

Draft (Internal Circulation only)

SHAIL Group of Institutes
Rau, Indore, MP, India

HRM Manuals – JD’s Compendium

Evolved

By

SAK Consultants & Associates

&

With Data Collection Support from

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Preface

The one of the vital keys to excellence in SGI is to have on its roll the best of teaching && technical staff, sufficiently motivated to move on the path of continuous knowledge updating and self-up-gradation and at the same time add value to the student learning processes through committed & involved teaching and hand-holding in practical field. This pre-supposes that the academic administrators have the where-with-alls to put-in place right kind of motivated faculty & other personnel in position and these people are adequately appraised and inducted about their roles and responsibilities. In the realm of effective Human-Resource Management (HRM), this requirement is met through Job-Descriptions (JD) or Position Descriptions. In effective organizational design, JDs are considered as vital inputs to result personal efficiency and effectiveness as well as good senior-subordinate relationships, as the JDs bring in considerable clarity in the role-relationships and interdependencies and what exactly to be delivered by each and every position towards the specified overall as well local organizational objectives and targets.

JDs, in addition to facilitating the administration in selecting right persons & specialists through its clearly identified job-requirements, also enables an incumbent to understand his total job vis-a-vis other positions in the department/ section or the institute and enables him to focus on his rightful contribution. In fact, JDs could serve as a better basis for performance evaluation of all positions in an organization. Above all, JDs also help in designing and developing tailor made induction and orientation programs for new recruits. Further, a JD can never be comprehensive as a person may have to perform a variety of jobs/tasks while at his work-place depending upon the exigencies of the situation and JDs are bound to be flexible. At best, a JD is guideline of the broad content of a job and in no-way it is an exhaustive listing of duties. The spirit of mutual-understanding is essential between the faculty & staff as well with their supervisors to make effective use of these analytical tools in managing the knowledge-based workforce.

However, it has been found in practice, some kind of rigid behavior developing among the incumbents due to written down tasks/duties. Hence, due care has to be taken in advance to dispel this kind of understanding of the JDs and the employees should be impressed upon its

usefulness in various components of academic administration while facilitating the incumbents to focus on the tasks/responsibilities earmarked to them exclusively.

SAK Consultants places on record with grateful thanks the cooperation extended by MsKritiVishwkarma, Admin Officer, SGI in arranging the data collection through the specially drafted questionnaires. The integrated implementation of this manual along with other manuals of HRM would ultimately lead to a motivated and spirited faculty & facilitative environment that would enhance academic entropy levels of effective student-teacher relationships and enhanced learning.

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Principal consultant

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Faculty Positions

1. Principal/Director
2. Dy Director
3. Dean
4. Programme Coordinator
5. Professor
6. Associate Professor
7. Assistant Professor
8. Asst. Professor (Adhoc)
9. Guest Faculty
10. Asst. Registrar

Technical & Skilled Positions

1. System Administrator/Sr. Programmer
2. System Analyst
3. Programmer
4. Sr.Lab Technician
5. Lab Technician
6. Lab Assistant
7. Lab Attendant
8. Workshop Coordinator
9. Instructor (Workshop)
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11. Librarian
12. Library Assistant
13. BookLifter
14. Sports Officer

Strategic Planning & SDP Positions

1. Director/Director General
2. Head (Student Devpt. Process) or Head (Strategic Management)(or)
VP (Strategic Management)
3. Manager – SDP/Marketing Manager or Business Development Manager or
Admission Process Manager
4. Public Relations Officer (PRO)

5. Training Officer /Officer (HRD or CPD)/(INDUSTRIAL TRAINING OFFICER)
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8. Admission Counselor

Administration & SGI Positions

1. Accounts Manager
2. Accountant
3. Jr. Accounts Officer (Bank Operations)
4. Head Cashier
5. Jr. Accountant
6. Account Asst.
7. Record Keeper
8. Purchase Manager
9. Stores & Purchase Officer
10. Storekeeper
11. Asst Store keeper
12. Junior Store Keeper (Jr. Purchase Officer)
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22. Transport & Security In-Charge
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24. Security Supervisor
25. Asst. Warden (Hostel)
26. Estate Officer
27. Site Engineer
28. Site Supervisor
29. Electrical Supervisor
30. Electrician
31. Maintenance Electrical
32. Plumber
33. Grounds Man

34. Motor Mechanic
35. Driver
36. Cleaner cum Conductor
37. Gardener/Mali
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JOB DESCRIPTIONS

Faculty Positions

1. Professor
2. Sr. Lecturer/Lecturer(SG)/Reader
3. Lecturer(*Assistant Professor*)
4. Asst. Professor (Adhoc)
5. Guest Faculty
6. Asst. Registrar
7. Principal/Director

JOB DESCRIPTION

1. Title : DIRECTOR/PRINCIPAL	2. Job No.: F 1 SGI	3. Dept./Section : INSTITUTES OF SGI
4. Reporting to: Chairman/ Management Committee/ Designate	5. Reported by : Dy. Director, Deans, Programme Coordinators, Administrator/CAO, ICC Head, Registrar/Asst. Registrar	
6. Job Summary : Overall responsibility for academic and administrative functioning of an institution in its discharging the role and responsibilities as well as contribution as a higher-technical institution to its stakeholders under the relevant statute of a state/country. Enjoys the authorities vested in the position as per the statute in the academic and technical administration of the institution and essentially includes coordination with students (admissions, teaching, curricular activities & examinations etc); faculties (teaching & research, pedagogy and other institutions activities of excellence); parents (contact & liaison for student welfare & development); management (productivity & effective policy formulation and enhancing the ethical & social behavior –CSR); higher authorities and govt. officials (compliance and adherence to rules and regulations, maintaining sound academic and administrative behavior in the environment) and governmental & non-governmental agencies (accomplish distinctions and scholarships and promote harmony and development and image building etc.) and also liaison with the media and related public agencies		

7. Routine Duties :

Academic & professional

- Admissions-administration/supporting directing counseling and admission process with necessary technicalcum academicpersonnel &also dealing with parents and students etc. to achieve the set targets of admissions.
- Advising and getting the academic administration organized through preparation of calendar, time tables and allocation of faculty for academic work – teaching, practical and field work, tutorials, external education, including engaging of external/part-time faculty etc
- Overseeing and supervision of the class-conduct and examining and reviewing teaching records, lesson plans and student performance and networking and interacting with students for getting realistic feedback for further improvement and taking up teaching the subject of specialization
- Monitoring and guiding and improving upon the staff performance and facilitative support of the non-teaching functionaries
- Undertaking performance analysis of student’s performance vis-à-vis involvement of the faculty.
- Ensuring peaceful conduct of exams (Internal/University) and good student behavior & smooth functioning of the institute as a whole and develop an academic brand in the academic circles.
- Conducting seminars, workshops and discussion & presentation meetings departmentally so as to enhance the continuous learning process of the faculty department (subject wise or branch wise) and promote self-learning by faculty and students, by constituting technical clubs etc.
- Conducting periodic meetings to evolve strategies for academic enhancement as well as R&D in the departments so as to enhance the quality of academic activity & student professional development, in addition to taking up research and developmental projects.
- Evolving strategies and plans for improvement of academic and laboratory as well as research facilitation & infrastructure and implementing the same with the support of the management
- Ensuring that the personality development as well as grooming of the students takes place taking support from internal student development department and also from external sources/experts etc.
- Ensuring the placement of all students and ensure that the output from the institute is fit for the market as well as placement activity results in 100% placement before the student leaves the institute.

Administrative Work

- Preparation of department Budgets, Considering Manpower requirement teaching Non Teaching, Lab improvements, infra requirements, Incentives, Staff Development, Institutional Academic activities for approval by Chairman/ Management Committee.
- Seeking approval form Chairman/Management Committee for additional budgetary allocations for expenses if required to be made beyond the approved budgets
- Recruitment of faculty and non teaching staff as per cadre and compensation plans approved by the Chairman/ managing Committee
- Recommending appraisals of faculty for Increments, promotion, demotion or relinquishment and obtaining the requisite approvals from Chairman/ Management Committee.
- Dealing with institutes correspondence etc. – with statutory agencies, external agencies, stakeholders and parents and student related matters
- Ensuring smooth operations of all administrative functions through the CAO/Administrator.
- Handling correspondence and specific academic and administrative issues with statutory institutions like RGPV, DAVV, PCI, DTE,AICTE etc. and also with governmental agencies
- Monitoring and ensuring the faculty attendance and discipline and conduct of academic activity and campus-behavior and also certify finance & accounts preparing & disbursing staff salaries
- Taking care of personnel matters of academic faculty and support staff – support in recruitment by HRD, maintaining individual personnel records and files, administration of leave etc and related personnel matters
- Organizing purchases of equipment, consumable materials & lab-requirement etc for the institution and its labs and other centers of activity, through formation of suitable committees etc. as per sanctioned budget or capital item purchases as approved by the Chairman/Management Committee
- Ensuring timely collection of tuition fees and other receipts to SGI
- All other administrative matters that are incumbent upon the principal as the statutory custodian of the institution
- Organizing extra-curricular and sports activities at least minimum required by RGPV/DAVV
- Evolving both short-term & medium term developmental plans and pursuing implementation

through the approval of the management for enhancing the quality and quantity of service spectrum from the institute

- Developing and long-term vision for the institute and putting systems in place to ensure the institute moves in that direction and reporting to the BOG

Relationship Management & Liaison

- Meetings with parents at different occasions and for differing purposes – for the effective development and successful career building of their wards; including ragging issues
- Management notices to the parents in particular and general public if required
- Liaison with local authorities and professional bodies for professional development in the Institute
- Relationship management and committee work as required by the affiliations and statutory bodies such as AICTE, DTE,HRD, RGPV, PCI, DAVV etc
- Enhancing and developing close linkages with the outside industry & service and governmental agencies to result practice-orientation in the curriculum through industrial training and result in industry placement for service after the graduation.
- Other related work for enhancing the effectiveness of the institute
- Developing close linkages with national & international level professional bodies and institutions

Compliance management

- Periodic compliance reports to statutory and affiliating bodies to retain the approvals/recognitions and certifications and other acknowledgements
- Periodic reports on all Performance indicators as required by the Management Shail Group.
- Responding to the additional and new data and information sought by the statutory and other relevant organizations that are related to the kind of business of higher technical education
- Due form fillings from time to time for eg. SIF form for PCI approval etc and ensuring that the required authorizations accomplished
- Ensuring that the fee-fixations etc are in tandem with the policies and programs of statutory bodies

and adequate representation is made by the institute in pay re-fixation initiatives of the University.

- Ensuring the faculty recruited are essentially approved and certified by the university formed committees as per the stated procedure
- Acting as Secretary to BOG (board of Governors/Director) or Institute Management committee and discharging the roles specified as per the statute.
- Discharging all roles of principal as specified the statute of AICTE.

8. Periodic Work :

Supervision of admissions& supporting the University/DTE in admission process and its implementation as local nodal centers

Smooth conduct of periodic examinations and disbursement of performance reports etc

Conduct of sports and cultural events and related programs and supporting the local bodies, university and district administration in organizing relevant units of cultural and social ramifications

Ensuring the socio- cultural activities get organized as per the annual calendar of events for the institute, in addition to the technical and other developmental clubs' activities

9. Development / Research / Promotional / Admin work :

Development of the Institute (from the angle of academics and physical environment) are to be pursued through a specific plan approved & budgeted by the management and BOG. Implementing plans for enhancing the brand image of the institute, including CPD for faculty and support staff and putting in place a research plan that would add value to the institute as well as to the professional development of the faculty and students

10. Responsibilities / Accountability :

Overall responsibility of running an institute professionally and effectively for the benefit and satisfaction of its stakeholders rests with the principal and also derives such related & necessary authority from the responsibility; responsible for good and attractive academic results and student performance that would enhance the position/ranking amongst the comparable institute in the region/state/country

11. Job Requirements :

(I) Educational & Technical Requirements: At least Ph D with credentials of post doctoral research

(ii) Minimum Training / Experience: Having managed a similar institute at least for five to 10 years in the recent past

(iii) Other Unique Competencies/Certificate: Degree/Diploma in Educational Management is added advantage

JOB DESCRIPTION (FACULTY)

1. Title : Dy. Director	2. Job No.: 2 SGI	3. Dept./Section : INSTITUTES OF SGI
4. Reporting to: Chairman/Management Committee/Director		5. Reported by : As per the responsibility designated by the Chairman/Management Committee/Director
6. Job Summary : As an Dean (if the case) looks after academic planning & scheduling of faculty and also self undertakes teaching graduate & post graduate students as well as directing research projects, field assignments and guiding research scholars Counseling of Students for motivation for technical & co-curricular activities and faculty for improving upon & innovations Self undertakes research & publication work apart from directing & supporting technical clubs & conferences etc Supports Director as& when required in the administration- admission, recruitment, examination etc for the institute		
7. Routine Duties : <ul style="list-style-type: none"> To become a role model for students in learning and inspiring as well motivating students to become good learners, researchers and counseling them for holistic personality development Evolving new and innovative methods of content and course development and pedagogy in the subject matter of specialization and also motivate other faculty to develop and adapt such similar 		

innovations

- Developing teamwork and cooperative and collaborative working among the group of faculty for beneficial results
- Plan & execute developmental plans for the laboratories and other hardware & software support in the teaching-learning process
- Conducting classes & practical as per the schedule for undergraduate, post graduate and research scholars as per the schedule for the semester as well as continuous evaluation and feedback to the students/scholars for development
- Overseeing the overall discipline of the students and faculty as well a support staff as per the norms of SGI
- Undertaking development of junior faculty & staff through counseling, training, under-study, association with projects and research work
- Documenting the special projects, research work & others into articles and patentable material
- Organizing student feedback interactions for overall development and improvement of departmental activities including parent interactions if required
- Enhance industry-institutions interface by taking projects along with research scholars and PG students and also direct meaningful UG projects in the field
- Maintaining all he relevant records and registers meant for academic and student performance

8. Periodic Work :

As per the Charter of activities and Roles as specified by the Reporting Authorities

Supporting Principal/Admin in recruiting of faculty & staff

9. Development / Research / Promotional / Admin work :

Contributing in building a conducive environment in the Institute for Research and mentoring the team of junior faculties as a senior mentor for bettring their abilities as teachers.

10.Responsibilities / Accountability :

Continuously improving results by the students & publishing of research/technical papers in renowned journals

Image of the Institute in the professional circles as well as internal students
 Innovations in teaching & learning and documented accomplishments through industry interface
 Research Grant or Seed money for pursuing research work

11. Job Requirements :

- (i) **Educational & Technical Requirements :** Ph.D in the relevant subject and post-doctoral research is also preferred
- (ii) **Minimum Training / Experience :** At least 15 to 20 years in teaching & substantial period in directing research
- (iii) **Other Unique Competencies/Certificate :** .Industry exposure is added advantage

JOB DESCRIPTION (FACULTY)

1. Title : Dean	2. Job No.: SGI/AC/003	3. Dept./Section : DEPARTMENTS/BRANCHES
4. Reporting to: Director / Principal		5. Reported by : Programme coordinators/Faculty/Research Scholars/Lab. Staff
6. Job Summary : As the In charge of the Department looks after academic planning & scheduling of faculty and also self undertakes teaching graduate & post graduate students as well as directing research projects, field assignments and guiding research scholars Counseling of Students for motivation for technical & co-curricular activities and faculty for improving upon & innovations Self undertakes research & publication work apart from directing & supporting technical clubs & conferences etc Supports Principal/Director as& when required in the administration- admission, recruitment, examination etc for the institute		

10. Routine Duties :

- To become a role model for students in learning and inspiring as well motivating students to become good learners, researchers and counseling them for holistic personality development
- Evolving new and innovative methods of content and course development and pedagogy in the subject matter of specialization and also motivate other faculty to develop and adapt such similar innovations
- Developing teamwork and cooperative and collaborative working among the group of faculty for beneficial results
- Plan & execute developmental plans for the laboratories and other hardware & software support in the teaching-learning process
- Conducting classes & practical as per the schedule for undergraduate, post graduate and research scholars as per the schedule for the semester as well as continuous evaluation and feedback to the students/scholars for development
- Overseeing the overall discipline of the students and faculty as well a support staff as per the norms of SGI
- Undertaking development of junior faculty & staff through counseling, training, under-study, association with projects and research work
- Documenting the special projects, research work & others into articles and patentable material
- Organizing student feedback interactions for overall development and improvement of departmental activities including parent intercalations if required
- Enhance industry-institutions interface by taking projects along with research scholars and PG students and also direct meaningful UG projects in the field
- Maintaining all the relevant records and registers meant for academic and student performance of the department.

11. Periodic Work :

Periodic evaluation of student performance /conduct of University Exams (mid-sem / sem and surprise tests etc)

Preparing periodic reports required by the principal/Director or the university/AICTE/DTE

Undertaking invigilation/supervisory role as per the institute/university requirement

Primary officer for the conduct of the appraisals and recommendations for promotion increments and

relinquishment of any faculty or technical staff associated to the department
Presentation of technical papers as well as periodic holding of internal conferences for students and CPD for faculty
Supporting Principal/Admin in recruiting of faculty & staff

12. Development / Research / Promotional / Admin work :

Perspective plan review for the department/Lab etc and planning for the next semester including library & Lab development
Preparing research plans and recruiting research scholars and developing research orientation and research culture
Ensuring monthly exchange meetings with the groups of faculty for self & interactive learning etc including formation and of technical clubs
Supporting Principal/Director and Admin in faculty & staff related admin/HR work (PA & Promotions etc.)

10. Responsibilities / Accountability :

Continuously improving results by the students & publishing of research/technical papers in renowned journals
Utilization of the resources attached with the departments
Accountability of all lab equipments and apparatus in custody of the departments
Image of the department in the professional circles as well as internal students
Innovations in teaching & learning and documented accomplishments through industry interface
Research Grant or Seed money for pursuing research work

11. Job Requirements :

- (i) **Educational & Technical Requirements :** Ph.D in the relevant subject and post-doctoral research is also preferred
- (ii) **Minimum Training / Experience :** At least 15 to 20 years in teaching & substantial period in directing research
- (iii) **Other Unique Competencies/Certificate :** .Industry exposure is added advantage

who can look after academic planning, scheduling of faculty, directing& guiding research projects & scholars, development of junior faculty & staff ,preparing periodic report of departmental activities

JOB DESCRIPTION (FACULTY)

1. Title : Professor	2. Job No.: SGI/AC/003	3. Dept./Section : ENGINEERING/MANAGEMENT/PHARMACY ETC.
4. Reporting to: Dean/Principal or Director	5. Reported by : Faculty/Research Scholars/Lab. Staff	
6. Job Summary : To be involved in teaching and constant efforts to improve the academic standards of the Institute. Counseling of Students for motivation for technical & co-curricular activities and faculty for improving upon & innovations Self undertakes research & publication work apart from directing & supporting technical clubs & conferences etc Supports Principal/Director/ Dean as& when required in the administration- admission, recruitment, examination etc for the institute		
13. Routine Duties : <ul style="list-style-type: none">• To become a role model for students in learning and inspiring as well motivating students to become good learners, researchers and counseling them for holistic personality development• Evolving new and innovative methods of content and course development and pedagogy in the subject matter of specialization and also motivate other faculty to develop and adapt such similar innovations• Developing teamwork and cooperative and collaborative working among the group of faculty for beneficial results• Plan & execute developmental plans for the laboratories and other hardware & software support in the teaching-learning process• Conducting classes & practical as per the schedule for undergraduate, post graduate and research scholars as per the schedule for the semester as well as continuous evaluation and feedback to the students/scholars for development• Overseeing the overall discipline of the students and faculty as well a support staff as per the norms of SGI• Undertaking development of junior faculty & staff through counseling, training, under-study,		

association with projects and research work

- Documenting the special projects, research work & others into articles and patentable material
- Organizing student feedback interactions for overall development and improvement of departmental activities including parent intercalations if required
- Enhance industry-institutions interface by taking projects along with research scholars and PG students and also direct meaningful UG projects in the field
- Maintaining all the relevant records and registers meant for academic and student performance

14. Periodic Work :

Periodic evaluation of student performance /conduct of University Exams (mid-sem / sem and surprise tests etc)

Preparing periodic reports required by the principal/Director or the university/AICTE/DTE

Undertaking invigilation/supervisory role as per the institute/university requirements

Presentation of technical papers as well as periodic holding of internal conferences for students and CPD for faculty

Supporting Principal/Admin in recruiting of faculty & staff

15. Development / Research / Promotional / Admin work :

Perspective plan review for the department/Lab etc and planning for the next semester including library & Lab development

Preparing research plans and recruiting research scholars and developing research orientation and research culture

Ensuring monthly exchange meetings with the groups of faculty for self & interactive learning etc including formation and of technical clubs

Supporting Principal/Director and Admin in faculty & staff related admin/HR work (PA & Promotions etc.)

10.Responsibilities / Accountability :

Continuously improving results by the students & publishing of research/technical papers in renowned journals

Image of the department in the professional circles as well as internal students

Innovations in teaching & learning and documented accomplishments through industry interface

Research Grant or Seed money for pursuing research work

11. Job Requirements :

- (i) **Educational & Technical Requirements :** Ph.D in the relevant subject and post-doctoral research is also preferred
- (ii) **Minimum Training / Experience :** At least 15 to 20 years in teaching & substantial period in directing research
- (iii) **Other Unique Competencies/Certificate :** .Industry exposure is added advantage

JOB DESCRIPTION (FACULTY)

1. Title : Programme Coordinators	2. Job No.: SGI/AC/004	3. Dept./Section : DEPARTMENT OF INSTITUTE ASSIGNED
4. Reporting to: Deans (Respective Department)	5. Reported by : Faculty/Research Scholars/Lab. Staff	
6. Job Summary : The In charge of the Department of Institutes as assigned To assist the dean in the academic planning and schedule and ensure best coordination of the faculty in the department. To assist the Deans in ensuring that all the classes are conducted as per plans and schedules. To assist the Deans in ensuring the overall discipline of the departments and activities assigned from time to time. Counseling of Students for motivation for technical & co-curricular activities and faculty for improving upon & innovations Self undertakes research & publication work apart from directing & supporting technical clubs & conferences etc Supports Dean as& when required in the administration- admission, recruitment, examination etc for the department		
Routine Duties : <ul style="list-style-type: none"> • To become a role model for students in learning and inspiring as well as motivating students to become good learners, researchers and counseling them for holistic personality development • Evolving new and innovative methods of content and course development and pedagogy in the 		

subject matter of specialization and also motivate other faculty to develop and adapt such similar innovations as are proved by the Dean

- Developing teamwork and cooperative and collaborative working among the group of faculty for beneficial results
- Plan & execute developmental plans for the laboratories and other hardware & software support in the teaching-learning process
- Conducting classes & practical as per the schedule for undergraduate, post graduate and research scholars as per the schedule for the semester as well as continuous evaluation and feedback to the students/scholars for development
- Overseeing the overall discipline of the students and faculty as well as support staff as per the norms of SGI
- Undertaking development of junior faculty & staff through counseling, training, under-study, association with projects and research work
- Documenting the special projects, research work & others into articles and patentable material
- Organizing student feedback interactions for overall development and improvement of departmental activities including parent intercalations if required
- Enhance industry-institutions interface by taking projects along with research scholars and PG students and also direct meaningful UG projects in the field
- Maintaining all the relevant records and registers meant for academic and student performance of the department.

