



RAMAIAH

College of Arts, Science &
Commerce

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M S Ramaiah College of Arts, Science and Commerce

Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru City University,
Approved by Government of Karnataka, Approved by AICTE, New Delhi,
Recognized by UGC under 2f & 12B of UGC act 1956

ROLES and RESPONSIBILITIES –VICE PRINCIPAL

The Vice-Principal of the College is overseeing all academic and administrative activities of the College in compliance with Principal and reporting to the Principal.

I. Compliance:

- Monitoring relevant national and international accreditations/regulatory bodies: Bengaluru City University rules and regulations, Govt. of Karnataka–renewal of all approvals from BCU, review and initiate additional intake for existing courses, submission and renewal of NAAC accreditations, declaration of the seat matrix to PG CET, mandatory disclosures as per UGC norms, NIRF ranking participation with the concerned authorities assigned by the Principal.
- Ensures the College follows all the regulations of Bengaluru City University, timely submission of all documents as required for LIC Inspection and successfully complete the Inspection of LIC (Local Inspection committee) in coordination with office.
- Supervising both internal and University examinations scheduled with the examination committee as internal squads in attaining zero malpractice.

II. Academic governance:

- Guide, direct and oversee the functioning of the HODs and ensure classes run on schedule, regular rounds, reviewing of mentoring process executed by the staff in the respective departments.
- Conduct meetings with HODs on regular basis with regards to the discipline and attendance of staff and students.
- Tuition fee pending status and regular follow ups for seamless receipt of fees by the office with all the departments and submit the same to Principal

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- Reviewing of all Faculty work dairies of all the departments on regular basis
- Ensure that Website updates are of high quality and on a real time basis.
- Assisting the Principal in conducting Programmes, events, Conferences, seminars etc.
- Review faculty workload planned by HODs, based on core competency, bandwidth / specialization and optimum utilization of their service.
- Conduct University Examination with total rigour and with zero tolerance toward malpractice(s), as per the guidelines of Bengaluru City University as a internal squads for the College.
- Monitor the mentoring of students by HODs with the given framework and identify both good and weak performers for continuous improvement.
- Providing details of manpower required in the department
- Addressing of concerns raised by staff and Parents / Guardians as and when required.

III. HR and staffing

- Motivate and guide the faculty to acquire higher academic qualification as per UGC /statutory requirement.
- Controls staff absenteeism and ensures prompt attendance of all staff
- Motivate and guide HODs to organize seminars, workshops, MDPs, conferences, symposia, guest lectures and industrial and educational trips.



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IV. Research

- Ensure that the staff is consistently producing high quality research in respective fields of specialization
- Ensure staff participation in National level and International Conferences, Publication of papers in National and International Journals by Faculty and student participation in research activities
- Collaborate with other Educational Institutes and industries and various government agencies for research projects.
- Encourage faculty members to submit Major and Minor Research Projects for funding from External Agencies such as UGC, DST, CSIR, DBT

V. Internship and Placement

- Monitors various aptitude and soft skills enhancement programmes being conducted by the Placement Officer of the Centre for Professional Excellence and Placement Services to prepare students for placement and progression.
- Review and monitor the various campus recruitment drives organized by the Centre for Students' Placement Services and strive for 100% placements at the UG and PG levels

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Principal,
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