



# Swami Vivekanand College of Engineering

(Approved by: AICTE, New Delhi • Affiliated to RGPV, Bhopal and DAVV, Indore • Recognised by : DTE Govt. of MP)

**Campus :** Khandwa Road, Indore-452020 (M.P.) Phone : +91- 07324-405000

• Email : [info@svceindore.ac.in](mailto:info@svceindore.ac.in) • Website : [www.svce.vivekanandgroup.com](http://www.svce.vivekanandgroup.com)

## Declaration

### Metric 6.1.1

I declare that all the data, pictures, reports and other information enclosed in the criteria are authentic to the best of my knowledge.

Criteria In-charge  
Er. Aarti Khare

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## VISION AND MISSION OF THE INSTITUTE

### VISION


“The college intends to provide transformative education by pursuing excellence in engineering and management and by developing skills that meet the changing demands of the society”.


### MISSION

The mission of the college is:

- To impart human values and to promote leadership qualities among students.
- To set up a suitable infrastructure and provide better resources to students and faculties.
- To encourage academic excellence amongst faculty and students to create future leaders and innovators.
- To be a student-centered college that addresses social issues while incorporating creative, experiential and lifetime learning methods.
- To collaborate with industries, academic institutions and research centers to improve the technical and managerial skills.

  
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## Short term Plan


In our college, we are charting a course towards innovation and sustainability, driven by both short and long-term plans that encompass a diverse range of initiatives.

- Our commitment to sustainability is reflected in our plans for rainwater harvesting. By implementing eco-friendly practices, we aim to conserve water resources and minimize our environmental footprint. Additionally, we are launching a welfare society dedicated to promoting social responsibility and community engagement, ensuring that our college remains a force for positive change in society.
- In the short term, we're establishing an incubation centre to nurture entrepreneurial spirit among our students. This centre will provide mentorship, resources, and funding to transform innovative ideas into successful ventures. Simultaneously, we're embracing IoT (Internet of Things) and Artificial intelligence (AI) technology to create a connected campus environment, fostering a culture of innovation and efficiency.


## Long term Plan

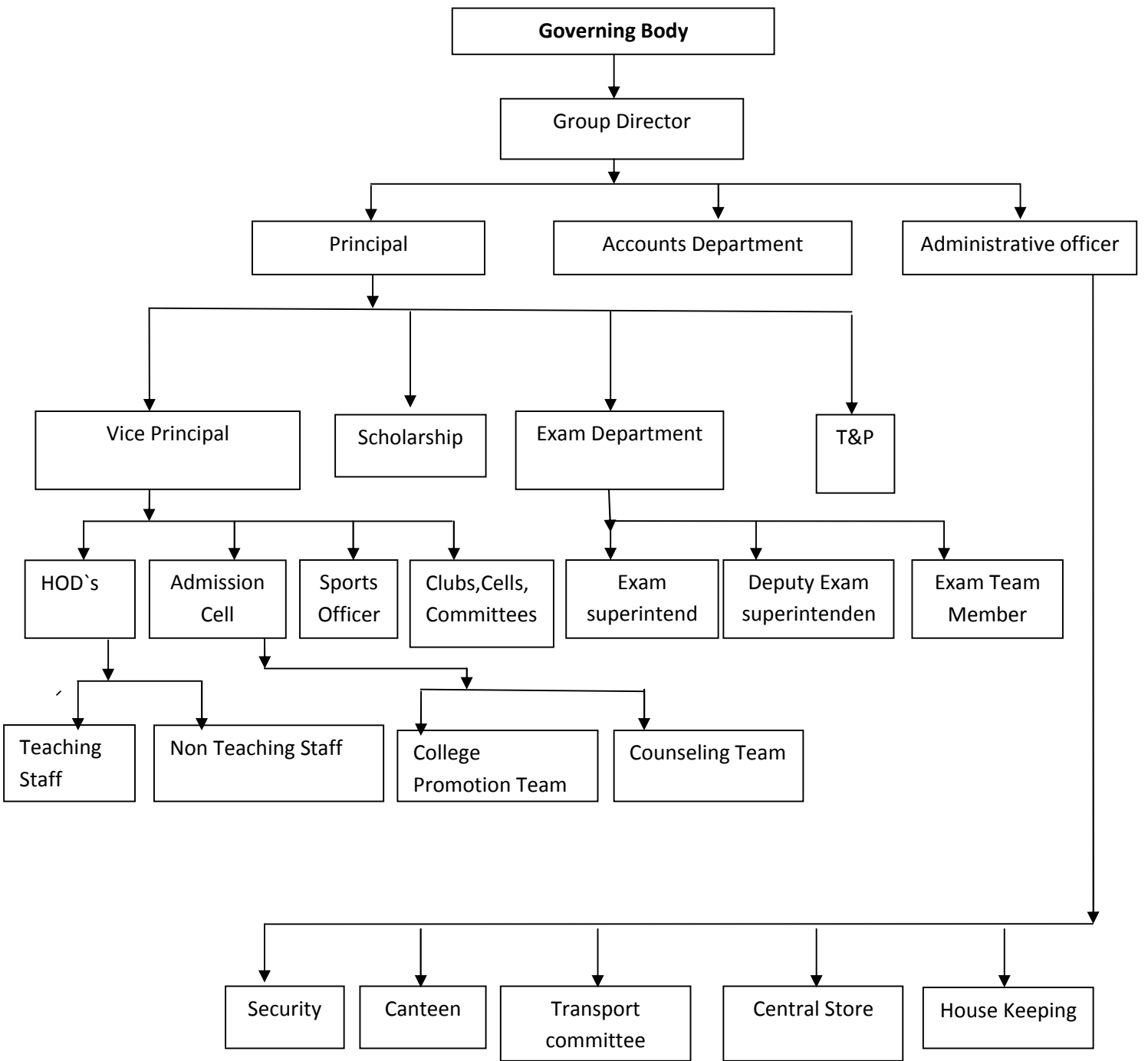
- Looking to the long term, we are forging strategic collaborations with industry leaders to provide real-world exposure and experiential learning opportunities for our students. These partnerships will facilitate internships, research projects, and job placements, preparing our graduates for success in the dynamic global marketplace.
- Through these concerted efforts, we're not only enhancing the educational experience but also empowering our students to become catalysts for innovation, sustainability, and social impact. With each step forward, we're building a brighter future for our college and