Periodic Work :

Periodic evaluation of student performance /conduct of University Exams (mid-sem / sem and surprise tests etc)

Preparing periodic reports required by the Dean or the university/AICTE/DTE

Undertaking invigilation/supervisory role as per the institute/university requirement

Assist the Dean in conduct of the appraisals for recommendations of promotion increments and relinquishment of any faculty or technical staff associated to the department

Presentation of technical papers as well as periodic holding of internal conferences for students and CPD for faculty

Supporting Dean in recruiting of faculty & staff

Development / Research / Promotional / Admin work :

Perspective plan review for the department/Lab etc and planning for the next semester including library & Lab development

Preparing research plans and recruiting research scholars and developing research orientation and research culture

Ensuring monthly exchange meetings with the groups of faculty for self & interactive learning etc including formation of technical clubs

Supporting Principal/Director and Admin in faculty & staff related admin/HR work (PA & Promotions etc.)

Responsibilities / Accountability :

Continuously improving results by the students & publishing of research/technical papers in renowned journals

Utilization of the resources attached with the departments

Accountability of all lab equipments and apparatus in custody of the departments

Image of the department in the professional circles as well as internal students

Innovations in teaching & learning and documented accomplishments through industry interface

Research Grant or Seed money for pursuing research work

11. Job Requirements :

- (iv) **Educational & Technical Requirements :** PhD/ ME/M Tech in the relevant subject
- (v) **Minimum Training / Experience :** At least 5 to 10years in teaching & substantial period in guiding research
- (vi) **Other Unique Competencies/Certificate :** .Industry exposure is added advantage

1. Title : Associate Professor	2. Job No.: SGI/AC/005	3. Dept./Section : ALL INSTITUTES OF SGI/DEPTS
4. Reporting to: Dean	5. Reported by : Work with Associates in the Dept.& Lab Staff	
6. Job Summary : Responsible for disciplined development of the students and also professionalism and academic excellence in the department, through academic planning of course work, taking up class-work, lab-work and		

effective and periodic assessment of students; supporting HOD/Principal in development of Labs and other knowledge enhancing projects; Advising & guiding students in research & project works and also participating in the administrative works like conduct of exams, placement activities for students and technical club and other related holistic development activities of the department or the institute
Catalyzing research culture through desk research, writing of technical papers and initiating and undertaking research work

7. Routine Duties :

- Taking up teaching as per the scheduled class & Lab work; monitoring class & lab performance; guiding and counseling students for motivating for excellence; at the same time ensuring due records-keeping required as per the university and institute/department requirements
- Lab-work planning and continuous improvement as well as student performance including undertaking of projects by students in the batch
- Catalyzing faculty groups within the department for improving upon the content and pedagogy of the subjects taught, by guidance and helping other associates, colleagues including joint working
- Pursuing with weaker groups of students for improving upon their performance through additional teaching/make-up classes, guidance & counseling as well as motivation for enhanced performance.
- Developing improvement plans for labs and academic work and pursuing implementation with the guidance of Programme Coordinators/ Director
- Initiating and continuing with simple research work in department – to begin with literature survey and desk research and promoting research oriented thinking in the students and in general in the department; also act as mentors for students and other colleagues who need support & guidance
- Publishing papers in journals and also catalyzing technical clubs and other professional activities in the department with the guidance of the Programme Coordinators/ Director
- Liaison with external and professional bodies for enhancing the professionalism in the department

16. Periodic Work :

Paper setting and examination work as well as evaluation etc. Supporting university in a variety of ways – admission, paper setting, invigilation and paper checking etc.

Participation or organizing local/regional/ national seminars workshops with students support

8. Development / Research / Promotional / Admin work :

Undertake research as per the departmental plans as well as self-goals set in this regard; self-improvement

through CPD; enhancing qualifications etc.

10. Responsibilities / Accountability :

Bring up the level of excellence in the departmental performance including student results and support in placement to ensure that most of the students get placed

11. Job Requirements :

- (i) **Educational & Technical Requirements:** PG (in Specialization) & M. Phil & Ph.D essential for Associate Prof
- (ii) **Minimum Training / Experience :** Minimum of 5-years Teaching & 5 Years research experience (Associate)
- (iii) **Other Unique Competencies/Certificate :** Exposure to organizing Conferences etc is desirable

JOB DESCRIPTION (FACULTY)

1. Title : (Assistant Professor)	2. Job No.: SGI/AC/006	3. Dept./Section : ALL INSTITUTES/DEPARTMENTS
4. Reporting to: Dean/ Programme Coordinator	5. Reported by : Work with Associates & Lab Staff	
6. Job Summary : Essentially teach the allotted subjects to result good student understanding and performance, through connected lab and practical & field projects; focus on continuous updating of the content and pedagogy (teaching technology) of the subjects taught and enhance the professionalism in the department; support Programme Coordinator in administration/examinations and discipline in the department and exemplary performance of the students; Also focus on continuous up gradation of academic qualifications through self-study & CPD		
7. Routine Duties : <ul style="list-style-type: none">• Conduct classes as per the time-table and hold periodic exams/quizzes etc to assess the understanding and finally ensure good results through the board/university exams & maintaining the necessary record keeping as per university's requirements• Catalyze students to take up additional and innovative practical and project work and provide guidance including mentoring and counseling services to the needy students		

- Support and motivate students for adequate preparation for placement related activities and also good & attractive personality development
- Review and update the contents and pedagogy as well as better quality teaching material for the subjects of specialization and those taught during the year/semester
- Support HOD/Principal/Registrar/SDP in admission and exam and university related work including developmental projects of the department and connected labs.
- Pursuing further studies, desk research, technical paper writing and catalyzing research work through self as well as through the students and associates under the broad direction and support of the HOD.
- Counseling and mentoring the students for enabling them to exploit their full potentials
- Other academic & professional tasks directed by HOD/Principal including time-table preparation

8. Periodic Work :

- Papersetting and internal quizzes/surprisetests etc.
- Invigilation university exams and related paper work
- Support admin/SDP etc in admission and other development work such as events/news papers etc.
- Developmental projects of the department and attached laboratories (as directed by HOD)

9. Development / Research / Promotional / Admin work :

Pursuing MTech orPh D course as CPD and career enhancement

Supporting as a member of the departmental research committee

10. Responsibilities / Accountability :

- Acceptable and good results by students
- Accolades in curricular and extra-curricular activities by students
- At least one technical paper in a semester in the technical journal/SGI news in a semester

11. Job Requirements :

(i) Educational & Technical Requirements : M. Tech & M. Phil (desirable)

(ii) Minimum Training / Experience : 2 to 3 years of teaching or industry or research experience

(iii) Other Unique Competencies/Certificate : Pursuing Ph D or technical papers presented in renownedseminars/journals as desirables

JOB DESCRIPTION (FACULTY)

1. Title : Asst. Professor (Adhoc)	2. Job No.: SGI/AC/005	3. Dept./Section : ALL INSTITUTES OF SGI/DEPTS
4. Reporting to: HOD/Assoc. Professor	5. Reported by : ---	
6. Job Summary : Essentially, a trainee teacher with very limited exposure to technical teaching profession; a kind of under-study to senior professors. HODs and to be groomed as full scale Asst. Professors Undertakes to teaching at UG level (early semesters) to gain insight into the teaching profession and develops the subtleties of teaching profession Gets introduced to paper writing and simple research proposal making and pursuing research work		
7. Routine Duties : <ul style="list-style-type: none">• Take routine classes in the subject of proficiency as directed and planned by HOD/Seniors (including Tutorials)• Work along with seniors in evolving academic calendar and course work planning and content development• Improvise and develop (improve upon) the existing presentation materials and audio-visual aids etc• Maintain the due record-keeping as well as teacher's dairy required for the development of statistics and academic performance assessment, attendance performance of the students• Support senior faculty and HOD in planning and execution of improvement activity in the department• Join research and project work teams along with senior students to realize good results and support & guide students in getting better results both in experimentation as well as data collection and analysis• Participate and motivate students in extra-curricular and co-curricular activities and enable students to realize their potentials		
8. Periodic Work : Support in examination work & paper setting forquizzes etc Counseling in admission work and seminar coordination support to seniors Also help in marketing efforts for admission		

9. Development / Research / Promotional / Admin work :

Undertake such activities that would catalyze him to research and research culture
Study and develop plans for up-gradation of labs and knowledge base through net-search etc.

10. Responsibilities / Accountability :

Good results by the students in terms of academic and extra-curricular activities and competitions partaken

11. Job Requirements :

(i) Educational & Technical Requirements : B.Tech (Graduate level) in Engineering, or PG qualification in Sciences, Commerce or Management

(ii) Minimum Training / Experience : Very limited exposure (as good as fresh)

(iii) Other Unique Competencies/Certificate: Reasonable flare for teaching and tenacity/knack to deal with younger generation

JOB DESCRIPTION (FACULTY)

1. Title : Guest Faculty	2. Job No.: SGI/AC/005	3. Dept./Section : ALL INSTITUTES/DEPTS. (SUBJECT MATTER EXPERT)
4. Reporting to: HOD/PROFESSOR		5. Reported by : ---
6. Job Summary : The job primarily is to support the teaching fraternity with the requisite filling of the gap (in case the subject matter expert is not available) or when the faculty on roll are over loaded, to ease the workload and at the same time as a professional academician ensure quality inputs of knowledge as per the teaching plan including the practical and lab work as well as project if integrated with it; maintain and uphold the culture and professionalism prevalent in the institutions and also support HOD/Professor in ensuring the subject is well integrated with the rest and the students are satisfied get developed holistically		
7. Routine Duties : <ul style="list-style-type: none"> • Taking lecturers & lab work as per the plan prepared by self or directed by the HOD or other senior lecturers • Maintain the full-record of class performance, including holding evaluation tests and analysis • Supporting and advising and mentoring the students for their good performance in the subject taught 		

<ul style="list-style-type: none"> • Supporting the HOD in building the knowledge base and library in the relevant subject • Advising and supporting HOD/Principal in building up the expertise and faculty strength in that branch/subject as the case • Undertake periodic student mentoring in common areas of interest and also as directed by HOD
<p>8. Periodic Work :</p> <p>Support the HOD as well in his own work area conduct exam and evaluations & timely submit the results</p>
<p>9. Development / Research / Promotional / Admin work :</p> <p>Pursue research or post-doctoral work for career progression</p> <p>Support HOD/Principal in external advice for lab and infrastructure development</p>
<p>10. Responsibilities / Accountability :</p> <p>Maintaining Student Discipline</p> <p>Good Academic Performance by ten students</p>
<p>11. Job Requirements :</p> <p>i) Educational & Technical Requirements: PG in Engg or PH D in Science, Commerce & management</p> <p>(ii) Minimum Training / Experience: Minimum five years of teaching in renowned schools (with credentials)</p> <p>(iii) Other Unique Competencies/Certificate : NET or M.Phil etc. may be an added advantage</p>

Technical & Skilled Positions

8. System Administrator/Sr. Programmer
9. System Analyst
10. Programmer
11. Sr. Lab Technician
12. Lab Technician
13. Lab Assistant
14. Lab Attendant
15. Workshop Coordinator
16. Instructor (Workshop)
17. W/S Instructor (Machinist)

- 18. Librarian
- 19. Library Assistant
- 20. BookLifter
- 21. Sports Officer

JOB DESCRIPTION (FACULTY)

1. Title : Asst. Registrar	2. Job No.: SGI/AC/010	3. Dept./Section : INSTITUTES/SGI
4. Reporting to: Principal/Director	5. Reported by : Staff in Principals Office	
6. Job Summary : <p>To support Principal/Director of the Institute in academic administration and liaison between the institute and statutory bodies like RGVV/DAVV, AICTE,DTE etc.; ensuring that all coordination and data submission as well as administrative information about courses, students and examinations & assessments between the institute and the statutory bodies in particular the university; liaison with RGPV & other universities to coordinate for academic calendars, student performance & record keeping in respect of Faculty selection</p>		
7. Routine Duties : <ul style="list-style-type: none"> • Maintenance of Records connected with student admissions and progress and issues with the university and other related agencies; including staff (faculty & other technical Positions) selection and placement • Issue of certificates (including mark-sheet distribution)etc and dealing with student facilitation etc • Sending reminders to parents/students regarding pending issues – fee collection, discipline etc. (specifically issues connected with admission cancellations etc.) • Dealing with faulty relat4ed workload, schedules, leaves, CPD etc under the direction of Principal • Supporting Principal and director in corresponding and dealing with AICTE/RGPV/DAVV/ DTE/PCI and other related agencies including liaison work • Correspondence with parents as directed by Principal/Management • Supporting Principal/management committee in selection of faculty and teaching & support function personnel as per the norms and guidelines of the statutory agencies 		

<ul style="list-style-type: none"> • Providing regular data and information on the developing situation and guidelines of administration of technical education in MP and in India • Any other task directed by the Principal/Director
<p>Periodic Work :</p> <ul style="list-style-type: none"> • Periodic reports to statutory agencies – all aspects incl. examinations etc • Control of attendance of faculty • Briefing academic faculty about the latest development in the academic administration
<p>Development / Research / Promotional / Admin work :</p> <ul style="list-style-type: none"> • Facilitating in processing of new applications with the statutory bodies on issues related to expansion & induction of new courses and programs etc
<p>Responsibilities / Accountability :</p> <p>Maintaining good relationships with good relations with statutory bodies, parents, student and faculty on issues connected with academic administration & discipline</p>
<p>Job Requirements :</p> <p>(i) Educational & Technical Requirements :Minimum UG/PG in Arts</p> <p>(ii) Minimum Training : 5 years in a similar position</p> <p>(iii) Other Unique Competencies/Certificate :Desirable to have knowledge of technical education in India & exposure to Administration of Academic Institutions</p>

JOB DESCRIPTION

1. Title : System Administrator/Sr. Programmer	2. Job No.: SGI/TSK	3. Dept./Section : TSK
4. Reporting to: Principal/HOD (Admin/Management)	5. Reported by : Six Technical personnel – Programmers, Lab Technicians & Assistants	
6. Job Summary : Over all responsibility for developing & maintaining, (including its continuous modernization) as well as facilitating the use of IT system in SHIAL Campus and effectively supporting the teaching of IT related courses through maintenance & up keep of the integrated systems & Labs, smart class rooms and facilitating development of SW. Also lend IT System support in organizing national/regional/local seminars and conferences including meetings in the conference room & seminar rooms Advising the management of SGI & Academic community in right selection of IT Systems and IT personnel and experts, so as to make SGI a state-of-the-art high-tech learning center		
Routine Duties : <ul style="list-style-type: none">• Overseeing & ensuring proper maintenance & upkeep of computer systems and integrated systems & wi-fi, server rooms etc in the SHAIL Campus• Designing, Developing & Installing as well as operating new computer labs as per the plan & perspectives of SGI• Support Heads of Institutes, SDP, Admin and other agencies with system support during periodic but frequent inspections by outside agencies (both statutory & non-statutory)• Continuous follow-up and up-gradation, of the network & wi-fi systems for its effective band-width and continuous liaison with ISPs, including installing new-networks as and when required for the effective conduct of conferences, meetings and classrooms etc.• Software management includes, installation and up keep of the SW (new & old, including smart-campus SW installation & Management.• Ensuring the labs are managed well for the right and timely use by students and faculty for knowledge transfer (as per the time-table and other schedules) as well as hands-on with what is taught, including overseeing and motivating the workforce and technicians.		

<ul style="list-style-type: none"> All other work related to ensuring that the IT support is extended effectively anal the activities of SGI.
<p>Periodic Work :</p> <p>Supporting SDP & Admin with IT support both in side&outside campus during the admissionprocess Organizing and participating in national and international as well as local conferences on SW& HW meant for educational & research needs</p>
<p>Development / Research / Promotional / Admin work :</p> <p>Environment scanning for developing & new SW & HW that are relevant for SGI and bringing in continuousmodernization by preparing perspective plans and getting approvals from the Management Supporting other HODs & faculty teams in their promotional & developmental endeavors with IT support and its perspective in the outcomes</p>
<p>Responsibilities / Accountability :</p> <p>Maintaining and running the IT support system at SGI in the most cost-effective manner and at the same time facilitate the facultyand management to take the campus to truly smart-campus lvel in all its aspects.</p>
<p>Job Requirements :</p> <p>(i) Educational & Technical Requirements : BE (CS)/MSC (CS) (ii) Minimum Training / Experience : upto 5 years in similar work (iii) Other Unique Competencies/Certificate :Diploma in Management is added advantage</p>

JOB DESCRIPTION

1. Title : System Analyst	2. Job No.: SGI/TSK	3. Dept./Section : TSK
4. Reporting to: Principal/HOD	5. Reported by :	
Job Summary : To teach students about Computer based System Design - development and analysis		
Periodic Work : Maintaining the computer Lab		

Job Requirements :**(i) Educational & Technical Requirements:**MCA or MBA (Computer System Design & management)**(ii) Minimum Training / Experience :**At least five years in the line of system design & development and teaching**(iii) Other Unique Competencies/Certificate :****JOB DESCRIPTION**

1. Title : Programmer	2. Job No.: SGI/TSK	3. Dept./Section : TSK
4. Reporting to: HOD	5. Reported by :	
6. Job Summary : Teaching programming languages (Java & .Net, DBMS & RDMBS) through the laboratory and also taking lectures in the subject of CSO Looking after the computer lab and arranging & taking care of the SWs and HWs.		
7. Routine Duties : <ul style="list-style-type: none"> • Take care of Labs (for eg.RDBMS – in two branches) – maintenance & upkeep and preparedness for immediate use by the students • Take lecture sessions in the lab as well as in the class as per the time table and directed by the HOD • Depending on the availability of the lecturers/Asst. professors, arrange lab or class and lend support in conduct of the class • Support students with tutorials and programming exercises and guide them to learn the subject better • Hold discussions with colleagues, lecturers and HOD for issues connected with the subjects of research work/thesis etc. • Undertake any other related work regarding programming and soft-ware teaching as directed the HOD/Lecturers 		
Periodic Work : Preparing and managing the Time-Table Extending help in the counseling activity by counselors and		

<p>Development / Research / Promotional / Admin work : Pursuing additional courses as self-development /M./Tech Publishing technical papers in national conferences</p>
<p>Responsibilities / Accountability : Responsible good lab-workand learning /development of programming skills and its application Ensuring the classes/lectures are held even in the absence of faculty/lecturers</p>
<p>Job Requirements : (i) Educational & Technical Requirements :MCA (ii) Minimum Training / Experience:Teaching & Lab experience of 2 to 3 years (iii) Other Unique Competencies/Certificate : Application knowledge andexperience of programming and systemdevelopment is desirable</p>

JOB DESCRIPTION

1. Title : Sr.Lab Technician	2. Job No.: SGI/TSK	3. Dept./Section : TSK
4. Reporting to: HOD/PROFESSOR	5. Reported by :	
<p>6. Job Summary : Developing and maintaining the labs& the experimental stands and equipments (belonging to the Department/Subject); ensuring the lab equipment and other attachments as well as the consumable & supplies are all in the constant state of preparedness for use in demonstrations and experimentation by the students under the direction of the faculty; at the same time supporting the faculty and student in accomplishing their lab work and leanings as well as record keeping. In a way, over all responsibility of the capital equipment & supplies in the laboratories of the department</p>		
<p>7. Routine Duties :</p> <ul style="list-style-type: none"> • Regular upkeep and safe-keeping of the experimental equipment and test-stands etc. including undertaking the calibrations etc. if required • Arranging the equipment and other requirements including preparation of instructions etc for experimentation and demonstrations etc by the faculty and students • Supporting the faculty and students in getting the tests/experimentation etc completed, leading to 		

<p>good& effective learning</p> <ul style="list-style-type: none"> • Ensuring that the lab-manuals and instructions for experimentation and evaluation of results etc are kept in order for efficiency and effectiveness • Supporting HOD/Faculty in enhancing the quality of work in the laboratories, including continuous modernization and development of the lab and its facilities • Giving special attention to the periodic and regular testing and examinations in the lab.
<p>8.Periodic Work :</p> <p>Revising the Labmanuals and other related documentation and benchmarking with other laboratories in the engineering colleges</p> <p>Supporting the department in organizing special seminars and conferences including supporting admin & SDP in admission related activities etc</p> <p>Making special preparations for examination & Testing of students in the Lab work as a part of the university/external examination on behalf of the university & ensuring the successful completion of exams</p>
<p>9. Development / Research / Promotional / Admin work :</p> <p>Preparing and implementing improvement plans in the lab-working under the direction of HOD/Faculty</p>
<p>10. Responsibilities / Accountability :</p> <p>Keeping the Lab facilities in constantstatue-of-preparedness for experimentation and testing by the students & faculty</p>
<p>11. Job Requirements :</p> <p>(i) Educational & Technical Requirements :Diploma in respective Engg./Science branch</p> <p>(ii) Minimum Training / Experience : 3 to 5 years of experience in a laboratory</p> <p>(iii) Other Unique Competencies/Certificate : Advanced training and exposure to Research Labs of repute (desirable)</p>

JOB DESCRIPTION

1. Title : Lab Technician	2. Job No.: SGI/TSK	3. Dept./Section : TSK
4. Reporting to: HOD/Professor	5. Reported by :	
6. Job Summary :		

To support Faculty & Senior Lab Technician in the effective functioning of the Labs for experimentation and testing and related research work.

