COMPENDIUM OF DUTIES AND RESPONSIBILITIES OF

ADMINISTRATIVE OFFICERS

AND

COMPUTER CENTRE OFFICIALS

OF IIFT

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Duties and Responsibilities of Deputy Registrar (Projects and General Administration)

He/She shall be responsible for the following:

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to General Administration and Projects of the Institute.
2. Making decisions as per the delegated financial powers.
3. Procurement of goods and services for the Institute at best possible price and ensuring compliance with the regulations/guidelines issued by the Govt. of India viz. GFR, Manual of Procurement of Goods and Services, CVC regulations etc.
4. Regular coordination with Contract Committee, Technical Committee etc. for timely finalisation of procurement of goods and services in the Institute.
5. Ensuring strict adherence to contractual clauses in the Contracts/AMCs etc. finalised by the Institute under delegated Financial Powers of the Vice Chancellor/Registrar.
6. Releasing tenders/EOIs for the indulgence of contractors for provisioning services/goods in the Institute.
7. Handling of various AMCs/Contracts related to the Division.
8. Ensuring timely feedback to the Registrar on issues regarding tenders/ procurements/ administrative issues from time to time.
9. Providing answers to the RTIs and handling court cases regarding procurement and other related matters of General Administration and Projects Divisions. He/She must keep the Registrar regularly informed about the cases and obtain requisite orders wherever required.
10. Promotion and maintenance of constructive relationships for coordination with key external stakeholders, including government in respect of the tasks related to Gen Admin and Projects.
11. Ensuring timely payments to the external stakeholders.
12. Ensuring timely disbursement of salaries to the outsourced employees and ensuring confirmation on them provided to the Registrar on monthly basis.
13. Works related to various projects of the Institute (Kolkata Campus, Maidan Garhi and Renovation of Existing Campus in Delhi etc.):

-Regular Monitoring of the projects in compliance with MoU with M/s NBCC and the Contract with the Vendors

-Coordination with NBCC officials for ensuring the standards specified by IIFT.

-Ensuring timely completion of the activities as per the timelines.

14. General supervision of Divisions and adherence to Office Procedures.

15. Preparation of budget of the Divisions and ensuring their timely submission.

16. He/She shall be responsible for planning and scheduling of the entire work of Division well in advance and shall take the periodical reviews of its execution.

17. He/She shall be personally responsible for the smooth conduct and working of the Division.

18. He/She shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms and timelines, if any. He/She shall also get the regular updates from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is completed in time.

19. He/she shall ensure that various cases/proposals on files are processed with clear recommendations and specific comments alongwith all relevant rules and regulations related to the case/proposal.

20. He/she shall be responsible for preserving of all the documents/files/records concerning to the Division as per policy in vogue.

21. Any other work assigned by the Registrar/Vice Chancellor from time to time.

Duties and Responsibilities of Deputy Registrar (New Campuses)

He/She shall be responsible for the following:

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to New Projects of the Institute (Kakinada/Shimla).
2. Coordination with CH (Kakinada) to ensure timely operationalisation of the temporary campus and permanent campus.
3. Coordination with JNTU (K), officials of State Government/Liaison Officer and NBCC for operationalisation of temporary campus as well as for setting up of permanent campus in Kakinada.
4. Monitoring of the Projects in respect of the following:
   -Ensuring timely completion of the activities related to the operationalisation of Kakinada Campus as per the timelines.
   -Ensuring timely completion of the activities related to the setting up of permanent Campus at Kakinada.
5. Ensuring timely payments of grants from the funding agencies and its utilization for the projects.
6. Making decisions as per the delegated financial powers wherever required.
7. Providing timely feedback regarding tenders/ procurements/ administrative issues and all matters related to Project management and association with the funding agencies to the Registrar.
8. Procurement of goods and services for Kakinada and Shimla Campuses at best possible price and ensuring compliance with the regulations/guidelines issued by the Govt. of India viz. GFR, Manual of Procurement of Goods and Services, CVC regulations etc.
9. Regular coordination with Contract Committee, Technical Committee etc. for timely finalisation of procurement of goods and services for Kakinada and Shimla Campuses.
10. Ensuring strict adherence to contractual clauses in the Contracts/AMCs etc. finalised by the Institute under delegated Financial Powers of the Vice Chancellor/Registrar.
11. Releasing tenders/EOIs for the indulgence of contractors for provisioning services/goods for Kakinada Campus and Shimla Campuses.
12. Handling of various AMCs/Contracts related to Kakinada and Shimla Campuses.

