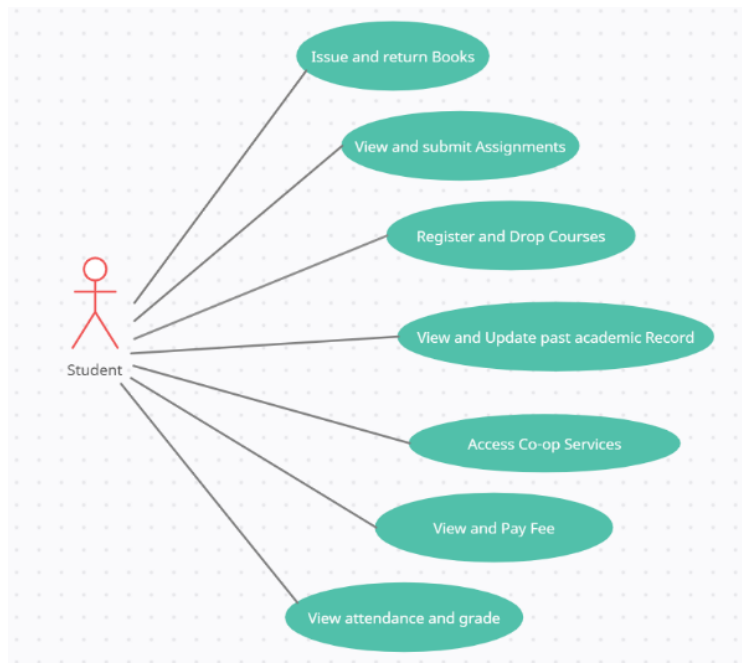
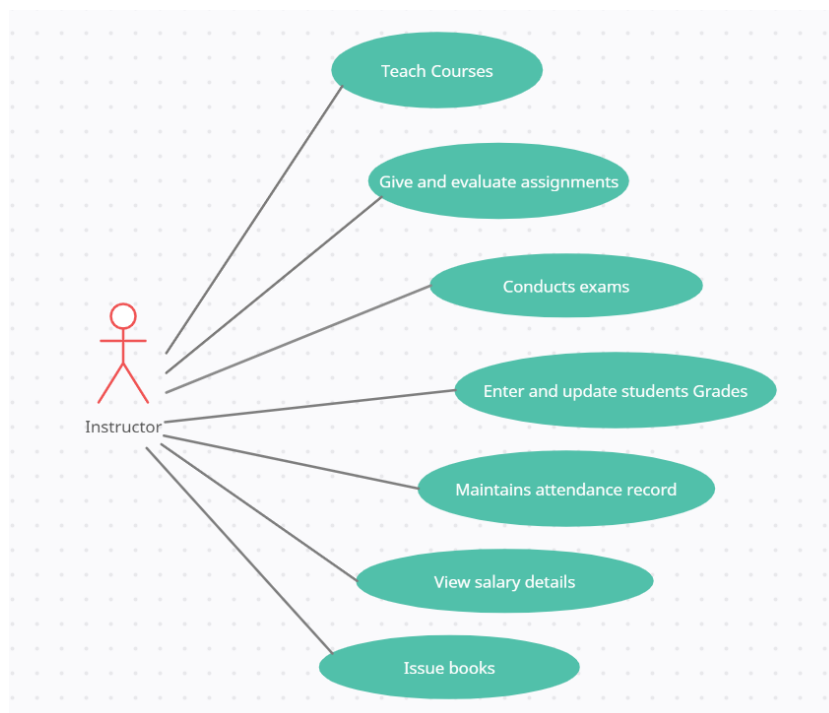


ROLES AND RESPONSIBILITIES:

