

Positions	Position wise role and responsibilities
Director	<p>The Director shall be responsible and authorized for;</p> <ul style="list-style-type: none"> <li>• ensuring effective communication with all concerned</li> <li>• maintaining liaison with MHRD, Govt. of India, and other National and professional bodies etc.</li> <li>• the entire operation, administration, management and control of the organization</li> <li>• total Quality System being implemented in the organization vested with the authority for its operation and maintenance in the organization</li> <li>• complete finance related functions of the Organization</li> <li>• identification of new programs in consultation with concerned HOD.</li> <li>• overall purchasing function for the Organization</li> <li>• performing any other work assigned by Board of Governors, Ministry of Human Resource Development</li> </ul> <p>The Director shall execute all his responsibilities as per the MHRD guidelines, GOI rules approved by BOG.</p>
HoD	<p>HOD shall be responsible and authorized (for their respective department/ centre) for;</p> <ul style="list-style-type: none"> <li>• promoting production of quality learning resources in the department/ centre.</li> <li>• monitoring the quality of work carried out by all persons</li> <li>• contributing effectively for accomplishing mandate of the institute</li> <li>• developing the plan for the department/ centre in consultation with faculty / staff of deptt.</li> <li>• managing the resource requirements of the department/ centre</li> <li>• identifying maintenance of all machines/equipment in the department centre</li> <li>• planning the yearly activities keeping in view the availability of faculty and other members of departments and resources</li> <li>• performing administrative work both at departmental and institutional level as delegated by the Director</li> <li>• maintaining the future growth of department/ centre and encouraging the growth of individual faculty &amp; staff member</li> <li>• maintaining synergic relationship with other departments/ centres/ sections of the institute in fulfilling all responsibilities related to his designated position</li> <li>• performing any other work assigned by the Director</li> <li>• undertaking consultancy / research projects in the relevant areas</li> </ul>
Professor	<p>Professor shall be responsible and authorized for,</p> <ul style="list-style-type: none"> <li>• providing leadership in both post-graduate and PhD / Doctorate level programmes and courses</li> <li>• conducting research and providing guidance to students and faculty</li> <li>• designing and introducing innovations and undertaking research to sustain/ foster innovations</li> <li>• undertaking research for analysis of technological trends and needs for curriculum development and developing resource materials</li> <li>• action research based policy planning, monitoring and evaluation and promotional activities both at departmental and institutional levels</li> <li>• designing systems, processes and new programmes based on Research Studies to enhance technical viability</li> <li>• providing Consultancy services</li> <li>• undertaking continuing education activities based on scientific need analysis</li> </ul>

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	<ul style="list-style-type: none"> <li>• performing administrative work both at departmental and institutional levels as delegated by HOD/ Director</li> <li>• implementing models to enhance interaction with industry, community and society</li> <li>• undertaking systems study and researches for consolidation and continual growth of technical institutions</li> <li>• developing models for total quality management and transferring them into institutions with research provision to study continued effectiveness</li> <li>• developing and testing models for strategy design</li> <li>• any other work assigned by the Director</li> </ul>
Associate Professor	<p>Associate Professor shall be responsible and authorized for,</p> <ul style="list-style-type: none"> <li>• designing, organizing and conducting programmes in the relevant field, especially in new, emerging, hi-tech and socially relevant areas</li> <li>• conducting and guiding researchers in the relevant field</li> <li>• contributing to research in relevant thrust area projects</li> <li>• contributing and diffusing innovations in teaching, laboratory work and instructional materials, and undertaking research to ascertain effectiveness of these</li> <li>• leading educational and training consultancy projects and undertaking extension services</li> <li>• undertaking Curriculum Development based on need survey</li> <li>• developing resource materials of different types</li> <li>• undertaking continuing education activities based on need analysis</li> <li>• academic and administrative planning and development work at departmental level and assisting at institutional level</li> <li>• counseling trainees</li> <li>• enhancing interaction with industry and society</li> <li>• performing any other work assigned by HOD / Director</li> </ul>
Assistant Professor	<p>Assistant Professor shall be responsible and authorized for;</p> <ul style="list-style-type: none"> <li>• undertaking classroom and laboratory instruction, Curriculum Development, Learning Resource Development and Laboratory Development, student assessment and evaluation Including Examination work, Co-curricular and Extra Curricular Activities, Guidance and Counseling, Continuing Education and Self Development</li> <li>• undertake R &amp; D activities, projects, consultancy and promotion of Industry Institute Interaction</li> <li>• assist in design and development of new programmes, project proposals, administration of Institutional facilities, monitoring and evaluation of academic activities and mobilization of resources</li> <li>• participate in extension activities like interacting with industry, community and society, entrepreneurship development and non-formal modes of training for the benefit of community</li> <li>• perform any other work assigned by Head of Department/Director</li> </ul>
Registrar	<p>Oversee administrative functions of the Institute, manage academic and non-academic staff, ensure compliance with regulations, and coordinate with the Director, Faculties, IIT Senate and BoG</p>
Librarian	<p>Manage library services, oversee acquisitions, cataloging, and digital resources, and implement innovative library systems.</p>

