



**PUNE VIDYARTHI GRIHA's**

**COLLEGE OF ENGINEERING & S. S. DHAMANKAR  
INSTITUTE OF MANAGEMENT**

DTE Code : EN5330



Affiliated to Savitribai Phule Pune University, Pune, Identification No. PU/PN/Engg./414/2010  
Approved by DTE, Maharashtra & AICTE, New Delhi, F. No. West/1-5149611/2010/ New dt. 13/07/2010

- 1 | PVG's COE&SSDIOM, Nashik-4  
Administrative and Academic Process Manual



**Pune Vidyarthi Griha's  
College of Engineering  
&  
Shrikrushna S. Dhamankar  
Institute of Management,  
Nashik-422 004**

**Administrative and  
Academic Process Manual**



# Administrative Process Manual



**Authorities of Principal:**

1. Assign duties, authorities and responsibilities to Deans, Head of the Departments, Teaching Staff, Administrative Office staff and supporting staff.
2. Decide funds allocation for departmental academic activities, Research & Development, Infrastructural development, various Recurring and Non-recurring expenditure.
3. Preparation of a short term (1-2 years) budget. Decide the allocation of funds for budgeted expenditure among different heads.
4. Take measures to enhance the academic standards of the institute.
5. To supervise, guide, monitor, coordinate and control various functions of the administrative office of the college.
6. To supervise and control accounting procedures, preparation of budgets, balance sheets, audited statements etc.

**Responsibilities of Principal:**

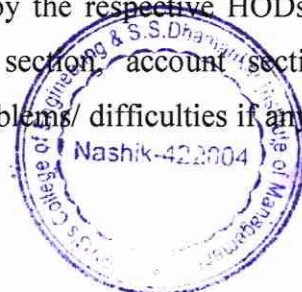
1. To decide the Vision and Mission of the institute.
2. To prepare a development plan of the institute in accordance with the Vision, Mission, goals & objectives.
3. To decide long-term, short-term goals, objectives, plans of the institute in consultation and guidance with the Management, Governing Body.
4. Identify and plan for the source of finance, financial provisions, and preparation of budgets.
5. To execute the recruitment process of teaching and non-teaching staff in consultation with the management.
6. Comply with the requirements of the University, DTE, state Government, AICTE rules, regulations & norms.
7. Interact with University and participate in all related matters, requirements, procedures, correspondence & records.
8. Interact with other institutes, research organizations, industries etc., for developmental work/activities.
9. Prepare and submit proposals to AICTE for financial Assistance Schemes, additional courses and variation in intake.



10. Interact with society, social organizations for developmental collaborative projects, activities.
11. Plan, Direct, Monitor & Control the overall activities, duties of the Deans, HODs, Section In-charges, Staff.
12. Supervise, monitor & control routine administration of the college.
13. Supervise, Guide, Train, Motivate and Control the teaching and supporting staff
14. Plan, monitor and control the overall staff welfare.
15. Guide, Monitor & control the student's academic, curricular, co-curricular, extra-curricular activities enabling their overall professional development.
16. To act and support activities so as to have excellent academic results & student's performance.
17. To act and support activities so as to have maximum placement of students in reputed industries, organizations.
18. To encourage students for higher studies.
19. Interact with parents as and when required.
20. Set a mechanism for students' welfare.
21. Holding meetings of all stakeholders.
22. Liaison with the office of the Pune Vidyarthi Griha Trust related to college administrative work.
23. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund etc.
24. Submission and follow up of the various reports to the competent authorities.
25. To execute the admission process as per norms, rules & regulations.
26. Liaison with various academic departments, sections such as Library, T & P, Hostels etc.

**Authorities and Responsibilities of Vice-Principal :**

1. To monitor and execute the calendar of all activities prepared by the respective HODs & Section In charges related to examination section, student section, account section, establishment section and maintenance section. Reporting the problems/ difficulties if any to the Principal during day to day working of these sections.
2. To handle all correspondence with DTE, AICTE and SPPU Pune.