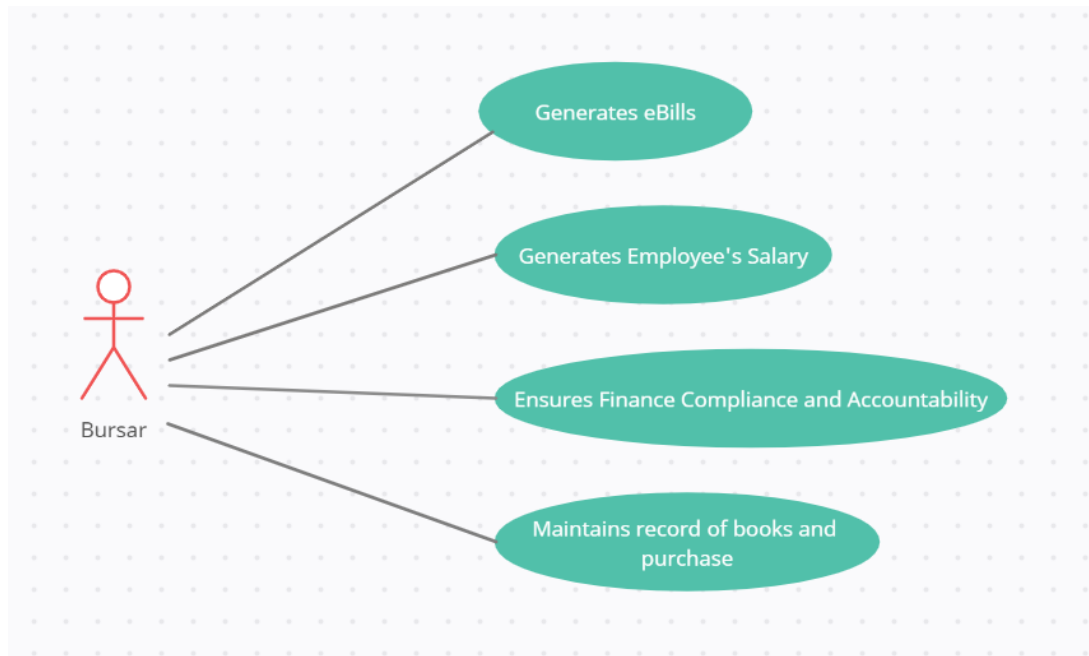
- a) **Student:** The person who uses the application to interact with institute and associated employees, access his/her career opportunities & also get professional counselling from experienced mentors. It is instructed by instructors by taking section under various courses offered by the institution. It maintains attendance, undertakes examination and pass courses while submitting assignment and minimum grades.



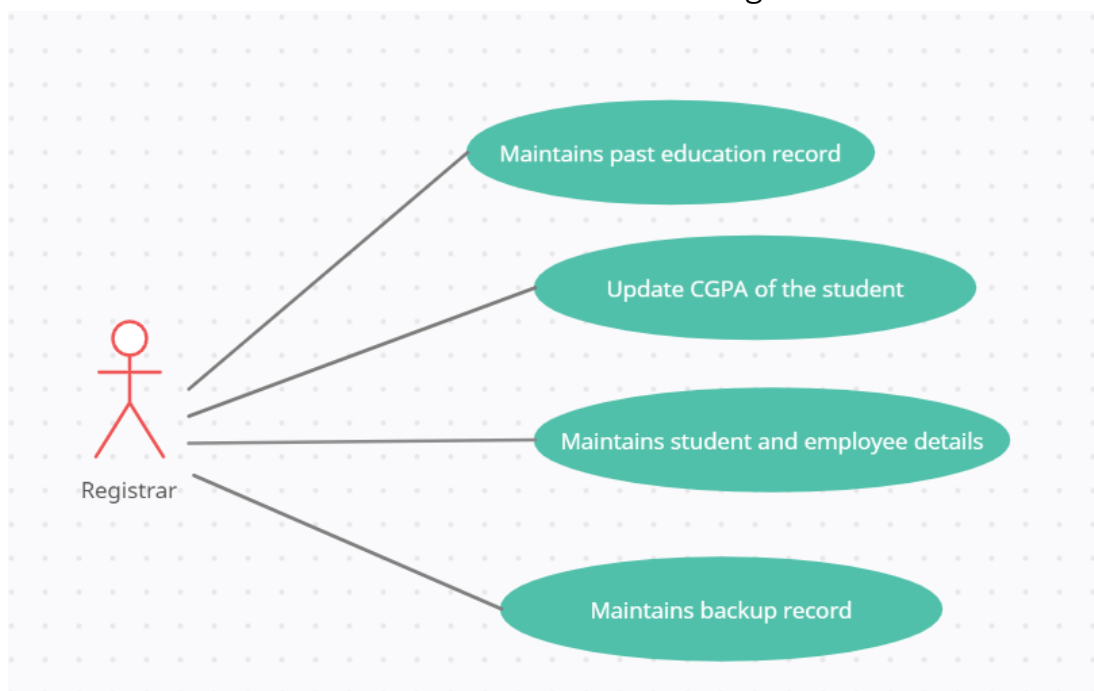
- b) **Instructor:** The person who teaches students and is employed under a department, works under administration supervision and works for student welfare.



