



K. K. WAGH COLLEGE OF PHARMACY

(B. Pharmacy & D. Pharmacy)

Hirabai Haridas Vidyanagari, Amrutdham, Panchavati, Nashik - 422 003. (Maharashtra) India.

☎ : 0253 - 2221121, 2517003, 2510262 Web : www.pharmacy.kkwagh.edu.in

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(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, MSBTE, Mumbai & Approved by PCI)

Roles and Responsibilities



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Roles and Responsibilities



1. Roles and Responsibilities of Principal

1. Monitor all the administrative and academic activities with respect to the AICTE and University guidelines for the academic growth of the institute.
2. Identification of staff requirement & fulfilling it through regular recruitment & promotion of teaching & non-teaching staff to fulfill AICTE /PCI/ DTE /MSBTE University criteria in consultation with the management.
3. Look after admission of students and discipline of the institute.
4. Fair & smooth conduction of University & college examination and related work.
5. Administration and supervision of co-curricular / extra-curricular activities, and welfare of the institute, and maintenance of records.
6. Observance of the act, statutes, ordinances, regulations, rules and other orders issued by various authorities from time to time & necessary action, if required.
7. Receipts, expenditures and maintenance of accounts and submission of timely statement of accounts to the Management and to the Local Managing Committee / College Development Council.
8. Strengthen the industry institute interaction.
9. Promote R & D culture and consultancy activities.
10. Provide placement to students in coordination with Training & Placement Officer.
11. Adopt recommendations given by Advisory Committee / Governing Body/Local Management Committee
12. To take efforts of accreditation by different authorities (such as NBA, NAAC, NIRF).
13. To take efforts for getting autonomous status for the institute.
14. Represent the institute at various University bodies & professional organization.
15. Establish relationship with alumni of the institute & utilize their strength for the development of institute.
16. Submit the compliance to various regulating authorities from time to time.
17. To support the IQAC activities and implement perspective plan of the institute.





2. Roles and Responsibilities of Head of the Department (HOD)

1. To set short term & long term targets for the department in consultation with all the stakeholders.
2. Responsible for all the academic and administrative affairs of the Department.
3. Reports to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc.
4. Work as a liaison officer between all the stakeholders of the department.
5. Evaluating faculty on a regular and continuing basis in the areas of teaching, research and service with appropriate recommendations for improvement.
6. Looks after the matter related to R & D, Consultancy / grants and Research Publications.
7. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences for students as well as staff.
8. Responsible for innovative programmes including collaboration with other institutions, University and different industries.
9. Supervision of students mentor system.
10. Administration and supervision of curricular, co-curricular / extracurricular activities, and welfare of the department, and maintenance of records.
11. To keep the records up to date for inspection by internal / external audit.
12. Preparation to get accreditation by NBA / NAAC / NIRF.
13. To take efforts for getting autonomous status for the institute.
14. Responding to student grievances and requests.
15. Ensure all departmental activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement.
16. Encourage staff & students to be members of various professional bodies & arrange their activities in department.
17. Arrange personality programmes for students of the department & provide support for placement or to join higher education institute.
18. Leading various committees at institute level.
19. Plan departmental budget & maintain records of all transactions.
20. Assist the Principal in staff recruitment & purchase procedures for the department.
21. To act as member of IQAC Cell and provide the necessary details for quality improvement.