3. To sanction casual leave of non-teaching staff.
4. To issue certificates for bus and train concessions, as per rules to students.
5. To organize the meetings of HODs, teaching and supporting staff, non-teaching staff or all staff of the college with respect to the matters other than the academics and to maintain the record of such meetings like agenda, minutes and action taken report.
6. To prepare proposals to submit to AICTE and other funding agencies for sanction of funds with the help of Head of departments and Section In charge and to get the proposals approved from the Principal before final submission.
7. To monitor and check personal files of faculty.
8. To obtain the annual appraisal report of the entire faculty and submit the same to the Principal for initiating further necessary action.
9. To obtain feedback of all faculty members from the students, analyze the same and submit a report to the Principal confidently.
10. To check the monthly report of Biometric machines, work out late reporters and inform the Principal for further necessary action.
11. To compile information for filling up of online applications to Savitribai Phule Pune University, Shikshan Shukla Samittee and AICTE, New Delhi for continuation of approval variation of intake or addition of new course and approval for fee structures etc.
12. To collect, analyze and compile all information required under 'institute Profile' with respect to the core committee for NBA/NAAC.
13. To work as the Incharge Principal of the institute in the absence of the Principal.
14. To implement and Monitor industry internship of faculty & students.
15. To receive and compile applications for scholarships (SC, ST, OBC, Minority, EBC) Earn and Learn, Bank Loan etc. monitor timely submission and monitor sanctions.
16. To compile requirements of faculty and staff as per policy guidelines and submit the same to Pune Vidyarathi Griha for further processing through the Principal.
17. To carry out the work/activities related to administration of the institute assigned by the Principal from time to time.
18. To sign and circulate all circulars with prior approval of the Director/Principal.



**Authorities and Responsibilities of Admin Officer:**

1. To regulate the work and conduct of the staff in accordance with the Act, Statute, Ordinance, Rules and Regulations.
2. To assess and evaluate the performance of non-teaching staff and sections. Take required measures to regularize and improve the working of the college.
3. The Admin Officer shall be the custodian of the records, the common seal and other such property of the college as the Principal may commit to his charge.
4. To issue warning memos to the non-teaching employees subject to approval of the Principal.
5. The Admin Officer shall exercise such other power and perform duties that are prescribed by the Principal and Management from time to time.
6. To deal with all statutory bodies like AICTE, DTE, University etc.
7. To watch over the work of college affiliation, approval work, staff recognition and follow the procedure of appointment.
8. To maintain the enquiry service for students, staff and also for visitors to the college regarding courses being conducted examination and admission rules and such other allied matters of important nature.
9. To bring to the notice to the Principal any of the staff or the student, if prejudicial to the college and/or is not in the interest of the college.
10. To deal with all other service matters of staff including leave and maintain service records of all staff such as service books, personal file etc.
11. To issue all routine certificates to all staff other than experience certificates.
12. To issue all routine certificates to students other than leaving certificates.
13. To watch Accounts, Audit, assessment work of maintenance record and other grants documents and to keep check on Accounts of the college.
14. To look after the examination work.

**Responsibilities of Student Section Clerk:**

1. Processing of admission to respective years.



2. Preparation of provisional admission roll list.
3. Preparation of updated roll lists after declaration of University examination results.
4. Analysis such as year down (Y. D.) students and eligibility of earlier Y.D. students.
5. Preparation and issue of relevant certificates, Identity Cards.
6. Processing of forms and maintenance of records.
7. Display of notifications for information to the students, its follow-up.
8. Preparation and maintenance of records and files providing information in prescribed formats to University, DTE, AICTE, Admission Regulatory Authority and Fee Regulatory Authority and any other competent authorities as per requirement.
9. Liaison with Deans, HOD's, TPO, Librarian, Rectors, Wardens and providing timely information, data, records etc.
10. Handling queries of students and parents and providing necessary clarifications, help and support.
11. To distribute scholarship forms and submit it to the concerned authorities.
12. To submit utilization reports to concerned authorities.
13. To coordinate with various authorities for scholarship grievances.
14. To ensure transfer of scholarship to the individual student and maintain students record.
15. Co-ordinate correspondence with parents/students regarding attendance reports, performance reports, detention etc. in association with respective departments.
16. Issue of bank challans.
17. Record of payment of fees in Bank.
18. Confirmation with bank statements.
19. Maintenance of fee receipt records and necessary follow-up, notification for defaulters.
20. Maintenance and updating of admission registers.
21. Any other duties assigned by the higher authority from time to time.

**Responsibilities of Accounts Section Clerk :**

1. To implement all financial transactions as per rules, Accounts code, statute, Ordinance and rules and regulations made in that behalf.





2. To monitor the financial activities of the college as per directions of the Principal.
3. To place the financial position of the college such as receipts, payments, Government grants and balance before management as well as the concerned committees as and when required
4. To inform the financial position of the college to the Admin Officer, Principal and the Management whenever required or requested.
5. To Examine and ensure that the financial norms and code are followed by the section or the department.
6. To prepare and present a budget estimate with the requirements collected from all Head of Department.
7. To Prepare the budget and income-expenditure statements, maintain all accounts and get them audited.
8. To scrutinize all bills of expenditure before recommendations for payment.
9. To watch progress of the expenditure of fees, grants etc.
10. To ensure various payments made from the college funds are within budget provision and with the sanction of competent authorities.
11. To attend the correspondence with state, Central Govt, U.G.C. and other higher authorities with the assistance of the Assistant accountant.
12. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund etc.
13. To prepare a bank reconciliation statement, budget and final accounts of funds.
14. To ensure accuracy in the bank reconciliation statement and budget final account assigned.
15. To ensure that non-revenue accounts appearing in particular accounts of funds are reconciled.
16. To attend to audit queries and to reply to audit reports to submit necessary statements of accounts.
17. For certain cases, take necessary steps in consultation with the Principal, Management and auditor.
18. To attend other work assigned with the approval of the Principal.
19. To maintain the various books of accounts and monitor the consumption of the budget.