the communities we serve.  
Swami Vivekanand Sansthan

  
Director

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SVCE/Prin./2023-24/

Date: 03.07.2023

## Office Order

Following committees are formed for the smooth conduction of academic & nonacademic activities in the college. These committees are valid for a period of two years from the date of formation. The In-charges /Coordinators of the committees are required to submit the annual report to the principal.

### 1. Internal Quality Assurance Cell (IQAC)

S.No.	Members Name	Designation
1	Dr. Pradeep Kumar Patil	Chairperson
2	Mr. Sachin Mishra	Management Representative
3	Dr. Neha Khandelwal	Coordinator
4	Dr. Kapil Kushwah	Member
5	Mr. Sharad Chaurasia	Member
6	Mr. Ashish Tiwari	Member
7	Mrs. Aarti Khare	Member
8	Dr. Megha Soni	Member
9	Dr. Goutam Varma	Member
10	Dr. Mayank Ladha	Member
11	Ms. Hemendra Khedekar	Member
12	Mr. Suresh Sharma	Administrative officer
13	Mr. F W B Dikroos	Nominee from Industry
14	Mr. Manoj Surawat	Nominee from local society
15	Mr. Durjan Lal Ahirwar (Parent Representative)	Nominee from Stakeholders
16	Mr. Krishnakant Ahirwar (0822CE191019)	Nominee from Alumni
17	Ms. Lubhawni Verma (0822CE211012)	Nominee from Students


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## 2. NAAC Steering Committee

S.No.	Members Name	Designation
1	Dr. Pradeep Kumar Patil	Chairperson
2.	Dr. Neha Khandelwal	Coordinator
3	Dr. Kapil Kushwah / Mr. Sharad Chourasia	Co-Coordinator
4	Dr. Megha Soni / Manoj Sharma	In Charge Criteria 1
5	Dr. Mayank Ladha	In Charge Criteria 2
6	Dr. Goutam Varma	In Charge Criteria 3
7	Mr. Hemendra Khedekar	In Charge Criteria 4
8	Mr. Ashish Tiwari	In Charge Criteria 5
9	Mrs. Aarti Khare/Mr. Jayesh Dabi	In Charge Criteria 6
10	Ms. Krati Bansal/ Mr. Vishal Wankhade	In Charge Criteria 7

## 3. Admission & Counseling Cell

S.No.	Members Name	Designation
1	Dr. Neha Khandelwal	Head
2	Mr. Bhupendra Singh Solanki	Member
3	Mr. Vinod Goud	Member
4	Mr. Vikas Joshi	Member
5	Mr. Sandeep Badlani	Member
6	Mr. Rahul Nandwal	Member
7	Mr. Rajat Pawar	Member
8	Mrs. Neelam Patel	Member
9	Mr. Sohan Singh Chouhan	Member
10	Ms. Neha Prajapati	Member
11	Ms. Amisha Jain	Member