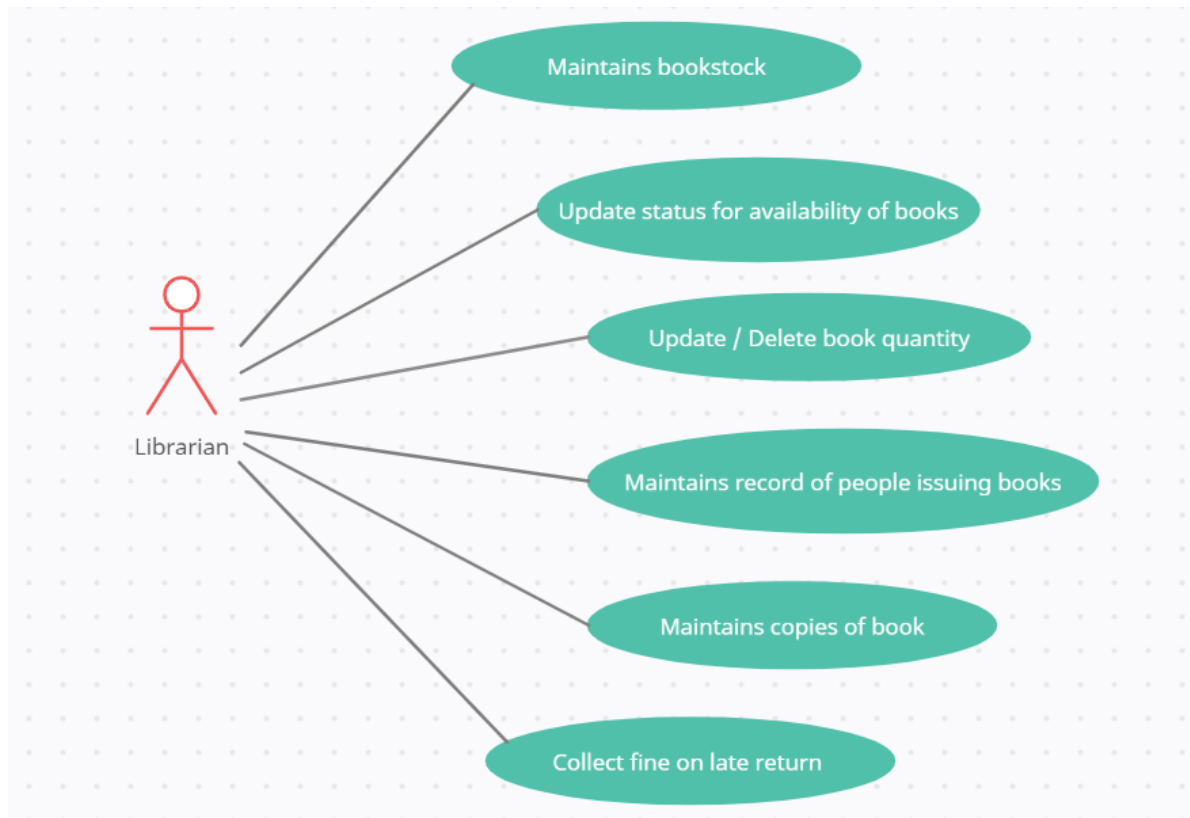
- c) **Bursar:** The person who supervises the fiscal matter of the institution employees and student, responsible for generation of bills and remitting salary on monthly basis. It also keeps an eye on the dues of students.



