publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
- Assisting the Director in all administrative, academic and other matters.
- To motivate staff and students to become members in professional organizations.
- To take necessary steps to develop industry institute interaction.
- To check the course files of the faculty members and suggest corrective measures.

- Maintain all records as stipulated by University and equivalent Accrediting bodies.

Administrative Officer

- Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- Coordinate/supervise all activities related to maintenance of the college.
- Supervising Supporting staff
- All the Purchasing, Liaison with vendors is done by Administrative officer

Librarian

- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
- Preparation and co-ordination of annual budget of the library and library activities.
- Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.
- Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.
- Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.
- Maintenance of library Automation and digitization of library.
- Maintenance of good inter-departmental relationship for better co-ordination.
- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

Technical Staff

- Assisting in installation, operation and maintenance of laboratory equipment's and their calibrations.
- Assisting in scheduling and conducting practical and drawing classes.
- Helping in indenting and purchasing of stores and consumables for laboratories and workshops.
- Helping the faculty in research, consultancy and testing works in respect of projects.
- Assisting the faculty in matters relating to design, fabrication and computer work.
- Assisting in the operating of telephones, intercom, Internet, Audio visual aids and other housekeeping activities in the campus.
- Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.