3. Roles and Responsibilities of Professor / Associate Professor

1. Prepare teaching plan at the beginning of every semester in accordance with University / institute / department teaching plan & laboratory plan.
2. Prepare course material which comprises study material, question bank, assignments.
3. Use innovating teaching - learning techniques.
4. Conduct theory lectures & lab sessions as per time table.
5. Grade theory & lab assignments on regular basis.
6. Conduct unit test / surprise test / open book test as per feasibility.
7. To work as In-charge of laboratory in the department.
8. To guide junior faculty members & monitor their progress.
9. To engage in active research by publishing papers in reputed journals / conferences.
10. To take efforts to get research grants / consultancy / patents / copyright.
11. To guide UG / PG / PhD students for their project & seminar work.
12. Encourage students to participate in various competitions.
13. To provide solutions to real life problems using engineering knowledge.
14. To improve interaction with industry / institute / alumni.
15. To contribute as a resource person / session chair / reviewer in academic domain.
16. Student guidance and counseling and helping in their career shaping and personality development during mentoring session.
17. Lead field trips and industrial visits
18. Attend workshops / conferences / seminars / symposium in the field of study / research.
19. Self-development through up-gradation of knowledge and skills.
20. To guide for the maintenance / calibration of equipment in the laboratories. Perform assigned department / institute / University level work as per the directives given by HOD / Principal.

4. Roles and Responsibilities of Assistant Professor

1. Prepare teaching plan at the beginning of every semester in accordance with University / institute / department teaching plan & laboratory plan.
2. Prepare course material which comprises study material, question bank, assignments.
3. Use innovating teaching - learning techniques.
4. Conduct theory lectures & lab sessions as per time table.
5. Conduct unit test / surprise test / open book test as per feasibility.
6. Check & grade theory & lab assignments on regular basis.
7. To assist the maintenance of equipment in the laboratories.
8. Student guidance and counseling and helping in their career shaping and personality development during mentoring session.
9. Encourage students to participate in various competitions.
10. Perform assign department / institute / University level work as per the directives given by HOD / Principal.
11. Lead field trips and industrial visits.
12. Attend workshops / conferences / seminars in the field of specialization.
13. Self-development through up-gradation of knowledge and skills.
14. To guide UG students for their practice school / project work.





5. Roles and Responsibilities of a Class Coordinator

1. To maintain and update student Profile Forms.
2. To maintain and update cumulative monthly attendance of students.
3. To make all important announcements in the class (and through Google).
4. To maintain discipline and ensure smooth functioning of classes.
5. To attend Class Coordinator Meeting and to communicate minutes of meeting to all the staff of their class.
6. To maintain and update placement records.
7. To check the notice board regularly and ensure all important circulars and notice are displayed properly.
8. To maintain and submit weekly report of activities.
9. To maintain an update event details of student participation.
10. To prepare Roll Call List.
11. To prepare monthly defaulter list and convey it to concerned parents.
12. To maintain record of student applications.
13. To keep a track of drop out students and ensure that they are guided for filing various forms in time.
14. To motivate the students by proper career guidance and counseling.

6. Roles and Responsibilities of a Project Coordinator

1. To prepare and display notices for students.
2. To inform previous project ideas / project reports to students.
3. To guide how to select project area and methodology to be followed.
4. To form groups and resolve issues related to groups of students.
5. To prepare and maintain formats required for different project related document.
6. To assign guides to students.
7. To collect the synopsis of project from the students.
8. To discuss with the students "Project How to?"
9. To arrange expert guidance for Staff and Students related to Project.
10. To discuss feasibility of project.
11. To help students for getting sponsored projects.
12. To guide students who have selected by different companies for Project.
13. To inform students about different national and international conferences and motivate them to participate in that.
14. To prepare Project Presentation Schedules for Internal Assessment and Final Examination.
15. To collect all documents related to Project from students.
16. To arrange the final project examination as per University schedule and co-ordinate with the external examiners for smooth conduct of such exams.
17. Arrange display of selected best projects of the department at the time of NAAC / NBA visit or visit by industry personnel.





7. Roles and Responsibilities of a Practice school Coordinator

1. Display the seminar list of previous years on department notice board.
2. Ensure that the seminar topic selected by the student is relevant to the field of their study.
3. Ask the students to submit the abstract of their topic and discuss the same with students.
4. Allotment of guides to students as per their area of specialization.
5. Display schedule for the seminar.
6. Display the format for the seminar report on department notice board.
7. Communicate the format of Practice School mark distribution and allotment to all seminar guides.
8. Collect a copy of the Practice School report / soft copy of presentation from the students after submission of their Practice School reports.