## 4. Student Welfare Committee

S.No.	Members Name	Designation
1	Dr. Nilesh Dashore	In charge
2	Mr. Sandeep Badlani	Member
3	Ms. Amisha Jain	Member


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### 5. Discipline Committee

S.No.	Members Name	Designation
1	Mr. Suresh Sharma	In charge
2	Dr. Rahul Joshi	Member
3	Mrs. Anjali Bhatia	Member
4	Mr. Ajay Bhargava	Member
5	Mr. Ravindra Sharma	Member
6	Ms. Manisha Gour	Member
7	Mr. Jayesh Dabi	Member
8	Mr. Vikas Joshi	Member
9	Mr. Brajesh Upadhyay	Member
10	Ms. Rekha Yadav	Member


### 6. Examination Cell (External & Internal)

S.No.	Members Name	Designation
1	Dr. Pradeep Kumar Patil	Sr. Superintendent
2	Mr. Bhupendra Singh Solanki	Centre Superintendent
3	Mr. Vikas Joshi	Dy. Superintendent
4	Mr. Rahul Nandwal	Dy. Superintendent
5	Mr. Sharad Chourasia	Permanent Invigilator
6	Mr. Ansar Ahmed	Permanent Invigilator
7	Mr. Deepak Patidar	Permanent Invigilator
8	Ms. Aarti Verma	Assistant
9	Mr. Satyendra Yadav	Assistant


### 7. NCC Committee


S.No.	Members Name	Designation
1	Mr. Vishal Wankede	In charge
2	Mr. Anjali Kayat	Member
3	Mrs. Megha Garg	Member

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### 8. T&P Cell

S.No.	Members Name	Designation
1	Mr. Sohan Singh Chouhan	In Charge
2	Dr. Rahul Joshi	Member
3	Mr. Vinod Goud	Member
4	Ms. Rekha Yadav	Member
5	Ms. Akansha Kumayu	Member
6	Mr. Priyansh Sharma	Member
7	Mr. Manoj Meena	Member
8	Ms. Megha Sharma	Member

### 9. Institution Innovation Council


S.No.	Members Name	Designation
1	Mr. Manoj Sharma	In charge
2	Mr. Santosh Rathore	Member
3	Mr. Srashtika Gupta	Member
4	Mr. Deepak Patidar	Member
5	Dr. Nilesh Dashore	Member


### 10. Anti-Ragging Committee

S.No.	Members Name	Designation
1	Dr. Manik Welankar	Chairperson
2	Dr. Megha Soni	Member
3	Dr. Goutam Verma	Member
4	Mr. Manoj Sharma	Member

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### 11. Anti-Ragging Squad

S.No.	Members Name	Designation
1	Mr. Suresh Sharma	In charge
2	Dr. Megha Soni	Member
3	Dr. Rahul Joshi	Member
4	Dr. Manik Welankar	Member
5	Dr. Nilesh Dashore	Member
6	Dr. Goutam Verma	Member
7	Mrs. Anjali Bhatia	Member
8	Mr. Manoj Sharma	Member
9	Mr. Vikas Joshi	Member
10	Mr. Sadique Manzoor	Member

### 12. Grievance Redressal Committee

S.No.	Members Name	Designation
1	Dr. Pradeep Kumar Patil	Chairperson
2	Dr. Naveen Verma	Coordinator
3	Dr. Manik Welankar	Member
4	Dr. Megha Soni	Member
5	Dr. Goutam Verma	Member
6	Mr. Bhupendra Singh Solanki	Member
7	Mr. Ashish Tiwari	Member
8	Ms. Chandramala Amarji	Member

### 13. Alumni Committee

S.No.	Members Name	Designation
1	Dr. P.K. Dubey	President
2	Dr. Pradeep Kumar Patil	Vice President
3	Mr. Irfan Khan	Secretary
4	Mrs. Archana Tiwari	Treasurer
5	Mrs. Ekta Yadav	Witness
6	Ms. Priyanka Potghan	Member
7	Mrs. Apurva Pagare	Member
8.	Ms. Sunita Sonartiya	Member

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#### 14. SC/ST Committee

S.No.	Members Name	Designation
1	Dr. Pradeep Kumar Patil	Chairperson
2	Dr. Goutam Varma	Coordinator
3	Mr. Hemendra Khedekar	Member
4	Ms. Chandramala Amarji	Member
5	Ms. Akanksha Kumayu	Member