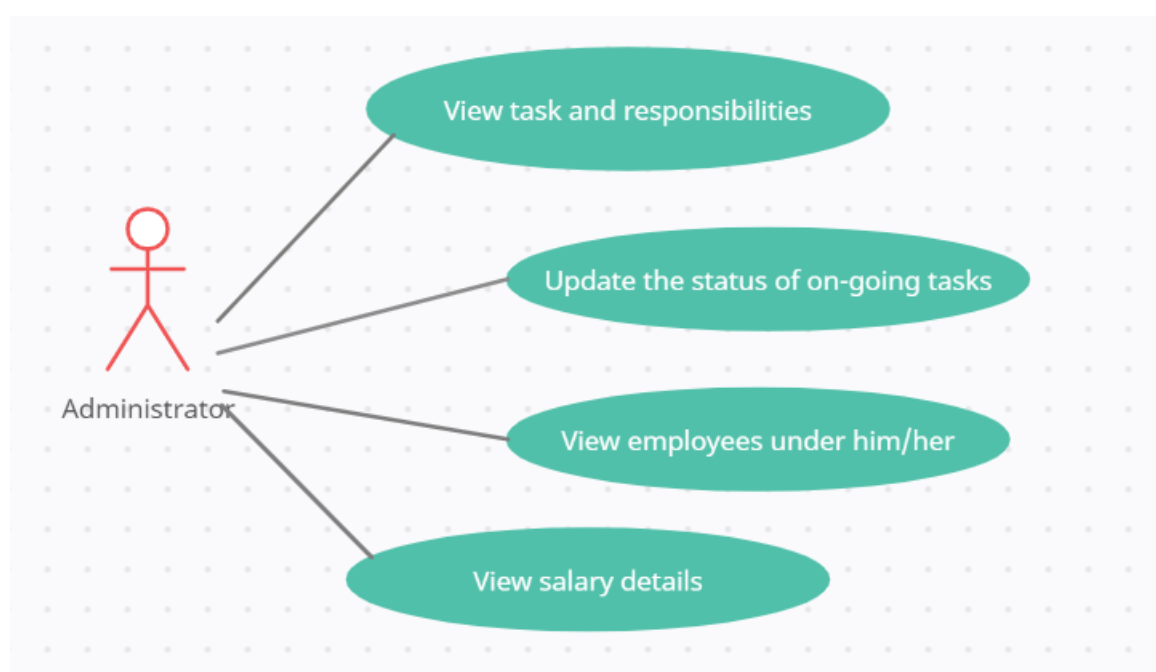
- d) **Registrar:** The person who maintains student details. It also keeps a record of employee and administration staff. It also maintains a backup of the data in case it is lost. It is also responsible for updating the grades and marks of students in accordance with his registered courses.



- e) **Librarian:** The person who maintains the library, purchases books to serve as reference material for the students as well as instructors, maintains the quantity of books as per the need and demand. It maintains a record of people who issues books, and update the status of availability for the convenience of students .



- f) **Administrator:** An employee at a senior level and position, experienced and responsible for running the department for which he is accounted for. He can view the employee details of his department working under him .



g) Mentor: A person who provide guidance and monitors the student's term at the institute.