20. To prepare trial balance reports and support for conduction of internal audits.
21. To submit all types of statutory returns to various statutory authorities.
22. Any other duties assigned by the higher authority from time to time.

**Responsibilities of Cashier:**

1. To prepare payment statements of all employees and accordingly proceed for further transaction after getting verified from Accountant, Registrar and Principal.
2. To attend queries and all matters regarding Income Tax, Professional Tax, Provident Fund, Gratuity, Insurance etc.
3. To maintain books of accounts, payment registers, advances etc.
4. To prepare periodic accounts of funds.
5. To attend routine correspondence with banks and other departments.
6. To attend the matters pertaining to deductions of Income Tax, Professional Tax, L.I.C. etc.
7. To supervise the work of accounts clerk and to pass the bill for payment as per relevant rules.
8. To attend to such other works as may be assigned with the approval of the Accountant, Registrar and Principal.
9. To prepare weekly statements and bills for payments.
10. To ensure filing of vouchers and papers.
11. To write various books such as ledger, Salary register, Income Tax registers etc.
12. To attend the other work as may be assigned by higher authority.

**Responsibilities of Establishment Section Clerk:**

1. To prepare and regularly update Teaching and Nonteaching staff lists in prescribed formats.
2. Follow up and maintenance of records of new recruitments / appointments.
3. Preparation, maintenance and verification of staff attendance register before release of monthly salary.



4. Processing of regular increments, internal promotions, transfer if any.
5. Maintenance and updating of service books, personal files of each employee.
6. Providing relevant information / data for preparation of various mandatory reports to be submitted to competent authorities.
7. Processing for re-appointments, new appointments of employees.
8. To undertake the process of relieving of employees appointed on ad-hoc / temporary basis from services by the end of the term.
9. Preparation of Roasters, its approval from University.
10. Preparation of Advertisement for staff selection, handling selection process as per norms. Issue of appointment orders, Record of joining reports etc.
11. Handling relevant queries of employees and providing necessary clarification and support.
12. Liaison with Deans, HOD's and Section In-charge in respect of teaching and non-teaching staff matters and records.
13. Maintain necessary records such as disciplinary matters, confidential information if any.
14. To create and maintain a healthy work environment among employees through effective communication and follow-up of systematic procedures.
15. To receive internal letters from Departments, Sections, Office, Trust office etc. and make necessary entries in Inward Register and put up for processing.
16. Receive external letters from outside agencies, parties, offices. Make necessary entries in the internal register and put up for further processing.
17. Similarly, process for outward documents (internal as well as external) with proper entries and records.
18. Maintaining and regularly updating of files for systematic records. Develop and operate a proper filing and record system for easy, efficient retrieval of documents whenever needed.
19. Arrange for availability of necessary postage and other essential items to avoid delay.

**Responsibilities of RTI Officer:**

1. To provide a practical regime of RTI to secure access to information



from public authorities for the citizens.

2. To promote transparency and accountability in Public Authorities.
3. As Democratic nation it requires informed citizenry to function.
4. To contain corruption and to resolve conflict of interest.
5. To hold Govt. and instrumentalities accountable to the governed



# **Academic Process** **Manual**





**Authorities and responsibilities of Dean Academics:**

1. The Dean Academics will act in consultation with the Principal for overall academic development of the college.
2. Review and approval of the academic / event calendars.
3. Review and approve the time tables of various departments.
4. Review and approval of faculty requirements for the program.
5. To coordinate with Principal, Deans, Head of Departments, Academic Coordinators, Faculties, Students, Parents for appropriate information and activities.
6. Recommend the disciplinary actions for faculty, staff and students to Principal.
7. Review the academic process by supervising attendance of lectures, verification of files, student interaction, and faculty interaction.
8. To assist the Principal in design, development and implementation of institutional academic philosophy and policies.
9. Design and suggest the academic calendar.
10. Propose, Design and suggest the activities for the improvement in teaching learning process, academic strategy and systems.
11. Support, ensure the standardization of academic processes.
12. Perform monitoring of academic discipline such as students reporting, conduction of classes and laboratories.
13. Monitoring of the execution of teaching-learning process through review of student attendance, syllabus coverage, tutorial and assignments, practical etc.
14. Perform the monitoring and assessment of performance of Faculty, Staff and students and counsel them for improvement of academic process.
15. Ensure the quality of course content delivery through surprise visits to classes and laboratories.
16. Perform analysis of student Performance-Internal and University exams and present to Principal and Management.
17. Ensure proper utilization of academic infrastructure and other academic support units.
18. Create awareness and support faculty and staff for the implementation of academic policies.