13. Providing answers to the RTIs and handling court cases regarding New Projects of the Institute. He/she must keep the Registrar regularly informed about the cases and obtain requisite orders.

14. Handling of correspondence with DoC, State Govt. and other statutory organisations and bodies related to New Projects of the Institute.

15. Preparation of budget of the Division and ensuring its timely submission.

16. General supervision of Division and adherence to Office Procedures.

17. He/she shall ensure that various cases/proposals on files are processed with clear recommendations and specific comments alongwith all relevant rules and regulations related to the case/proposal.

18. He/She shall be responsible for planning and scheduling of the entire work of Division well in advance and shall take the periodical reviews of its execution.

19. He/She shall be personally responsible for the smooth conduct and working of the Division.

20. He/She shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms and timelines, if any. He/She shall also get the regular updates from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is completed in time.

21. He/She shall be responsible for preserving of all the documents/files/records concerning to the Division as per policy in vogue.

22. Any other work assigned by the Registrar/Vice Chancellor from time to time.

Duties and Responsibilities of Deputy Registrar (Establishment)/Sr. Admin Officer (Establishment)

He/She shall be responsible for the following:

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to Establishment Division of the Institute.
2. Service matters such as recruitments, appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive etc. pertaining to both teaching and non-teaching employees (regular and contractual) of the Institute.
3. Maintenance of sanctioned scale register, roster, seniority list and gradation list of both teaching and non-teaching employees.
4. Maintaining personal file, service detail, leave records, LTC etc. of Teaching and Non-Teaching Staff.
5. Making decisions as per the delegated financial powers wherever required.
6. Implementation of revised pay scales to the Teaching and Non-Teaching employees as per the relevant Government Orders issued by the Government from time to time.
7. General supervision of Division and adherence to Office Procedures.
8. To ensure the compliance of all national and state standards and implementation of policies pertaining to both teaching and non-teaching employees (both regular and contractual) with the approval of the Competent Authority.
9. Revision of Recruitment Rules as per the rules and regulations in vogue wherever required.
10. Assisting the Registrar to develop and implement effective strategies for the betterment of the Institute.
11. Organize appropriate training programmes regularly for the employees of the Institute in order to ensure upgradation and enhancement of their skills and knowledge.
12. Maintenance of APARs of Teaching and Non-Teaching Staff of the Institute as per policy in vogue.
13. Supervise efficient working of assigned staff and maintain ideal working conditions according to Institute policies.
14. Preparation of budget of the Division and ensuring its timely submission.

15. Handling RTIs and Court Cases related to service matters. He/she must keep the Registrar regularly informed about the cases and obtain requisite orders wherever required.

16. He/She shall ensure that various cases/proposals on files are processed with clear recommendations and specific comments alongwith all relevant rules and regulations related to the case/proposal.

17. He/She shall be responsible for planning and scheduling of the entire work of Division well in advance and shall take the periodical reviews of its execution.

18. He/She shall be personally responsible for the smooth conduct and working of the Division.

19. He/She shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms and timelines, if any. He/She shall also get the regular updates from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is completed in time.

20. He/She shall be responsible for preserving of the documents/files/records concerning to the Division as per policy in vogue.

