# DUTIES OF INAE STAFF AT INAE SECRETERIATE

## Duties of Executive Director/Deputy Executive Director

- The Executive Director carries out all his duties under the direction of the Council or the President.

- He shall be in administrative charge of all the employees at the Headquarters and other offices of the Academy as may be established from time to time.

- He shall be responsible for the conduct of all correspondence and office work of the Academy, maintain Roll of all classes of members and of their addresses.

- Attend all meetings of the Council and shall have the business transacted thereat correctly and fully recorded.

- Superintend the publications of the Academy; shall have charge of the libraries of the Academy.

- Shall have charge of all the properties of the Academy save only the funds and moneys in the custody of the Bankers.

- Shall engage, subject to the approval of the Council, all persons employed under him and arrange their work and duties.

- Conduct the ordinary business of the Academy in accordance with the Articles, the Rules and Regulations and the directions of the Council and shall refer to the President any matters of importance requiring urgent decision.

# FELLOWSHIP, GOVERNING COUNCIL, DST, PUBLICATIONS, SOCIAL MEDIA

## GROUP-1

- Journals/ Annual Report
- Newsletters & Media Content Manager.
- Preparation of Agenda and Minutes for meetings of Governing Council, AGM, SGM and follow up actions.
- Preparation of Agenda and Minutes for Apex Committee, Steering Committee meetings and follow up actions.
- Dealing with all Correspondence with DST, to include preparation of Reports, etc
- Preparing & providing inputs related to various other important issues/events such as some of the Forums as allotted.
- Preparing write ups for compering during the Annual Convention.
- Satish Dhawan Chair of Engineering.
- Compendiums associated with Azadi Ka Amrit Mahotsav.
- Execution of INAE Young Engineer Award to include inviting, checking of nominations for Young Engineer award and seeking Peer Review Reports for putting up to the Sectional Committees etc..
- Execution of Election of INAE Fellowship, inviting and checking of nominations for Election of Fellows/Foreign Fellows and seeking Peer Review Reports for putting up to the Sectional Committees etc.
- Any other duties as assigned from time to time.

## GROUP-1 (A)

- Operation of INAE Chair Professorship Scheme; INAE Distinguished Professors/Technologists Scheme. (on Hold)
- INAE Scheme for Mentoring of Engineering Teachers and Engineering Students by Fellows.
- Innovative Student Projects Award (on Hold)
- Abdul Kalam Technology Innovation National Fellowship
- SERB-INAE Schemes except SERB-INAE Online Digital Gaming Research Initiative
- Social Media

- Any other duties as assigned from time to time

# GROUP-2

## GOVT. INTERACTIONS, INTERNATIONAL AFFAIRS, AWARDS, SCHEMES, EVENTS

- Government Interactions, viz., DST, PSA, CSIR, DRDO, DAE, ISRO Consultative Committees and Peer Committee for Technology Preparedness.
- International Council of Academies of Engineering and Technological Sciences (CAETS) and other international affairs
- All Workshops, Archives of Engg Heritage etc.
- Operation of Abdul Kalam Technology Innovation National Fellowship
- Facilitating of Engineers Conclave, NatFoE and Youth Conclave
- Facilitating the technical aspects for the conduct of Frugal Innovation Nurturing Programme
- Operation of Awards to include Young Entrepreneur Award, etc.
- Processing of Expert Group Study Proposals for Preparation of Nationally Relevant Engineering and Technology Roadmaps
- INAE Forums
- SERB-INAE Online Digital Gaming Research Initiative
- India-Taiwan Joint Programme
- Any other duties as assigned from time to time.

# GENERAL ADMINISTRATION AND ESTABLISHMENT

## <u>GROUP-3 -A</u>

- Provide inputs regarding the selection process of new members of Governing Council, Sectional Committees & other Committees, Forums etc. and preparation of issue of letters to new & out-going of letters and maintaining its Data Base
- Upkeeping of Data Base of Fellowship & Young Associates etc.
- Providing technical/administrative support for the conduct of Annual Convention.
- Publication of INAE Year Book and Annual Report.
- Upkeep/Maintain INAE Booklet containing Memorandum of Associates, Rules & Regulations and Ordinance, Staff Rules etc.
- Providing inputs/maintain data regarding the conduct of the Selection Committee meeting for Life Time Contribution Award, Prof. Jai Krishna and Prof. SN Mitra Memorial Awards; Outstanding Teachers Award and Woman Engineer of the Year Award.
- Put up daily emails to concerned officials of INAE for necessary actions.
- Administrative/technical support including issues of Notices etc. related to the conduct of meetings related to Governing Council Meeting; AGM; SGM; Apex Committee Meeting; Steering Committee, Sectional Committee Meetings; Annual Convention; Engineers Conclave; NatFoE; Youth Conclave and other Meetings/Awards/Schemes etc.
- Maintaining and updating of Minute Books of Governing Council, AGM, SGM
- Upkeeping of Dossiers of all elected Fellows and Foreign Fellows; and Young Engineer Awardees etc.
- Providing support in preparation of files regarding invited Nominations for Election of Fellows, Foreign Fellows, Young Engineer Award etc.
- Preparation of all Certificates and ID Cards, viz., Fellowship, Young Engineer, Young Associates, Innovative Projects Awards, Student-Members, Young Entrepreneur Award; Life Time, Prof. Jai Krishna, Prof. SN Mitra; Outstanding Teachers Award and Woman Engineer of the Year Award.
- All Chapter Activities
- Any other task assigned by Superiors.