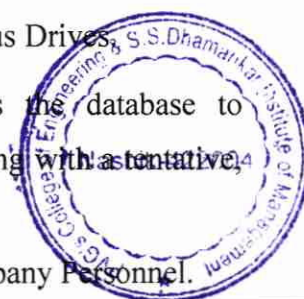
19. Organize the academic review meeting for monitoring the progress.
20. To motivate staff and the students towards the achievement of excellence in academic process.
21. Organize the faculty development programs to develop the faculty and staff in state of the art teaching-learning methodologies.
22. To supervise the inter-institute collaborative UG/PG/Doctoral programme in consultation with concerned stakeholders.

**Authorities and responsibilities of Research Coordinator:**

1. To motivate faculty to write projects.
2. To monitor the effective utilization of funds of externally funded projects and related financial matters.
3. To monitor and administer consultancy work in various departments of the college.
4. To maintain and update records of research projects.
5. Acceptance of sponsored research and consultancy projects from the sponsor.
6. Recruitment, extension, assessment, termination and invoking disciplinary procedure against project staff and full financial power related to all projects covered under the R&D Regulations.
7. To formulate policy for sponsored research and consultancy projects.
8. To finalize all matters related to sponsored research and consultancy services in consultation with the Principal of college.
9. Selection of junior research fellow / senior research fellow /research associate as per guidelines provided by the sponsoring agency.
10. Any other relevant work assigned by the Principal of college related to research, development, consultancy and testing activity.

**Authorities and responsibilities of training and Placement Officer (TPO) :**

1. TPO invites Companies/Industries for recruiting students through Campus Drives.
2. TPO prepares the database of all final year students and shares the database to Companies/Industries as per their requirements & eligibility criteria along with a tentative mutually convenient date for the campus interviews.
3. TPO finalizes the suitable date of campus drive by interaction with Company Personnel.

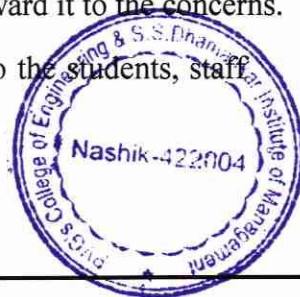




4. TPO organizes regular classes/sessions for Soft Skills Development of students for better performance in Placements.
5. Regularly updating the database of students for company.
6. Make all the arrangements of Venue & Resources for organizing campus drive.
7. An active team comprising of Faculty and Students placement coordinators is formed for the effective execution.
8. TPO doesn't invite/approach any company for campus drive which involved any kind of financial conditions.
9. To collect bio-data with students having primary eligibility at the start of the 7th semester and to verify their credentials with respect to their marks sheets and once the results of a semester has been available, update the data and the eligible students for that semester are listed.
10. To obtain the information about possible visit from the placement officer and depending on the eligibility criteria asked by the organization, submit the bio-data of eligible students to the placement officer.
11. To identify three student representatives for the department who will actively participate in placement work.
12. To inform the students about the date and time of interview.
13. To be present at the time of interview on a date given along with the two student representatives.
14. To regulate students who have to be interviewed as per the order given by the employer.
15. To collect the list of selected students and inform the students individually.
16. To distribute the appointment letters to the students and get the acceptance letters
17. To inform the date and time of campus interview / written test to the respective instructors who take classes for the final year students prior to that date. The instructors should engage the class if at least 50% of students attend the class on the date of campus interview.

**Authorities and responsibilities of College Examination Officer (CEO) :**

1. To look after the smooth conduction of exam related works time to time.
2. Display the exam related notices, circulars to students as well as forward it to the concerns.
3. Notifications provided by the university should be communicated to the students, staff and concern authority immediately.
4. To ensure the form filling, revaluation and verification forms.



5. To solve the student's problems viz, name correction, unavailability of mark sheet etc. on priority basis.
6. To appoint the internal sr. supervisors and other concerns by discussion with principal.
7. To prepare the block wise supervision chart for theory examination along with Sr. Supervisors and Asst. Sr. Supervisor.
8. Submit the remuneration bill file to exam clerk immediately after the conclusion of examination work.
9. To verify the consumption and remaining exam stationary from stationary store clerk appointed in that examination.
10. To look after the exam audit and assist to exam clerk whenever needed.