To maintain & upkeep of the lab and its related equipment related systems & manuals etc in a state-of-preparedness for anytime use, including stock-register maintenance of the equipment and also consumables and supplies used for experimentation

Supporting and facilitating the students along with faculty to ensure enough confidence is developed in experimentation and research work in the laboratory

7. Routine Duties :

- Ensure proper upkeep and maintenance of the laboratory equipment and keep them in the constant state of preparedness for experimentation and testing etc.
- Regular and preventive maintenance of equipment and machines in the laboratory
- Maintain the lab records of student attendance and experimentations etc and award of evaluation points etc.
- Maintaining stock-registers and ledgers of the equipment and consumables being used in the work of the lab
- Support HOD/Faculty in preparing the lab manuals and standard instructions for experimentation by the students and demonstrations by the faculty
- Supporting and helping the students in building confidence in handling the experimentation equipment and processes and computers etc.
- Ensuring that the examinations and test do take place in a disciplined manner

8. Periodic Work :

Facilitating Lab-Tests/Examinations in internal and external examiners

Preventive Maintenance of the important equipment

9. Development / Research / Promotional / Admin work :

Participating and supporting faculty/HOD in preparation of lab-work for mega events, periodic examinations, developmental activities as well as periodic modernization of lab facilities by bringing members of task forces for this purpose.

10. Responsibilities / Accountability :

Responsible keeping the Labs up-to date and trouble free for continuous use for demonstration and research work/experimentation the students

11. Job Requirements :**(i) Educational & Technical Requirements :**ITI/Diploma (respective branch of Engg. Or Science)**(ii) Minimum Training / Experience :** 2 to 3 years of experience in similar situations in the past**(iii) Other Unique Competencies/Certificate :**Being IT savvy is an added advantage**JOB DESCRIPTION**

1. Title : Lab Assistant	2. Job No.: SGI/TSK	3. Dept./Section : TSK/ELECTRONICS
4. Reporting to: Sr. Lab Technician/Lab Technician	5. Reported by :	
6. Job Summary : Primarily supporting faculty engaged in making students performing their lab practicals, so that there is smooth and effective learning. Supporting Lab Technician/Sr. Lab Technician in getting the labs to the state-of-the art in terms of their availability and efficiency of working.		
7. Routine Duties : <ul style="list-style-type: none"> • Maintaining the lab equipment in the state of use on a continuing basis. Supportingseniors to bring about the modernization and improving in the functioning of the section. • Setting up the laboratory equipment and machines & other HW as well as consumable for the benefit of all to have unhindered attention to their practical • Focusing on consumption and use of consumables and maintaining the stock for continuity of exercises • Maintaining all possible records of equipment-history card and maintenance record and maintenance plan, as well as history of record of experiments student-wise & batch wise • Exercise control on the consumable as directed by the Lab In-charge • Any other duty as directed by seniors 		
8. Periodic Work : Supporting in the examination and admission time by manning the control room Supporting and helpingin the conduct of internal and external practical exams in the lab as per the guidelines and advice of seniors.		
Development / Research / Promotional / Admin work :		

Support HOD in development/revision of the Lab manual and modernization of Lab – in terms of its equipments, nature of experimentation and Analysis & Discussions

Responsibilities / Accountability :

Lab Equipment and their proper up-keep and running in effective manner

Ensuring the Lab practical happen as per schedule & also attracting the students to the Lab by its Image.

Job Requirements :

- (i) **Educational & Technical Requirements :** ITI/Certificate/Diploma
- (ii) **Minimum Training / Experience:** 6-months to one year exposure to nature of job
- (iii) **Other Unique Competencies/Certificate :** Special training in Lab-Experimentation desirable

JOB DESCRIPTION

1. Title : Lab Attendant	2. Job No.: SGI/TSK	3. Dept./Section : TSK/EC
4. Reporting to: SR. LAB TECHNICIAN/HOD		5. Reported by :
6. Job Summary : Primarily performs the job of physically assisting the faculty and lab-technician/assistant in handling the lab equipment & practical kits – handling/ issuing them over to the students & faculty so as to facilitate effective practical work and study; in addition to ensuring that the lab equipment and its environment is kept neat and clean as well as supporting in proper upkeep and maintenance of the equipment and test-stands other equipment in the lab by the technicians and assistants as well as the faculty		
7. Routine Duties : <ul style="list-style-type: none"> • Regular cleanliness and up keep of the lab-equipment, test-stands, practical kits and • Extend general assistance to faculty, lab-technicians, lab-assistants and students • Support and help students in performing their practical work and create an ambience of familiarity and learning by the students • Maintaining and taking care of the supplies and consumables required for the lab-practical by the students and helping the technicians in maintaining the stocks and related registers • Supporting faculty & technicians in calibration and testing & maintenance of the lab-equipment • Undertaking any other task of office nature in the form of duplication/photocopying etc required 		

<p>for the lab.</p> <ul style="list-style-type: none"> • General jobs of running errands for the work of the department/lab.
<p>8. Periodic Work :</p> <p>Undertaking as well as supporting technical people in periodic maintenance and preventive maintenance of the lab equipments and machines etc.</p>
<p>9. Development / Research / Promotional / Admin work :</p> <p>Assisting Faculty/HOD in the developments projects undertaken</p>
<p>10. Responsibilities / Accountability :</p> <p>To take care of the equipment and also the materials and consumables in the lab</p>
<p>Job Requirements :</p> <p>(i) Educational & Technical Requirements: 10+2 or ITI in the relevant field</p> <p>(ii) (ii) Minimum Training / Experience: 6 months to one years of similar work in a laboratory (school/college)</p> <p>(iii) Other Unique Competencies/Certificate : Flare for scientific and technical kind of work desirable</p>

JOB DESCRIPTION

1. Title : Workshop Coordinator	2. Job No.: SGI/TSK	3. Dept./Section : TSK/MECH.
4. Reporting to: PRINCIPAL/HOD (MECH)		5. Reported by :
<p>6. Job Summary :</p> <p>Overall in-charge of working of the general workshop that provides practical training in general technical skills like - fitting, carpentry, basic metal cutting welding/joining etc.; ensuring that all the engineering students and others have an exposure to this training as desired by the university syllabus.</p> <p>Over-seeing the work of team of instructors and that effective practical learning takes place in addition to directly involving in ensuring that quality inputs and practical tips are provided to the BE students.</p> <p>Undertaking suitable developmental initiatives to modernize the workshop and add value not only in teaching-learning, but also facilitating the campus in attending to maintenance and project work with its in-house technical skills and capabilities.</p>		

7. Routine Duties :

- Conducting practical classes as per the schedule by self and ensuring that other instructions undertake their tasks as per the time-table
- Taking lectures/classes in the related workshop-technology subjects/topics (I to III Year) & also supervising project work in the workshop and related machine & assembly shops; including checking of files and notes etc as well as evaluation
- Ensuring that the workshop is maintained to its optimum operational performance level through proper maintenance and developmental activities that would take the workshop to the excellence level
- Taking up as well as maintenance & repair work of the campus in the technical trades like fitting, carpentry & furniture repair, electrical repair, plumbing and structural fabrications etc
- Planning for a perspective plan of development of the workshop and the amenities to the students (akin of developmental plan of workshop) and provide benefit of his advice to the institute
- Overseeing the job-work in the workshop meant for SGI campus and outside

8. Periodic Work :

Periodic maintenance of the workshop equipment and general ambience

Student & staff satisfaction evaluation

Inventory management of the various numbers and their immediate requirements

Any other relevant initiatives depending on the brain-storming outputs from the staff

9. Development / Research / Promotional / Admin work :

College Maintenance work and new project execution as per the Perspective plans of SGI & related workshops/institutes, by engaging in-house skills

10. Responsibilities / Accountability :

For effective exposure & training to practical workshop/technical skills and also enabling students to score well in the subject

11. Job Requirements :

- Educational & Technical Requirements:** B. E (Mechanical)
- Minimum Training / Experience :** up to 5 years of experience in the line
- Other Unique Competencies/Certificate:** Conversant with & exposure to latest workshop practices

JOB DESCRIPTION

1. Title : Instructor (Workshop)	2. Job No.: SGI/TSK	3. Dept./Section : TSK/ME (W/S)
4. Reporting to: Workshop I/C	5. Reported by :	
6. Job Summary : Teaching/guiding the students in practicing and learning the workshop skills like fitting/welding/ carpentry/ machining etc in the workshops; ensuring that the workshop facilities are kept up to date and modern from the angle of effective learning by the students and requirements by the university/AICTE; maintaining the necessary record keeping of the learning by the students and also of the equipment & machines and their regular upkeep & maintenance		
7. Routine Duties : <ul style="list-style-type: none">• Training/instructing the students during the workshop practice sessions in different trades/skills• Guiding for good & effective learning as well as periodic assessment of the student performance and necessary record keeping• Ensuring that the machines and work benches & hand tools etc. are kept in fit condition for learning taking support from technicians and attendants.• Overseeing the work of technicians and fitters and other skills when the projects and developmental cum repair & modernization work is pursued in the campus• Maintaining the necessary record keeping of student performance, samples & models and workshop inventory etc through the support staff in the workshop		
8. Periodic Work : Periodic testing and examination of the students for assessment and counseling etc. Periodic & preventive maintenance of the equipment and machines – follow-up and support. Periodic reports to management on the working of workshop (through In-charge)		
9. Development / Research / Promotional / Admin work : Supporting In-charge in undertaking workshop development projects – through idea generation and project proposal making and other initiatives like erecting test-beds and test benches and selecting of tools etc		
10. Responsibilities / Accountability : Effective learning by the students and sharpening the technical skills of all students		

11. Job Requirements :

- (i) **Educational & Technical Requirements:**ITI/Diploma in engineering (preferably in Mechanical/Electrical/Electronics)
- (ii) **Minimum Training / Experience :** 1 to 2 years of direct experience
- (iii) **Other Unique Competencies/Certificate:** Flare for teaching and spending time with students

JOB DESCRIPTION

1. Title : Librarian	2. Job No.: SGI/TSK	3. Dept./Section : TSK
4. Reporting to: Head (Admin)/Principal	5. Reported by : Asst. Librarian & Book Lifters	
6. Job Summary : Overseeing the working of the library and also administer the library services to all its stakeholders – such as ordering/purchasing of books & periodicals, proper record keeping as per library norms, issuing & record keeping as well as development of the library on a continuing basis, taking advice form the academic and technical departments. Maintaining a good library environment of learning & interaction with knowledge sources		
7. Routine Duties : <ul style="list-style-type: none"> • Issue & return of books as per the norms to students, staff and faculty ands others • Procuring of journals/periodicals ad other literature and maintaining its stock/display for reference and documentation • Ensuring that the periodicals are received regularly and follow-up in case of defaulters etc. • Maintaining the record keeping and identification and sourcing as per the standard library practices • Supporting faculty and study teams in data collection and sourcing of reports/research papers and data/information through reports and periodicals directly as well as through the net • Supporting departments /branches in maintaining book banks 		
8. Periodic Work : Making periodic reports of library stocks and related developments such as list of recently procured books, CDs, Videos etc& Audio-visual aids etc. Renewal Journals & corresponding for new entrants in the field		

Collecting and settling photocopying charges and book fines etc from beneficiaries Periodic(annual) stock-taking& verifications of literature and audit-facilitation
9. Development / Research / Promotional / Admin work : Procuring new books and development resources at the beginning of the session as per the advice of HODs Preparation of budgets and making developmental plans and their execution as per the budgets approved (in particular on-line library development)
10. Responsibilities / Accountability : Maintaining discipline and decorum in the library and handling of students and faculty Handling the book suppliers and publishers etc for maintaining the image of the institution Responsible for the property of the library – upkeep and security/theft etc.
11. Job Requirements : (i) Educational & Technical Requirements : M. Lib (ii) Minimum Training / Experience: 2 to 5 years of experience (iii) Other Unique Competencies/Certificate: Experience preferably in a technical institution

JOB DESCRIPTION

1. Title : Library Assistant	2. Job No.: SGI/TSK	3. Dept./Section : TSK/LIB
4. Reporting to: Librarian	5. Reported by :	
6. Job Summary : Support librarian in getting the library service to its beneficiaries; in terms of library maintenance/ arrangement of books & periodicals, issue& return; correspondence with the suppliers of books and periodicals and ensuring that the record keeping is done in the proper way as per the technical library systems, norms & practices etc; including maintaining of book-banks in the departments and electronic- fication of library systems		
7. Routine Duties : <ul style="list-style-type: none"> • Issue of Books and their return as per the library system • Supporting in maintaining book banks in the departments and laboratories • Receipt and record keeping as per the library system of the new books & periodicals 		

<ul style="list-style-type: none"> • Receipt and record keeping of periodicals and journals • Sending remainders to students and faculty • Accessioning and record keeping of the books and periodicals in hard and electronic format & keeping the records updated on a continuous format • Take care of the requirements of smart campus and smart library & documentation system • E-Library issues to be taken care on a regular basis • Providing all possible support to the librarian in maintaining the effective and continuous service of the library to all its beneficiaries • Any other work related to the library
<p>8. Periodic Work :</p> <p>Sending periodic reminders to journals and periodic publishers and distributors</p> <p>Updating the library status in the smartcard system</p>
<p>9. Development / Research / Promotional / Admin work :</p> <p>Working on identifying useful e-sources for documentation and books and technology issues & other literature relevant to the engineering and management education; including examining the kind of new software's in the library domain for supporting Librarian in the modernization process of the library</p>
<p>10. Responsibilities / Accountability :</p> <p>Responsible for the literature in the library and also its account or record keeping and ensuring that the capital in the library is continuously updated with the support of the HODs</p>
<p>11. Job Requirements :</p> <p>(i) Educational & Technical Requirements: Graduate preferably a B. Lib</p> <p>(ii) Minimum Training / Experience: Six months to one year of experience in a technical library would be of immense help</p> <p>(iii) Other Unique Competencies/Certificate: Good knowledge of library SW & HW</p>

JOB DESCRIPTION

1. Title : BookLifter	2. Job No.: SGI/TSK	3. Dept./Section : TSK/LIBRARY
4. Reporting to: LIBRARIAN		5. Reported by :

6. Job Summary :

Support and take care of the library maintenance and upkeep of books & periodicals etc as directed by the library assistant and librarian; including supporting accessioning of books, bar-coding, sealing, making cards, rack arrangements & placing of books as well as issue and receipt of books etc

7. Routine Duties :

- Arranging books & periodicals in book racks and stands etc.
- Support in issue and receipt of books/periodicals, CDs and other library knowledge sources
- Maintain the receipt and record of news papers and other periodicals etc
- Undertake all work related to documentation and record keeping for issues and receipt of new books such as bar-coding, card making, slip filling, sealing etc,
- Support in Maintaining necessary registers and records related to library property as directed by the assistant
- All miscellaneous work related to book-keeping and record keeping of the library and arrangement of books & periodicals and other AV aids and electronic media related knowledge sources

8. Periodic Work :

Periodic upkeep and cleaning & rearranging of books & periodicals (by rotation rack by rack/subject by subject)

Supporting Librarian and assistant in undertaking their periodic activities of preparing of statements etc including auditing of the books & library resources

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Careful Handling of books & periodicals

Being vigilant about the security of the property (books & periodicals) and safety of its stake holders

11. Job Requirements :

(i) Educational & Technical Requirements: At least 10+2 with Science

(ii) Minimum Training / Experience: Six months to one year in a library

(iii) Other Unique Competencies/Certificate : preferable to have academic bent of mind and love for literature and knowledge

JOB DESCRIPTION

1. Title : Sports Officer	2. Job No.: SGI/Sports	3. Dept./Section : SPORTS/
4. Reporting to: Principal/Head-SDP	5. Reported by : Asst. Sports Officer/coaches – external Grounds man	
6. Job Summary : Responsible for creating a sporting culture in the SGI/Institute including organizing all possible sports activities and related events that provides opportunity for the students & faculty/staff to harness their sporting potentials; overseeing the activities of training and developing all sports talent development including participation and organizing of local and regional as well as national level sporting event in SGI Responsible for maintaining liaison with external sporting clubs and also propel similar sports club activity in SGI & also in Indore		
7. Routine Duties : <ul style="list-style-type: none">• Taking sports talent inventory of the students on a regular basis (new and old students) & planning for sharpening the talent through different strategies• Taking sports lectures in the institutes to different batches of students & coaching of the student groups (specially identified) in different sports – directly and by appointing outside/external coaches and also experts in different sports• Planning and implementing the sports activities in SGI/institutions on the basis of arrival and departure timings of students to the campus• Giving special attention to the needs of the students in the hostel and making arrangements for their sports practice and development and arrangement of courts and facilities there off• Overseeing the work of Asst. Sports officer and Grounds man in ensuring that the sports activity takes place as scheduled and the grounds and other facilities are kept up-graded and maintained as per the norms of practice.• Selecting suitable external coaches and appointing them for development of sports and games as well as facilitating them to do their best in the campus as well as in competitions inside the SGI & outside• Supporting and joining hands with other cultural and other talent development centers of SGI in getting synergy in development of students and staff		

- All such other activities that are incidental to a professional sports development activity in higher technical institutions

8. Periodic Work :

Organizing periodic sports events and competitions both inside the campus as well participate in competitions organized by other institutions/clubs and national sports events as directed by the university or the management; including annual sports schedule/calendar

Stock verification of sports gear and stores and consumables including budget making and periodic procurement of sports gear and its regular upkeep

Regular reporting of sports activities to management and to the university as per the norms & expectations

Highlight of the activity – Annual Sports Week a major milestone every year

Participate in the university and local sports club meets and for networking and synergy in sports activity

9. Development / Research / Promotional / Admin work :

Planning & development of new sports facilities and upgrading and maintenance of the existing facilities

Modernizing of sports gear and educating and propelling students to acquire the required gear for competitions

Developing the sports infrastructure and culture as per the policy and investment proposals of the management (beyond university expectations)

Coordinate with all necessary departments including purchase and finance to ensure all the sports activity as well the development activities and participation in competitions are smooth and eventful to the satisfaction of its stakeholders (in particular students)

Developing traditional and specific local sports as a philosophy and practice

Responsibilities / Accountability :

Over all responsibility for development of sports and sporting a culture of sportsmanship in the campus.

Responsible for effective use of the resources and facilities of sporting so as to lift the image of SGI in the sports circles by winning local and regional events

Attract students with good sports talent to the institute through its image and branding.

Job Requirements :

(i) Educational & Technical Requirements:M. PE

(ii) Minimum Training / Experience: About three years of experience in the field

(iii) Other Unique Competencies/Certificate:Desirable to have been a good sportsman with some national/regional/ local accomplishments

JOB DESCRIPTION

1. Title : W/S Instructor (Machinist)	2. Job No.: SGI/Workshop/	3. Dept./Section : WORKSHOP(MECH)
4. Reporting to: HOD/Workshop Superintendent.	5. Reported by :	
6. Job Summary : Providing practical training to students in workshop skills – in particular in the use of machines and machine tools & equipments of the workshop as well as use of tools & tackles of the engineering workshop		
7. Routine Duties : <ul style="list-style-type: none"> • Ensure regular upkeep, maintenance and routine preventive maintenance of the machines and machine tools in the shop • Teach the students on the workshop benches for fitting, foundry, and machining operations both in theory and practical • Taking care and motivating the students in the workshop-skill development • Maintain the record of projects undertaken by the students & make periodic assessment of students field work • Assist faculty in taking technical sections with models and demonstrations in the lab as well as class room. • Undertake maintenance and construction projects using the workshop skills and facilities to rebuild as well as undertake new initiatives in the campus & hostels • Any other duty from the seniors 		
8. Periodic Work : PERIODIC PEVENTIVEMAINENANCE WORK OF THE WORKSHOP MACHINES AND EQUIPMNETS PERIODIC ASSESEMNT OF STUDETNS PERFORMANCE & RECORD KEEPING		
9. Development / Research / Promotional / Admin work : Supporting the HOD in the modernizing of he workshop and also developing new est and workshop benches forbetter learningby the students		
10. Responsibilities / Accountability : Takingcareofmachines &equipments and record keeping of students performance		

11. Job Requirements :

(i) Educational & Technical Requirements: 10 + 2 with ITI certificate

(ii) Minimum Training / Experience At least one year of teaching experience after proficiency in the trades

(iii) Other Unique Competencies/Certificate: Flare for teaching and communicating with students (Children)

Strategic Planning & SDP Positions

22. Director/Director General

23. Head (Student Devpt. Process) or Head (Strategic Management)(or)
VP (Strategic Management)

24. Manager – SDP/Marketing Manager or Business Development Manager or Admission
Process Manager

25. Public Relations Officer (PRO)

26. Training Officer /Officer (HRD or CPD)/(INDUSTRIAL TRAINING OFFICER)

27. Training & Placement Officer (TPO)

28. PDP TRAINER/COORDINATOR – TRAINING & COUNSELING

29. Admission Counselor

JOB DESCRIPTION

1. Title : Director/Director General	2. Job No.: SGI/AC/001	3. Dept./Section : OVERALL CAMPUS
4. Reporting to: Chairman, SGI	5. Reported by : Principals & HODs at SGI (for coordination purposes)	
6. Job Summary : Responsible for overall management of the campus – both on academic as well as administration of the campus to its fullest potential. Coordinates between institutes/departments to result optimal utilization of existing capacities to ensure profitability and growth. Catalyses on a continuing basis continuous development & growth of the institute/departments to be the state of the art Promotes research culture and brand-building and develops & maintains highest tenor of human resources through CFD Strives to strengthen linkages between industry-institution and society for the benefit of the stakeholders		
7. Routine Duties : <ul style="list-style-type: none">• While coordinating with the principals (who are the academic heads of their respective institutes), bring in cooperation and collaboration among the principals and facilitate taking decisions common to the institutes/SGI complex as a whole – such as a common academic plan, holiday plan, faculty & staff development etc.,• Liaise with external agencies, be it statutory, govt.-linked , private parties, industry associations, including parents if required• Look after and steer & direct the work of all support departments such as – Administration, Stores & Purchase, Finance, Estate, Hostels & sports facilitation, Canteen, Construction, SDP and Transport & Security (all other than academic departments of the institutes that are under the over-all charge of Principals)• Take all possible financial decisions in respect of revenue activities of routine nature vis-à-vis budget availability/provisioning• Also a member of the board of governors of SGI and act as member secretary to the board and under take all related record keeping		

- Heads the committee of principals in the periodic meetings to review the performance of individual institutes, departments, faculty and staff
- Develop & implement improvement plans including research and other developmental plans involving the principals and HODs as required.
- Oversees the entire functioning of the campus so as to result its growth and development and at the same time generation of adequate surplus for regeneration and growth
- Any other management functions relegated by the Board/Chairman

8. Periodic Work :

Conduct of BOD/BOG meeting and plan for action taken & reporting to the BOG.

Weekly/Fortnightly review meetings of Institutes/Key departments

Periodic and ad-hoc reports to BOG and liaison work with external agencies; service providers to SGI

Periodic functions to make the campus live with socio-cultural and sports & extra & co-curricular activities

Ensuring the HR (faculty & staff) are continuously developed and kept motivated along with the principals

9. Development / Research / Promotional / Admin work :

Engaging consultants & developmental bodies & academic experts for evolving improvement plans & implementation after the perusal & advice of the BOG.