8. Roles and Responsibilities of Alumni In-charge

1. Promote interaction among alumni members and college.
2. Arrange alumni meeting and alumni events every year.
3. Keep the minutes of alumni meetings.
4. Maintain and update alumni database.
5. Make the Google or yahoo groups of last year students.
6. Keep in touch with all alumni class coordinator and ask them to update alumni members about various events.
7. Report all alumni activities to Head of Department/ Principal.
8. Take the help of alumni students for placement, project and other activities like seminars, workshop etc.
9. Provide detailed reports to IQAC Cell as and when required.

9. Roles and Responsibilities of Lab In-charge

1. To ensure that Institute Vision and Mission is displayed on lab notice board.
2. To prepare and display the lab configuration and utilization on lab notice board.
3. To maintain the records of all type of registers like, dead stock, consumable, issue register and lab files etc.
4. To see that all the equipments in the Lab are in working condition.
5. To ensure proper ventilation/Cleanliness in Lab.
6. To ensure that Lab has recent updates on the existing consumables.
7. To collect the consumables/Equipments requirement for the practical's to be conducted in the lab for the current academic year and submit the cost estimation of the same.
8. To keep manuals/SOP of all equipments ready for practical purpose.
9. To ensure that the equipments are calibrated from time to time.
10. To recommend equipment for replacement / write off.
11. Suggest projects for developing equipment in house for laboratory.





10. Roles and Responsibilities of Technical Assistant

1. Assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Assist faculty members in conduction of the laboratory sessions/Practical.
3. Reporting to the lab-in charge the status of Chemicals /Glassware's/Equipment in the laboratory.
4. Maintain equipments in the laboratory.
5. Organize the laboratory for oral and practical examinations
6. Maintain dead stock register, consumable register, issue register and all lab files.
7. Maintain lab notice board and displays.
8. Maintains the cleanliness inside the lab and executes the safety norms.
9. Self-development through up-gradation of knowledge and skills.
10. Any other assignments as given by Lab In-Charge /HOD/Principal.
11. To ensure that safety measures are properly installed and fire extinguisher / medical kit are updated regularly.
12. Help in equipment replacement / write off procedure.

11. Roles and Responsibilities of Attendant / Peon

1. To clean laboratory / classrooms / office / faculty rooms and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, technical assistants and faculty in movement of laboratory instruments, chemical and other materials within and outside the laboratory.
3. To assist technical assistants and faculty in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To open and to lock cupboards, doors, windows and gates of laboratory / classrooms / office / faculty rooms.
5. Circulation of notices and delivery of letters.
6. To attend to such other duties which are assigned by the technical assistants / faculty / HOD.

12. Roles and Responsibilities of Librarian

1. Responsible for the overall in functioning of the Central Library.
2. Planning for library budget
3. Maintain adequate number of resources as per PCI/AICTE / University norms.
4. Maintain documentations of books, journals, magazines, newspapers, CD's & library materials
5. Prepares a periodical requirement of books and journals to students and Faculty Member.
6. Responsible for maintaining and updating e-journals and all teaching aids
7. Keeps record of library materials and report to the Principal for any discrepancy.
8. Supervising of cataloguing and indexing
9. Maintaining liaison with other libraries.
10. Arranging meetings of the Library Committee and Co-ordination Committee.
11. Perform assign work as per the directives given by principal.





13. Roles and Responsibilities of Assistant Librarian

1. Assisting librarian in his/her work.
2. Maintaining proper record of newly arrived books and their classification.
3. Cataloguing and indexing of books & periodicals
4. Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
5. Responsible for maintaining and updating e-journals and all teaching aids
6. Keeps record of library materials and report to the librarian for any discrepancy.
7. Arrange periodic inventory of library materials.
8. Sending the books for binding as and when required.
9. Perform assign work as per the directives given by librarian / principal.

