



# SINDHI COLLEGE OF COMMERCE

Permanently Affiliated to Bangalore University

## Manual of Job Description



KNOWLEDGE IS POWER

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## Contents

Job Description for the Post of Principal	9
Job Description for the Post of Vice-Principal	15
Job Description of Head of the Department - HOD	20
Job Description of Assistant Professor/Lecturer	23
Job Description of Librarian	26
Job Description of Physical Education Director	28
Accounts Department	31
Job Description of Liaison Officer	36
List of Various Committees and Responsibilities	38
Job Description of NCC Officer	49
Job Description of NSS Officer	51



## VISION

To nurture creativity, talent, and performance by providing high quality education in a state of the art environment and mould aspiring youth into future leaders

## MISSION

- a. Inculcating high value through integrity
- b. Empowerment through Knowledge
- c. Development through Social conscience
- d. Community upliftment through employability

## **Job Description of Liaison Officer**

**Job Title :** Liaison Officer

**Reports to :** Principal

**To liaison with the University, State Government, NAAC, AICTE and other Statutory bodies in regard to the following work (both UG & PG)**

### **Duties and Responsibilities**

1. Approval of students' admission..
2. Verification of students' marks cards.
3. Verification of transfer certificates.
4. Collection of marks cards of state and other state board.
5. Verification of marks cards and eligibility certificates and other documents of foreign students.
6. Preparing the proposal with relevant documents for approval of students' admission.
7. Obtaining approval of students' admission both regular, transfer and foreign students.
8. To attend to university examination related work like, preparation of indent, collection of question papers, submission of answer booklets etc.
9. To obtain result sheets and marks cards from the university without delay.
10. To assist in the issue of marks cards to students
11. To assist in the issue of convocation certificates.
12. To attend to requests of students in regard to corrections in marks cards and convocation certificates and non-processed results.
13. To maintain marks cards, convocation certificates and other documents not issued to the students.

14. Maintenance office files.
15. To prepare examination remuneration bills, submit to the university and to follow up.
16. To assist students in issue of migration certificate, transfer certificate, PDC and Duplicate marks cards etc.
17. To assist in affiliation related work.
18. To assist in obtaining approvals from State Government, UGC & AICTE.
19. Submission of letters to newspapers
20. To take up any other work assigned by the Principals/ Management.