10. Responsibilities / Accountability :

Development & growth of the Campus; accomplishing targeted growth & development as per the Strategic plan/Vision

Maintaining harmony & tranquility and serenity of the campus as a renowned place of learning

Ensuring that SGI is the preferred employer by Academic and Research personnel

11. Job Requirements :

(i) Educational & Technical Requirements: Preferably a Ph.D with MBA in Educational Management

(ii) Minimum Training / Experience : Over 25 years of experience in management Educational Institutions/Societies or Universities or IITs

(iii) Other Unique Competencies/Certificate : Preferable to have HR orientation

JOB DESCRIPTION

1. Title : Head (Student Devpt. Process) or Head (Strategic Management)(or) VP (Strategic Management)	2. Job No.: SGI/MDP	3. Dept./Section : SDP
4. Reporting to: Resident Director/Chairman	5. Reported by : 7 Functional In-charges	
6. Job Summary : <p>Responsible for overall development of the SHAIL group of institutions, by supporting the top management through developmental planning, brand-building & institutional linkages, strengthening admission processes and at the same time ensuring enhanced satisfaction of IISTians by continuously improving placement performance and also focusing on continuous improvement of the institutional management processes through strategic management exercises including engaging and implementing recommendations from experts and consultants in areas other than academics.</p> <p>Supporting the top management in such strategic initiatives that enhance repositioning of the existing institutions ensuring enhanced growth; Job involves considerable coordination and working along with academic & administrative heads of the institutions under the SHAIL group</p>		
7. Routine Duties (Coordination & Management of Activities) <p>Coordinates and supervises including advising the functional/activity heads working for brand building, admission process implementation, summer-training & regular placement activity, enhanced linkages and liaison with the governmental and non-governmental institutions, planning for CSR kind of activities by the institutes and student groups etc</p> <p>Liaise with Principals and HODs for organizing brand-building activities and development of soft-skills and extra-curricular activities such as annual events and such other periodic and ad-hoc events, including media coverage and bring out regular & ad-hoc news letters and publications</p> <p>Plans and prepares strategic planning documents including project reports for continuous development of existing institutes and also new academic and other type ventures under the direction of the top management</p> <p>Acts as a catalyst enables all academic and on-academic heads to focus on quality and productivity and competitiveness and at the same time enhanced student and stakeholder satisfaction.</p> <p>Teaches a few specialized /advanced subjects to IV year ME students</p>		

Liaises with academic and professional bodies of the state and central government and agencies such as AICTE, DTE (MP), RGPV, UGC, AIU etc.

Any other tasks as assigned by the top management and also evolved jointly by the committee of principals

8. Periodic Work :

Submitting periodic reports to Management & ensuring the magazines etc are brought out on the stipulated dates

9. Development / Research / Promotional / Admin work :

Preparing developmental and perspective plans (internally or by engaging consultants) for strategic repositioning of SGI Institutes

Liaison & coordination with AICTE and other institutions for expansion plans – Integrated Campus/university Development

10. Responsibilities / Accountability :

Has the responsibility to develop and talent of the personnel working with him in the department

Commensurate financial and administrative authority as per the delegation of powers set-out for HODs/Principals and other special departmental heads.

Member of coordinative and strategic management team of SHAIL group along with principals resulting into major strategic inputs for the development of SHAIL groups of Institution

11. Job Requirements :

(i) **Educational & Technical Requirements :** Preferably an MBA with engineering Degree

(ii) **Minimum Training / Experience :** At least 10 years of corporate exposure in similar kind of work; Experience of Academic Institutions of standing would be an added advantage

(iii) **Other Unique Competencies/Certificate:** Preferable to be in the forties

JOB DESCRIPTION

1. Title : Manager – SDP/Marketing Manager or Business Development Manager or Admission Process Manager		2. Job No.: SGI/MDP	3. Dept./Section : SDP
4. Reporting to: HEAD (SDP)		5. Reported by : 3 Marketing Executives	
6. Job Summary : Promoting the brand of SGI & its institutes and ensuring that the capacity of the institutes are utilized to its			

full through admissions and further adjustments to regular courses and seminars & conferences as well as in house developmental programs; through appropriate & ethical marketing of the USPs of SGI and attracting the students and their parents for patronizing SGI's educational endeavors. Liaison with recruiting agents and admission counselors and kiosks etc to maintain good image of SGI for beneficial results and providing market feedback of admissions and competitors to the respective institutes and all those concerned with Capacity Utilization at SGI

7. Routine Duties :

- Periodic review and redesign & development of program/branch/institute brochures as well as SGI campus brochures etc for promotion and marketing purposes
- Evolving strategies of building SGI/Institutes USPs and marketing the capacity for admissions, including liaison with registration/admission Kiosks, recruiting agencies etc. as well as agencies of DTE/DAVV/RGPV and all related agencies connected with normal admission and supplementary admission in MP.
- Coordination with departments/ institutes, registrars, on-line counseling agents, participating in career fairs and organizing camps in schools etc for promoting of admission etc are the regular activities
- Liaison with admission & counseling agencies of DTE/RGPV etc and organizing the admission process both with-in the campus as well as through the stipulated agencies; including coordination with internal departments /Principals & registrars and HODs.
- Guiding and supervising the work of marketing executives in organizing the total promotion and marketing activity i.e. ensuring that the capacity of admissions (fresh or otherwise transfers) is optimum at each of the institutes.
- Ensuring that the necessary record keeping and related verification too is ensured in coordination with the registrars office and other agencies
- Lending support to other promotional and branding activities of SGI through PRO & SDP
- Any other activity connected with admission, marketing of SGI admission capacity and conference participation

8. Periodic Work :

Admission in itself is a periodic activity (every six months)

Preparing & submitting period reports on admission process & its effectiveness

9. Development / Research / Promotional / Admin work :

Bringing innovations in admission process and preparing perspective reports for enhancing the qualitative excellence in SGI; Providing feedback for further improvement of qualitative excellence through benchmarking with competitors etc.

10. Responsibilities / Accountability :

To ensure that all institutes/courses are full to their sanctioned capacities of annual admissions & also raise the bar of average cut-off year by year for admissions in SGI

11. Job Requirements :

(i). Educational & Technical Requirements : Graduate/PG(Marketing Orientation)

(ii) Minimum Training / Experience: At least five years of experience in similar work (Engg. Education)

(iii) Other Unique Competencies/Certificate: MBA (in Marketing) would be an added advantage

JOB DESCRIPTION

1. Title : Public Relations Officer (PRO)	2. Job No.: SGI/SDP/005	3. Dept./Section : SDP
4. Reporting to: Head (SDP)	5. Reported by :	
6. Job Summary : Responsible for taking all possible & necessary actions with the media and other outside agencies to build image/branding of the SGI & its constituent institutions; in addition to bringing out the periodic news magazines, news-letters, annual reports & magazines, brochures of the institutes, technical bulletins and audio-visual material for propagation; including supporting all admin and other technical departments in release of advertisements, mass-media related measures.		
7. Routine Duties :		
<ul style="list-style-type: none"> • Design & development of advertisement/publicity material, brochures, magazines & bulletins, annual reports etc. including advising on creative designs with specialized media-agencies as well as through self-innovations; finally resulting in attraction and effective communication material through all possible media – print, electronic as well as physical (such as hoardings etc.) • Liaison with media agencies and other related bodies to ensure the SGI news gets the prominence it deserves 		

<ul style="list-style-type: none"> • Supporting Admin and HODs/principals in getting their brochures, pamphlets, advertisements and other related material developed and dealt in proper way to effective end-results • Planning an organizing press-meets as when necessary and also maintaining media MIS and archives of media-interventions by SGU • Ensuring that the media budget is utilized for cost effective media interventions and brand development commensurate with investment • Any other work delineated by Head-SDP
<p>8. Periodic Work :</p> <p>Coordination of Events organized by other depts./institute and also under the auspicious of SGI</p> <p>Participation in media events organized by media agencies & press conferences etc.</p> <p>Bringing out periodic publications/magazines etc.</p> <p>Management reports on the performance of the section vis-à-vis the budgets and efforts</p>
<p>9. Development / Research / Promotional / Admin work :</p> <p>Preparing perspectivemedia plans and strategicrepositioning proposalsand documents</p> <p>Brand-building activities and development of museum on SHAIL Group</p>
<p>10. Responsibilities / Accountability :</p> <p>Responsible for maintaining the image and brand of SGI and strive to improve upon the same</p> <p>Operate within the budgetary framework of SGI</p>
<p>11. Job Requirements :</p> <p>(i) Educational & Technical Requirements : PG Dipl. in Mass Communication & Diploma in Public Relations</p> <p>(ii) Minimum Training / Experience : 2 to 3 years ofexperience in PR/advertising/Media areas/field</p> <p>(iii) Other Unique Competencies/Certificate : Copy-writing experience of one year is desirable for counseling & appraisal activity</p>

JOB DESCRIPTION

1. Title : Training Officer /Officer (HRD or CPD)	2. Job No.: SGI/SDP	3. Dept./Section : SDP
4. Reporting to: HEAD (SDP)	5. Reported by : -----	

6. Job Summary :

Basically deals with placement of students (Engineering., Computer Applications & Management) for industrial Visits/Training during 1st & 2nd years, as per the university requirements; in addition plans and organizes in-house higher and specialized technical seminars & workshops on the cutting-edge technologies for the students, in consultation with Principals/HODs

Plans & organizes Staff/Faculty Development Programs including sponsoring of faculty & staff to external training

Undertakes the responsibility of bringing out SGI bi-monthly news letter under the guidance and support of Head-SDP & Principals /HODs

7. Routine Duties :

- Liaison & coordination with industry (corporate) HR/training positions for fixing up visits and practical exposure cum training for the students of I & II year & ensuring the students get adequate exposure to the practical world.
- Developing a calendar of staff/faculty development plans on the basis of consultations with the Principals/HODs and taking into account the feedback from the training needs/talent search surveys
- Organizing Faculty & Staff Development programs as per the need and also the calendar, by lining up suitable internal and external expertise and faculty
- Scanning the technological environment along with HODs & principals for developing subjects of interest on cutting-edge technologies and lining up faculty for seminars and organizing such interventions for the students and also to result faculty-development.
- Developing and bringing out the periodic SGI- Newsletter integrating both the internal (general and technological & research) & external (net-searched) news and also extra & co-curricular activities for the benefit of larger stakeholder community of the campus.
- Undertakes counseling of students for motivation for academics and at the same time propelling them to higher studies and for focus on specializations
- Developing and maintaining the data base of individual faculty's professional development plans for further use - transfers/promotions and a career progression including sponsorship for competitions etc
- Any other related activities for CPD/FD and employee (staff & faculty) and also counseling and motivating students to take to higher studies and also motivation for academic excellence

<p>8. Periodic Work :</p> <p>Counseling students for participation career fairs,exhibitions and helping them to realize the same</p> <p>Organizing FDPs/Participation & extending support to organization of events by HODs/Institutes/SGI;</p>
<p>9. Development / Research / Promotional / Admin work :</p> <p>Interacting with experts and specialist as well as consultant in developing FDPs and seminars on Cutting-edge Technologies</p> <p>Develop plans for making SGI a fully-knowledge based organization</p>
<p>10. Responsibilities / Accountability :</p> <p>Maintaining the development tenor of the faculty as well as ensuring industry exposure to the budding engineers & managers as required/stipulated by the university/AICTE</p> <p>Keeping the student community happy with industry exposure and training in their areas of interest.</p>
<p>11. Job Requirements :</p> <p>(i) Educational & Technical Requirements :A Good degree in Engineering</p> <p>(ii) Minimum Training / Experience : 4 to 5 years experience in training in industry or a similar institution</p> <p>(iii) Other Unique Competencies/Certificate:ISTD Diploma is an added advantage</p>

JOB DESCRIPTION

1. Title : Training & Placement Officer (TPO)	2. Job No.: SGLSDP	3. Dept./Section : SDP
4. Reporting to: Head - SDP	5. Reported by :	
<p>6. Job Summary :</p> <p>Responsible for making available the opportunities of on-campus placement to all students of Engg, CA, Pharmacy & Management, by ensuring adequate invites of selectors from corporate and others as well as ensuring appropriate and suitable preparation & grooming on the part of the students in the final years; including liaison with corporate selectors (National & MNCs) to make SGI a permanent brand with them, as well result closer interaction between academia and industry personnel</p> <p>Supporting Principals/SDP in organizing FDP & SDP</p>		
<p>7. Routine Duties :</p> <ul style="list-style-type: none"> Developing & improving upon the data base of SGI students from different streams to be placed for 		

jobs, higher education and entrepreneurship

- Planning and implanting adequate preparation and grooming of student to enhance their preparedness to face successfully the corporate selectors – visiting SGI as well others visiting Indore.
- Interacting & counseling the students regularly to keep their morale high and identify their grooming needs and organizing or it as well assess their extent of preparedness for employment interview.
- Continuously perusing and researching for enhancing the data of corporate and other institutions/organizations for placement opportunities for the students
- Undertake presentations and make available historical and other related information to bring to fore the USPs of SGIs and its students
- Making all necessary follow-up and persuasive activities and initiatives to result ultimate visit of selectors and also accomplishing reasonable selection of IISTians
- Adapting innovative approaches of netting more corporate and organizations to the selectors bank at SGI
- Representing SGI in the career fairs and interaction meets with corporate and selectors meet etc
- Organizing in-house presenting and interactions between faculty and selectors for exchange and image building & branding leading to accreditation of SGI & constituent institutes as prospective sources for head-hunting

8. Periodic Work :

Periodic interactions with TPOs of the other institutes for networking and capacity building as well as additional facilitation of placement

Developing innovative strategies and methods of enhancing placement potential – drawing up perspective plans for the consideration of top management

9. Development / Research / Promotional / Admin work :

Focused promotional work with industrial estates and corporate and other academic institutions for enhancing placement potential for SGI students

10. Responsibilities / Accountability :

Attempting to ensure 100% placement before the students leave the campus & enhancing the satisfaction level of students to get the desired level and compensation

To provide feedback to the academic authorities and administrators to develop USPs for SGI that result better placement

11. Job Requirements :

(i) Educational & Technical Requirements: Good Graduate (preferably in Engg)

(ii) Minimum Training: Experience: 4-5 Years of direct experience or in industry

(iii) Other Unique Competencies/Certificate : Diploma/Certificate in Marketing would be desirable

JOB DESCRIPTION

1. Title : PDP TRAINER/COORDINATOR – TRAINING & COUNSELING	2. Job No.: SGI/SDP	3. Dept./Section : SDP
4. Reporting to: HEAD – SDP	5. Reported by :	
6. Job Summary : Undertake all possible interventions for suitable personality development of students of different streams to enhance their employability by sharpening their personality, adequate grooming for facing the challenges of real life situation at the workplace and also finishing features of a student that enables him to face the job-interviews more confidently and taste success. In addition, provide counseling support to the needy students to enable them become compatible to face the challenges of the campus life & studies as well as practical world of work. Provide conceptual inputs to the SGI’s technical & management institutes in developing and implementing innovative approaches to PDP & EEP to success.		
7. Routine Duties :		
<ul style="list-style-type: none"> • Developing program structures for PDP & EDP for the students of professional courses run at SGI and implement the same with adaptive pedagogy, course outline & study material & text books, PPTs for effective presentation & effective communication • Implementing (teaching courses) at all levels (1st year to final/fourth year) the above and improve upon the course material after incorporating the feedback and leading to revision of the PDP & EEP for the benefit of the students • Providing psychological or otherwise personal & behavioral counseling to make the students and 		

employees at ease with work and life as well as studies and so on, including personality testing to serve the purpose of recruitment, remedial corrections, sound personality development etc.

- Organizing or arranging personality and grooming sessions inviting experts and consultants on the subject for the faculty separately and also to students, meant intervening or mentoring to ascertain the desired goal-accomplishment and also in taking the people in general with the new initiatives on the HR & academic progress
- Guiding and advising (including helping) students to sharpen their CVs, at the same time guiding for interviews through mock-interviews
- Assessing the students on their preparedness for employment-interviews along the technical teams (internally for providing suitable advice); including the opportunity of mock-interviews in the campus
- Implementing innovative interventions and programs to bring out the hidden talents of students and employees of SGI and show-casing the socio-cultural heritage
- Other relevant value-building activities in the campus and those directed by seniors

8. Periodic Work :

Lending suitable support through participation and advising in the special activities such as – admissions, Career Fairs, Events

Conducting FDP programs as well as SDP for employee on attitude and personality development and such related areas (so called soft-skills)

9. Development / Research / Promotional / Admin work :

Promoting the relevance and importance of Soft-Skills and Personality Traits in the students in the technical personnel and technical educational institutions

10. Responsibilities / Accountability :

Developing/instituting a culture of PDP & EEP initiatives in SGI and ensuring that the students are prepared on a holistic front in addition to their technical knowledge, so as to be successful in their working life subsequently.

Initiatives leading to enhanced ethnic and socio-cultural amity in the campus

11. Job Requirements :

(i) Educational & Technical Requirements : Preferably PG in Industrial Psychology & Certification in Psychometric Testing

(ii) Minimum Training / Experience: Minimum of five years of experience in an industrial or Engg. Institute

(iii) Other Unique Competencies/Certificate :ISTD Diploma in training is preferable

JOB DESCRIPTION

1. Title : Admission Counselor	2. Job No.: SGI/SDP	3. Dept./Section : SDP/ADMISSION
4. Reporting to: Marketing Manager/Head –SDP	5. Reported by :	
6. Job Summary : Essentially, job involves interacting with students and their parents in ensuring that they have the right information about SGI, while taking a decision on taking admission in SGI’s institutes and the nature of courses, with the final objective of ensuring that the admission capacity of the institutes are utilized to the optimum Ensuring that various statutory and other quotas of admissions are taken care form SGI and government point of view so as to minimize subsequent litigations Undertaking all allied tasks and liaison with statutory and other agencies to ensure that the admission process and the fall-outs there off are attended effectively & supporting and assisting in the examination process and also supervision along with the academic and technical staff		
7. Routine Duties : <ul style="list-style-type: none">• Maintaining regular contact with agencies connected with admission• Supporting Admission I/C and marketing manager /Manager(Admissions) in all operations of admission including Kiosk Management• Dealing with students and parents and counseling them on the issues of admission in SGI institutes and convincing them of the special and unique benefits and advantages• Supporting Marketing Manager in planning for marketing strategies after due analysis of the past		

performance in admission

- Evolving strategies and pursuing seriously for ensuring admissions so as to realize reasonable capacity utilization.
- Developing closer relationships with students and parents so as to solve their teething problems during the admission stage and settling down in the institute during the early stages
- Supporting finance and registrar in the issues and communications related fee-payments/collection at the admission stage
- Any other tasks that would result enhanced and efficient admission process

8. Periodic Work :

Supporting and assisting in examination work such as managing the control room;

Facilitating admissions to Hostel etc. & lending support to academic and admin & other wings furing inspection by statutory agencies and bodies form the university, AICTE, DTE etc.

9. Development / Research / Promotional / Admin work :

Liaison and promotional work with DTE, RGV, LocalAdministration,Nodal Center and Examination center, Govt. Engg. Colleges etc.

10. Responsibilities / Accountability :

To ensure the admission process's smooth and the capacity of SGI institutes is fully utilized along with admission team& support in ensuring tht good relations are maintained with all statutory agencies.

11. Job Requirements :

(i) Educational & Technical Requirements:A general Graduate level Qualification

(ii) Minimum Training / Experience: 3 to 4 years of experience in the admission activityof university courses

(iii) Other Unique Competencies/Certificate :Good communication ability & attractive personality

Administration & SGI Positions

- 30.** Accounts Manager
- 31.** Accountant
- 32.** Jr. Accounts Officer (Bank Operations)
- 33.** Head Cashier
- 34.** Jr. Accountant
- 35.** Account Asst.
- 36.** Record Keeper
- 37.** Purchase Manager
- 38.** Stores & Purchase Officer
- 39.** Storekeeper
- 40.** Asst Store keeper
- 41.** Junior Store Keeper (**Jr. Purchase Officer**)
- 42.** Store Asst.
- 43.** Admin In-charge
- 44.** PS to Principal & SRO
- 45.** Office Executive
- 46.** Sr. Office Assistant
- 47.** Office Asst
- 48.** Office Executive
- 49.** Front Office Executive
- 50.** Sr. Caretaker
- 51.** Transport & Security In-Charge
- 52.** Transport supervisor
- 53.** Security Supervisor
- 54.** Asst. Warden (Hostel)
- 55.** Estate Officer
- 56.** Site Engineer
- 57.** Site Supervisor
- 58.** Electrical Supervisor

- 59. Electrician
- 60. Maintenance Electrical
- 61. Plumber
- 62. Grounds Man
- 63. Motor Mechanic
- 64. Driver
- 65. Cleaner cum Conductor
- 66. Gardener/Mali
- 67. Peon
- 68. Shifter
- 69. Admin Officer
- 70. CAO

JOB DESCRIPTION

1. Title : Accounts Manager	2. Job No.: SGI/	3. Dept./Section : ADMIN/FIN
4. Reporting to: Director/Chairman	5. Reported by : Entire Accounts Group (JAOs, Accountants, Assistants , Cashiers etc& Attendants)	
<p>6. Job Summary :</p> <p>Overall In charge of the finance function of SGI including proper account keeping and taking care of the statutory requirements of a educational society and its institutions; broadly includes budgeting and supporting the operations with financial facilitation as per the directions of the board/chairman; cash-flow planning to ensure continuity of operations through proper receipts and disbursement management; supporting board, directors, principals and administration in financial planning and prudence in spending including support necessary policy making regarding.</p> <p>Ensuring necessary periodic statutory submissions to agencies and other requirements to ensure that SGI as an entity discharges its onerous responsibility of following rules and law of the land in the financial management through arrangement of audit and such other measures.</p> <p>Ensuring that the stakeholders of SGI are kept reasonably satisfied from the financial support and facilitation aspects; including maintaining high morale and motivation of the staff-team in the finance &</p>		

accounts function.

7. Routine Duties :

- Overall supervision of the work of all the staff discharging the total finance and accounting function including cash & bank operations in the premises of the SGI
- Undertake budgeting and periodic review of the same as well as develop norm based operation of financial budgeting and spending as well as receipts management
- Ensuring that the payments are accorded as per the agreed and laid out practices and in time to ensure stakeholder satisfaction
- Guiding and supporting staff in good receipts management and supporting in handling of cash and bank operations
- As a statutory auditor cum accountant, ensuring that all financial operations and the due record keeping takes place as per the accepted and sound norms and practices
- Participating in routine and periodic management meetings to consider financial management issues and to evolve and implement improvement processes and initiatives including implementing IT-based working
- Training and developing the staff and also keeping them motivated to focus on the financial prudence of SGI
- Any other tasks having financial bearing on SGI

8. Periodic Work :

Periodic and frequent cashflow management reports; including budgeting exercises and their review and management; financial auditing of transactions and preparation of trial balance as frequently required by the management

Making and preparing the documents for the board meetings and evolving/working out the implications of boards decisions on financial position to ensure better decision making.