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Superintending Engineer	Oversee campus infrastructure projects, manage engineering teams, ensure project quality, and adhere to timelines and budgets.
Deputy Librarian	Assist the Librarian in daily operations, supervise library staff, and maintain digital and physical resources.
Deputy Registrar	Support the Registrar in managing academic and administrative tasks, handle records, and ensure smooth operation of departments.
Chief Medical Officer	Lead the Health Centre, manage healthcare services on campus and with empaneled hospitals, ensure compliance with medical standards, and handle emergencies.
System Manager	Manage IT infrastructure, oversee system upgrades, ensure cybersecurity, and provide technical support across departments.
Workshop Superintendent	Manage workshop operations, supervise technical staff, maintain machinery, and ensure safety protocols are followed.
Scientific Officer	Conduct and oversee research activities, manage lab operations, and ensure compliance with scientific standards and protocols.
Executive Engineer	Plan and execute construction projects, manage contracts, ensure quality control, and oversee site safety.
Counselor	Provide mental health counseling, organize wellness programs, and support students in managing academic stress.
Assistant Librarian	Assist in daily library operations, manage digital and print collections, and support user services.
Medical Officer	Provide healthcare services, handle routine medical cases, manage patient records, and assist in medical emergencies under the supervision of Chief Medical Officer.
Deputy System Manager	Assist the System Manager in IT infrastructure management, oversee system maintenance, and support technical teams under the supervision of System Manager.
Sports Officer	Develop and manage sports programs, organize events, oversee sports facility management, and promote student, faculty and staff participation in sports.
Chief Security Officer	Manage campus security, oversee the security team, develop safety protocols, and respond to security incidents.
Assistant Workshop Supdt	Assist in managing workshop operations, supervise technical staff, maintain equipment, and ensure safety compliance under the supervision of Workshop Superintendent.
Deputy Executive Engineer	Support the Executive Engineer in project management, oversee site inspections, and ensure project compliance with standards.

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Assistant Registrar	Assist in administrative functions, manage academic records, support departmental operations, and ensure policy adherence.
Placement Officer	Coordinate with companies for campus placements, organize recruitment drives, and guide students in their career development.
Section Officer	Oversee administrative sections, manage records, ensure office operations are efficient, and support department heads.
Nursing Sister	Provide nursing care, assist doctors in medical procedures, manage patient care, and oversee nursing staff under the supervision of Chief Medical Officer and Medical Official.
Deputy Sports Officer	Assist the Sports Officer in managing sports activities, organizing events, and maintaining sports facilities under the supervision of Sports Officer.
Superintendent	Manage office operations, supervise clerical staff, handle administrative tasks, and ensure smooth departmental workflow.
Library Information Superintendent	Oversee library information systems, manage digital resources, and support library management in technology integration under the supervision of senior library officials.
Technical Superintendent	Manage technical staff, oversee equipment maintenance, and ensure laboratory or workshop operations are efficient.
Senior Engineer (Civil + Electrical)	Manage engineering projects, oversee civil and electrical works, ensure compliance with regulations, and supervise engineering teams under the supervision of Superintending Engineer and other senior officials.
Staff Nurse	Provide patient care, assist in medical procedures, manage patient records, and support doctors and medical officers.
Assistant Security Officer	Assist in campus security management, supervise security personnel, and support the Chief Security Officer in emergency responses.
Assistant Counselor	Provide support to the Counseling team and also counsel the students, assist in mental health programs, and offer guidance to students under supervision.
Junior Superintendent	Manage office tasks, handle documentation, support senior staff, and oversee junior clerical staff.
Junior Technical Superintendent	Assist in technical management, maintain equipment, support lab operations, and ensure technical services are delivered efficiently.
Library Information Assistant	Support daily library operations, manage digital resources, assist in user services, and ensure resource availability under the supervision of senior officials.
Deputy Engineer (Civil + Electrical)	Assist Senior Engineers in project execution, conduct site inspections, ensure quality control, and adhere to project timelines under the supervision of senior officials.
Physical Training Instructor	Conduct physical training sessions, design fitness programs, ensure the use of proper techniques, and maintain training equipment under the supervision of Sports Officer and other senior officials.

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Physiotherapist	Provide physiotherapy services, manage rehabilitation programs, assist in injury recovery, and educate patients on physical health.
Senior Assistant	Perform administrative duties, manage records, support departmental operations, and supervise junior staff.
Senior Lab Assistant	Manage lab operations, assist in experiments, maintain lab equipment, and ensure safety standards are met.
Pharmacist	Manage the campus pharmacy, dispense medications, maintain inventory, and ensure compliance with drug regulations.
Senior Technician (Academic Infrastructure)	Oversee maintenance of academic infrastructure, manage technical staff, ensure proper functioning of equipment, and support academic operations.
Junior Assistant	Perform clerical duties, manage records, support administrative tasks, and assist in office operations.
Junior Lab Assistant	Assist in lab operations, manage equipment, support experiments, and maintain lab cleanliness.
Junior Attendant (Multi Skilled) Grade I	Perform various support tasks, assist in office operations, manage supplies, and support staff as needed.
Junior Attendant (Multi Skilled)	Perform general duties, support office operations, manage errands, and assist in various departmental tasks.