



C. Governance / additional responsibilities / developmental / summer tasks / activities of the Institute:

Example, summer tasks:

- ✓ Development of services of the library
- ✓ Internet facilities and LAN
- ✓ Surveillance system
- ✓ E-governance
  - Generation of reports from modules of MIS / ERP
  - Document management system (digitalization of records/files)
  - File movement and tracking system
- ✓ Administration manual / Rules for Hostel Management
- ✓ Administration manual / Rules for SAS
- ✓ Administration manual for students welfare (scholarships, loan, medical, railway concession etc.,)
- ✓ Academic rules & regulations
- ✓ Institute Bulletin – Information regarding Institute
- ✓ Administration manual / Rule book for the governance of the Institute
- ✓ Renovation of Hostels
- ✓ Power distribution system
- ✓ Water distribution system
- ✓ Sanitation
- ✓ Roads
- ✓ Facilities (dinning, mess, canteen, transportation etc)
- ✓ Governance / additional responsibility

| From(--/--) | To (--/--) | Activity | deliverables | remarks |
|-------------|------------|----------|--------------|---------|
|             |            |          |              |         |
|             |            |          |              |         |
|             |            |          |              |         |
|             |            |          |              |         |
|             |            |          |              |         |

(Signature):

HOD:

Dean (Administration & Faculty Welfare):

AR (Estt):