#### 15. Institution Industrial Cell


S.No.	Members Name	Designation
1	Mr. Vishal Vankhede	Coordinator
2	Mr. Sohan Singh Chouhan	Member
3	Mr. Ashish Tiwari	Member
4	Mr. Hemendra Khedekar	Member
5	Mr. Mahesh Kumar Patidar	Member

#### 16. Internal Complaint Committee

S.No.	Members Name	Designation
1	Dr. Manik Welankar	In charge
2	Dr. MeghaSoni	Member
3	Mrs. Anjali Bhatia	Member
4	Ms. Priyanka Potghan	Member
5	Mr. Dinesh Devda	Member
6	Mrs. Jyoti Chouhan	Member
7	Mr. Abdul Latif	Member
8	Mr. Hasan Multani	Member
9	Mr. Pushparaj Singh	Member

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### 17. Students Counselor Committee

S.No.	Members Name	Designation
1	Dr. Neha Khandelwal	Chairperson
2	Dr. Nilesh Dashore	Coordinator
3	Dr. Mayank Ladha	Member
4	Mr. Bhupendra Singh Solanki	Member
5	Mr. Vinod Goud	Member
6	Mr. Sandeep Badlani	Member
7	Mr. Suresh Sharma	Member

### 18. Purchase Committee


S.No.	Members Name	Designation
1	Mr. Sachin Mishra	Director
2	Dr. Pradeep Kumar Patil	Principal
3	Dr. Neha Khandelwal	Vice Principal
4	Mr. Suresh Sharma	Administrative officer
5	Mr. Manoj Makwana	Store in charge
6	Head of Concerned Department	Head of Department

Swami Vivekanand Takniki Sansthan

  
Director SVGI

CC:

1. Principal,
2. Vice Principal,
3. Administrative Officers,
4. All concerned Staff

  
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## Admission & Counseling Cell Mechanism


A counseling report mechanism refers to the structured process of documenting information and observations gathered during counseling sessions. This mechanism serves several purposes:

1. **Record Keeping:** It provides a systematic way to record details of counseling sessions, including dates, participant names, issues discussed, interventions applied, and progress made.
2. **Tracking Progress:** By documenting session-by-session progress, counselors and clients can track changes over time, identifying patterns, setbacks, and improvements.
3. **Communication:** It facilitates communication between counselors, clients, and other stakeholders involved in the counseling process, such as supervisors, guardians, or other healthcare professionals.
4. **Legal and Ethical Compliance:** Proper documentation ensures compliance with legal and ethical standards governing counseling practice. It provides a clear record of the counselor's actions, protecting both the counselor and the client in case of disputes or legal issues.
5. **Continuity of Care:** If a client switches counselors or needs to resume counseling after a break, the documentation serves as a reference point for the new counselor to understand the client's history, goals, and previous interventions.

A typical counseling report mechanism may include the following components:

- **Client Information:** Basic demographic details, contact information, and relevant background history.
- **Session Details:** Date, time, location, and duration of each session.
- **Issues Discussed:** Summary of topics covered during the session, including client concerns, challenges, and goals.
- **Interventions Used:** Description of counseling techniques, strategies, or exercises employed during the session.
- **Client Progress:** Assessment of the client's progress toward therapeutic goals, including strengths, areas for improvement, and any obstacles encountered.
- **Homework or Action Plans:** Assignments or tasks agreed upon during the session for the client to complete before the next meeting.
- **Risk Assessment:** Evaluation of any potential risks to the client's well-being, such as suicidal ideation or harm to others, along with any steps taken to address these concerns.
- **Counselor Reflection:** Personal reflections or observations by the counselor regarding the session, therapeutic alliance, or any challenges encountered.
- **Future Plans:** Discussion of future goals, session schedules, or referrals to other professionals or resources, if necessary.

The exact format and content of a counseling report mechanism may vary depending on the specific requirements of the counseling setting, the theoretical approach used by the counselor, and any regulatory standards that apply.

  
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## Examination Cell Mechanism

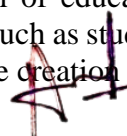
An exam report mechanism outlines the structured process of documenting and reporting results, feedback, and analysis from examinations or assessments. It serves several crucial purposes:

1. **Assessment of Learning:** It evaluates the knowledge, skills, and understanding acquired by students in a particular subject or course.
2. **Feedback Loop:** Provides constructive feedback to students regarding their performance, strengths, areas for improvement, and strategies for further development.
3. **Accountability:** Offers a transparent record of students' performance, ensuring accountability for both educators and students.
4. **Curriculum Evaluation:** Helps educators assess the effectiveness of teaching methods, learning materials, and curriculum design by analyzing student performance trends and identifying areas of strength or weakness.
5. **Decision Making:** Supports decision-making processes related to academic planning, student advancement, placement, and resource allocation.