**Authorities and responsibilities of Examination clerk:**

1. To assist the College Examination officer (CEO) during the examination.
2. To distribute the exam hall tickets to the students.
3. To prepare the block wise seating arrangement and display it to the students every day.
4. To discuss the student related problems with CEO and solve it.
5. To prepare the remuneration bill files as per the norms of the university and verify it from CEO.
6. To audit the examination bill file from the external auditor.
7. Submit the bill files to the university for approval.
8. Prepare the remuneration chart of internal examiners and concerns those who are involved in examination work and get it approved from CEO and Principal.
9. Keep track of the remaining amount deposited by the university and if so, submit it to the online account of concerns.

**Authorities and responsibilities of Student Development Officer (SDO) :**

1. To participate in the continued integration of student supports related to academic advising, coaching, and career services.
2. To ensure that entering receive appropriate academic advice and that they establish productive relationships with faculty, staff, and other students.
3. To program activities designed to assist students in making critical transitions, develop their academic plans, connect with other students, and engage with learning communities.
4. Maintain close contact with other advisors.





5. Liaise, as required with other university employees such as faculty, Deans, Assistants to the Deans, Registrar's Office staff.
6. Participate in orientation programming for all new students.
7. Arrange and participate in the delivery of regular peer-to-peer education support seminars, involving relevant university employees (faculty and staff).
8. Utilize social media to provide students with easy access to timely and relevant information.
9. Make appropriate referrals for students with specific needs (health, psychosocial, learning challenges, financial needs, career or academic needs).
10. Research best practices and trends in student development in post-secondary education and provide recommendation.
11. Continual review of programs.
12. Participate in student related events such as banquets, convocation, etc.
13. Participate in other projects as assigned by the higher authority.

**Authorities and responsibilities of Grievance Redressal Committee (GRC):**

1. The grievance Cell will process all the individual complaints and take suitable action thereon in the manner as per the college norms.
2. The Cell will provide assistance to the Faculty/Colleges/Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.
3. The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
4. The Grievance Committee shall consider all grievances submitted in writing by an individual regarding working conditions, eve teasing and any other alleged injustice done to female employee/girl students while discharging their duties/attending sessions at the Institute.
5. The Cell will deal with the cases /complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
6. To determine a sense of direction and build a shared identity in order to move forward with action and resolve.
7. To design meaningful strategies to address challenging perspectives considering complexities of social inequality.



8. To analyze and collect a variety of information to gain a more complete and valid assessment of the status of women in the institution.

**Authorities and responsibilities of SC/ST Cell :**

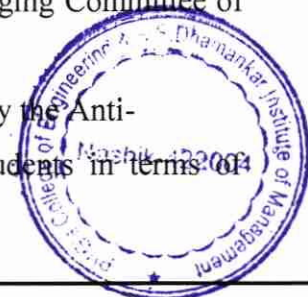
1. Scholarships and their distribution to the beneficiaries on time.
2. Solve any problems occurred during their educational career
3. Making arrangements for sending statistical information required by University/Government authorities.
4. Any issues relating to discrimination experienced by the students in the College.

**Authorities and responsibilities of Internal Complaints Committee (ICC) :**

1. To provide a neutral, confidential and supportive environment for member of the campus community who may have been sexually harassed
2. To advice complainant of means of resolution as specified by the legislation.
3. To ensure fair and timely resolution of sexual harassment complaints.
4. To provide counseling and support services on campus.
5. To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment.
6. To promote awareness about respectful and safe campus environment.

**Authorities and responsibilities of Anti-Ragging Committee:**

1. To make aware of all the students and the actions that can be taken against those Involved in ragging.
2. Ensure that anti ragging instructions are displayed at prominent places in the college premises.
3. To form the anti-ragging squad for carry out regular checks for any ragging activity.
4. To consider the complaints received from the students and conduct enquiry and along with punishment recommended for the offenders.
5. The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
6. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.





7. Conduct workshops against ragging menace and orient the students.
8. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.
9. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken.

**Authorities and responsibilities of Institution Innovation Council :**

1. To create Entrepreneurial culture in PVG's College of Engineering Nasik
2. To develop small innovative project ideas into business ideas.
3. To foster effective linkage between academic and industrial requirement.
4. To initiate and maintain effective relationships with businesses and to provide them with appropriate support.
5. To develop and implement innovative strategies.
6. To work with the Faculty of Engineering and Technology, Riverside Innovation Centre and other relevant internal departments in order to offer a comprehensive service to businesses.
7. To proactively develop Entrepreneurship as a skill through initiatives for both academia and industry.

**Authorities and responsibilities of Equal Opportunity Cell :**

1. To guide the divyangjan students to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and AICTE.
2. To sensitize all the sectors of institute towards the constitutional mandate &UGC/AICTE/University guidelines regarding the functioning of the cell.
3. To prepare & implement the development plan for the divyangjan students & staff of the institute.

