



SRES's

Shree Ramchandra College of Engineering

(Approved by AICTE New Delhi, DTE, MSBTE Mumbai Govt. of Maharashtra and Affiliated to SPPU Pune,)

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Ref.No. SRCEO/HR-Policy/1534/C

Date: 15/6/2015

Duties and Responsibilities of employees

Each and every employee in the institute has some duties responsibilities and the employee should carry all the tasks assigned to him/her with the full capability and are listed below.

1. **Principal:** Being head of the institute, he/she should have the vision and leadership ability to excel well in academics & extracurricular activities for over all development of college/institute.

1.1. Academic:

- i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments/Section in charge..
- ii. To obtain the feedback of faculty and accordingly take the remedial action(s).
- iii. To plan and take the necessary measures for improvement of college results and academics.
- iv. To promote industry institution interaction and inculcate research & development atmosphere.

1.2. Administration :

- i. To conduct the periodical meetings of the HODs/faculties/non-teaching staff etc. for effective administration of the college.
- ii. To make the employee and students aware of the rules, policies and procedures laid down by the college and to implement them.
- iii. To initiate recruitment of non-teaching staff & teaching staff as per rules/guidelines laid down by regulatory authorities and based on requirement.
- iv. To approve vendors for resources as required in the institute.
- v. To sanction the leave of the staff as per the norms.
- vi. To monitor and update the institute website with complete information about the institute.
- vii. To communicate with AICTE, DTE, MSBTE & Affiliating University, and other such authorities for approval/permissions /compliance etc.
- viii. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and Local Managing Committees and maintain minutes of the meeting.
- ix. To execute any other work assigned by the management.

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1.3.Finance :

- i. To access and recommend, allocation of budget for the departments as requested by the HODs to Governing body/LMC.
- ii. To sanction/approve certain small amount for cash purchases of urgent requirements in the institute.
- iii. To ensure that all financial transactions are conducted as per the norms.

1.4. Promotion of co-curricular and extracurricular activities:

- i. To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with the assistance of respective HODs/section heads etc.

2. Dean –(R&D):

2.1. Industry Linkage and Consultancy:

- i. To formulate policy and facilitate the consultancy work in the institution.
- ii. To encourage Industry Institute Linkages, Collaborative Research programs and formation of incubation centre.
- iii. To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- iv. To apply for "Intellectual Properties Rights(IPR)" generated from research at college and to market these patents in industry.

2.2.Faculty Development:

- i. To initiate and organize various faculty and staff development programs for continual education.
- ii. Motivate faculty for exploring new avenues for research work, consultancy and projects.
- iii. To assist faculty for applying to different funding agencies of Government of India & other agencies like DTE, AICTE, UGC, affiliating University etc. for research grants.
- iv. To form policies with consultation of the management for sponsoring of faculties for attending conferences/ seminars/workshops/training sessions etc.

2.3. Dean –Students affairs:

- i. Responsible for maintaining the students discipline within college premises with respect to attendance, college uniform, smoke and alcohol free environment with the help of Head of Departments.
- ii. To assist students for effective organization of extracurricular & co curricular activities in and outside the campus.
- iii. To keep a watch on hostel and college campus for ragging free environment.
- iv. To counsel students for any issue that may arise.
- v. To assist the Principal in all the activities related to students.



3. **Teacher:** Teacher includes all cadre categories such as Professor, Associate Professor & Assistant Professor. Their duties and responsibilities are as under:
- i. To understand the Quality objectives of SRCOE/IQAC.
 - ii. To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, college uniform, leaves updating.
 - iii. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practicals, preparation for the course assigned, conduct of internal/University/Tech. Board exams and to maintain the Course file and personal file in appropriate format.
 - iv. To use innovative teaching aids and adopt innovative teaching-learning methodologies.
 - v. To counsel students and conduct extra lectures/ revision lectures for students requiring additional help.
 - vi. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
 - vii. To participate proactively in research and development activities conducted in the department.
 - viii. To perform other academic/ administrative duties assigned by Head of the Department /Principal/registrar etc.

3.1.Non-teaching technical staff:

a. Incharge: System and Technical Support

- i. To update and maintain institutes website with institute data/informaion.
- ii. To administer and maintain servers, firewalls, routers, switches UPS and batteries
- iii. To initiate purchasing of equipment's/consumables etc..
- iv. To provide technical support for various software servers/PCs & peripherals etc..
- v. To extend support to On-line Seminar, Project exams/Theory & Practical/and during programmes in the Department/institute.

b. Laboratory/ Technical Assistant:

- i. To prepare the laboratories for smooth conduct of laboratory/practical sessions.
- ii. To assist faculty and students during practical sessions/ university & internal exams etc.
- iii. To maintain Dead stock register, Instrument issue register and maintenance register.
- iv. To conduct installation of new equipments and maintenance of existing equipments.
- v. To maintain and update the approved supplier list for future purchases requirements (if any).