Components of an exam report mechanism typically include:

- **Student Information:** Identification details of the student, such as name, student ID, class, and possibly additional demographic information.
- **Exam Details:** Information about the examination, including the subject or course title, exam date, duration, format (e.g., multiple-choice, essay, practical), and any specific instructions or guidelines.
- **Individual Student Results:** A breakdown of each student's performance, including scores or grades obtained in different sections of the exam, overall performance, and comparison with class averages or benchmarks.
- **Class Performance Analysis:** Aggregated data on class performance, including average scores, distribution of grades, and statistical measures (e.g., mean, median, standard deviation).
- **Feedback and Comments:** Individualized feedback provided to students, highlighting areas of strength, weaknesses, suggestions for improvement, and any specific comments or concerns.
- **Trends and Analysis:** Examination of performance trends over time, comparison with previous assessments, identification of areas where students excelled or struggled, and analysis of factors influencing performance (e.g., teaching methods, curriculum content).
- **Recommendations:** Suggestions for students on how to improve their performance, resources or support services available to assist them, and recommendations for educators to enhance teaching effectiveness or modify assessment strategies.
- **Administrative Actions:** Any administrative actions resulting from the examination results, such as academic probation, remedial classes, or recognition of outstanding performance.

The format and content of an exam report mechanism may vary depending on the educational institution, level of education, subject matter, and assessment methods used. Additionally, considerations such as student privacy, confidentiality, and data protection regulations must be adhered to in the creation and distribution of exam reports.

  
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## **Institution Innovation Council Mechanism**

Setting up an Institute Innovation Council (IIC) involves several key steps and mechanisms to ensure its effectiveness in fostering innovation within the institute. Here's a suggested mechanism for establishing and operating an IIC:

### **1. Formation and Structure:**

- Identify key stakeholders within the institute who are passionate about innovation, including faculty members, students, alumni, and industry experts.
- Establish a core team or steering committee responsible for overseeing the formation and functioning of the IIC.
- Define the roles and responsibilities of council members, ensuring representation from various departments and disciplines.

### **2. Mission and Objectives:**

- Develop a clear mission statement and objectives for the IIC, aligning them with the institute's overall vision and goals.
- Define the scope of activities that the IIC will focus on, such as promoting entrepreneurship, fostering research collaborations, and encouraging interdisciplinary projects.

### **3. Resource Allocation:**


- Allocate adequate resources, including funding, infrastructure, and administrative support, to enable the smooth functioning of the IIC.
- Seek support from the institute management, industry partners, and government agencies to supplement resources as needed.

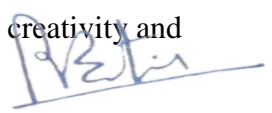
### **4. Engagement and Outreach:**

- Organize awareness campaigns and orientation sessions to engage students, faculty, and staff members in the activities of the IIC.
- Collaborate with industry partners, research organizations, and other institutions to broaden the reach and impact of the council's initiatives.

### **5. Innovation Programs and Initiatives:**

- Design and implement various innovation programs and initiatives, such as hackathons, workshops, seminars, and competitions, to stimulate creativity and entrepreneurship among students and faculty.

  
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- Establish incubation and acceleration programs to support promising startups and innovative projects emerging from the institute.

**6. Networking and Collaboration:**

- Facilitate networking opportunities for members of the IIC to connect with industry leaders, investors, and experts in relevant fields.
- Forge strategic partnerships and collaborations with industry, academia, and government bodies to leverage resources and expertise for mutual benefit.


**7. Monitoring and Evaluation:**

- Establish mechanisms for monitoring the progress and impact of the IIC's activities against predefined metrics and benchmarks.
- Conduct regular evaluations and feedback sessions to assess the effectiveness of various programs and initiatives and identify areas for improvement.

**8. Continuous Learning and Improvement:**

- Foster a culture of continuous learning and improvement within the IIC, encouraging members to share best practices, lessons learned, and success stories.
- Adapt and evolve the council's strategies and approaches based on feedback, emerging trends, and changing needs of stakeholders.

