

## Roles and Responsibilities of Head Admissions and General Administrations

1. Lead and Execute admission related activities like
  - a. Brand building and promotion of our Institution
  - b. Preparation of Banners, Posters and other materials for promotion
  - c. Students' admission approval from Department of Technical Education
  - d. Students' admission approval from Government of Karnataka Higher Education department
  - e. Students' admission approval from Visvesvaraya Technological University VTU
2. Lead and Execute transport related activities
  - a. Coordinate with transport in-charge for route and number of boarding points
  - b. Monitoring commuters' convenience
  - c. Insurance Renewal for all vehicles
  - d. Road Tax payment
  - e. Vehicle maintenance and service
  - f. Coordinate with route in-charge for commuters' fees collection
3. Lead and execute conduct of Event's
  - a. Maintain event schedule of all the venues
  - b. Approval for venue allocation
  - c. Arrangement of audio and video system
  - d. Arrangement of photography
  - e. Arrangement of Shamiana and other stage related items
  - f. Arrangement of food and beverages
4. Coordinate with Electrical maintenance team for assured electrical power across institution
  - a. Collect the requirements from different departments
  - b. Guide and monitor the electrical supporting staff for completion of requirements
5. Coordinate with Civil maintenance for assured infrastructure across institutions
  - a. Collect the requirements from different departments
  - b. Guide and monitor the civil supporting staff for completion of requirements
6. Coordinate with laboratory faculty head for maintaining the equipment