14. Roles and Responsibilities of Library Assistant

1. Assisting assistant librarian in his/her work.
2. Issue & receiving of books & periodicals.
3. Restoration of books & periodicals.
4. Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
5. Keeps record of library materials and report to the librarian for any discrepancy.

15. Roles and Responsibilities of Library Attendant

1. Checking the belongings of students at the entrance.
2. Control at the property counter.
3. Labeling & pasting stickers for books, journals etc.
4. Maintaining & upkeep of library.
5. Repairs of books.

16. Roles and Responsibilities of Training and Placement officer:

1. Prepare academic calendar of activities.
2. To approach the appropriate recruiter for placement of all disciplines.
3. To acquire the selection criteria of the company.
4. Shortlist the student according to students' interest & company criteria.
5. To organize the campus interviews of various companies.
6. Groom the students by arranging training & workshops.
7. Arrange Implant training in various Industries.
8. Create awareness among the students about T & P activities.
9. Preparing MOU's with various training organizations for personality development courses.
10. Collecting feedback from employers, analyzing it and corrective actions for future period.





11. Sending detailed report to IQAC Cell.

17. Roles and Responsibilities of Physical Director:

1. Preparation of program of work (action plan) and sports budget for each academic year and actualize the same.
2. To convene sports committee meetings.
3. To mandatorily conduct selections for students and form teams and participate in various Inter- Collegiate, University and State level Sports and Games competitions.
4. To evaluate essential fitness among students selected for different competitive sports, at the beginning of academic year as per standard fitness test norms.
5. To facilitate training and coaching of selected students for various Inter-College, University Inter – University games and sports competitions.
6. Preparation of budget for every academic year.
7. To purchase sports goods as per the purchase policies framed.
8. Maintenance of equipment's and facilities.
9. To conduct and assist inter-collegiate tournaments.
10. To assist University in conducting inter-collegiate and inter-varsity sports programs.
11. To conduct inter-class competitions in sports and games for students.
12. To assist the Principal in maintaining discipline and healthy atmosphere in the college.
13. Preparation and submission on annual report at the end of every academic year.
14. To promote personality development and leadership qualities among students.
15. To develop moral and ethical values among students.
16. Attend Physical Education related meetings, workshops as required, undertakes assignments if necessary.
17. To maintain following Registers :- Day book, Indent book, Resolution book, Stock register, Damaged and Unserviceable goods register, Memo book, Issue register, Work diary and records of students achievements and personal achievements.
18. Compliance with audit reports, enquiry reports of the Department.
19. The detailed report of the Physical Education department should be submitted to the IQAC cell at the end of every year. Also play a vital role during NAAC and any other peer team visits to college.
20. To assist in organizing national festivals.
21. Physical director can assist recognized state associations / organizations as a team coach, manager for National, International championships and officiating & organizing sports, championships with prior permission of head of institution.

18. Responsibilities of College Examination Officer (CEO)

1. To coordinate with all stakes in Institute and university regarding smooth conduction of examinations.
2. To conduct meeting and provide necessary guidelines to Junior, senior supervisor, departmental exam coordinators and all exam supporting staff for smooth conduction of University examinations.
3. To ensure security and confidentiality of question paper printing as received online from the university portal and handover the question papers in required quantity to senior supervisors.



4. To circulate any corrections (if any) in the question papers as received from the university (QDP portal) through senior supervisor to the students appeared for examination.
5. To ensure safe and timely dispatch of answer books to the respective CAP centers.
6. To provide necessary instructions to all students regarding examination form filling, theory, and practicals, insem and endsem examinations as received from the director, Board of Examination and Evaluation.
7. To receive and maintain stationery record as obtained from.
8. To inform any kind of unfair means and malpractice cases to university within stipulated period.
9. To ensure availability of all necessary facilities (internet, computing facility, printing facility, CCTV system) in the control room and confidential section.
10. To participate in institute level convocation and maintain records of degree certificates issued.