**Authorities and responsibilities of Industry - Institute Interaction Cell :**

1. To give industry exposure to the faculty & students enabling them to tune their knowledge as per the industry standards.
2. To encourage experts from the industry to share their expertise with the students & the faculty.
3. To organize industrial visits for the students.
4. To organize in-plant training/internship for the students.
5. To assist the students in finding the opportunities to work on industrial projects.



6. To collaborate with the industries through agreements MoUs etc.
7. To assist the training & placement activities.

**Authorities and responsibilities of Social Media Cell :**

1. To maintain & update the college website.
2. To carry out the social media campaign for promoting college related news & information.
3. To design innovative post/messages for posting on social media accounts of the college such as Facebook, Instagram, Youtube, LinkedIn etc.
4. To keep track of the views, comments, likes on the social media platforms and report it to the concerned authorities.
5. To coordinate with different departments of the college as well as other stakeholders & collect relevant information for posting on social media.

**Authorities and responsibilities of IQAC coordinator:**

1. To maintain the momentum of quality consciousness in College.
2. To maintain an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders.
3. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.
4. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

**Authorities and responsibilities of Head of Department:**

1. Delegate responsibilities and load allocation to the faculty and staff for the proper conduction of academic process.
2. Review the performance of faculty and staff. Recommend suitable actions to the Principal.
3. Approve the academic requests of faculty and staff such as leaves, participation and organization of events, qualification improvement, requirement of resources etc.
4. Approve the leaves of faculty and staff in accordance to the guidelines of the institute.
5. Recommend the faculty and staff for various activities at institute level.
6. Approve the academic requests of students such as leaves, participation and organization of events, requirement of resources etc.
7. Review and approve the performance of students such as consideration of term work, marks given, detention of students etc.
8. Conduct inspection of conduction of classes / Laboratory in progress.





9. For most of the activities coordinate with Principal, Deans, Academic Coordinator, Faculty, Lab-in-charge, Module Coordinator, administrative staff, Technical Assistant, Lab. Assistant, Lab. Attendant, Peon, Students, and Parents appropriately.
10. To support the Principal and Deans in implementation of institute processes and policies.
11. To appraise and consult Principal and Deans about the planning, functioning and performance of the academic processes.
12. To conduct meeting and ensure the design, development and implementation of vision, mission, goals, and outcomes.
13. To review and ensure the performance of students such as attendance, term work, detention, achievements.
14. To ensure the academic discipline through observation, review and monitoring activities.
15. To ensure the availability of academic support units such as library, computer center etc. for students and faculty.
16. To propose department budget and ensure the creation, utilization and maintenance of the department infrastructure.
17. To plan, execute and monitor the curricular, co-curricular and extracurricular activities within the department.
18. To propose the requirement of faculty and staff and conduct selection process in collaboration with ADMIN department.
19. To ensure the information generation and submission to the standardization and approving authorities like AICTE, DTE, NBA, NAAC, ISO etc.
20. Propose new academic programs and the expansion of the department.
21. To execute the entire academic process of department as per the academic calendar.
22. Ensure the execution of responsibilities assigned by the University / Institute from time to time.
23. Counsel students, faculty and staff for the improvement of academic process.
24. Coordinate with other stakeholders like parents, employers, research organizations, and experts etc., to strengthen the academics of the program.

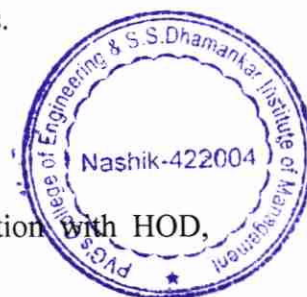


**Authorities and responsibilities of Academic Coordinators:**

1. Call meeting of faculty and portfolio In-charge to ensure the academic process conformance.
2. Recommend disciplinary action for students in consultation of HOD and Dean Academics.
3. Approve and recombine the academic planning like calendar, time table, teaching plans, outcomes etc.
4. Propose and implement the academic policies in consultation with HOD and Dean Academics.
5. To co-ordinate all academic progress related activities in consultation with HOD, Dean Academics, Dean IQAC, Class Teachers, Faculty, Students, Portfolio In-charges, Parents.
6. Support HOD to execute academic processes for the program.
7. Appraise and consult Dean Academics about the academic planning, execution, monitoring and performance of academic process.
8. Ensure academic planning of the program such as calendar, load distribution, time table, teaching plans, faculty preparation & presentation, outcomes etc.
9. Perform student and faculty attendance and performance monitoring.
10. Organize review meeting for academic planning and performance evaluation.
11. Ensure the preparation of documents, files and reports supporting academic process.
12. Coordinate with the academic portfolio in-charge for academic process execution.
13. Ensure academic discipline by monitoring the reporting of students, faculty and deadlines.
14. Counsel students, faculty and staff for the improvement of academic process.

