

# *B.N.M. Institute of Technology*

Approved by AICTE, Affiliated to VTU, Accredited as grade A Institution by NAAC.

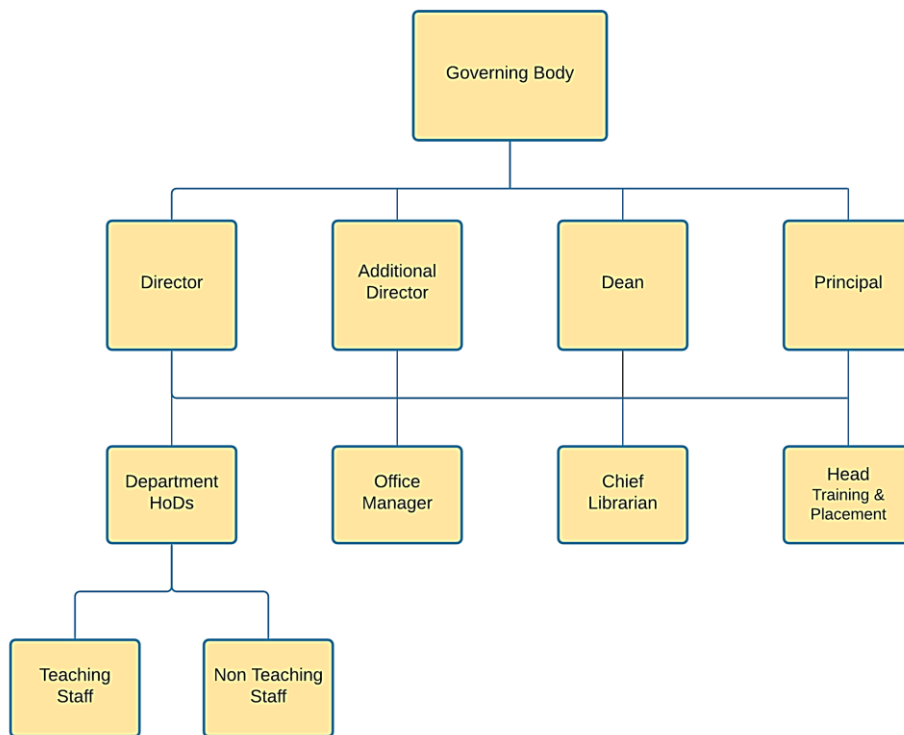
All UG branches – CSE, ECE, EEE, ISE & Mech. Engg., accredited by NBA for academic years 2018-19 to 2020-21 & valid up to 30.06.2022

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## Administrative Set up and their Roles & Responsibilities

### Administrative Setup



### Roles and Responsibilities

**Governing Body:** As per AICTE guidelines

**Chairman**, is the chief mentor of BNMIT and also the head of the governing body who will direct and approve all the policy matters related to the overall running of the institution. The chairman is also responsible for financial, academic and policy matters of the institution.

**Director/Additional director** is vested with the following responsibilities.

- Management of the Institute
- Financial matters
- Chair the management review meeting

**Dean** is vested with the responsibility of planning, Research & Development and infrastructural development.

**Principal** is vested with the following responsibilities

- Academic operations
- Accreditations
- Resource requirements
- Responsible for meeting statutory and regulatory requirements of the Government, AICTE and university (VTU).
- Responsible for financial matters of the Institution.

**Director**, Training and Placement is vested with organizing training and placement activities for students.

**College Office staff:**

- Assist principal in the process of admission of students
- Maintenance of student and staff records
- Advertising and recruitment
- Correspondence with University and other statutory agencies
- Finance management; banking, insurance, purchase, PF, fee collection and other administrative matters.
- Infrastructure maintenance

**Librarian** is vested with responsibility of all necessary activities for maintaining and improving the Library. These include identifying and ordering books, reference material, journals, online resources, issue of resources and maintain record of their use.

**Heads of departments** are responsible for

- Smooth running of the concerned department.
- Maintain records related to department
- Maintain laboratory
- Assign duties and monitor faculty performance
- Decide the departmental needs and arrange for compliance
- Monitor R&D and project activities of the department

**Teaching staff** are responsible for

- Teaching theory and practical subjects as per time table
- Act as student counsellors and mentor them
- Maintain records as required for academic activity
- Conduct tests, examination and evaluate as per VTU norms
- Do other co-curricular and extracurricular activities assigned by the department
- Conduct R&D activities and undertake industrial/ sponsored projects
- Update technical knowledge and keep abreast with developments

**Laboratory instructors and technicians**

Maintain laboratory facility

- Help faculty in conducting laboratory classes
- Do other co-curricular activities assigned by the department

**Department office staff**

- Help HOD & faculty in day to day operations
- Maintain department record
- Maintain department correspondence