Submitting period compliance reports to the statutory agencies and also to the registered and HO and handling the statutory agencies and banks for financial provision (including borrowings and deposits); including financings for construction management in the campus and else where

9. Development / Research / Promotional / Admin work :

Planning and bringing about innovative changes in financial management of an academic institutions and supporting the plans and programs of other departments in the area of development and change management

Maintaining good liaison and develop good relationships with financial and banks as well as statutory agencies to ensure minimal non-compliance issues and get support for further development

10. Responsibilities / Accountability :

Overall responsibility of statutory compliance of SGI on the financial front as a representative of the entity; striving to ensure that all systems for financial integrity and prudence are kept maintained in the most effective manner.

Finance being a support function, ensuring that the stakeholder (in particular employees) morale from the financial disbursement angle is kept very high by creating an environment of service vis-à-vis an authoritative environment

11. Job Requirements :

(i) Educational & Technical Requirements:M.Com & CA.....

(ii) Minimum Training / Experience: 8 to 10 years of experience in similar position

(iii) Other Unique Competencies/Certificate: LL. B is also a n additional qualification that would help

JOB DESCRIPTION

1. Title : Accountant	2. Job No.: SGI/	3. Dept./Section : ADMIN/FIN
4. Reporting to: Accounts Manager	5. Reported by : Assistants	
6. Job Summary : Undertake all related work of finance and accounting department and support finance manager in accomplishing the objective & correct account keeping as per the statute and maintain the books of accounts and facilitate s in external and internal auditing; support in ensuring in statutory compliances of he finance function by timely finalization of accounts and budgeting etc.		
7. Routine Duties : <ul style="list-style-type: none">• Supervising work of other staff working in variousfacetsof finance and account keeping – such as cash& receivables, payments, bank -operations, book keeping, budgeting & budget control etc. – cash counter handling; expenditure/budget preparation sheet making; journal voucher entry system & ledger maintenance,; balance sheet/trial-balance preparation• Working in a team to evolve the trial balance and final accounts (periodic & regularly as a trial balance) including bank reconciliation• Ensuring that the day-day finance transactions a re checked in proper form the angle of cash on hand and bank balances as well as working out the daily trial balance of cash positions etc.• Examining the budgetary performance of the functional Heads/HODs and principals and providing guidance through finance manager for proper control and monitoring• All other items of work related to the functioning of a modern account keeping and finance e function of a corporate organization• Any other relevant work as directed by accounts manager		
8. Periodic Work : PREPARATION OF SUMMARIES OF DUES AND OUTSTANDINGSETC TRAIL BALANCE PREAPRTIONETC		

9. Development / Research / Promotional / Admin work :

Supporting accounts manager in budgeting activity and bringing about IT integration in account-keeping activity; coordination and liaison with the staff & faculty as well as students/parents, as desired or required

10. Responsibilities / Accountability :

Responsible for accurate and timely processing of accounting activity – cash & bank transaction so as to ensure that SGI keeps pace to maintain accountkeeping as per the statute and keep the employees and staff motivated for the finance function point of view. Focus to minimize to nil in the audit observations in the final report.

11. Job Requirements :

- (i) **Educational & Technical Requirements:** B.Com
- (ii) **Minimum Training / Experience:** 2 to 3 years of experience
- (iii) **Other Unique Competencies/Certificate:** Qualification of CA is an added advantage

JOB DESCRIPTION

1. Title : Jr. Accounts Officer (Bank Operations)	2. Job No.: SGI/	3. Dept./Section : ADMIN/FIN
4. Reporting to: Accounts Manager	5. Reported by :	
6. Job Summary : Handling all banking transactions between SGI & its stakeholders and all the related banks, where SGI has linkages for financial purposes, under the over guidance of Accounts Manager Pursuing innovative approaches to develop more productive and rewarding banking linkages with financial institutions in the interest of SGI		

7. Routine Duties :

- Handling bank operations such as cash deposits, transfer of funds through banks, clearing and processing of cheques etc
- All office operations connected with bank transactions
- Dealing with correspondence with banks and other parties in cases of disputes by providing relevant advice and information in managing the issues amicably and in the interests of SGI
- All other talks required for successful interactions with financial and banking institutions – in terms of deposits, withdrawals, financing (borrowings, over-drafts, FDs etc)
- Assisting seniors in successfully transacting with financial institutions in particular banks for the financial management of SGI

8. Periodic Work :

DAILY AND PERIODIC STAGES OF BANKING TRANSACTIONS

9. Development / Research / Promotional / Admin work :

Liaison with financial institutions for financial operations of interest for SGI under the guidance of seniors

10. Responsibilities / Accountability :

Responsible for handling large amount of cash for depositing in the banks and withdrawals for disbursements etc.

Also required to maintain good liaison and relationship with officials and managers of the financial and banking institutions for promoting the interest of SGI

11. Job Requirements :

- Educational & Technical Requirements:** B.Com
- Minimum Training / Experience:** up to 2 years of experience in similar work in an accounting department
- Other Unique Competencies/Certificate:** Experience of bank will be desirable

DESCRIPTION

1. Title : Head Cashier	2. Job No.: SGI/	3. Dept./Section : ADMIN/FIN
4. Reporting to: Accounts Manager	5. Reported by : Cashier	
6. Job Summary : In charge of fee-collection and miscellaneous receipts to SGI and also cash payments to parties – be it staff or students or external parties etc. Maintain the books of accounts as per the statutory requirements and double-entry bookkeeping system about all the transactions so as to comply with the statutory and other audit requirements, working along with other staff including a cashier		
7. Routine Duties : <ul style="list-style-type: none">• Regular fee collection with the support of adequate follow up taking support from head of finance and also registrars/principals• Ensuring that cash and other payments are effected as per procedures and also correct and record keeping and making periodic statements of receipts and payments as well as reconciling the cash book and others daily• Overseeing the security and safety of cash and property of SGI and devising innovative means of improving upon the system• Handling large amounts of cash as and when required under personal supervision		
8. Periodic Work : Making periodic statements of collections and statements of pending receipts & making lists of students and parents for follow up through the registrar etc. for expeditious payments etc. Statements of payments made and maintaining related accounts as well as confirmations etc.		

9. Development / Research / Promotional / Admin work :

Support accounts manager in evolving developmental plans for cash counters and collectin systems as well as developing norms of accounting activity as per the past practices

10. Responsibilities / Accountability :

Handling large amount of cash between the bankand the campus
Maintaining accuracy and credibility of cash transactions from the angle of the stakeholders of accounts department

11. Job Requirements :

- (i) **Educational & Technical Requirements:** Graduation preferably in Commerce
- (ii) **(ii) Minimum Training / Experience:** 4 to 5 years in an academic institution
- (iii) **Other Unique Competencies/Certificate:** Numericalability and outlook to live with large amount of cash and handle the same with tenacity and accuracy.

JOB DESCRIPTION

1. Title : Jr. Accountant	2. Job No.: SGI/	3. Dept./Section : ADMIN/FIN)
4. Reporting to: Accounts Manager/HOD	5. Reported by :	
6. Job Summary : Undertake all possible financial transactions in the accounts finance department of SGI – such as cash receipts & preparation of vouchers, handling of scholarships of students, banking transactions, maintaining books of accounts etc and supporting g accountants and accounts manger in the objective and efficient functioning of the finance dep’t.		

7. Routine Duties :

- Cash counter handling – receipts and disbursements as per the procedure and related electronic and physical paper work maintenance
- Preparing the paper work related to banking operations and assisting seniors in handling cash and other valuables including document preparations from the banks such as DDs, and other instruments
- Preparations of documents and books of accounts as per the double-entry book keeping and maintenance of statutorily acceptable books of accounts
- Preparation and dealing with cash vouchers and bank transaction vouchers and account keeping as per the norms
- Any other work related to receipts and payments and connected book-keeping and preparations of daily cash and bank balances etc including reconciliations
- All other work as delineated by the seniors

8. Periodic Work :

MAKING SUMMARY STATEMENTS OF TRANSACTIONS – DAILY/WEEKLY/MONTHLY ETC AS REQUIRED BY THE MANAGEMENT FOR DECISION MAKING AND FURTHER SUBMISSIONS

9. Development / Research / Promotional / Admin work :

Supporting seniors in evolving development plans for improving upon the finance function at SGI

10. Responsibilities / Accountability :

Responsible for accuracy of financial transactions – in cash handling and banking instrument preparations

11. Job Requirements :

(i) Educational & Technical Requirements: Preferably a Graduate in Commerce.....

(ii) Minimum Training / Experience: At least one to two years of working in accounts

office/finance function

(iii) Other Unique Competencies/Certificate: Experience of an academic institution is preferable

JOB DESCRIPTION

1. Title : Account Asst.	2. Job No.: SGI/	3. Dept./Section : ADMIN/FIN
4. Reporting to: Accounts Manager/HOD (Section Heads in Accounts department)	5. Reported by :	
6. Job Summary : Perform all accounting functions in the accounts department as a support to the executives engaged in cash receipts and bank deposits as well as routine work of book-keeping and all related work		
7. Routine Duties : <ul style="list-style-type: none">• Undertake all routine work of book keeping and office work in the finance & accounts department under the supervision of section heads• Support in bank work in terms of follow-up for statements and also cash deposits as directed• Preparation of instruments of transactions etc through the bank and other financial agencies• Support the section/function heads in finance and accounts department in discharging of their tasks and responsibilities• Any other work delineated from time to time		
8. Periodic Work : SUPPORT SECTION HEADS IN THEIR PERIODIC WORK WITH DTA INPUTS		
9. Development / Research / Promotional / Admin work : -----		

10. Responsibilities / Accountability :

Shared responsibility with seniors as they are primarily responsible for tasks and accuracy and correctness of tasks performed is central to his work

11. Job Requirements :

- (i) **Educational & Technical Requirements:** 10 + 2 with Commerce specialization
- (ii) **Minimum Training / Experience:** 6 months to one year of exposure to accounting department
- (iii) **Other Unique Competencies/Certificate:** Preferable to have B.Com (future development point of view)

JOB DESCRIPTION

1. Title : Record Keeper	2. Job No.: SGI/	3. Dept./Section : ADMIN/FIN
4. Reporting to: Accounts Manager/HOD	5. Reported by :	
6. Job Summary : Responsible for maintaining the records of the accounts & finance function in proper form and custody		

ensuring its security & traceability when he need arises, considering the statutory requirements of maintaining the books of accounts for SGI as an entity.

7. Routine Duties :

- Regularly filing of vouchers in a structured and systematic way to ensure its traceability & binding of the same into volumes ad storing them in such a way to result faster location
- Maintaining suitable registers and records connected with storage of the records of books of accounts and other important and statutory documents connected wSafetyabith the financial function of the institutions of SGI
- Supporting the other functionaries of accounts department in their routine work depending upon the exigencies and capability
- Any other tasks /jobs delineated by seniors form time to time

8. Periodic Work :

SUPPORT IN PREPPARATION OF DIFFERENT PERIODCSTATEMTNS OF BOOKS OF ACCOUTNS AND ALSO SEPCIFIC /FINANCE INFORMATIONS

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Safety & security of the data and information stored in the records

11. Job Requirements :

- (i) **Educational & Technical Requirements: At least 10th Standard/HSC or 10 + 2**
- (ii) **(ii) Minimum Training / Experience: 3 months to one year**
- (iii) **Other Unique Competencies/Certificate:**

JOB DESCRIPTION

1. Title : Purchase Manager	2. Job No.: SGI/	3. Dept./Section : ADMIN/PUR
4. Reporting to: Secretary/Chairman	5. Reported by : S&P Officers, Store keepers, etc.	
6. Job Summary : Responsible for the total purchase and making available materials of regular requirements of the Institutions and SGI – in terms of running materials & consumables and also capital equipment etc. Also, oversee the construction work-in the campus, in addition to procuring and making available relevant construction materials for the same		
7. Routine Duties : <ul style="list-style-type: none">• Plan for annual requirements of different kinds of materials, consumables and other capital goods required by the departments/institutes and Labs in particular with the help of the consumers and also with admin & finance• Evolve and implement an inventory management systems through the stores system in the campus• Plan for bulkpurchases as far as possible (for enjoying quantity discounts etc.) through tendering and floating of enquiries etc and final placement of orders after due negotiations with prospective vendors• In case, unconventional and new items of materials, pursuing vendor development and nurturing them• Ensuring that the materials received are physically verified for the quantity and quality by the prospective indenters & though the stores system• Selecting and awarding small construction contracts to construction vendors and contractors		

- Over see the regular working of the stores and maintenance as well as facilitate in inventory control
- Maintaining good relations with regular vendors and other suppliers by ensuring that their payments are processed in time through follow-up with admin & finance
- Ensuring that good service is provided by the store system to its clients/customer i.e. departments and faculty/employees
- Supporting other functionaries like admin and finance in specific issues at the direction of seniors

8. Periodic Work :

Weekly checking up of stores inventory & review of purchase indents and follow-up with vendors etc.

Preparing and reviewing the creditors and debtors lists and follow-up for foster settlements

Preparing fortnightly reports on civil construction work and discussing and reporting to chairman

Monthly meetings with vendors and others for development of new materialsources and new suppliers for current materials

Weekly meetings with staff in resolving issues and also evolve ideas for improving the service delivery

9. Development / Research / Promotional / Admin work :

Focus on campus development work along with other functionaries

Participate in futuristic plans and development of SGI as an university

10. Responsibilities / Accountability :

Full responsibility for ensuring supply of different kinds of materials and supplies as well as capital goods to the campus as required and the work does not suffer as well as ensuring that the integrity of purchase/procurement activity is maintained to the benefit of SGI

Ensuring that optimization in all aspects of inventory management is ensured so as to result minimal cost contribution to the services offered

11. Job Requirements :

- (i) **Educational & Technical Requirements:** Preferably a Commerce Graduate
- (ii) **Minimum Training / Experience:** 4 to 5 years of experience in purchasing activity
- (iii) **Other Unique Competencies/Certificate:** An MBA with Materials Managements a discipline maybe preferred

JOB DESCRIPTION

1. Title : Stores & Purchase Officer	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN/PUR
4. Reporting to: Purchase Manager /HOD	5. Reported by : 4 Stores Staff	
6. Job Summary : Support purchase manager in getting the purchase/procurement of different requirements (materials & services) effected as per the laid-down rules of SGI optimizing the cost of purchase & store (inventory);		

Ensuring proper accounting of receipts of indented /purchase materials, its handling & storage as well as account-keeping through issues & inventory control for optimization of inventory carrying costs. Advising and supporting the stores personnel in ensuring technical storage of materials in the stores including its periodic stock-taking & verification

7. Routine Duties :

- Processing the indents from departments for purchase/procurement action and selecting parties as per the procedure – tendering/seeking quotations & evaluation and section and placing of orders
- Regular follow-up with vendors/supplier for heir timely delivery to ensure availability of material to the users; including local purchases on emergency basis
- Checking and verification of procured items and technical verification by dept./ indenters etc – GRNs and GRN Register maintenance
- Inventory management and initiation of procurement action for routine and regular materials
- Processing supplier/vendor bills for payment after due verification and authorization
- Developing rate-contract system and its implementation in consultation with purchase manger & senior management
- Vendor development as a means to enhance effectiveness and service of stores & purchase to its customers
- Assist manager in bringing a culture of scientific materials management culture in SGI

8. Periodic Work :

Weekly bill pending reports & Indent pending reports (once in 10 to 15 days)

Monthly stock verification of all stores& preparation of statements

Adv. Cheque/Material supply pending reports

9. Development / Research / Promotional / Admin work :

Involving with continuous improvement in the store and purchase activity including bringing in scientific inventory management

10. Responsibilities / Accountability :

Responsible for storesworth Rs.10.00 lakhat a point of time& cash handling of rs. 500 for local purchase when effected

11. Job Requirements :

- (i) Educational & Technical Requirements:** Graduate in Commerce
- (ii) Minimum Training / Experience:**4 to 5 years of exposure to purchase and stores activity
- iii) Other Unique Competencies/Certificate:**Desirable to have a certificate/diploma in Materials management

JOB DESCRIPTION

1. Title : Storekeeper	2. Job No.: SGI/	3. Dept./Section : SGI/ADMIN
4. Reporting to: Store & Purchase officer/HOD	5. Reported by : Stores Attendant	
<p>6. Job Summary :</p> <p>Look after the total work of store – receiving the indented/purchased materials, getting them inspected and checked/verified for its quality, accounting in the stores registers and issue of the same as per the set procedures and maintain an account of the use of the material; including overseeing the storage & handling and ensuring technical aspects of the storage in terms of security and damage to property as well as obsolescence. Support in ensuring that inventory control systems are followed on a continuous basis.</p>		
<p>7. Routine Duties :</p> <ul style="list-style-type: none"> • Receiving the inwards goods from vendors as per the indented/purchase order and getting the same checked and approved by the indenters and other agencies and finally accepted into the store • Overseeing and arranging the handling agents/contractors for physical handling of bulk aerials from place to place between vendor-store-indenter etc. 		

- Ensuring that suitable record keeping is undertaken to receive the materials and inventory maintenance as well as processing of the bills etc for proper handling of the vendors & suppliers for payment and the purposes (particular reference to safety and security of the materials received and stored)
- Issuing the materials to user and indenters as per the authorized requisitions and maintaining suitable records of consumption etc.
- Maintaining all related registers, inventory bin-cards as well electronic storekeeping records as per the prevailing system, in addition to following up with admin/finance in ensuring that the vendors are paid as per the terms and conditions.
- Supporting higher authorities in bringing in scientific storage and inventory control systems in the store.
- Any other related work with the store-functioning

8. Periodic Work :

Perusing the records/registers and making periodic statements of goods received, value of purchases, value of materials issued/consumed etc

Preparing stock verification statements (after suitable reconciliations etc.) as periodically required for the audit of different categories

9. Development / Research / Promotional / Admin work :

Undertaking studies and facilitating studies to result inventory reduction, vendor development and improvements in storage and handling within the stores and around.

10. Responsibilities / Accountability :

Responsible for proper security and safety of the material (quality & quantity) including cleanliness in the store, in addition to proper account-keeping of the inventory

11. Job Requirements :

(i) Educational & Technical Requirements: Graduate in Science & Telly Certificate (Store-Keeping)

(ii) Minimum Training / Experience: 4-5 years of Experience in storekeeping activity

(iii) Other Unique Competencies/Certificate: Certificate in Store-keeping or Inventory control would be an added advantage

JOB DESCRIPTION

1. Title : Asst Store keeper	2. Job No.: SGI/Stores	3. Dept./Section : SGI/ADMIN
4. Reporting to: Stores & Purchase Officer/HOD	5. Reported by :	
6. Job Summary : Look after the work of local purchases as well as storage and issue of materials & consumables related to pharmacy and its laboratories; also take up all related work of stores including storage and upkeep/ cleanliness and arrangement & maintenance of machines; office work related to stores and purchases in chemicals and glass-ware relevant to pharmacy & chemical labs; taking instructions from Principal, IIP & Store-Head/Purchase Manger; Also assist in lab-work as lab-assistant/attendant as per the directions of seniors		
7. Routine Duties : <ul style="list-style-type: none">• Issuing materials – chemicals & supplies including test equipments and machines for lab practical by faculty and students; sometimes also assisting the faculty in undertaking practical lessons and demonstrations as lab-attendant/assistant• Undertake local purchase of emergency requirements of materials & supplies required for the office and labs in pharmacy institute• Maintaining record of inwards & outward movement of goods and related record keeping and registers and vouchers etc.		

- Maintaining the stores in proper order – in terms of use of bins and cup-boards etc for safety and security of the material & equipment to avoid damage and obsolescence
- Ensuring that suitable record keeping is undertaken to receive the materials and inventory maintenance as well as processing of the bills etc
- Maintaining all related registers, inventory bin-cards as well electronic storekeeping records as per the prevailing system, in addition to following up with admin/finance in ensuring that the vendors are paid as per the terms and conditions.
- Participate in the admission process at IIP/SDP (counseling & enrolling students etc.)including canvassing at outside locations
- Assisting/undertaking maintenance work of test equipment/instruments and machines etc.
- Any other related work with the store-functioning

8. Periodic Work :

MAKING PERIODIC RESPORTS AS REQUIRED FOR THE PURCHAS E& STORES ACTIVITY

9. Development / Research / Promotional / Admin work :

Support in development of the stores for chemicals & glassware along with seniors

10. Responsibilities / Accountability :

Responsible for the values of stores used in the pharmacy – maintenance & upkeep as well as its safety & security

11. Job Requirements :

(i) Educational & Technical Requirements:Bachelor Degree in Chemistry

(ii) Minimum Training / Experience: 1 to 2 years in a Chemical Store/Chemistry Lab

(iii)Other Unique Competencies/Certificate:Certificate/Diploma in Inventory management is desirable

JOB DESCRIPTION

1. Title : Junior Store Keeper (Jr. Purchase Officer)	2. Job No.: SGI/Admin	3. Dept./Section : SGI/ADMIN
4. Reporting to: Stores & Purchase Officer/HOD	5. Reported by :	
6. Job Summary : Support purchase manger in undertaking the purchase activitythrough appropriate paper work and record keeping and also support in local purchases for SGI, under the guidance. Follow-up supplies and deliveries form suppliers and vendors & transporters etc and ensure availability of materials as per the purchase orders		
7. Routine Duties : <ul style="list-style-type: none">• Support in floating tenders/offers for purchase of items and materials for SGI & institutes as per the requisitions & indents by departments etc• Maintain all related records and registers including placing of orders etc. necessary for proper		

purchasing activity

- Undertake scrutiny of offers and tenders etc, and support in processing/short-listing and taking a decision by higher authorities (so as to result cost-effective procurement)
- Follow up and chase the suppliers/vendors or the timely delivery and liaise with transporters for acceptable performance
- Undertake local purchases on a regular basis for emergency and local items
- Processing of the bills of parties(local as well as outside official purchases) for clearance/approval and payment as per the procedure of SGI.
- Maintain all necessary record keeping of purchase function & liaise with stores and storekeepers and suppliers
- Undertake market surveys of the relevant materials & items and also capture market intelligence for the benefit of SGI.
- Any other related work to purchase & stores activity as directed by purchase manager

8. Periodic Work :

Preparing weekly follow-up reports – Purchases pending/purchase orders pending

Weekly cheque delivery/dispatch register for management action

Monthly statement of bills paid/ to be paid etc

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Affecting Local Purchase at the lowest prices and overall cost to SGI & protecting the interests of SGI in selecting and placing orders for bulk purchases etc.