**Authorities and responsibilities of Class Teachers :**

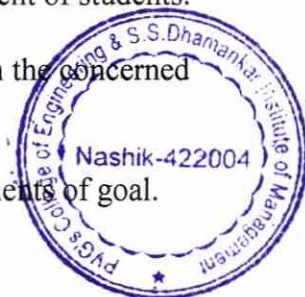
1. Initiate disciplinary actions for students in consultation with authorities.
2. Communicate to faculties regarding performance issue.
3. Report detention of students to the authorities.
4. To execute and support all the class related activities in coordination with HOD, Academic Coordinator, Faculty, Students, Parents.



5. To ensure preparation of student roll list, time tables and communicate to students and faculties.
6. To coordinate various academic and administrative duties as per the requirements of students section
7. To notify students and faculty about the changes or activities of class from time to time.
8. Monitor the execution of lecture / practical for reporting of student, faculties and take necessary actions to maintain academic discipline.
9. Monitor attendance and performance of students and take necessary actions in consultation with mentors and authorities.
10. Address student's request / suggestions / complaints in consultation with authorities.
11. Support the authorities in execution of academic processes and decision for class.
12. Take review reports as per the academic calendar and discuss this with authorities.

**Authorities and responsibilities of Faculty:**

1. To find out academic requirements and submit to HOD.
2. To interact with staff and students regarding regular academics.
3. To be active in academics and consult HOD, Academic Coordinator, Class Teacher, Students, Portfolio In-charges for improvements and progress.
4. To ensure the effective content delivery through conduction of classroom and laboratory session.
5. To report to HOD and perform as per responsibilities assigned by the authority from time to time.
6. To assist the authority to plan, execute and monitor the curricular, cocurricular and extra-curricular activities.
7. To prepare, get approved and maintain the records and files for assigned responsibilities.
8. To respond and perform University responsibilities assigned time to time.
9. To motivate, plan, perform and monitor various activities for improvement of students.
10. To make alternative arrangement before proceeding on leave and inform the concerned authority.
11. To adhere to quality policies of the institute and work towards achievements of goal.
12. To work towards the research and development activities





**Authorities and responsibilities of Lab In-charge :**

1. Regular monitoring of maintenance of the laboratory with staff In-charge and HOD
2. Support Technical Assistant /Lab Assistant for up to date maintenance of the laboratory.
3. To monitor the performance of practical as per time table.
4. Perform physical stock verification.
5. To ensure the availability and proper functioning of equipments required for performance of practical in the laboratory.
6. To prepare and submit requirement of laboratory equipments and consumables to HOD.
7. Verify delivery dates for the items placed for purchase as per purchase order (P.O.)
8. Receive, verify and inspect material received as per specifications laid down in P.O.
9. Receive test reports from the department / section and process for payment to the suppliers with due entries in stock register.
10. Submit report for payment of bills to the suppliers.
11. To ensure maintenance of cleanliness of laboratory.
12. To ensure the routine maintenance and preventive maintenance of equipment.
13. To ensure availability of Laboratory manuals.
14. To ensure the proper maintenance of Dead Stock of laboratory.
15. Reporting of damages/breakages/thefts of equipment's to HOD and ensuring subsequent recovery if decided.

**Responsibilities of Technical Assistant / Laboratory Assistant:**

1. To plan and monitor laboratory cleanliness.
2. To monitor physical status of equipments available in the laboratory.
3. To assist lab in-charge and lecturer for smooth conduction of lab sessions.
4. To arrange set of instrument before start of session.
5. To update the contents on notice boards in laboratory time to time
6. To keep maintenance of laboratory equipments.
7. To ensure student entry in logbook register
8. To maintain and update laboratory dead stock register and consumable register.
9. To maintain record of University TW / PR / OR examinations.
10. Routine repair of equipments in laboratory.



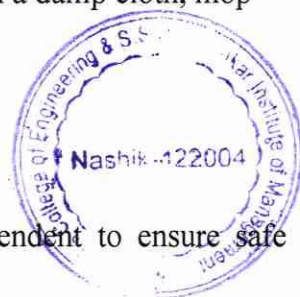
11. To recommend laboratory requirements.
12. To help during lab examinations.
13. To carry out any other work assigned by the higher authorities.
14. To keep record of the departmental stationary.
15. To maintain records of leave vacation etc. of the departmental staff.
16. To receive notices, circulars from Principal office, other departments etc. and put it before HOD for necessary action.
17. To do all the necessary departmental processes and activities time to time in consultation with HOD, Admin Officer.
18. To get necessary teaching material like attendance record, duster, chalk etc. from store and distribute it to the staff.
19. To keep record of students reporting.
20. To assist HOD and faculty member in carrying out day to day work of the department.
21. To plan and monitor cleanliness work of the department and classroom allotted to the department.
22. To carry out any other work assigned by higher authorities.
23. To keep record of analysis of student result.