By implementing these mechanisms, an Institute Innovation Council can effectively catalyze innovation and entrepreneurship within the institute, nurturing a vibrant ecosystem of creativity, collaboration, and impact.

  
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## **Grievance Redressal Committee Mechanism**

### **Introduction:**

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus. The Grievance Redressal Cell aims at solving the grievances of the students within stipulated time.

### **Objectives:**

The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

### **Mechanism of the GRC-**

1. Grievance redressal committee (GRC) shall consider only individual grievances of specific nature of students and staff.
2. The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
3. Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.
4. The GRC may mediate between complainant and defendant against who the complaint has been made, it required.
5. GRC shall consider redressing of grievances within a reasonable time.
6. The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.


### **Scope:**

The students may lodge grievance about any academic and non- academic matters:

- Transportation related issue like availability, timing.
- Issues of books by library on time or any other related issue.
- Canteen related issue like hygiene, food quality.
- Victimization by staff and any other offensive activity.

### **Procedure for lodging complaint:**

- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

  
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## **Institution Industrial Cell Mechanism**

### **Introduction**

The Institution Industrial Cell (IIC) at Swami Vivekanand College of Engineering, Indore, aims to bridge the gap between academia and industry. This cell facilitates industry-academia collaboration, enhances employability skills of students, and fosters entrepreneurship.

### **Objectives**

To enhance Industry-Academia Collaboration

To facilitate industrial visits and internships.

To organize guest lectures and workshops by industry experts.

To promote skill development and employability:

To organize placement drives

To provide career counseling and guidance.

### **Structure**

The Institution Industrial Cell is structured to ensure efficient functioning and includes the following members:

Chairperson: Principal

Coordinator: Representative of Faculty

Member: representative of Training and Placement Department

Member: 03 Nos Representative of Faculty

### **Mechanism of Working**

The Institution Industrial Cell operates through a systematic approach, involving the following key activities:

- **Industry Partnerships:**


- Identification and Outreach: Identify potential industry partners and initiate contact.

- MoUs and Collaborations: Sign Memorandums of Understanding (MoUs) to formalize partnerships.

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- Regular Interaction: Maintain regular communication through meetings, visits, and events.
- **Industrial Visits and Internships:**
  - Scheduling Visits: Organize industrial visits for students to gain practical insights.
  - Internship Programs: Facilitate internships in reputed companies to provide hands-on experience.
- **Guest Lectures and Workshops:**
  - Expert Sessions: Invite industry experts to deliver lectures and conduct workshops.
  - Skill Development Workshops: Organize workshops on emerging technologies and soft skills.
- **Placement Drives:**
  - Campus Recruitment: Coordinate with companies to conduct placement drives on campus.
- **Career Counseling and Guidance:**
  - Counseling Sessions: Provide career counseling through expert sessions.
  - Guidance Programs: Conduct programs on resume writing, interview skills, and career planning.
- **Meetings:**
  - Semester wise meetings with the advisory board for strategic guidance.
- **Annual Report:**
  - Prepare an annual report summarizing activities, achievements, and future plans.
  - Present the report to the college administration and stakeholders.

  
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## Conclusion

The Institution Industrial Cell at Swami Vivekanand College of Engineering, Indore, plays a crucial role in enhancing industry-academia collaboration, improving student employability, and fostering innovation and entrepreneurship. Through its structured approach and systematic activities, the IIC aims to equip students with the skills and opportunities needed to excel in their careers and contribute to the industry.

  
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# Swami Vivekanand College of Engineering

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Campus : Khandwa Road, Indore-452020 (M.P.) Phone : +91- 07324-405000  
• Email : info@svceindore.ac.in • Website : www.svce.vivekanandgroup.com

## Job description of Principal:

1. Prepare manpower plan well in advance keeping in mind the commencement of new academic session and the syllabus.
2. The proposed manpower plan should be forwarded in the prescribed format to the central administration for approval.
3. Prepare and finalize the time table in consultation with the HOD's keeping in mind the syllabus sufficiently in advance of the commencement of the semester.
4. Monitor the attendance of the faculty and staff on regular basis.
5. Monitor on regular basis the attendance status of the students. Cases of defaulting students to be reviewed separately to take appropriate action including counseling, drawing attention of the parents and punitive action should it so required.
6. Ensure lectures/ classes are conducted as per schedule.
7. Encourage the faculty to qualitatively improve their knowledge base and teaching technique.
8. Review and evaluate the performance of the faculty and non-teaching staff at regular intervals with special emphasis on academic activities.
9. Conduct examination as per norms of the university if a center is allotted by the university.
10. Prepare plan of action to organize the following:
  - I. Special classes in soft skill.
  - II. Guest lecture series.
  - III. Project work by the student.
11. Ensure observance of discipline and norms in the campus both by students and staff.
12. Ensure maintenance of lab equipment and its record.
13. Ensure compliance of all formalities pertaining to approval, renewal etc. as per norms of the statutory bodies. Ensure maintenance students file with relevant documents.

