

RESPONSIBILITY, AUTHORITY AND COMMUNICATION

Responsibility and authority

The sphere of authority and responsibility in respect of all activities of RTTC is normally known to all the staff of RTTC. Since the organisation is following PSU pattern the general duties and responsibilities including the authorities are well documented in the organisation code books. Any other specific ambiguities and clarifications thereon if needed are resolved during formal and informal meetings or by orders from the management.

PRINCIPAL

RTTC, Mysore is headed by Principal and has Three Divisional Engineers, and one CAO to provide a range of services to its customers.

1. Divisional Engineer (Admin)
2. Divisional Engineer (TM)
3. Divisional Engineer (Marketing & Hostel)
4. Chief Accounts Officer

The Principal is responsible for the overall activities of RTTC.

- ✧ Releasing the annual course directory well in advance to enable BRBRAITT Jabalpur to approve the same.
- ✧ Sanctioning the various Civil / Electrical works with Administrative approval & Expenditure Sanction in respect of administrative and hostel blocks.
- ✧ Approving various FTPs for the benefit of executives/non executives in SSAs.
- ✧ Taking decisions to conduct or cancel a particular training course based on the number of participants.
- ✧ Inspecting the works of outsourcing agents for proper quality in respect of hostels, Inspection quarters, administrative items etc;

- ✧ Sending proposal for introduction of new courses for the benefit of field executives to organization/regulatory authority.
- ✧ Approving changes to agreed time tables, resources and budgets.

- ✧ Approving guest faculty in consultation with the concerned DE / CAO / SDE.
- ✧ Monitoring the progress of the work which has been entrusted to the subordinate executives.
- ✧ Sending advance intimation to various SSAs to increase the trainee population in respect of various courses.
- ✧ Authentication of certificates issued to the trainees on completion of the induction course.

DIVISIONAL ENGINEER (Admin)

DE (Admn) is responsible for the overall administrative activities of the institution with the support of teaching and non teaching staff.

- * Coordinates with civil/electrical division to keep the institution free from complaints from the trainees' point of view.
- * Guiding SDE(A) and SDE(T) to get outsourcing items and preparation of detailed estimates, watching the progress of works, issue of management certificate etc;
- * Upkeep of Inspection quarters with the help of SDE (W) for the benefit of senior officers
- * Proper maintenance of classrooms with the help of SDE (A) for the comfort of the trainees.
- * Issue of relieving orders to the participants
- * Any other work assigned by Principal, RTTC ,Mysore

DIVISIONAL ENGINEER (Training Management)

DE (TM) is responsible for the following works

- Intimation to various SSAs in advance about the planned in-service courses to encourage participation.
- Arranging training for faculty members
- Any other works assigned by Principal for smooth conduction of the batches
- Closely interacts with Principal and SDE (P) in arranging guest lecturers for the topics not conversant to RTTC faculty members.
- Planning and preparing annual course directory.
- Releasing the course directory on “CTMS” package.
- Releasing of A Circular through “CTMS”
- Approving the nomination for the course after approval from Circle.
- Monitoring of Various courses and their smooth arrangement. Assisting Principal for achieving various parameters under BBS.
- Any other work assigned by Principal, RTTC ,Mysore

DIVISIONAL ENGINEER (Marketing and Hostel)

D.E. (Marketing and Hostel) is responsible for

- Coordinates on behalf of Principal RTTC with external agencies for optimum utility of RTTC infrastructure and faculty capability
- Guiding SDE(Warden) & Maintaining Hostel/IQ's.
- Any other work assigned by Principal for the development of RTTC and in the interest of trainees in imparting quality training.

CHIEF ACCOUNTS OFFICER

CAO is responsible for smooth conduction of JAO induction batches and any in-service batches ordered for accounts personnel. He acts as a financial advisor to Principal. Accounts officer (cash) and Accounts officer (works) assist CAO in respect of Budget, financial activities of the institution and allied financial activities of the RTTC.

SUB DIVISIONAL ENGINEER (PROGRAM)

- Opening the course in CTMS
- Liasoning with SDE (DOC) for course material
- Preparing the time table as per the sequence for BSNL as well as non BSNL training by identifying faculty /guest lecturers.
- Leave adjustment of faculty-need based.
- Scheduling the exams as per the course requirement in consultation with SDE (Exam).
- Liasoning with batch-in-charge for BSNL batch.
- Sending requirements of vehicle for field visits in consultation with SDE (TM) fortnightly and to SDE (Admn) for BSNL and non-BSNL training.
- Coordinating with circle office for BSNL training / workshop/seminars etc in consultation with SDE (TM)
- Put honorarium proposals for guest faculty to DE (TM).
- Any other work assigned by Principal / DE (TM) from time to time.