11. Job Requirements :

- Educational & Technical Requirements:** graduate in Commerce
- Minimum Training / Experience:** upto 2 years of experience in local purchase/purchase

department

(iii) Other Unique Competencies/Certificate: Certificate/Diploma in Materials Management would be desirable

JOB DESCRIPTION

1. Title : Store Asst.	2. Job No.: SGI/Admin	3. Dept./Section : SGI/STORES
4. Reporting to: Store Keeper/HOD	5. Reported by :	
6. Job Summary : Supports storekeeper in performing all the activities of store - receipt, store& issue as wellas recordkeepingfunctions. Also attends to the official jobs of dak-reciopts and diarizing and handling the same as per the instructions of the storekeeper and seniors, including special duties like uniform and other items distributions to students and eligible staff.		
7. Routine Duties : <ul style="list-style-type: none"> • Looking into the goods received and their account keeping as per the procedures – inspection & acceptance etc by the competent authorities; including processing of the paper work for vendor bill processing • Receiving SGI Dak and its diarizing and distribution as per the norms/subjects or marked by the seniors • Receiving the materials when suppliers/vendors or transport agencies bring into SGI 9asper the terms & conditions of POs)and acknowledging and taking in for further processing and recordkeeping • Issuing the materials/supplies and stationary etc to the indenters as per the authorization and keeping a record of transactions and making entries in books/computers for stock updating. • Performing special duty of uniform distribution to students and staff with proper acknowledgements • Taking the responsibility of receiving materials and other items when they arrive beyond office hours (closure of the store) • Any other task as awarded by storekeeper/purchase manager 		
8. Periodic Work : PERIODIC PHYSICSLAVERIFICAITON		

PENDING BILLS REGISTER AND STATEMENTS
 AD-HOC CHECKING AND VERIFICATION WORK

9. Development / Research / Promotional / Admin work :

Supporting in developmental/improving activities –such as computerization & inventory control

10. Responsibilities / Accountability :

Shares the responsibility of stores –inventory along with the store-keeper

11. Job Requirements :

(i) **Educational & Technical Requirements:** 10 + 2 (with science)& computer literate or ITI

(ii) **Minimum Training / Experience:**2 to 3 years in a store

(iii) **Other Unique Competencies/Certificate:** Certificate in Inventory/store-management would be desirable

JOB DESCRIPTION

1. Title : Admin In-charge	2. Job No.: SGI/Admn	3. Dept./Section : SGI/ADMIN
4. Reporting to: ADMIN OFFICER/CAO& PRINCIPALS		5. Reported by : Assistants
6. Job Summary : Looks after the entire house-keeping of the buildings and premises of institutes – IIST-II, IIP & IIMR; including sweeping/cleaning and mopping as well as building maintenance , safety & security of labs and property & overseeing of the canteen; under the overall supervision of Admin Officer		
7. Routine Duties : <ul style="list-style-type: none"> Overseeing & monitoring the work of cleanliness of all facilities in and around the buildings & its 		

rooms , toilets and property through the services of contractors and others

- Ensuring that the labs and such other valuable properties etc are kept secured and stored/maintained properly
- Making transport arrangements for faculty & students movement as well as materials in and around the institutes
- Making care of the guests to the institutes and making all possible arrangements for their comfort
- Overseeing the work of building maintenance including getting the contractors to undertake maintenance & repairs with the facilitation by purchase manager
- Ensuring that the canteen operations are smooth and facilitating for its good performance for the comfort of the stakeholders
- Supporting faculty and other anti-ragging committees in ensuring that peaceful environment prevails
- Over see the operation and storage etc in the site-office for construction and other related work
- Maintain all records and registers as well as handle paper work connected with the above activities
- All other work incidental to general inatenance& up keep of the premises overseen

8. Periodic Work :

MAKING PHYSICALARRANGEMNTS FOR HEORANIZATION OF SEMINARS ETC

ARRANGING THE CLASSROOMS AND OTHER FACILITES FOR CONDUCT OF EXAMAMINATIONS

SUPPORT INALLPOSSIBLEWAYS IN THE CONDOT OF CULTURAL ACTIVITIES INCULDING INDUCTION PROGRAMS

PERIODIC RE-ARRANGMENT OF OFFICES/INSTITUES& SEATING AS PER THE REQUIREMENT OF THE INSTITUTES/CHANGING POLICY

9. Development / Research / Promotional / Admin work :

Planning and implementing safety & security in the campus & enhancing discipline in the campus

10. Responsibilities / Accountability :

Responsible for the property (movable & immovable) of SBI in theses institutes

11. Job Requirements :

(i) Educational & Technical Requirements: At least 10 + 2

(ii) Minimum Training / Experience: I to 2 years of experience

(iii) Other Unique Competencies/Certificate: Technical Certificate like ITI or Diploma in Civil would be desirable

JOB DESCRIPTION

1. Title : PS to Principal & SRO	2. Job No.: SGI/Admn	3. Dept./Section : ADMIN (PRINCIPAL'S OFFICE)
4. Reporting to: Principal	5. Reported by :	
6. Job Summary : Support principal in the administration activity of the office, institute and its departments & faculty, in particular handling the student liaison and relationship in terms of addressing their issues and welfare – be it administrative, academic and/or personal; also includes helping in handling of confidential and other related data & information in respect of academic and administrative activities in the institute		
7. Routine Duties :		
<ul style="list-style-type: none"> • Keeping track of principals engagements and meetings and all related paperwork connected with the same • Maintaining all important files on academic aspects and also correspondence with institutions like AICTE & RGPV etc. • Supporting in student admission process & smart-card making and distribution etc including necessary follow up inside the institute and also with RGPV etc • Ensuring that the timely and effective communications from principals to the students, faculty and other agencies through letters, notices and bill-boards etc to be displayed in the prominent places 		

and other means of communications with in the institute.

8. Periodic Work :

SUPPORT IN ADMISSION WORK OF THE ISNTITUEINLCDUING OUTSIDE TRAVEL IF REQUIRED
SPECIAL LIAISON WORKWITH NEW STUDENTS ATHE TIME AND IMMEDIATELY ATERDMISSION
SPECIAL &CONTROLLEDNATURE OF WORK DURING EXAMINIATION PERIODS

9. Development / Research / Promotional / Admin work :

Some times support faculty in administrative management of the students in the class

10. Responsibilities / Accountability :

Confidential and sensitive nature of work in the office of the Principal

11. Job Requirements :

- (i) **Educational & Technical Requirements:** Graduation + Computer-Use Certificate
- (ii) **Minimum Training / Experience:** 1 to 2 years in an academic institution
- (iii) **Other Unique Competencies/Certificate:** Stenography would be an added advantage

JOB DESCRIPTION

1. Title : Office Executive	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN (CHAIRMAN'S OFFICE)
4. Reporting to: Admin Officer/Chairman	5. Reported by :	
6. Job Summary : Looking after the tasks of Private Secretary to Chairman,SGI – inparticularmeeting schedules and maintaining the records and filesconnected with the issues and subject discussed/handledby the chairman		

Undertaking coordination work between Purchase, Civil, Store and NBA cell & providing support to Vice-chairman/Director when in station

Also, support admin department in HR and establishment related matters as and when required.

7. Routine Duties :

- Scheduling the meetings with chairman and record keeping of the meetings and outcomes
- Keeping track of meetings and participants for the meetings/discussions and maintaining record note of discussions and paper work related to the decisions
- Supporting chairman in issuing orders and follow up of implementation and monitoring as well progress reporting
- Taking care of the guests of Chairman – their hospitality and transportation and hospitality in GH etc. including ticketing for travel etc.
- Lending support to guest of chairman & consultants to SGI at the instance of chairman/director in the manner their objectives are accomplished
- Undertaking typing & dictation work as required in making correspondence, statements and form-filling etc.; including photo-copying, scanning of documents
- Maintain all relevant records/registers and files of correspondence as per the requirement of admin/purchase and chairman's office.
- Any other tasks as given by seniors

8. Periodic Work :

PURCHASE RELATED REQUISITIONS – PERIODIC STATEMENTS

PERIODIC UPDATING OF LISTS – VENDORS/MATERIAL'S RECEIPTS AND DIRECTORIES ETC.

9. Development / Research / Promotional / Admin work :

Coordination between purchase, stores, civil and others including NBA cell as well as campus security work

10. Responsibilities / Accountability :

Responsibility for maintaining good relations with visitors of Chairman/Guests of SGI & maintaining

confidentiality of decision making and other issues in the office of Chairman

11. Job Requirements :

(i) Educational & Technical Requirements: Graduate + Certificate of Computer use&

Typing/Stenography

(ii) Minimum Training / Experience: 2 to 3 years of experience in the office of CEOs

(iii) Other Unique Competencies/Certificate: Good Communicative ability and/or Certificate in public relations or training

JOB DESCRIPTION

1. Title : Sr. Office Assistant	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN (PRINCIPALS OFFICE)
4. Reporting to: Principal/HOD	5. Reported by : Peon/attendant	
6. Job Summary : Provide all possible assistance to Principal/HODs to communicate between IICA and the students, faculty and RGPV/AICTE etc. such as letters, administrative instructions, notices, reminders reports and applications & submissions etc. Communicate & follow-up and monitor for implementing of the decisions taken by the principals. As Asst. Nodal Officer for MCA, needs to perform counseling work for the prospective admissions. Making all arrangements in terms of office & classroom & lab facilities in the institute for smooth function of the academic & research work		
7. Routine Duties : <ul style="list-style-type: none">• Support principals & HODs in corresponding as well as communicating in different stakeholders; in particular the students & faculty• Follow-up for dues collection from students• Supporting in submissions to RGPV/AICTE and other statutory agencies including attendance to		

the university

- Follow-up of data and information collection as per the instructions of principals/ HODs
- Maintaining all registers and records of the staff/faculty and students as per the requirements of the university
- Perform counseling work as and when required and develop good relationship with parents and students
- Take care of the regular office-work of institute as directed by the principal/HOD
- Facilitating the faculty & the labs for smooth conduct of academic and research work including the class room infrastructure etc.
- Ensuring that the physical property including the HW & SW in the institute are taken care including its security and upkeep and repair /maintenance
- Another relevant activity directed by seniors

8. Periodic Work :

ATTENDANCE REPORTS TO UNIVERSITY FOR EXAM RELATED DECISIONS

ARRANGEMENTS FOR ORGANIZING OF WORKSHOPS /SEMINARS AND MEETINGS & CULTURAL ACTIVITIES ETC

CORRESPONDENCE WITH EXTERNAL AGENCIES AND STUDENTS DURING SEMINARS ETC.

9. Development / Research / Promotional / Admin work :

Coordination with admin & finance related departments and also between the departments/sections

10. Responsibilities / Accountability :

Smooth administrative functioning of the academic work at IICA with the direction and instructions of principals/HOD & responsible for safety and security of the physical property in the institute

11. Job Requirements :

(i) Educational & Technical Requirements: Graduate with good knowledge of Computer use

(ii) Minimum Training / Experience: up to 3 to 5 years of work in similar institute under the principal

(iii) Other Unique Competencies/Certificate: Communication abilities and Personality to deal with faculty & students is desirable

JOB DESCRIPTION

1. Title : Office Asst	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN (PRINCIPALS OFFICE
4. Reporting to: Asst. Registrar/Principal	5. Reported by :	
6. Job Summary : Support Principal in undertaking the due correspondence and record keeping for student records and other		

academic and administrative activities for effective functioning of IIP; in particular taking care of the students scholarships, attendance submissions, compliance reports etc. Making drafts and final documents and submissions required to be submitted to statutory agencies.

Facilitating the labs, class rooms and other units with necessary supplies and other inputs required for effective class room work and further uplift the academic activity.

7. Routine Duties :

- Facilitating the faculty & the labs for smooth conduct of academic and research work including the class room infrastructure to be kept in good order, etc.
- Take care of the regular office-work of institute (typing & record keeping) as directed by the principal/HOD
- Support principals & HODs in corresponding as well as communicating in different stakeholders; in particular the students & faculty; also take care of the student scholarship matter and realize as many awards as possible
- Follow-up for dues collection from students
- Supporting in submissions to RGPV/AICTE & PCI and other statutory agencies including attendance to the university as directed by principal/HODs
- Follow-up of data and information collection as per the instructions of principals/ HODs from students, faculty and labs and other departments/functionaries in SGI
- Maintaining all registers and records of the staff/faculty and students as per the requirements of the university
- Ensuring that the physical property including the HW & SW in the institute are taken care including its security and upkeep and repair /maintenance
- Another relevant activity directed by seniors

8. Periodic Work :

WEEKLY RELASING OF THE DOCUMENTS/DIPLOMAS AND DEGREE TO STUDETNS

COORDINATION WITH FACULTYAND OTHER FOR EXAMINATION WORK

COORDINATION WITH STOSSES&PURCHASE, HODS AND OFFICE STAFF

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Responsible for cleanliness & upkeep of the principal's office and the entire facility/premises of the institute; responsible for good liaison-work with students and parents for building good image of SGI

11. Job Requirements :

(i) Educational & Technical Requirements:A graduate with computer literacy & use

(ii) Minimum Training / Experience:2 to 3 years of similar experience in a pharmaceutical institute

(iii) Other Unique Competencies/Certificate:Good communication abilities

JOB DESCRIPTION

1. Title : Office Executive	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN (PRINCIPAL'S OFFICE)
4. Reporting to: Admin I/C /Principal (IIST-I)	5. Reported by :	
6. Job Summary : Looking after the tasks given by principal – inparticular typing and correspondence with students/statutory agencies and others towards smooth functions of the institute; arranging meetings and maintaining the records and filesconnected with the issues and subject discussed/handledby principal with direction and guidance – scholarship work, attendance etc..		

7. Routine Duties :

- Undertaking typing work as required in making correspondence, statements and form-filling etc.; including photo-copying of documents
- Supporting principal in issuing instructions/common orders and notices for wider communication etc and follow up of implementation and monitoring as well progress reporting
- Checking regularly the notices and instructions and directives and directions from statutory agencies like RGPV, DTE, AICTE etc and bringing to the notice of principal/asst. registrar
- Maintain all relevant records/registers and personnel-files and of correspondence as per the requirement and also checking the attendance of faculty and reporting for further action
- Supporting in organizing meetings of principal with faculty, students and others and record keeping of the meetings and outcomes as directed by principal/asst. registrar
- Taking care of the guests of Principal and visitors to IIST – hospitality and transportation etc.
- Any other tasks as given by seniors

8. Periodic Work :

Compliance reports to AICTE & reports to AICTE, RGPV-application & all documentations to statutory agencies; DTE Reports & submissions; New Batch statements at the admission time and such other periodic and annual reports

9. Development / Research / Promotional / Admin work :

Liaison work for NOC from state government offices , RGPV & scholarship work with collectorate

10. Responsibilities / Accountability :

Good relations with all the visitors/students and faculty and also the agencies in liaison-contact

11. Job Requirements :

(i) Educational & Technical Requirements: Graduate in English preferable with good computer literacy

(ii) Minimum Training / Experience: about two years in the office of an academic institution

(iii) Other Unique Competencies/Certificate: preference may be given to employees from DTE/AICTE/Uni.

JOB DESCRIPTION

1. Title : Front Office Executive	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN/PRINCIPALS OFFICE)
4. Reporting to: Principal/AO	5. Reported by :	
6. Job Summary : Primarily perform the front office duty of a receptionist for all those who are visiting SGI/any of the Institutes and provide suitable information and arrange meeting with concerned positions/executive to serve their needs; also share company information so as to make a good first-impression on the visitors		
7. Routine Duties : <ul style="list-style-type: none"> • Perform the front-office functions (as a PRO) for IIST-II and support principal and • Handling personnel records of staff and employees as a support to the admin activity of the principals office • Adding value to the typing and statement preparation work of principal’s office with skills of computer and other admin experience. • Supporting principal with arrangement of meetings and record of proceeding and issuing order and follow-up for implementation. • Any work related to front-office/public relations and personal visitors to principals/Director and vice-chairman (to whom so ever attached) 		
8. Periodic Work : REPORTING DUTY ON NEW ADMISSOINS		

9. Development / Research / Promotional / Admin work : -----
10. Responsibilities / Accountability : Maintaining good relationships with courteous behavior and good and exemplary treatment to others
11. Job Requirements : (i) Educational & Technical Requirements: 10 + 2 with good knowledge of Computers (ii) Minimum Training / Experience: 6 months to one year (iii) Other Unique Competencies/Certificate: Certificate in Public relations desirable

JOB DESCRIPTION

1. Title : Sr. Caretaker	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN/(PRINCIPAL'S OFFICE)
4. Reporting to: Principal/Admin/HOD	5. Reported by : Peons (30) & Safai Staff (25)	
6. Job Summary : Overall in charge of house-keeping and sanitation and cleanliness as well as maintenance of premises of		

IIST-I the main building of SGI campus; Overseeing the seating arrangements of students in class rooms & faculty in the institutes; arranging and rearranging of the furniture's etc for meetings and conferences and looking after full facilitations (including shamianas/tents and catering etc) for their success,; over seeing the work of all peons, shifters and safai karma-charis.

7. Routine Duties :

- Allotting work and schedules to peons/shifters and safai-karmacharis as per the changing needs of the programs on day to day basis.
- Arranging/rearranging & shifting of furniture and fittings including electrical and other facilitations for he requirements meetings/seminars/conference and cultural events etc
- Regular supervision of house-keeping activities of the full-building (all places including toilets, class rooms, libraries, staff & office rooms, labs, workshops & facilitations etc)and proper supply of facilities like drinking water etc.
- Ensuring proper seating arrangement for faculty and technical and other staff for their effective contribution to SGI, including distribution of stationary and other inputs/consumables for their regular use.
- Arranging and adjusting the class room seating and other student amenities/facilities as per the daily need or periodic rearrangements as per the vision & direction of principals.
- Undertaking local purchases if required to ensure that timely maintenance & house-keeping work takes place.
- Ensure that all and sundry tasks required for success of the class room work and ever so-many meetings and conferences in the seminar rooms and other places are taken care.
- All other related activities directed by seniors/principals

8. Periodic Work :

PERIODIC/FREQUETARRANGMENTS SPECIFIC TO HE LOCAL NEEDS AND SPECIFICAIONS OF RGPV/DAVVFOREXAMNITIONS -FURNITURE & FITTINGS, SNACKS DISTRIBUTION, SUPPORT FACILTATIONS (PEONS & SECURITY PERSONNEL)

SHIFTING OF FURNITURE AND SNACKSARRANGEMENTS FOR INSPECTION ACTIVITIES BY STATUTORY AGENCIES AND VISITING DIGNITARIES FOR PLACEMENT ACTIVITY

ARRANGING HALLS AND VENUES INCLUDING FURNITURE AND FACILITIES FOR COUNSELLING AND OTHER ACTIVITIES RELATED TO ADMISSION PROCESS – SEATING FOR VISITORS/STUDENTS/FACULTY AND OTHERS AS WELL AS ELECTRONIC SYSTEMS

9. Development / Research / Promotional / Admin work :

9. Responsibilities / Accountability :

Responsible for providing an attractive, safe & sanitized work environment at every place in the campus of IIST – I and productivity and service orientation of support staff – peons/shifters and safai-staff

11. Job Requirements :

(i) Educational & Technical Requirements: 10+ 2 & House-Keeping Diploma/Certificate

(ii) Minimum Training / Experience: 1 to 2 years of experience

(iii) Other Unique Competencies/Certificate: Good man-management skills (at blue collar level)

JOB DESCRIPTION

1. Title : Transport & Security In-Charge	2. Job No.: SGI/Adm/--	3. Dept./Section : ADMIN
4. Reporting to: Admin Officer/CAO	5. Reported by : Drivers & Cleaners and Security Personnel	
6. Job Summary : Overall arrangement and supervision of transport system for students & staff and SGI guestsetcthorugh the year, including maintenance of the vehicles and their regular upkeep & formal registrations etc as per the rules prevailing in the state. Ensuring proper motivation of the transport staff (drivers & cleaners) for maintaining time discipline and safety & security of the commuters as well as compliance to traffic rules etc. Coordinating with the security personnel and the security contractors to ensure that the Watch & Ward function (day & night) in the campus is maintained effectively to the satisfaction of all, to result perfect safety and security to the life and property in the campus and capital goods in the institutes in particular the class rooms and laboratories		
7. Routine Duties : <ul style="list-style-type: none">• Ensure that all routes are covered the buses (properly manned as per the norms) as per the schedule of student transport planned out by traffic-department on shift to shift or daily basis• Liaise with local agencies and drivers to ensure proper parking (storage) of the vehicle (company property) overnight in the city localities, when parked in the city.• Check the logs of the buses and cars etc for proper mileage and petrol/fuel consumption and ensure that the KMPL is maintained and kept controlled & monitored, while ensuring through necessary		

topping-up that vehicles do not suffer due to inadequacy of fuel en-route.

- Maintain necessary logs and registers and records for monitoring the fuel consumption, proper duties, overtime cum attendance of the staff and maintenance records of the vehicles, required as per the transport authorities and also inside SGI for monitoring and control as well as futuristic planning of transport facilitation.
- Attend to the regular upkeep and planned maintenance as well as adjustments etc and minor repairs sought by the driving staff to ensure the vehicle moving through the services of the local mechanic or thorough outside facilitation from the garages
- Appraising the driving skills and training & retraining of drivers and cleaners for safe & secure driving as well as keeping the staff motivated for their duties
- Planning & scheduling of the cars and other small vehicles as per requirements/requisitions authorized by competent authorities
- Liaison with security and watch & ward personnel and their supervisors/charge-hands that requisite number of staff is in place for taking care of allotted jobs.
- Attending to the emergencies on the roads as well as problems and issues coming up on a regular basis when a fleet of over fifty buses on the road.