21. Any other work pertaining to service matters assigned by the Registrar/Vice Chancellor from time to time.

Duties and Responsibilities of Assistant Registrar (Gen. Admin)

He/She shall be responsible for the following:

1. Assisting DR (General Administration) in performance of his/her duties.
2. Handling of all procurement proposals above Rs. 2,50,000/-
3. Handling of all tender related procurement and ensuring applicable regulatory compliance.
4. Handling tasks related to management of contracts related to services except Security.
5. He/She shall look after day-to-day work of the Division as per the instructions from the higher authorities from time to time.
6. He/She will provide regular feedback to the Deputy Registrar (GA) on issues regarding contracts/tenders/ procurements and other important & pending issues of the Division.
7. He/She shall be responsible for planning and scheduling of the entire work of Division well in advance and shall take the periodical reviews of its execution. He/She shall also get regular updates from the staff and guide them to ensure that the jobs assigned to each of them is completed.
8. He/She shall be responsible for smooth and efficient working of the Division and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filling procedure.
9. He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with appropriately.
10. Any other work assigned by the Registrar/Vice Chancellor from time to time.

Duties and Responsibilities of Deputy Registrar/Assistant Registrar (Academics)

He/She shall be responsible for the following:

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to Admissions and Academic Works of the Institute.

2. Maintenance and adherence to policies and practices related to admission process of the Institute for the various courses offered by the Institute viz. MBA (IB), MA (Economics), Ph.D.

3. Ensure proper dissemination and adherence of policies/guidelines/circulars issued by regulatory bodies viz. MHRD/UGC/AICTE etc. by all concerned stakeholders/Divisions.

4. Coordination with NTA/Other Agencies for conduct of entrance examination of the various programmes of the Institute.

5. Coordination with Admission Committee.

6. Maintain and manage provisioning of data access for the Institute for all student records, their course information and progress.

7. Ensuring all the information related to admission process has been uploaded on the Institute's website for the academic session such as Prospectus, admission guidelines etc. in coordination with respective Divisions/Admission Committee.

8. Conducting of entrance exams, GD/PI etc. for the various programmes of the Institute.

9. Handling all academic administrative issues for the Institute. Ensuring timely reporting of all such matters to the Registrar.

10. Handling RTIs and Court Cases related to Admission and Academic matters. He/she must keep the Registrar regularly informed about the cases and obtain requisite orders wherever required.

11. Preparation of budget of the Division and ensuring its timely submission.

12. Ensuring timely dissemination, implementation and compliance of instructions/ guidelines issues by regulatory bodies like UGC, AICTE, MHRD etc.

13. He/she shall be responsible for planning and scheduling of the entire work of Division well in advance and shall take the periodical reviews of its execution.

14. General supervision of Division and adherence to Office Procedures.

15. He/she shall ensure that various cases/proposals on files are processed with clear recommendations and specific comments alongwith all relevant rules and regulations related to the case/proposal.

16. He/She shall be personally responsible for the smooth conduct and working of the Division.

17. He/She shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms and timelines, if any. He/She shall also get the regular updates from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is completed on time.

18. He/She shall be responsible for preserving of the documents/files/records concerning to the Division as per policy in vogue.

19. Any other work assigned by the Registrar/Vice Chancellor from time to time.

Duties and Responsibilities of Deputy Registrar/Assistant Registrar (E&M)

He/She shall be responsible for the following:

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to E&M Division of the Institute.
2. All works related to finalization, operation and maintenance of contracts related to services dealt by E&M Division.
3. Regular coordination with Contract Committee for timely finalisation of contracts in the Institute.
4. Maintenance and upkeep of Institutional Infrastructure viz. Academic, Administrative, Hostels, Creche etc.
5. Ensuring timely payment of Property Tax, Rent (Guest Houses), Ground Rent and other regulatory compliances.
6. Ensuring timely payments to the external stakeholders.
7. Ensuring timely disbursement of salaries to the outsourced employees and ensuring confirmation on them to the Registrar on monthly basis.
8. General supervision of Division and adherence to Office Procedures.
9. Works related to beautification of Campus/Upgradation of Infrastructure etc.
10. Handling RTIs and Court Cases related to E&M. He/She must keep the Registrar regularly informed about the cases and obtain requisite orders wherever required.
11. Booking of rooms at Institute premises, Guest Houses, Classrooms/Auditorium etc.
12. Ensuring upkeep and maintenance of infrastructure during important events of the Institute viz. Convocation, Conferences, Workshops, Foundation Day etc.
13. Ensuring strict compliance of E&M Manual of the Institute.
14. Preparation of budget of the Division and ensuring its timely submission.
15. He/she shall ensure that various cases/proposals on files are processed with clear recommendations and specific comments alongwith all relevant rules and regulations related to the case/proposal.
16. He/she shall be responsible for planning and scheduling of the entire work of Division well in advance and shall take the periodical reviews of its execution.
17. He/She shall be personally responsible for the smooth conduct and working of the Division.

18. He/She shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms and timelines, if any. He/She shall also get the regular updates from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is completed in time.

19. He/She shall be responsible for preserving of the documents/files/records concerning to the Division as per policy in vogue.

20. Any other work assigned by the Registrar/Vice Chancellor from time to time.

Duties and Responsibilities of Systems Manager

1. Management (in all aspects) IIFT Data Centre/network infrastructure comprising servers, storage, network, internet, backup, etc. in all aspects.

2. Managing IT services of IIFT Kolkata

3. Overall supervision of e-Office implementation

4. System study & implementation

5. Selection of technologies (IT) for different activities at IIFT

6. Administration of all web related activities under domain iift.ac.in

7. Management & Administration of WiFi Activities including WiFi registration and user management

8. IT security measures including managing and monitoring of perimeter security

9. Member of Technical Committee

10. Leveraging IT for supporting teaching, research and other academic services

11. Monitoring of internet usage on continuous basis

12. Monitoring of different IT services such as on-line classes, print quota management, etc.

13. Supervision of software & application deployment and desktop management

14. Establishment and maintenance of computer labs.

15. Administrative activities including Purchase, AMC, Licensing, Vendor management & follow up, etc.

Duties and Responsibilities of Assistant Systems Manager

1. Management (in all aspects) IIFT Data Centre/network infrastructure comprising servers, storage, network, internet, backup, etc. in all aspects.

2. Selection of technologies (IT) for different activities at IIFT with SM & Technical Committee

3. Firewall management

4. Backup activities

5. Assisting in IT security measures including managing and monitoring of perimeter security

6. System Study, Analysis and Design

7. Member of Technical Committee, NAAC Committee and assisting in other internal committees like IQAC, Library, students result, feedback, open market purchases by admin, etc.

8. Nodal point for e-office implementation between the institute and PMU

9. Management of web services (all sites under domain iift.ac.in)

10. Handling of on-line classes

11. Administrative activities including Purchase, AMC, Licensing, Vendor management & follow up, etc.

12. Assist SM on various issues and managing complete Infrastructure in his absence

Duties and Responsibilities of Computer Programmer

1. Software development

2. Websites development and updation

3. Computer programming related task

4. Data Handling

5. E-office training and internal coordination

6. Creation of e-mail ids / WiFi registration

7. Maintenance of applications developed by IIFT

8. Handling of Quizzes through on-line mode

9. Assist during on-line classes

10. User training

11. Creation of students ids

Duties and Responsibilities of Computer Support Staff

1. Installation of PCs & Printers and trouble shooting

Any task which may have been missed in above list will be handled accordingly by SM/ASM/Computer Programmer as per their profile. Any new task will be assigned to above officials by SM in discussion with Head (CC). It is further noted that ASM shall be able to handle the complete network/data center infrastructure independently in next 1 years' time.

The complete programing tasks/data providing tasks from Computer Center will be handled by Computer Programmer and transition for the same (if required) needs to be handled in a time bound manner.