19. Responsibilities of Student section

1. Co-ordination with facilitation centre for F.Y. B. Pharm/D.S.Y. B. Pharm/ and D. Pharm admission.
2. Student admission related document collection and verification.
3. Student admission related data segregation for scholarships under different categories.
4. Communication and follow up with the students related to various scholarship schemes.
5. Communication with concerned authorities like social welfare, DTE, /PCI/AICTE, etc. regarding student issues including scholarships.
6. Verification and issue of bonafide certificate, leaving certificate, character certificate etc.
7. Provide accurate data about student admissions to various committees and preparation of reports.
8. Verification of documents as required by various employers who recruit our students.
9. Submission of Pro-rata and other dues to the University as per rules.
10. Any other duty assigned by the Principal related to student section.

20. Responsibilities of Sr. Accountant

1. Verification and clearing of bills related to institute level purchase of various items.
2. Verification of salary sheet & disbursement of salary.
3. Preparation of form 16 for all employees.
4. Compliance of documents required for fees approval from fee regulating authority.
5. Preparation of annual balance sheet for the institute.
6. Verification and clearing of bills related to faculty expenses like TA/DA, remuneration, etc. as per institute rules.
7. Compilation of institute level budget in consultation with HODs and Principal.





8. Verification and clearing of bills related to expenses by students like field visits, projects, etc.
9. Assist external auditors in analysis work and audits.
10. Periodic verification of dead stock registers & consumable registers.
11. Verification of cash book, bank book, daily cheque register, vouchers, bills, receipts, invoice etc.
12. Proper custody of important documents and cash available.
13. Supervising all work assigned to accounts section.
14. Any other duty assigned by the Principal.

21. Responsibilities of Jr. Accountant

1. Preparation of trial balance in ERP & Tally.
2. Collection of fees from students and preparation of annual report.
3. Performing tasks related to EPF, e-challan etc.
4. Verification of thumb report of employees.
5. Statutory compliance of deducted and collected taxes such as service tax, TDS, profession tax, etc.
6. Maintain dead stock and consumable registers.
7. Preparation of cheques, DD, RTGS, Journal vouchers and entry of purchase bill.
8. Any other duty assigned by the Sr. Accountant and Principal.

22. Responsibilities of Rector

1. Carrying out admission process for hostels (boys/girls).
2. Responsibility as a custodian of hostel property.
3. Responsible for welfare and mentoring of hostel inmates.
4. Responsible for discipline in the hostel.
5. Responsible for maintenance of all facilities in the hostel.
6. Responsible for addressing all the grievances of students staying in the hostel.
7. Periodic verification of stock related to hostel.
8. Periodic visits to all hostel rooms.
9. Coordination with mess authorities for smooth functioning.
10. Arranging visits by Doctors for both hostels.
11. Maintaining accounts related to hostels.
12. Preparing budget and complete audit related to hostel expenses.
13. Proper planning and control of festivals, cultural events, farewell parties etc. arranged by hostel inmates.
14. Any other duty assigned by the Principal.





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23. Responsibilities IQAC

1. Development and application of innovative practices in various activities leading to quality enhancement
2. Designing and implementing annual plans for institution level activities for quality enhancement
3. Organization of workshops and Seminars on Quality related themes and promotion of quality circles and institution wide dissemination on the proceeding of such activities
4. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
5. Relevant and quality academic/ research programmes.
6. Sharing of research findings and networking with other institutions in India and abroad.
7. Optimization and integration of modern methods of teaching and learning
8. To obtain feedback from students, parents and other stakeholders on quality-related institutional processes
9. To develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
10. Prepare focused Annual Quality Assurance Report (AQR_s)