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## Job description of Vice Principal:

1. Monitor on regular basis the attendance status of the students. Cases of defaulting students to reviewed separately to take appropriate action including counseling, drawing attention of the parents and punitive action should it so required.
2. Ensure lectures/classes are conducted in English as per schedule.
3. Encourage the faculty to qualitatively improve their knowledge base and teaching technique.
4. Prepare plan of action to organize the following:
  - I. Special classes in English language, soft skill
  - II. Guest lecture series
5. Arrange to set up admission cell whenever required for handling the activities with professional competency.
6. Spearheading promotional initiatives: Leading efforts to enhance the college visibility through strategic marketing campaigns, open houses, and outreach activities to attract prospective students and stakeholders.
7. Curriculum oversight: Ensuring the quality and relevance of academic programs by collaborating with faculty to develop and revise curriculum, aligning them with industry standards and educational best practices.
8. Academic performance monitoring: Monitoring student progress and performance indicators to identify areas for improvement and implementing interventions to support student success and retention.
9. Stakeholder engagement: Facilitating partnerships with industry, academia, and community organizations to enrich academic offerings, foster research collaborations, and enhance the reputation of the college and standing in the broader community.
10. Facilities management: Managing the maintenance and upkeep of academic facilities, including classrooms, laboratories, and libraries, to provide a conducive learning environment for students and faculty.

Academic support services: Collaborating with support staff to provide academic assistance and resources to students, such as tutoring services, study spaces, and access

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## Job description of Administrative Officer:

1. Coordinate and manage administrative functions of the Office of the Registrar.
2. Supervise and support office staff, including clerks and data entry personnel.
3. Manage the Registrar's schedule and ensure timely completion of administrative tasks.
4. Assist in the maintenance of academic records, including ensuring accuracy and confidentiality.
5. Respond to inquiries from students, faculty, and staff regarding academic policies, procedures, and regulations.
6. Assist in the preparation and dissemination of academic information to students, faculty, and staff.
7. Coordinate and manage the scheduling of academic events, such as exams and convocation ceremonies.
8. Participate in the development and implementation of policies and procedures related to academic records and student information systems.
9. Monitor and maintain the security of academic records and student information systems.
10. Prepare reports and other administrative documents as required by the Registrar.

Swami Vivekanand Technical Sansthan

Director

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## Job Description of HOD:

1. Preparing time table in consultation with the principal before the commencement of the academic session.
2. Allocate classes to different faculty taking into consideration of the syllabus and the availability of time
3. Ensure both practical & theoretical classes are held regularly according to the schedule.
4. Monitor the attendance of the students on regular basis and submit report of the same to the principal.
5. Identify the weak students and organize special / tutorial classes for them in consultation with the principal.
6. Ensure availability chemicals, equipment, tools in the of laboratory/workshop as per requirement of the class. Demand should be generated for procurement of chemicals, equipment and tools to meet the requirement at least 3 months in advance for processing of the same.
7. Conduct periodic review meeting with the concerned faculty and staff to discuss the progress, deficiency and improvement plan of academic activities.
8. Organize guest lecture in consultation with the principal by inviting reputed faculty/experts in relevant fields for the benefit of the students.
9. Initiate in consultation with the principal parent -teacher meeting to review the attendance, discipline and academic activities of concerned students.
10. Design and assign project work to students whenever feasible.
11. Do any other work as may be assigned by the management from time to time.

Swami Vivekanand Takshil Sansaran

Director

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## Job Description of Head -Training & Placement


As the Head-Training & Placement, you will be responsible for the following specific tasks:

1. Arrange for on-campus recruitment drives for the pre-final and final year students of different colleges.
2. Provide industrial and academic experience to the students by arranging experts from different fields, workshops, seminars, etc.
3. Provide training to the students of different colleges in personality development and soft skills.
4. Impart training to the students of different colleges in preparing resume. preparing for personal interviews and group discussions
5. Conduct counseling sessions to give awareness to the students on the existing job scenario.
6. Provide updated database to the corporate sector with regard to the candidates available for consideration towards placement in accordance with the perceived requirements.
7. Maintain a database of the students of all the colleges.
8. Facilitate the summer internship programme of the students.
9. Nurture industry-institute interaction, by organizing and coordinating industrial visits.
10. Organize a platform to interact with the alumni, so as to enable the students to improve their corporate etiquette and awareness about the organization's expectations.

