Principal

- Liaison with regulatory bodies
- NBA, NAAC, NIRF related activities
- Implement USSC by full filling all necessary conditions.
- Handle admissions, admission statistics, cancellation and issue of leaving certificate.
- Device and implement staff appraisal system with rewards & penalties
- Coordinate activities of Registrar office
- Encourage revenue generation by initiating technical consultancy, collaborating with industry, other institutes, etc.
- Take care of infrastructural facilities such as building, play-grounds, laboratory equipment, etc. and take appropriate measures for repairs & maintenance as needed.
- Oversee HR activities
- Plan and execute marketing/branding activities for the Institute
- Study financial activities and guide/help accounts section in financial planning, budget preparation/allocation, budget re-allocation, internal auditing, petty cash, etc.
- Monitor stores & purchase activities. Implement stock checking, oversee annual maintenance activities, etc.
- Monitor corporate affairs activities of the Institute.
- Keeping track of number of teachers required as per norms and teachers available.
- Induction to new teachers/non-teaching staff
- Refresher courses / training for teachers/non-teaching staff
- Fee fixation
- Committees

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Mumbai-400 037.

VP – Science

- NBA, NAAC, NIRF related activities
- Liaison with all stake holders
- Take care of all administrative requirements/activities related to staff and students
- Prepare, publish and implement semester-wise activity calendar
- Take care of infrastructural facilities such as building, play-grounds, laboratory equipment, etc. and take appropriate measures for repairs & maintenance as needed.
- Create and maintain Institute website.
- Create and maintain Institute email, Facebook, Tweeter accounts.
- Plan and execute marketing/branding activities for the Institute
- Monitor and enhance cultural, sports, literary, extra-curricular committee activities in the Institute. Initiate newer chapters, promote student involvement in these activities.
- Ensure wellbeing of internet, internet security, computers, computer network system, software asset management and related issues.
- Monitor security systems including human resource in security, firefighting, electricity safety, CCTV systems, etc.
- Result analysis and measures for improvement
- Participation in DAB and other Advisory Committee meetings and implementing suggestions
- Implement preview & review of academic activity by staff and analyse the same.
- Laboratory readiness, purchase/repairs/scraping of laboratory equipment
- Laboratory development, creation of advanced facilities in labs
- Analysing examination results and taking measures for enhancing the same
- Furniture & fixture requirement for laboratory, classroom, tutorial room, etc.
- Appraisals
- Committees

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VP-Commerce & Management

- Conducting statutory committee meetings such as GB and its sub-committees, Anti ragging, Anti Sexual harassment, SC-ST, CDC and other.
- Liaison with all stake holders
- Take appropriate measures for overall discipline among students and staff.
- Create registry section and handle incoming-outgoing as well as interdepartmental communications.
- Facilitate scholarships / free ships to students, oversee all related activities, ensure submission of applications by all eligible students
- Create / provide facilities such as, library, toilets, sick room, ambulance, food outlet, drinking water, gymkhana, lost & found, barrier free path, etc.
- Provide and maintain electricity, backup power, firefighting, CCTV systems, etc. for safety and security.
- Study financial activities and guide/help accounts section in financial planning, budget preparation/allocation, budget re-allocation, internal auditing, petty cash, etc.
- Monitor and enhance cultural, sports, literary, extra-curricular committee activities in the Institute. Initiate newer chapters, promote student involvement in these activities.
- Monitor food-beverages outlets in the Institute for water, food & serving quality, enhancements in facilities etc.
- Result analysis and measures for improvement
- Participation in DAB and other Advisory Committee meetings and implementing suggestions
- Implement preview & review of academic activity by staff and analyse the same.
- Analysing examination results and taking measures for enhancing the same
- Furniture & fixture requirement for laboratory, classroom, tutorial room, etc.
- Diaries: Updating, printing, distribution and Binding
- Appraisals
- ISR
- Committees

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CAO (Science and CMA)

- Provide career guidance
- Preparation of academic calendar including time table for Lectures, practical and tutorial assignment for semester activities
- Set benchmarks for various academic activities/tasks
- Monitoring conduct of routine academic activities such as lectures, practical's and tutorials.
- Monitoring student attendance and daily lecture record
- Student attendance and defaulter counsel/action mechanism.
- Handle student progression with respect to eligibility criteria
- Plan and conduct subject wise induction programme
- Setting up guidelines regarding beyond syllabus activities
- Ensuring participation of industry personnel as guest lecturer
- Arranging industrial visits
- Initiating industry relations for various activities
- Initiating/enhancing/monitoring technical activities eat various levels e.g. workshop, mini projects, projects at UG and PG level.
- Timely completion of projects with expected quality standards.
- Mentoring cluster heads and cluster members
- Suggesting appropriate teaching methodology for various subjects
- Ensuring internal test question paper quality and results
- Deciding external examiners for ensuring quality in oral/practical examinations
- Designing & conduct of conferences, STTPs, workshops, seminars, poster making, technical competitions, weekly technical/academic activities etc. for staff & students
- Create/suggest/design/arrange and implement value added courses for benefit of staff & students.
- Promote & monitor professional bodies/student bodies/Committee activities

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Cluster Mentor (Science) / HOD(CMA)

- **Academic administration & preview**
  1) Study of course/s content
  2) Deciding course content delivery pattern
  3) Deciding laboratory activities related
  4) Suggesting basis as well as advance equipment required
  5) Arranging industry/laboratory visits
  6) Suggesting mini/final year projects

- **Industry mentor meeting**
  1) Selecting/inviting industry experts
  2) Arranging their meeting with cluster group
  3) Studying their inputs and incorporating the same

- **IA Q papers**
  1) Decide IA Q paper difficulty/quality standards
  2) Assess and ensure IA Q paper quality
  3) Study IA marks pattern

- **Semester examination question papers & results**
  1) Analyse and solve examination question papers to get real feel of question paper
  2) Study result pattern and discuss the same among members

- **Remedial lectures**
  1) Analysis of marks pattern
  2) Know students who have failed
  3) Study what they really need
  4) Arrange remedial lectures - teacher and schedule
  5) Monitor progress and effectiveness of the same

- **Induction programme**
  1) Give inputs on induction programme
  2) Prepare appropriate presentation to inspire students
  3) Deliver the same in induction programme

- **Laboratory readiness**
  1) Design problem based laboratory activities
  2) Check and ensure lab readiness
  3) Participate in laboratory up gradation activities

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Projects/Mini Projects/assignments

1) Define/suggest technical areas
2) Prepare abstract on project area
3) Have a list of assignment titles related to subject/s
4) Always look for newer things/happenings related to subject/s

Training

1) Decide on training of cluster members for upgradation
2) Decide on training of new teaching staff / lab staff
3) Look for STTPs/Industry training opportunities

Any other activities

Think and introduce activities for enriching teaching-learning experience

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