## GROUP-3 -B

- Staff Matters (Recruitment, manpower state in INAE, career promotions, LTC, CEA, ACR, implementation of Pay Commissions)
- Staff Matters (Maintenance of service documents; Leave, medical facilities to INAE staff, Preparation of monthly Staff Salary etc,)
- Procuring various services viz Printing of Publications, AMC etc. as per GFR.
- All policy matters viz. Generation of CSR Fund, Generation of Corpus Fund etc.
- Conducting of Audit, preparation of replies to audit paras and maintenance of files pertaining to DST and CAG audits.
- Maintenance of Office Premises.
- Dealing with Court Cases.
- Any other Establishment or Administrative matter as it comes.

## GROUP-3 -C

- **All administrative support viz. Booking of venue, booking of air tickets and accommodation for the participants, local conveyance and also other related logistical support related to the conduct of various meetings viz Governing Council Meeting, Sectional Committee Meetings, Annual Convention etc.**
- **Purchase of various items for office (Through GeM, through Tenders etc) & maintaining Registers; Receiving & Despatch of Publications/other documents/Dak;**
- **Any other Establishment or Administrative matter as it comes.**

## WEB SERVICES AND DIGITIZATION

**Broad Responsibilities of Group**

- Web Services.
- Digitalization.
- INAE Expert Pool
- Maintenance of all electronic equipment to include Computers, Laptops, Printers, Video & Audio Conferencing etc.
- Operation of all AICTE-INAE Schemes, viz., AICTE-INAE Distinguished Visiting Professorship (DVP) Scheme Committee; AICTE-INAE Teachers Research Fellowship Scheme Committee; and AICTE-INAE Travel Grant Scheme Committee – **Currently on Hold**
- Provide assistance support on Technical/ IT matters related with compendiums on Azadi ka Amrit Mahotsav.
- All online events/online component of Hybrid events including coordination.
- Any other Establishment or Administrative matter as it comes.

**Assistant Systems Engineer**

Website Management

1) Regularly Creation/ Deletion/ uploading/Updating of  Menus , webpages such as homepage, pages relating to various Schemes, Awards, Fellowship, Tenders, Publications etc.
2) Regularly Updating of various utilities such News, Announcements, Events, Quick links, Obituaries, Slideshow etc.
3) Creation of Monthly E-newsletter on both Demo Site & Live Sites.

User Management

1) Creation of new user namely newly elected Indian Fellows; Foreign Fellows and Newly inducted Young Associates with their basic details.
2) Regularly providing assistance for login credential ( User Id & Password) change
4) Regularly assigning / re-assigning roles to various users under various selection committees.

Modules Testing / Digital assistance

1) Testing of various modules active throughout the year such as Fellowship, Awards, Schemes, Expert Pool, Yearbook. etc.

2) Digital Modules modification, new modules development and correspondence with Vendors (M/s ImagiNET ventures) for Website & Digital Platform.
3) Collation/ Scrutinizing of data during Fellowship, Awards Schemes, Expert Pool, Yearbook. etc
4) Providing of Assistance telephonically/remotely for various stages of Fellowship nomination and during other schemes.
5) Maintaining of Matrix logs, status check for Issues and their solutions provided throughout process.

## Social Media & Mailchimp

1) Posting of various activities/initiatives related post on INAE Social Media handles ie. Facebook, Twitter, Linkedin, Insta.
2) Posting of Video's pertaining to webinar/lectures/activities on INAE YouTube channel and linking it INAE Website.
3) Maintaining of Mailchimp such as creation of various audience , Databases, providing analytics, interaction with the vendor for noting ; renewals etc.

## Miscellaneous:

1. Scheduling of webinars, providing assistance as and when required
2. Editing of videos pertaining to webinars, talks, fellows recording as and when required
3. Correspondence with IP service providers (NKN & BSNL) as and when required.
4. Any other Establishment or Administrative matter as it comes.
5. Mail Server.
6. Maintenance of all electronic equipment to include Computers, Laptops, Printers, Video & Audio Conferencing etc.
7. Cisco Routers, Switches, Wi-fi Devices.
8. Inventory of Desktops, Laptops & Peripherals like Keyboard, Mouse, Hard disk, Pen drive, iPads etc.
9. Renewal of Gmail Space, Dropbox Space, Backup of emails.
10. Video Conferencing, Conduct of Online WebEx Meetings, Webinar etc (Annually renewal of WebEx Licences).
11. Support in Technical/ IT matters related with compendiums on Azadi ka Amrit Mahotsav.
12. Cyber Jaagrookta Diwas.
13. Editing of Webinars Videos.
14. Coordination and conduct of online events/Hybrid Events.
15. Any other Establishment or Administrative matter as it comes.

# GROUP-5

## FINANCE & ACCOUNTS

- Maintaining of Accounts; preparation & checking of Noting Sheets; preparation of payment vouchers; making cheques, despatch of cheques; bank reconciliations, deduction & deposit of monthly TDS
- Preparation of Annual Accounts
- Preparation of Pay Bill Register
- Coordinating Audits, viz., Quarterly audit from CA; DST Audit, CAG Audit
- Dealing with Banks, viz., preparation of cheques, correspondence of payment transfer; change/updation of signatories.
- Preparation of INAE Budget
- Filing of Returns, viz., Quarterly TDS Returns, Annual Income-tax Return; Annual FCRA Return, monthly Returns of NPS
- Preparation of Utilization Certificates pertaining to DST Grant, SERB Grant, AICTE Grants for DVP, TG, TRF etc.
- Uploading of Utilization Certificates at PFMS for DST Grants
- Preparation of MIS in connection with DST Finance matters
- Helping in coordinating during Annual Convention, Engineers Conclave etc.
- Follow up of Utilization Certificates pertaining to various Schemes, viz., Chair Professorship, Distinguished Professors/Technologists, Abdul Kalam Fellowship on behalf of Research Officers
- Any other Establishment or Administrative matter as it comes.