8. Periodic Work :

Periodic assessment of fuel-efficiency of vehicles as KMPL and kept monitoring and planning for appropriate maintenance action as well as management reporting

Monthly report of transport department effectiveness in terms of a few key parameters

Weekly checking of the security system for effectiveness as well as surprises-checks to ensure the security preparedness

Ensuring periodic Fitness – Testing of the vehicles and getting the same appropriately registered as well as insured as per the statutes of the land

9. Development / Research / Promotional / Admin work :

Periodic induction of new buses and system (paper work and other work related to the developments)

Establishing newer routes of buses including re-orientation and re-routing of the existing to result enhanced commuter satisfaction

Developing a local workshop to ensure maintenance effectiveness & repair to the vehicles that means enhanced reliability

10. Responsibilities / Accountability :

Over responsible for safety and security as well timely transporting of staff and students to the campus and backing addition to maintaining the fuel efficiency and maintaining the quality service to the commuters/beneficiaries

Also optimizing cost of transporting through better utilization of vehicles, proper maintenance & spare-part consumption control.

11. Job Requirements :

- (i) **Educational & Technical Requirements:** At least a Graduate
- (ii) **Minimum Training / Experience** 2 to 3 years of experience in similar work
- (iii) **Other Unique Competencies/Certificate:**Dipl. in auto-mechanic/Dipl. in AutomobileEngg
(would be an added advantage)

JOB DESCRIPTION

1. Title : Transport supervisor	2. Job No.: SGI/Admin	3. Dept./Section : ADMIN
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4. Reporting to: Admin Officer/HOD (Transport & Security)	5. Reported by : Maintenance personnel (Vehicle Mechanics)
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6. Job Summary :
Responsible for ensuring that the all the SGI vehicles area kept in good working condition (through appropriate preventive maintenance) and ready for full day service at any point of time, also maintains the morale and motivation s well as preparedness of the driving staff through distribution of refreshment/lunch tokens etc. Keeps an account of fuel-oil consumptions and analyses such records for performance monitoring, under the over all supervision of the Transport & Security In-charge;

- 7. Routine Duties :**
- Regular inspection and check-up of the vehicles on various facets so as to take timely and appropriate maintenance and repair work to ensure reliability of the vehicle on the road.
 - Attending to the maintenance work through mechanics and cleaners locally as well through the support of the outside appointed garages; including purchase of spares from the local market
 - Ensure regularly topping up of the fuel-oils (diesel, petrol etc.) and maintain the records related to it, including its analysis and controlling the vehicle performance as well as planning for its future maintenance and repair
 - Training and appraising the drivers and cleaners about their good driving habits and maintenance of he vehicle for good results; including supporting them with distribution of tea/breakfast/lunch coupons as maintaining the record related to it.
 - Supporting transport In charge in all other related activities of the transport department

8. Periodic Work :
FILLING UP OF T THE VEHICLE TANKS FOR DIESEL & PETROL AS THE CASE MABY AND MAINTIANING DUE RECORDS FOR CONSUMPTION CONTROL AND MANGMNETREPROTINGOF THE VEHICLEPERFORAMNCE

9. Development / Research / Promotional / Admin work :

<p>10. Responsibilities / Accountability :</p> <p>Overall mechanical performance of the vehicles for reliability and road-worthiness as well as maintenance of stores for vehicle servicing and routine maintenance etc.</p>
<p>11. Job Requirements :</p> <p>(i) Educational & Technical Requirements: At least an ITI in Automobile Repair& maintenance</p> <p>(ii) Minimum Training / Experience: At least five years of experience in similar work</p> <p>(iii) Other Unique Competencies/Certificate:Dipl. in automobiles is an added advantage</p>

JOB DESCRIPTION

1. Title : Security Supervisor	2. Job No.: SGI/Admin ----	3. Dept./Section : ADMIN
4. Reporting to: Transport & Security Officer/HOD	5. Reported by :	
<p>6. Job Summary :</p> <p>Looks after the security arrangements in the campus at all the stations earmarked, by regular supervision and delineating of duties to security staff (mostly deployed by the security contractor-agency) under the overall guidance of transport & security In-charge.</p>		
<p>7. Routine Duties :</p> <ul style="list-style-type: none"> • Overall scrutiny and placement of security personnel at different locations as earmarked by the designated security system • Checking o the discipline of the security personnel ad their alertness for emergency requirements • Surprise checking of the security posts and special-check posts 		

- Checking of security registers and take special inspections and tighten the security activity as and when required
- Overseeing the water supply and electrical system (in particular the flood-lighting system) in the campus
- Collecting the postage and other documentations and material received in the institute (after office hours) and handling it properly to the right place in time (for instance news papersetc).
- Overseeing the water-supply and cleanliness of Admn building
- Any other work incidental to the security and safety of the property and men & materials in the campus
- Counting of strength of students traveling in buses and supporting seniors in analyzing the same
- Keeping an eye on the repair and development works in progress in the campus and appropriate report to the higher up as and when required

8. Periodic Work :

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :
Ensuring safety ad security in the campus by overseeing the deployment of the security personnel by the contractors/agencies

11. Job Requirements :

(i) **Educational & Technical Requirements:**10th Standard +

(ii) **Minimum Training / Experience:** 4 to 5 years of experience in similar work

(iii) **Other Unique Competencies/Certificate:**A Rank of a Havildar in Army would be added qualification

JOB DESCRIPTION

1. Title : Asst. Warden (Hostel)	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/HOSTEL
4. Reporting to: Admin officer/CAO	5. Reported by :	
6. Job Summary : Overall in-charge of hostel facilities including taking care of the students, attendance & discipline, their safety & security, cleanliness of rooms & the vicinity, mess-facilities (in the canteen) & mess management; provide advice & guidance in sports & studies as well as act as a local guardian		
7. Routine Duties : <ul style="list-style-type: none"> • Looking into the daily requirements of the hostellers – stay related and mess related issues, including their attendance • Overseeing the mess activity for the hostel as per the schedule and also for its quality and delivery etc • Overseeing the house-keeping of the hostel – rooms, toilets and common facilities for health and hygiene • Regular watch on the students in particular their behavior, studies and friends-groupings and curricular and extra-curricular activities; including attending to their day-to-day needs • Motivating and counseling of students for disciplined outlook towards life, studies, sports and extra-curricular activities • Facilitating students for pursuing their studies seriously in whatever manner they desire • Coordination with transport for facilitations to the students • Interaction with parents and friends and local guardians of the hostellers and providing all necessary clarifications and information on the hostel and facilities as well as SHAIL group of Institutions • Act as a local guardian – a friend & guide as well as a facilitator 		
8. Periodic Work : HOSTEL ATTENDANCE REPORT (MONTHLY – OCCUPANCY ETC.)		

9. Development / Research / Promotional / Admin work : -----
10. Responsibilities / Accountability : Taking care of the welfare and stay as well as good development of hostlers and also to improve upon the image of SHAIL group
11. Job Requirements : (i) Educational & Technical Requirements: Graduate (ii) Minimum Training / Experience: 1 to 2 years of experience in similar work (student counseling) (iii) Other Unique Competencies/Certificate: A person with BS background would be preferable

JOB DESCRIPTION

1. Title : Estate Officer	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/CIVIL
4. Reporting to: Admin officer/CAO	5. Reported by : House-keeping & Security Staff (mostly contracted)	
6. Job Summary : Primarily, the job entails looking after (supervising for) the safety, security and house-keeping as well as maintenance and repair of civil works in the campus performed through contract personnel		
7. Routine Duties : <ul style="list-style-type: none"> Overseeing the placement of guards at different locations & positions to ensure the stipulated tasks effectively performed over day & night; particularly taking care of the floodlighting requirements in the night 		

- Over seeing of the cleaning and housekeeping of the entire campus through the house-keeping contractor and personnel including lawns, gardens, roads buildings and class rooms & offices etc
- Ensuring that the buildings and the furniture etc including equipments are kept maintained effectively, by giving particular attention to laboratories and toilets & water-supply etc
- Overseeing and undertaking surprise checks of security operations over the night through the year
- All other related activities connected with estate development and maintenance

8. Periodic Work :

PERIODIC REPORTS ON THE SECURITY & SAFETY SITUATIONS AND REPORTS ON THE PERFORMANCE OF GUARDS AND SECURITY PERSONNEL/SUPERVISION AS WELL AS MANAGEMENT REPORTING

9. Development / Research / Promotional / Admin work :

Participate and provide inputs for continuous development of the estate in particular the campus – gardens, roads, lighting, furniture etc.

10. Responsibilities / Accountability :

Safety & security of the SGI property in the campus as well as maintenance and upkeep of the buildings and furniture cleaning of the campus

11. Job Requirements :

(i) Educational & Technical Requirements: General Graduate (can be managed with 10+2 level also)

(ii) Minimum Training / Experience: At least five years of exposure to similar work in integrated institution

(iii) Other Unique Competencies/Certificate: Diploma in Civil or Mechanical/Electrical could be an added advantage

JOB DESCRIPTION

1. Title : Site Engineer	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/CIVIL
4. Reporting to: Admin officer/CAO & Executive Member	5. Reported by : Site Supervisor	
6. Job Summary : Overseeing the work of the civil & other contractors pursuing civil and construction work in the campus – now projects and old projects: development & maintenance etc., including in assisting in contracting, supervisions & progress chasing, reporting for monitoring and quantity-measurement and bill-processing including material accounting wherever required		
7. Routine Duties : <ul style="list-style-type: none"> • Estimating of materials requirement for constitution and other related work for new constructions and maintenance projects by contractors and facilitating the purchase department for procurement; including supplying as well issuing as per the scheme of the contract documents • Facilitating the contractors with the supply of material (special and key) as per the contractual terms and making w]exclusive reporting of its consumption and accounting therefore for bill bill-processing • Planning of the contractors work for the next period and planning for materials and procurement in term so as to ensure timely completion of the projects and maintenance works • Supervisions of construction and other maintenance work and providing suggestions for improvement including discussions and putting point of view of SHAIL in the activity • Ensuring that the right and good quality output is realized through the contractors workforce through advice and interaction as well as supervisions • Making daily reports of progress of work to the Executive Member of the board with suggestions for monitoring and bringing the project in control • Quantity measurement and checking of the contractors bills, verification of rates and factual data on attendance etc so as to ensure effective bill forwarding for further processing takes place in the 		

accounts department

- Assessing the utilization of materials procured and its effectiveness and making management reports on the contractors performance etc
- Renovation and re-building of civil and other related infrastructure such as furniture, false-ceilings, painting, repairs & developments in toilets, gardens and other components towards effective civil and electrical maintenances such as cable laying in the campus and premises as well as the entire civil construction in the campus.
- All other works incidental to the site-engineers duties & responsibilities

8. Periodic Work :

UPDATE OF LABOR REPORT (ONEVERY MONDAY) – TO DELHI (THOROUGH PURCHASE MANAGER)
FORTNIGHTLY LABOR MUSTER ROLL
PERIODIC PROCESSING OF BILLS OF CONTRACTORS

9. Development / Research / Promotional / Admin work :

Reuse of waste material and alternate use of scrap & surplus material

10. Responsibilities / Accountability :

Support in Timely and cost-effective completion of the projects – through verification of contractors bills, progress reports and monitoring etc as well as detailed inspections and check-up and trial examinations & tests

11. Job Requirements :

(i) Educational & Technical Requirements:Diploma in Civil Engineering

(ii) Minimum Training / Experience: About 5 to 10 years of experience in similar work

(iii) Other Unique Competencies/Certificate: Previous experience as a Civil contractor is desirable

JOB DESCRIPTION

1. Title : Site Supervisor	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/CIVIL
4. Reporting to: Admin officer/CAO	5. Reported by : Head Mali, Labor etc.	
6. Job Summary : Oversees the work of gardeners and allied workforce (predominantly of contractors) in developing and maintaining the gardens & parks; oversees the building maintenance including all kinds of plumbing work & sanitary fittings etc, under the overall guidance and control of site engineer		
7. Routine Duties : <ul style="list-style-type: none">• Developing gardens as per the horticulture plans and looking after the nursery as well as procuring the plants & herbs for the development of gardens in every building and also in the main lawns of the campus• Regular inspection and overseeing of the entire horticulture & floriculture of the campus area and also the important buildings & blocks		

- Directing the mali's and gardening personnel and supervising their work through necessary facilitation and guidance
- Attends to all the site-work given to him by the superiors
- Oversees the civil repair and maintenance work including the painting of the buildings and vicinity etc as directed by seniors
- Gets all kinds of plumbing & sanitary work and related errands & tasks attended properly under his supervisions
- In general, oversees all kinds of civil & sanitary and horticulture related work in the campus under the broad guidance of the site engineer & administration

8. Periodic Work :

LABOR SHEET MAKING PERIODICALLY FOR PAYMENT PURPOSES

OVERSEEING AND CHECKING OF THE GARDEN STORE – TOOLS AND SUDIRES AND PLANTS ETC

MAKING INSPECTION/SUPERVISONS VISIT REPROTS TO SENIORS

ATTENINGEMERGENCY WORKS IN THE CAMPUS – CIVIL, ELELCTRICAL, DRAINAGE ET.

9. Development / Research / Promotional / Admin work :

Supporting in the developmental plans of new buildings

Giving innovatory horticulture ideas in the new premises

Always renewed focus on development and improvements in the working processes

10. Responsibilities / Accountability :

Responsible for maintaining the greenery of the campus and also takes responsibility of Rs.1.00 lakhs worth equipment and supplies in the gardening related activities

11. Job Requirements :

(i) Educational & Technical Requirements:Std.10 + 2

(ii) Minimum Training / Experience: 4 to 5 years of horticulture 7 civil work experience

(iii) Other Unique Competencies/Certificate:Certificate / Diploma in Horticulture or Civil & Sanitary work is advantageous

JOB DESCRIPTION

1. Title : Electrical Supervisor	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/CAMPUS
4. Reporting to: Admin officer/CAO	5. Reported by : Electricians (5 Nos currently)	
6. Job Summary : Responsible for maintaining the electrical supply system in the campus through the smooth operation of the substations & DG sets as well as the switch gear in such a way, the continuity of operation does not suffer; by attending to the faults and repairs in the shortest possible and most economical way and optimize the use of grid-supply vis-a-vis the DG operation		
7. Routine Duties : <ul style="list-style-type: none"> • Attend to the electrical system – routine maintenance and preventive maintenance as well as breakdowns and repairs as and when required through the group of electricians • Maintain due records/registers and logs as required by the statute and also to monitor the effective operation’s of the electrical system • Undertake electrical systems development and regeneration/expansion and rebuilding using internal staff or through contractors • Oversee the operation of telephone-system in the campus and provide connections as and when required and maintain the system in perfect order for 24X365 basis • Maintain logs and the records for the operating of DG sets and also assess its efficiency of operation and also optimize the cost of continuous power supply to the campus • Ensure special attention to power requirements of construction work and contractors facilitations • Examine the electrical circuitry in the new buildings under construction and suggest various measures for enhancing its suitability and relevance and safety in an academic environment • Provide special attention to the sub-station and the transformer and switch gears to ensure stability and safety of power-supply of the campus, including its periodic maintenance as well as liaison & linkage with the electricity board authorities 		

- Overseeing of the special rebuilding and repair work of DG sets by external agencies and contractors and ensuring its smooth conduct and successful operation
- Any other work related to electricity supply to the camps and its effectiveness as well safety.

8. Periodic Work :

ENSURING THE MONTHLY ELECTRICITY BILLS ARE PROCESSED AFETER PROPER VERIFICTION AND APID PERIODIC REPORTSOFMAINTENANCEANDEQYUPMNETMENT CONDITION TO THE MANANGMENT FOR REAPIR& REPLACEMENT ETC.
AMC RENEWEABLS OF EQUIPMENTS ETC.

9. Development / Research / Promotional / Admin work :

Participate in the new-construction work and made suitable facilitations to the contractors and suggesting electrical system design improvements

11. Responsibilities / Accountability :

Ensuring regular supply of power to the operations and optimal utilization and cost effective operation of the electrical system in the campus

11. Job Requirements :

(i) Educational & Technical Requirements:Diploma in Electrical Engineering

(ii) Minimum Training / Experience: 5 to 6 years of experience in similar position

(iii) Other Unique Competencies/Certificate:experience in DG setoperationwouldbe anadded advantage

JOB DESCRIPTION

1. Title : Electrician	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN
4. Reporting to: Admin officer/CAO	5. Reported by : Electrical Helpers	
6. Job Summary : Undertakes maintenance and repair work of electrical gadgets and ensures the smooth operation of the electrical equipment; takes up additional power connections and laying of additional lines etc in the current buildings and also in new projects; supports in operation of DG set as and when required & und works under the supervisions of the electrical supervisor		
7. Routine Duties : <ul style="list-style-type: none">• Attending to he electrical faults, repairs and maintenance• Attending the servicing and repairing of AC systems (window type and plants as well) to ensure smooth operation and proper service; including its installations as and when required• Laying of telephone lines and giving new connections as well as attending tohe faults and adjustments of telephone instruments etc• Operating the DG sets and sub-station management as and when required (emergency basis) and maintaining the necessary logs etc.		

- Overseeing the work of contract labor engaged in installing electrical wiring and system installations as well as passing on the bills for further processing
- Dealing with electricity bills from the SEB/Grid (Electricity Mandal)
- Looking into the issues connected with DG set maintenance along with experts and under the supervision of the electrical supervisor
- Ensuring that the electrical safety related issues are given the due attention while fault-repairs as well as creating awareness amongst the beneficiaries about the need for electrical safety and the tips for adhering to safety aspects
- Any other work incidental to electrical system operation & maintenance

8. Periodic Work :
 PERIODIC HANDLING OF ELECTRICAL BILLS FOR PAYMENT WITH SENIORS/ADMIN
 DG SET OPERATION REPORTS (MONTHLY)

9. Development / Research / Promotional / Admin work :
 Developing and implementing innovative approaches to save electrical materials & consumables

10. Responsibilities / Accountability :
 Responsible for timely repair and restoring of power supply to ensure continuity of operations & also for the electrical safety within the campus

11. Job Requirements :

(i) **Educational & Technical Requirements:** ITI Electrician's Certificate
 (ii) **Minimum Training / Experience:** up to 2 years of experience in electrical fault repair activities
 (iii) **Other Unique Competencies/Certificate:** Certificate in AC repair and maintenance would be of added advantages...

JOB DESCRIPTION

1. Title : Maintenance Electrical	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/ESTATE
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4. Reporting to: Admin officer/CAO	5. Reported by :
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6. Job Summary :

Looks after the telephone network in the campus and provides new connections as per the directives and undertakes major electrical works as delineated; Attends to faults and repairs including new projects in the area of telephone & communication system as well as electrical projects of major nature

- 7. Routine Duties :**
- Attending to he electrical faults, repairs and maintenance
 - Laying of telephone lines and giving new connections as well as attending tohe faults and adjustments of telephone instruments etc
 - Overseeing the work of contract labor engaged in installing electrical/telephone wring and system installations as well as passing on the bills for further processing
 - Ensuring that the electrical safety related issues are given the due attention while fault-repairs as well as creating awareness amongst the beneficiaries about the need for electrical safety and the tips for adhering to safety aspects
 - Any other work delineated by seniors in the area of telephone and electrical systems including PA systems of the SGI.- close-circuit TV facilitation etc.
 - Follow-up of close-circuit recordings and analysis for management monitoring
 - Taking care of telephone & electrical stores and equipments such as PA systems and amplifiers etc for use in the campus

8. Periodic Work :

PERIODIC REVIEW &CHECK-UP OF THE ENTIRE TELEPHONE SYSTEM – SAFETY AND SECURITY AS WELL AS ITS OPERATIONAL EFFECTIVNESS

9. Development / Research / Promotional / Admin work :
10.Responsibilities / Accountability : Responsible for correct and effective operation of the communication systems with in the campus
11. Job Requirements : (i) Educational & Technical Requirements: Electricians Certificate (light current) (ITI) - telephone cum radio/TV (ii) Minimum Training / Experience: 1 to 2 years of experience (iii) Other Unique Competencies/Certificate: Experience with telecom sector would be of added advantage

JOB DESCRIPTION

1. Title : Plumber	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/ESTATE
4. Reporting to: Admin officer/CAO	5. Reported by :	
6. Job Summary : Attends to all the plumbing tasks (faults & reaper & re-building) in the campus including ensuring the water supply as well as drinking water plant operation		
7. Routine Duties : <ul style="list-style-type: none"> • Routine check up of all plumbing outfits in the campus and undertaking repairs and rebuilding as required by the situation; particularly focusing on the toilets and such other outfits in the buildings and the campus 		

- Laying of water supply lines to the project sites and in new places as well as expansions
- Ensuring that the water levels are maintained in the tanks (overhead as well underground) through appropriate operation of pumps etc by the security personnel and use of outside tankers supply
- Looking after the stores connected with plumbing and its tools etc& getting the same procured through admin/purchase, under overall supervision of the estate officer

8. Periodic Work :

ENSURING THAT PERIODIC CLEANING UP OF THE TAKSETC TAKES PLACE DURCTLYTHORUGHLABOTR OR THROUGH CONTRACTOR

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Ensuring the supply of water in all places for living as well as laboratory operation in the SGI complex and result in proper sanitationand hygiene in the campus

11. Job Requirements :

(i) Educational & Technical Requirements:ITI Certificate in Plumbing (10thStd +)

(ii) Minimum Training / Experience: 4 to 5 years of field experience in campus activity

(iii) Other Unique Competencies/Certificate:Should have good exposure modern sanitary fittings and plumbing activity

JOB DESCRIPTION

1. Title : Grounds Man	2. Job No.: SGI/ Admin -----	3. Dept./Section : ADMIN/SPORTS
4. Reporting to: Sports Officer/Head – SDP/ Principal	5. Reported by :	
6. Job Summary : Taking care of the sports grounds and maintaining their efficacy and suitability to the standards expected for their operational & use strategy by the students and sports personnel and supporting sports officer in the administration of sports activity & maintenance of sports facilities in general in the department & campus/different institutions		
7. Routine Duties : <ul style="list-style-type: none"> • Attends to the grounds for their upkeep & maintenance as well as development as directed by seniors and experts – Basket ball court, Tennis court, Football court, Cricket ground, volley ball & indoor game stalls etc • Ensuring that proper markings etc adhere to the national and international standards of the games played • Maintaining cleanliness and upkeep in the sports halls and indoor games of the sports department and complex, taking support from the related agencies • Assisting security and others in maintaining discipline during the time of bus-arrivals and departures • Ensuring proper communications (including notice boards) for the on-set of sports activities and competitions and arrivals of experts & coaches etc as directed by the sports officer. • Making arrangements of transport and other facilitations for team’s to participate in other venues and competitions – local/regional/national held elsewhere. • Supporting the sports officer in all forms possible to conduct coaching, trainings and organizing competitions and creating sports culture in the campus. • Supporting sports officering maintaining necessary recordkeeping & maintenance of the sport gear and other supplies consumed in the sports activity 		