4. The Duties of The Finance & Accounts Officer

They are listed as under:

- i. The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of SRCOE. He/she shall be full-time salaried officer and will report to principal and registrar of institute.
- ii. He/she shall be appointed by the Management of SRCOE.
- iii. He/she shall be the Member of the Finance and Accounts Committee.
- iv. He/she will maintain minutes of the meetings of Finance and Accounts Committee.
- v. He/She shall be responsible for annual budget, statement of accounts and audit reports, payments to vendors/suppliers, staff salary and submissions of fixation of fees proposals to fee regulating authorities. Government of Maharashtra, Mumbai

4.1. Other duties include-

- i. To supervise and manage the finance of SRCOE.
- ii. To provide funds for various activities/programs/exams/Workshops.-seminars etc. being conducted in the institute & ensure it's proper utilization, for which prior sanction of college management & principal is mandatory. The funding also includes incidental expenses and emergency purchases.

5. Powers and Duties of Registrar

They are listed as under:

- i. The Registrar shall be appointed by the management of SRCOE based on the recommendation of a selection committee constituted for the purpose by the institute.
- ii. The Registrar shall be the Chief Administrative Officer of SRCOE. He/she shall be a full-time salaried officer and shall work directly under the supervision, direction and control of the principal of institute.
- iii. In absence of registrar due to illness or any other reason, the principal can assign his/her work to a suitable person in the administrative office.
- iv. The registrar shall be the custodian of all records of institute, staff etc; the common seals and all such other property of SRCOE.
- v. The Registrar shall be responsible for all the reports/compliance/correspondence with AICTE/DTE/MSBTE/Admission & fees regulating authorities, Government Maharashtra/Affiliating University and all stake holders of the institute. viz. staff, students, vendors, etc.



6. Powers and Duties of Office Superintendent:

- i. To draft letters, proposals etc. and assist Registrar & other officials in admin section.
- ii. To receive, mark and distribute the letters to appropriate authorities
- iii. To draft notes and independently deal with cases which are of routine in nature, special cases be directed to higher officers.
- iv. To monitor and record the attendance/absent of staff in the institute & inform it to higher authorities.
- v. To scrutinize notes/cases submitted by the lower staff, put his/her own remarks/suggestion, if any, and submit the same higher authorities.
- vi. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
- vii. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- viii. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked
- ix. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head etc.
- x. To Implement/execute all the other work as given to him by higher authorities.
- xi. To prepare replies/carry out compliance of various reports/proposals of regulating authorities, stock holders etc. in consultation with higher level officials.

7. Powers and Duties of Clerk :

- i. To acknowledge letters received by post /Couriers etc. emails from various regulating bodies, stake holders & External agencies etc.
- ii. To submit letters to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
- iii. To send reminders from whom reply of e-mail/letter is not received.
- iv. To open and maintain service books/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work as assigned by authorizes in the institute.
- v. To maintain different registers, forms etc.
- vi. To keep a notebook to see a timely disposal of urgent letters/e-mails etc.
- vii. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy/action etc. to higher authorities.
- viii. To prepare routine letters/replies etc.
- ix. To maintain daily work sheet, and to submit weekly work report to the higher authorizes or Assistant Section to seek their guidance/instructions etc.
- x. Guidance to students during filling of online examination forms and during other such tasks.



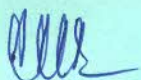
8. Powers and Duties of Training & Placement Officers:

Objectives:

- i. To provide assistance to students in order to achieve maximum possible placements for students by providing ample employment opportunities.
- ii. To assist students in getting Summer/Winter Internship Opportunities.
- iii. To guide students on soft skills , interview techniques, group discussion, and aptitude tests etc.
- iv. To train and make them acceptable by industry.
- v. To collect and maintain students information in soft and hard format
- vi. To help institute for signing MoU's with corporate for campus recruitments, industrial visits, Expert lectures, sponsored projects etc.

9. Responsibilities of Training & Placement- Co-Ordinators

- i. Preparing a institute's placement brochure and student's data necessary for placements..
- ii. To prepare & execute the institute's plan for training & placement of students. .
- iii. To correspond with various companies for interviews and other training & related activities.
- iv. To arrange for pre placement talks and campus recruitment at the institute.
- v. To prepare requirements/criteria of various industries, job profile and other necessary details, pertaining to recruitments.
- vi. To keep a record of various activities/events/recruitments process conducted in each academic year.



Prof. Dr. A.D. Desai
Principal