SUB DIVISIONAL ENGINEER (TM)

- Liasoning with non- BSNL clients.
- Plan for new courses as per inputs received from DE (Mktg) /DE (TM)/ existing clients.
- Coordinating with guest faculty for arrangements in consultation with SDE (Prog)
- Liasoning with batch-in-charge for non-BSNL batch.

- Ensuring all formalities viz. registration/relieving /payments etc.,
- Getting permission for visits if any for BSNL and Non-BSNL TRAINING
- Furnishing statements and statistics w.r.t training section
- Planning and processing FTPs in various SSA in consultation with SDE (Prog)
- Any other work assigned by Principal / DE (TM) from time to time

SUB DIVISIONAL ENGINEER (ADMN)

- ⇒ Controlling subordinate staff and security.
- ⇒ Maintenance of campus including garden area.
- ⇒ Ensuring water and electric supply in the campus.
- ⇒ Maintenance of classrooms and labs in respect of furniture and cleanliness.
- ⇒ Vehicle maintenance and their logbook/history sheets.
- ⇒ Maintaining leave account of subordinate staff.
- ⇒ Processing bills towards purchase of stationary and miscellaneous items required for smooth arrangement of courses.
- ⇒ Coordination with electrical/civil executives, by scrutinising the complaint registers kept under his custody.
- ⇒ Monitoring any complaints accrued from evaluation reports of various batches for taking remedial actions.
- ⇒ Any other work assigned by DE (Admn) /Principal from time to time

SUB DIVISIONAL ENGINEER (EXAMINATION)

- ⇒ Conducting examinations as scheduled by program section.
- ⇒ Preparation of question papers and obtaining approval from DE / Principal
- ⇒ Preserving question papers securely.
- ⇒ Sending the answer sheets to the faculty for evaluation.
- ⇒ Keeping the valued answer sheets as record for one year.
- ⇒ Conducting supplementary / missing exams in case of failure or missed examinations by the trainees.

- ⇒ Ensure that Class-in-charge enters marks in CTMS and a hard copy is maintained by SDE(Exam)
- ⇒ In case of induction courses a copy of the marks sheet are sent to respective circle office after approval by Principal

SDE WARDENS (KAVERI AND KRISHNA)

- ⇒ Allotment of rooms to the trainees in respective hostels.
- ⇒ Monitoring the movements of the trainees going out of the hostel during weekends.
- ⇒ Looking after the welfare of the trainees while they are in the hostel.
- ⇒ Dealing with the complaints of the trainees in the hostel for their comfortable stay.
- ⇒ Maintenance of hostel in a fitting manner by closely coordinating with electrical / civil wings.
- ⇒ Monitoring the quality of food prepared by the contractor by frequent inspection of kitchen and mess hall.
- ⇒ Equipping hostel with necessary recreation / infrastructure items by monitoring the evaluation sheet in respect of hostel points.
- ⇒ Providing medical facility to the trainees by taking them to nearby hospital, in case of emergency.

SDE 's/AO's/JTO's.

All SDE's/ AO's /JTO's are involved in Lecturing/Instructional duties. In addition to the regular duties, SDE's/JTO's are maintaining the concerned Labs.

PA's

- Performance of all secretarial duties and coordinating with connected personnel.
- Taking down Dictations, Typing and attending to Phone calls.
- Maintenance of DAK and DAK register and handling CR work of concerned staff members.

SS(O)/Sr.TOA

- Processing the incoming and outgoing letters in the appropriate files.
- Maintenance of concerned files and registers.
- Preparation of statements.
- Pay fixation of staff.
- Maintaining leave records of all the staffs.
- Maintaining service books all the staff.
- Any other office work assigned from time to time by SDE(A)/SDE(Tech), DE(Admn)/DE(TM)/DE(Mktg & Hospital)

Internal communication

DEs regularly interact with faculty and other staff. Effective communication methods exist between faculties in the form of discussions for conducting the various courses. Besides, Principal holds formal meetings with all the executives once in six months.