

Job description of HoDs/ TPOs / Sr. Lecturers/ Lecturers/ Workshop Superintendent/ Foreman Instructors/ Workshop Instructor/ Hostel Superintendent in the polytechnics.

The job description of the posts in the Technical Education Department is given as under:

1. Lecturer

The brief description of the duties assigned to the lecturers as per Appendix 'C' of the AICTE norms are given below:

- (i) **Teaching** : 18 hours per week. For this purpose, practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.
- (ii) To work as Incharge of laboratory in the concerned discipline.
- (iii) There should be rotation in the Engg. subjects taught by teachers after three years.
- (iv) Maintenance of Equipment in the laboratories
- (v) Conduct of Practicals in the laboratory
- (vi) Planning and Implementation of Curriculum Development
- (vii) Development of Resource Material
- (viii) Participation in Co-Curricular and Extra Curricular Activities
- (ix) Student guidance and counselling and helping in their career shaping and personality development
- (x) Innovation in technician education and evaluation
- (xi) Providing leadership in teaching Diploma and Post Graduate diploma courses
- (xii) Promotion and Coordinating continuing Education Activities.
- (xiii) Self-development through up-gradation of knowledge and skills.
- (xiv) Officer Incharge attendance/ examination.

In addition to the above duties, he is required to assist the administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively.

2. Senior Lecturer

- (i) **Teaching** : 14 hours per week for this purpose, a practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.

- (ii) There should be a rotation in the in the Engg. subjects taught by teachers after three years.
- (iii) To assist the maintenance of Equipment in the laboratories
- (iv) Conduct of Practicals in the laboratory
- (v) Planning and Implementation of Curriculum Development
- (vi) Development of Resource Material
- (vii) Participation in Co-Curricular and Extra Curricular Activities
- (viii) Student guidance and counseling and helping their character development
- (ix) Innovation in technician education and evaluation
- (x) Providing leadership in teaching Diploma and Post Graduate diploma courses
- (xi) Promotion and Coordinating continuing Education Activities.
- (xii) Self development through up-gradation of knowledge and skills.
- (xiii) Officer Incharge attendance/ examination/ Cash
- (xiv) To work as Incharge of laboratory.

In addition, the Senior Lecturer helps the Head of Department in smooth functioning and control of the various activities of the department. The Senior Lecturer is responsible to ensure that the project work of the students is properly guided by him.

3. **Head of Department**

The Head of Department is overall Incharge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load of 8 hours per week. He is to ensure that all the Lecturers/ Sr. Lecturers in his branch to perform their duty effectively and efficiently and also to ensure better teaching learning process to the satisfaction of the stake holders. He should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.

He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum, all the equipment in the laboratories/ workshops must be functional to conduct the Practicals properly. He will decide the meaningful

project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student..

He can be assigned any or more of the following administrative duties by the Principal of the institute.

- (a) Industry Institute Interaction. (In case TPO is not there in the institute)
- (b) Training and Placement of the students of his discipline. (In case TPO is not there in the institute)
- (c) HoD should take junior classes also for teaching/ Practicals.
- (d) Hostel Superintendent/ Sports President/ SRC's/ Purchases.
- (e) Officer Incharge Examination, attendance, cash.
- (f) Looks after the department in the absence of Principal.
- (g) To assist the administration in smooth conduct of the examination/ admission/ house tests/ practicals/ disciplinary matters.

4. **Training and Placement Officer**

Training and Placement Officer in a Polytechnic is responsible for the following:

1. Training and placement of the students in the industry/ other user system.
2. Industry Institute Interaction.
3. Arranging Industrial visit of students.
4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
7. To monitor the working of alumni association and to arrange their meetings.
8. To sponsor students for various paper presentations and the Technical exhibitions.
9. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.

10. To arrange entrepreneurship camps and to motivate the students for self employment.
11. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
12. To engage classes for teaching as well as for personality development of students.

5. Workshop Superintendents

1. To monitor the training of students in various workshops of the institution.
2. To monitor the academic record of students in workshop.
3. To ensure the availability of various machines and equipments required in the workshops as per the curriculum.
4. To ensure that all the machines and equipment in the workshop are kept in working order.
5. To arrange for the training of workshop staff as per requirement of the curriculum.
6. To plan the future development of the workshops in the institution.
7. Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.
8. To engage classes for theory and Practical training of the students.

6. Foreman Instructor

1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
4. To maintain the machinery and equipment in working order.
5. To arrange the raw material required for the training well in time.
6. To keep himself updated about the various developments in the related industry.
7. To monitor the teaching work of Workshop Instructors

8. To assist the Workshop Superintendent in development of the Institution workshop
9. To maintain liaison with the industry for the practical/ industrial training of the students.

6. **Workshop Instructor**

1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
4. To maintain the machinery and equipment in working order.
5. To arrange the raw material required for the training well in time.
6. To keep himself updated about the various developments in the related industry.

7. **Hostel President/ Superintendents**

HoD should be given the duty of President Hostel and Senior Lecturer (Matured persons) should be given the duty of Hostel Superintendent. They should be changed after five years.

If no HoD is there in institute, this duty be assigned to Senior Lecturer and lecturer accordingly. Officers to whom this duty has been assigned will have to stay on the campus for exercising proper control and administration in managing the Hostel affairs.

Note: Principal of the institution can assign any duty to any officer/ official in addition to the duties detailed above.