Swami Vivekanand Technical Sanshodhan

  
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## Job description of Librarian:

1. To carry out tasks in a manner that supports College Library goals.
2. To assist instructors, students, and other library users in obtaining the information and resources they need.
3. To work on organizing and expanding the library's various sections in anticipation of teacher and student need while incorporating the newest developments in information technology and library science.
4. To follow the availability timings in the library according to the Directorate of Higher Education, Government of Madhya Pradesh and monitor the timings of Library staff.
5. During the admissions process, to give out library cards to students and hold an orientation regarding the usage of library resources.
6. To issue library resources to the staff and students
7. To assign the proper accession numbers to the books and update the library database whenever new books are acquired.
8. To monitor discipline in the library premises and maintain the footfall.
9. To monitor the usage of computers of the library.
10. To create a budget and deliver the reports to the principal or higher authority.
11. To write off and weed out the old books, journals, magazines, newspapers after following standard procedures laid by DHE
12. To provide information about internet resources to consumers.
13. To treat employees and pupils with dignity when interacting with them and to collaborate with the authorities in a professional manner.
14. To carry out any tasks assigned by the principal or higher authorities.

  
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## Job Description of Accounts Officer

As the accounts officer of SVCE, you will be responsible for the following specific tasks.

1. Securitize all bills pertaining to the procurement of chemicals, laboratory, equipment, furniture, sports goods, uniform, library books etc. and process these for payment after obtaining approval of the appropriate authority.
2. Complete the process for payment of salary/wages to the staff each month. Prepare statements of salary of the staff according to AICTE /MP norms and handover the same to administrative officer.
3. Prepare statement of PF deduction and income tax deduction for each month and handover the same to Assistant Accounts officer for further action.
4. Process for payment of bills pertaining to hostel mess and other establishment costs viz electricity bill, telephone bills etc. as per schedule date.
5. Receive the collection of fees (in terms of cash, cheque and or D.D.) from students each day and handover the same to appropriate authority maintaining necessary records.
6. Maintain all financial records as per rules and initiate the process for audit of the accounts within 3 months of the completion of financial year.
7. Prepare settlement/ financial records as per required of different officer such as AICTE/NCTE/HIGHER ED./UNIV/FEE FIX. COMM.
8. Do any other work as will be assigned by the management from time to time.

  
Director

  
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## Job Description of Central Stores Officer

1. On the basis of the approval of requirements of different items including stationary, furniture, glassware, chemicals, equipment put forward by various colleges, demand note be generated in the event required items are not available in the central stores.
2. On the basis of the approved demand, sealed quotations should be invited from at least 3 suppliers.
3. Based on the recommendation of the purchase committee, the Director will authorize procurement of the item/ items from particular supplier/ suppliers. Upon approval, purchase order in the prescribed format to be issued.
4. Receive the materials against the order, verify the same, and make necessary entry in relevant stock register on the basis of the challans.
5. Upon receipt of the bill together with the receipted challan verify the same and put up for processing for payment.
6. Issue items from central stores to different laboratories, offices, sections against approved indent and make necessary entries in the stock register.
7. All approved indent slips to be maintained for record.
8. Initiate action plan to conduct physical verification of stores, labs and libraries as per instruction of the central administration.
9. Ensure no material/ item belonging to the Institution is left unrecorded in the stock register.
10. Ensure no material belonging to the Institution should go out without the knowledge of the competent authority and without a proper gate pass.
11. Keep the relevant stock books up to date and available for inspection.
12. Do any other work as may be assigned to do by the management.
13. Do any other work as may be given by the Management from time to time.

Swami Vivekanand Technika Sansthan

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## Job Description of Lab Assistant

1. Keep the assigned lab neat and clean in all respect.
2. Arrange all equipment, tools, chemicals in proper order.
3. Maintain prescribed register to record all stock of equipment, chemicals, glassware, furniture and tools in a manner which will reflect receipt, consumption and balance. The register should have up dated information at any given time.
4. On the basis of the requirement submitted by the faculty, keep the stock ready for holding practical class.
5. To meet the requirement of lab, all items viz chemicals, glassware, equipment and tools to be requisitioned from the stores through indent.
6. All indent slips should be maintained systematically for verification.
7. Do any other work as may be assigned by the Management.

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