**Responsibilities of Laboratory Assistant – Workshop:**

1. To arrange set of instrument before start of session.
2. To update the contents on notice boards in laboratory time to time.
3. To keep maintenance of laboratory equipment's.
4. To ensure student entry in logbook register.
5. To maintain and update laboratory dead stock register and consumable register.
6. To maintain record of University TW / PR / OR examinations.
7. Routine repair of equipment's in laboratory.
8. To recommend laboratory requirements.
9. To help during lab examinations.
10. To carry out any other work assigned by the higher authorities.
11. To keep record of the departmental stationary.



12. To assist HOD and faculty member in carrying out day to day work of the department.
13. To plan and monitor cleanliness work of the department and classroom allotted to the department.
14. To provide laboratory support to Faculty, students and all academic staff.
15. To conduct all practical's which are mention in syllabus.
16. Practical working knowledge of the systems, processes and procedures across a section or area of work.
17. Detailed knowledge of specialist systems and/or a broad understanding of a wide range of activities.
18. Initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues & all academic faculty.
19. To contribute to longer term developments within the college campus and with other departments too such as implementing improvements to working methods, policies and procedures.
20. To ensure the cleanliness of the department at all times.
21. To remove waste material and dispose of it in an appropriate manner.
22. To ensure that health and safety concerns are raised with the Head of Department i.e. build-up of dust, slippery flooring, storage etc.
23. To supply tools, materials and equipment as required
24. To monitor stock levels and ensure that stock is requested as appropriate
25. To assist in the preparation of the learning and assessing environment undertaking safety and cleaning activities in accordance with the relevant Hygiene and Safety Regulations.
26. To assist with equipment storage and security
27. Ensure that all surfaces are dust free by vacuuming and wiping with a damp cloth, mop or similar item as appropriate.
28. Remove swarf from the floor (wood shavings, metal shavings etc.).
29. Empty all bins and replace with empty bag.
30. To work with the Head of Department and Workshop Superintendent to ensure safe working practices in practical area.
31. To ensure that workshops, corridors, and external areas are maintained in a clean and tidy condition.





32. Provide instruction to students in the effective and safe operation of a range of mechanical workshop equipment and assess their ability to work safely.
33. Provide instruction to groups of students and one-to-one as required
34. Support students through guidance and assistance in the design and construction of a range of mechanical systems. In particular, advise on the most appropriate manufacturing methods and equipment for specific components and suggest alternative designs to simplify manufacture.
35. Assess the quality of student's design, machining and construction skills
36. Review and update teaching and assessment material in collaboration with the Head of Department, Workshop Superintendent and other technical and academic staff.

**Authorities and responsibilities of Librarian:**

1. To take initiative in planning and development of Library.
2. Decide scheme of classification for documents related to library.
3. To execute all the library related processes and activities in consultation with Principal, Deans, HOD and other authorities
4. Planning and developing the library.
5. Plan and carry out book purchasing, periodical subscriptions.
6. To coordinate meeting of Library Advisory Committee
7. To get and analyze students feedback regarding library activities and suggest improvement plan
8. Monitor and control overall functioning of the library.
9. Carry out stock verification.
10. Define and communicate rules and notices regarding library activities.

**Responsibilities of Assistant Librarian :**

1. To classify book and other reading materials.
2. To support and provide all necessary help to execute library related activities in consultation with Principal, HOD and Librarian.
3. To confirm appropriate utilization of computer center, Xerox facility and library software
4. Assisting the librarian in his work.
5. Data entries of book and periodicals in software.



6. Cataloguing and classification of books and periodicals.
7. Monitoring of book circulation.
8. To maintain silence and discipline in library premises

**Responsibilities of Peon:**

1. Opening and closing of Laboratory and department.
2. Sweeping and cleaning of laboratories and classrooms, departmental area and passages.
3. Cleaning of black board, furniture, instruments and notice boards.
4. To circulate notice and other documents given by higher authority (Teaching / Non-Teaching).
5. To display, remove and file the notices from notice board.
6. Help during the examination.
7. Any other duties assigned by the higher authorities time to time.

**Principal**

PVG's COE&SSDIOM, Nashik-04

**PRINCIPAL**

PVG's College of Engineering and  
Shrikrushna S. Dhamankar Institute of Management.  
Nashik-422 004