8. Periodic Work : PERIODIC REPORTS TO BE MADE THROUGH SPORTS OFFICER FOR REPORTING TO THE MANAGEMENT
9. Development / Research / Promotional / Admin work :
10. Responsibilities / Accountability : Responsible for maintaining the upkeep and cleanliness as well as proper markings on the grounds used for various sports in the campus
11. Job Requirements : (i) Educational & Technical Requirements: 10 + 2 (ii) Minimum Training / Experience: 3 to 4 years of exposure to sports administration activity in an integrated campus (iii) Other Unique Competencies/Certificate: Being a good sportsperson (self) would be an advantage

JOB DESCRIPTION

1. Title : Motor Mechanic	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/TRANSPORT
4. Reporting to: Admin officer/CAO (Transport In-charge/Supervisor)	5. Reported by : Helpers & cleaners	
6. Job Summary : Looks after the regular running maintenance (including servicing) and repairs including periodic topping-up and checking of the buses in order to ensure that the vehicles (buses & cars) runs smoothly while on road; ultimately leading to the enhanced reliability of the vehicles on road; support transport supervisor getting the vehicles repaired from local workshops as and when necessary		
7. Routine Duties :		

- Undertaking all possible activities to make the vehicle road-worthy such as topping of lubricants, greasing and maintenance and adjustments if required etc.
- Undertaking regular, periodic and planned maintenance of the vehicles (caning of oils, lubricants, topping up of water and battery attendance etc) as per the schedules prepared so as to ensure all preventive and predictive aspects of breakdowns are taken care and the vehicle reliability gets enhanced
- Attending to emergency repairs on road when such developments arise
- Assisting supervisors in selecting good quality service from the garages and overseeing major repairs on vehicles
- Undertaking all related and incidental tasks connected with vehicle maintenance and enhancing road-worthiness

8. Periodic Work :

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Responsible for ensuring cost-effective maintenance of the vehicles while ensuring the reliability of bus/vehicle services to the beneficiaries

11. Job Requirements :

(i) Educational & Technical Requirements: ITI Certificate in Motor mechanic

(ii) Minimum Training / Experience: 4 to 5 years of experience in handling different varieties of vehicles

(iii) Other Unique Competencies/Certificate: Ability to maintain records/registers will be beneficial

JOB DESCRIPTION

1. Title : Driver	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/TRANSPORT
4. Reporting to: Admin officer/CAO	5. Reported by : Cleaner/Conductor of the Vehicle	
6. Job Summary : Driving the SGI vehicles (buses & cars) as per the schedules and time targets with courteous behavior to the commuters and also ensuring safety to the occupants and also observing all the necessary road-safety measures; ensuring smooth operation & functioning of the vehicles so as to enhance its life and reliability as well as higher fuel efficiency		
7. Routine Duties : <ul style="list-style-type: none">• Daily checking of the vehicle and overseeing its proper topping-up & getting he running complaints attended by the mechanic and also ensuring that the vehicle is kept neat & clean though the day• In particular focusing on checking the safety aspect of the vehicles, before taking it out for duty – in particular the brake, steering, tires, battery, horn, etc• Maintaining the log-book of the route traveled, KMs covered and fuel oil levels etc for monitoring of performance of he vehicle• Overseeing the work of cleaner and conductor so as to maintain the vehicle cleanliness and upkeep in side and outside the vehicle as well as maintaining good and courteous behavior with the commuters (students & staff and other visitors to SGI)• Maintaining an element of smart turn out (neatly washed & pressed & uniform & shoes etc.) to create an good impression on th students in particular and also complement with good communication with the commuters and the passers by to create an good impression and imagoes SGI• Following suitable driving habits not only to ensure safety of the passengers, security of the vehicle but for better fuel efficiency and mileage		

<ul style="list-style-type: none"> • Reporting the untoward developments – happenings, behavior of public & students & staff etc, traffic police reports & challans etc to the supervisors/In-charge • Perform all other tasks incidental to driving vehicles in public places – roads, streets, localities and highways etc.
<p>8. Periodic Work :</p> <p>PERIODIC REPORTING OF PERFORMANCE OF THE VEHICLE FOR SERVICING AND MAJOR REPAIRS & RE-BUILDING ETC</p>
<p>9. Development / Research / Promotional / Admin work :</p>
<p>10. Responsibilities / Accountability :</p> <p>Safety and security of the commuters and also that of the vehicles; trouble free service following the local traffic rules & regulations</p>
<p>11. Job Requirements :</p> <p>(i) Educational & Technical Requirements: 10th Standard + Driving License (appropriate vehicle)</p> <p>(ii) Minimum Training / Experience: 2 to 5 years of experience on roads</p> <p>(iii) Other Unique Competencies/Certificate:</p>

JOB DESCRIPTION

1. Title : Cleaner cum Conductor	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/TRANSPORT
4. Reporting to: Admin officer (Driver & Tpt. Supervisor)	5. Reported by :	
6. Job Summary : Supporting the driver in maintaining the vehicle in good operational and tip-top condition and make it attractive for the commuters (students & staff) through good up-keep, cleanliness and also by smart turn-		

out as a person to position himself with the students

7. Routine Duties :

- Checking-up the vehicle early in the morning for its operational worthiness and topping up the oils and water etc along with the driver to maintain trouble free service while on road
- Supporting & assisting the driver in driving the vehicle in different terrains and conditions by providing necessary directions as and when required
- Taking up the full cleaning of the vehicle early in the morning (before starting) and it becomes an attractive piece for the students to travel. Ensure utmost care in maintaining as well as cleanliness of the interiors of the vehicle as well as the upholstery and fittings
- Assisting and directing the students and commuters to safety enter into the vehicle and travel safely and securely and support the commuters in maintaining discipline and tranquility as well as promote brotherhood and camaraderie in the bus environment
- Attempt to keep the condition of the vehicle at all the times in a perfect state of preparedness from the angle of its road-worthiness and readiness to plunge on to the duty at any time of the day.
- Assist the mechanics and other support staff in maintaining the vehicle in proper condition
- All such other tasks required to be performed under any kind of emergency situation or accidents during the operational time of the vehicle

8. Periodic Work :

THROUGH CLEANING OF THE VEHICLE IN THE SERVICE STATION OR OTHERWISE (WEEKLY/FORTNIGHTLY)

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Cleanliness of the vehicle and ensuring safety and security of commuters as well as developing of camaraderie in the bus

11. Job Requirements :

(i) Educational & Technical Requirements: up to 8th Standard

(ii) Minimum Training / Experience: 6 months to one year

(iii) Other Unique Competencies/Certificate: Driving or Mechanic Certificate is an added advantage

JOB DESCRIPTION

1. Title : Gardener/Mali	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/ESTATE
4. Reporting to: Admin officer/CAO	5. Reported by :	
6. Job Summary : Engaged in developing and maintaining the gardens and flowerbeds as well as nursery etc as a horticulture activity in the campus of SGI and its buildings in the campus		
7. Routine Duties : <ul style="list-style-type: none">• Developing the gardens and flower beds and plants in and around the buildings and parks etc in the campus as directed by the supervisory staff• Maintaining the up-keep and tending of the plants (particularly timely watering) including grass cutting using machines etc in the parks to make them sustainable and attractive for regular time and also special tending for events and functions• Taking care of nursery in the premises for development and rejuvenation of parks and gardens in the campus and also in the office premises and offices of senior officers• Supporting the horticulture supervisor/estate officer /site engineer in developing and maintaining new gardens parks and plants and green development in the campus.• Tending, mending and maintaining as well as repairing of the gardening tools and machines and		

equipment and including its stock taking periodically

8. Periodic Work :

DEVELOPMENT OF SPECIAL GREEN ENVIRONMENT FOR FUNCTIONS AND MEETINGS IN THE GARDENS/ PARKS/ SEMINARROOMSCETC.

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Responsible for enhancing the green environment inthe campus through his sincere effortsand tending hands andattitude towards plants & flowers and people in general

11. Job Requirements :

(i) **Educational & Technical Requirements:** Up to 8th Standard

(ii) **Minimum Training / Experience:** 5 to 10 years of association with gardens/parks adhorticulture & floriculture development

(iii) **Other Unique Competencies/Certificate:** Exposure to some formal gardening activity is desirable

JOB DESCRIPTION

1. Title : Peon	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/OFFICES
4. Reporting to: Admin officer/CAO	5. Reported by :	

6. Job Summary :

Responsible for providing general help to the office staff and officer in conduct of the office work, inter-alia it may include, maintain the upkeep of the office, general movement of files and papers and objects as directed, undertaking general office errands like photocopying, duplicating, filing binding etc supporting staff in their personal errands like tea, coffee, lunch etc and ensuring proper opening and closing of the office as per the planned schedule

7. Routine Duties :

- Opening and closing of the office as per the routine schedule and supervising the timely upkeep and cleanliness through the housekeeping staff and maintaining the office environment in particular the table tops and other spaces in tip-top condition before the arrival of the staff and officers
- Running errands for the office work – transfer of files and papers to different locations, calling of persons, filing of papers as directed and photocopying etc, making of envelopes and posting after due addressing etc.
- Attending to phone calls and passing on messages in the absence of relevant staff and making notes if required for ensuring proper & effective communication
- Looking after the safety and security of the office property during the breaks and other timings when present
- Undertaking the tasks of a duftry in making files and registers as well as compendiums (binding) of papers for record keeping
- Making arrangements for meetings – compilation of papers as directed, making folders, tea & coffee as well snack arrangements etc
- Attending to sundry work as and when required including rearranging of the office furniture, re-layouts of the office etc., including supporting and helping shifters and others with their work

8. Periodic Work :

Lending support in report-making and such other periodic tasks of the office or the executive

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Supporting the office and officers with general help in their performing their office duties and bringing out the outputs as desired in the system

11. Job Requirements :

(i) Educational & Technical Requirements: At least 10 + 2 (keeping in mind the future growth opportunities)

(ii) Minimum Training / Experience: 6 months to one year

(iii) Other Unique Competencies/Certificate: previous Exposure to computers/typing or stenography would be an added advantage

JOB DESCRIPTION

1. Title : Shifter	2. Job No.: SGI/Admin -----	3. Dept./Section : ADMIN/ESTATE
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4. Reporting to: Admin officer/CAO	5. Reported by :
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6. Job Summary :

Provides general help in transferring (shifting from one place to other or rearranging) of material and furniture's and fittings, office equipments and machines (computers included) as well as books, files and cupboards etc as routine manual work in office, buildings of the institutes, laboratories and workshops as well as during special arrangements for events and programs and seminars etc. Also provide the services of general running errand work of peons when required

7. Routine Duties :

- Provide general help in shifting of furniture and other equipments and machines from one place to other safely with out any damage
- Support in arranging the office equipment in orderly fashion so as to develop it as an effective office or work environment
- In particular take special case in handling of electronic products like computers, CPUs, monitors &

other related equipment of computer centers and undertake such tasks under the supervision & guidance of responsible and knowledgeable persons

- Making special arrangements for meetings and seminars as well as event & function organized with in the premises of the campus and institutes
- Make available their services any kind of general help as and when required with in the premises of SGI
- Also take on the role of peons in case of enhanced absenteeism

8. Periodic Work :

9. Development / Research / Promotional / Admin work :

10. Responsibilities / Accountability :

Ensuring safety and security of the material and equipments handled and also not damaging the equipment or machines or hurting the people around

11. Job Requirements :

(i) Educational & Technical Requirements: 8+ education

(ii) Minimum Training / Experience: fortnight to one month

(iii) Other Unique Competencies/Certificate: Exposure to office work-environment or an educational institute would be an added advantage

JOB DESCRIPTION

1. Title : Administration Officer	2. Job No.: SGI/	3. Dept./Section : SGI/ADMIN
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4. Reporting to: Chief Admin Officer/Chairman	5. Reported by : About 4 to 5 supervisory level heads of sections and others indirectly
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6. Job Summary :

Ensuring that all institutions are provided all kind of administrative services for their satisfactory performance – administrative staff support, house-keeping & physical arrangements for classrooms & laboratories, water-supply & sanitation, uniforms for students & staff, power & electricity including telephone, transportation requirements (students & staff as well faculty and visitors etc), availability of different kind of office stationary/materials & facilitations for smooth functioning of officering he institutes & SGI, arrangements for major events & periodic get-togethers and seminars/ workshops etc. Organizing the entire HR function (recruitment, placement, remuneration, welfare and grievance handling & termination etc – all comprehensive HR functions) for the faculty & staff of all institutions and SGI through the staff placed int eh institutes and also in the admin dept.

Overseeing the security, house-keeping work performed by external & internal agencies as well as contract agencies; directing & facilitating the canteen management by the contractor and coordinating the work of hostel wardens in maintaining the services to the satisfaction of inmates.

7. Routine Duties :

Security & House-keeping–

- Security & Housekeeping and cleanliness – follow-up as well as overseeing its functioning through the respective heads and providing facilitation for enhancing their quality of service
- Keeping check on housekeeping & security staff– maintaining their record, monitoring their performance, corresponding with the service & preparing their monthly bills
- Bringing to focus that safety and security of men and material is most important thorough regular innovations

Common Administrative Facilities& Services -

- Ensuring completeServices/Facilities to diff. Institutions in their day to day activities and enable them to function effectively with little interruptions (including providing appropriate

staff like PS/PAs, Admin Assts. & Attendants/Peons etc)

- Directing those responsible for providing services and maintenance & upkeep of water-supply system, electricity services including DG set operations and telephone & their communication services and ascertaining the quality of drinking water, electricity backup, functioning of telephone lines also horticulture in the campus
- Administrative arrangements for various events (administrative/cultural/technical/commercial/promotional/others) taking place in the campus, in particular engaging outside agencies (tent-walas etc.) and including arrangements/ shifting of furniture inside the campus; with specific reference to the special requirement during Admissions-time and kiosk-management as well as placement related meetings
- Procuring adequate and appropriate quality Uniforms and T shirt requirement (size wise/branch wise) for the students and get them distributed with the support of respective Principals and Store Dept and also designated uniforms and canteen coupons etc for the class-IV staff in particular of the transport dept.
- Processing of indents (checking the justification of indents) and bills of different service providers and consultants etc.
- Verification of all the bills of different parities/service providers on time so as to maintaining vendor satisfaction (except that related to the Civil/ Project work)

Transportation services (Buses & Cars)

- Guiding Transport In-charge in route planning of buses and also directly arranging for small vehicles as per daily requisitions and also attend to grievances of students and others in bus system and its services
- Overseeing the maintenance and new procurement of vehicles and such other equipment for SGI

Corporate Coordination:

- Coordinating with Corporate Office on different issues and supplying data information etc for decision making (including reporting on admin matters for the perusal of Directors/Chairman)
- Participate and contribute in development of strategic plans & actions at SGI in particular in allocation of infrastructure & other resources as per the instructions of Management; for instance - Laptop distribution and calculation of EMI for all those who have opted for laptops based on

their length of service and deducting it from their salaries every month.

- Supporting SDP and other departments in planning & getting advertisement run including hoardings and other media as and when required
- Coordination with site-engineer and related activities and providing the needed administrative support in the projects being implemented as well as acquired from outsider resources

Campus Facilities & Welfare -

- Supporting in installation & implementing Smart Campus module in general and in particular for the Payroll and Staff Attendance and its final effective use
- Appointing and monitoring the performance of the campus canteen and undertake periodic assessment (quality check of food items and preparations by self-tasting) to bring about improvement and satisfaction of stakeholders including the bill preparation for payments
- Coordinating & extending full advice and supporting in effective handling of the Girls hostel being an important aspect of and also follow up with wardens for admission of students to boys & girl' hostel in consultation with care-takers/warden & CAO

Human Resources Management

- Undertake all possible Personnel/HR activities including appointments, placements, welfare systems, performance management & records, attendance, increments and payroll preparation (taking full advice/guidance and cooperation from unit heads/Principals)
- Formulating/reviewing HR policies under the guidance of experts and corporate level directives and issuing operating orders
- Grievance handling of the staff including peons, drivers etc related to transportation, house-keeping or any other administrative aspects

Miscellaneous (Linkages/Relationships & IPR)

- Correspondence with agency for Trade mark registrations, filing of new applications their follow ups, maintaining their records
- Supporting academic units in periodic registrations/reviews and inspections etc from t statutory agencies associated with higher technical education

8. Periodic Work :

1. Arranging for and ensuring that Annual Stock taking of furniture and other assets (undertaken

periodically with a view to spread it over a year uniformly) takes place effectively

2. Extensive admin support is needed to ensure smooth handling of visitors and students & parents for admission, hence alert-admin services and also at the time of Examinations, Inspection by statutory agencies, consultants and agencies engaged by the corporate office etc
3. Advance planning of requirements of standard stores such as office stationary & other consumables, uniforms of different types and taking appropriate action
4. Monthly Preparation of attendance statement on the basis of the certification by principals and HODs and payroll preparation as per the pay policy devised from time to time
5. Dealing with Trademark Registry and other governmental agencies as required by time to time

9. Development / Research / Promotional / Admin work :

Participating in programs and meetings for evolving long-range plans on academic and infrastructure front by the consultants and other committees of principals as well as through committees and higher positions in the corporate office

10. Responsibilities / Accountability :

1. Material: Infrastructure, furniture
2. Money: Timely preparation of salaries, proper processing of bills
3. Relationship: With all other departments (in particular Principals & external service providers & consultants/visitors to SGI)
4. Work of others: Reporting people

11. Job Requirements :

(i) Educational & Technical Requirements: MBA in HR/Finance

(ii) Training / Experience: At least 5 years of experience in similar activity

(iii)**Other Unique Competencies/Certificate:**Experience in an educational institute/university preferable

JOB DESCRIPTION

1. Title : Chief Administration Officer (CAO)	2. Job No.: SGI/	3. Dept./Section : SGI/ADMIN
4. Reporting to: Chairman/Director	5. Reported by : Admin Officer & Related Sectional/Activity Heads (Security, Transport, Caretakers, Wardens etc.)	
6. Job Summary : Overall responsibility of providing total administrative services including Personnel/HR function at the institutions of SGI, for their satisfactory functioning and also its continuous improvement and also support top/senior management (including principals) in formulating effective HR & administrative policies and programs and implement the same to the betterment of the institutions & campus		
7. Routine Duties : <ul style="list-style-type: none">• Overseeing the working of the following support facilitations and providing suitable guidance for		

their continuous state of well-tuned service

- Infrastructure provisioning (Office Equipment, Stationary & Books etc.) & classroom Furniture and others related physical infrastructure in the institutes etc
- Overall house-keeping and maintenance of facilities in all the institutions (all buildings inside and outside and all offices with in the campus of SGI
- Reliable supply of water-supply & electricity and other facilities in the campus as a whole through appropriate functionaries managing the internal-sets and grid supply
- Giving particular attention to transportation of students and staff through effective route planning and administration of the service through the sectional heads
- Managing the facilities like Hostels, Canteen, Sports infrastructure & Guest House
- Assisting the senior management in recruiting the support staff needed for the campus, through the HR functionaries and also support recruitment of faculty the manner as sought by principals
- Campus development including gardening and ground & greenery development through the gardeners & contractors as well as site-engineers
- Organizing an effective security system and monitoring the same for effective functioning of the institutes and the campus
- Overseeing the work of HRM and payroll preparation of all faculty & staff
- Overseeing the discipline, working and welfare of the admin staff in particular and also the employees in general in addition to handling student related discipline issues too
- Ensuring good first-aid services in the campus & in the institutes and ensure speedy attention to emergency developments on the health front of the employees as well as the students, giving specific and particular attention to hostellers.
- Directing the procuring of administration related materials like stationary etc and all other supplies and related materials used in the campus and institutes including authorizing the indents as appropriate as well as certifying bills of admin and other agencies as per the delegation of powers
- Giving special attention to provisioning of admin services to make all the events (administrative/cultural/technical/commercial/ promotional/others) , functions and seminars/conferences as well as meetings in the campus and institutes a success
- Extending advice and support as and when needed in the functioning of the stores and campus related developmental and construction work

- Ensuring through the support of specialist personnel and technicians that the communication systems/voice-data network function effectively for resulting smooth functioning of the campus
- Giving special attention the key welfares facilitation like the Canteen so as to enable it to provide the requisite service without hassles and also resulting in comfortable living in the hostels through appropriate coordination and advisory support to the wardens
- Grievance handling of the staff including peons, drivers etc related to transportation, house-keeping or any other administrative aspects, on a continuing basis

Strategic Coordination:

- Being the functional head of administrative facilitation, coordinates and takes guidance & directions from the board/HQ for maintaining and improving upon the service facilities and at the same time evolves short-term and long-term strategic plans of enhancing the quantity and quality of services provided
- Preparation, approval and implementation of short-term and long term infrastructure development
- Lending support to Corporate Office on different issues and supplying data information etc for decision making (including reporting on admin matters for the perusal of Directors/Chairman) as well as providing strategic inputs for long-range planning of the development of the campus as well as the promotional/philanthropic activities by the society.
- Supporting SDP and other departments & also interactions with principals of the institutes in planning for the effective administrative facilitation as per their long-term and medium term academic and business planning
- Over-seeing the implementation of new & modern developmental plans directed by the corporate office or otherwise from the administrative point of view and ensuring its smooth implementation – such as Smart Campus, etc.
- Coordination & liaison with governmental and non-governmental organizations to seek registrations and approvals as well as periodic reporting and enable smooth coordination and good image building of SGI/Institutes
- Supporting academic units in periodic registrations/reviews and inspections etc from the statutory

agencies associated with higher technical education

8. Periodic Work :

Extending facilitations to organizers of periodic events/functions and other meetings;

Supporting registrars and principals as well admin department itself to prepare and submit periodic returns to statutory agencies and to certain designated agencies as an institute of higher learning.

Giving special attention to examinations/admission and counseling time to ensure the administrative service-quality is maintained.

9. Development / Research / Promotional / Admin work :

The key focus of the position is to bring about continuous improvement in the administration including HRD services to its customers, hence strategies and developmental plans for improvement are prepared and got approved by the board for investment and implemented (in particular in the areas of canteen, transportation, security, hostel & campus life etc.)

10. Responsibilities / Accountability :

Complete administration services provisioning and infrastructure maintenance and maintaining the higher levels of satisfaction by its customers/stakeholders

Keeping the HODs/principals and other stakeholders satisfied with the functioning and support facilitation; including maintaining good relationships with external agencies, be it - statutory and non-statutory nature including vendors/contractors for reliable and continuous services to SGI campus

11. Job Requirements :

(i) Educational & Technical Requirements: Graduate with MBA in HR

(ii) Training / Experience: At least 8 to 10 years of experience in Institute/university in similar job

(iii) Other Unique Competencies/Certificate: One of Academic professionals (at professor level on rotation basis) to be the registrar to oversee/takeover the job of CAO – as per the practice in universities