

# **PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR**

A/P. Loni Kd, Tal.Rahata, Tal.Rahata, Dist.Ahmednagar.(M.S.) Pin – 413 713



**ISO 9001:2000 Certified / Recipient of Best Education Society Award by Govt.of Maharashtra**

Society Reg.No.94, A'Nagar dt. 13.3.1964

Fax : 02422-273704

B.P.T.Reg.No.F 52 52,A'Nagar, Dt. 11.8.1964

Email : secretary\_pres@rediffmail.com

Phone No.: 02422 - 273527, 273700, 273698

Web : [www.pravarares.org.in](http://www.pravarares.org.in)

Ref:-PRES/SVT/EST/2012-13

date:-

## **1.) JOB RESPONSIBILITIES AND DUTIES OF PROFESSOR / DEAN/HOD**

1. Providing leadership in both postgraduate and under graduate in relevant field of specialization.
2. Research and research guidance.
3. Consultancy services.
4. Teaching, including laboratory development & writing of books & monograph.
5. Evaluations of tutorials, assignments, journals, answer papers.
6. Interaction with industry.
7. Continuing education activities.
8. Student's counseling.
9. Interaction with other institutions, Universities at state, national and international levels.
10. Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
11. Publishing papers in national and international journals.
12. Fellowship of professionals' bodies.
13. Industrial liaisoning to promote summer and final placements.
14. Review of academic activities of the department periodically.
15. Maintainance of dead stock, semi consumable, consumable registers with the help of lab incharges
16. To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students of the department.
17. To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
18. To organize for accreditation and make presentations to the visiting expert terms.
19. To undertake and implement consultancy projects to identify various funding agencies and harness funds for the development of the department/institutions.
20. Any other duties assigned by the Principal from time to time.
21. Shall conduct him/her befitting the noble profession of teaching by desisting himself/herself & his colleagues from the temptation of private tuition and indulging in unfair practices.
22. Organize parents meet/HR meets in association with T & P

Prepared by

Principal

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## **2.) JOB RESPONSIBILITIES OF ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR**

1. Teaching and ensuring attendance of students as per University norms.
2. Planning and implementation of instructions received from Head/principal.
3. Student's assessment and evaluation.
4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Students counseling/ mentoring scheme implementation.
9. R & D work on industrial problems & consultancy.
10. Liaison with parents and community.
11. Publication of research papers, at least one in a semester.
12. Participate at least in one seminar/conference/workshop in an academic year.
13. Participation in departmental administration.(Lab Management)
14. Shall become member of at least two relevant professional bodies at his/her own cost.
15. Contribute to the activities sustaining accreditation of the institute.
16. Assist in summer and final placement activities.
17. Examination work pertaining to College University such as organizing supervision and assessment etc.
18. Arrangement of remedial classes.
19. Generation of resources from various funding agencies.
20. Upgrading of qualifications.
21. Writing of books & monographs.
22. Any other duties assigned by the Management and Principal from time to time.

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### **3.) JOB RESPONSIBILITIES OF SYSTEM ADMINISTRATOR**

1. To maintain the network and PCs.
2. To allocate login and passwords to students and staff.
3. To attend any complaints received from students and staff regarding PC or the network.
4. To maintain peripherals like printers, scanners etc. in serviceable condition all time.
5. To assist the management in procurement of hardwares, softwares and equipments.
6. To ensure back up of critical information regularly and at specific intervals.
7. To maintain discipline in the lab and the server room.
8. To dispose of write off items in accordance with the procedure Laid down by PRES
9. To maintain internet connectivity and take steps to prevent misuse.
10. To assist faculty member in conducting lab sessions of their students.
11. Any other duties assigned by the Principal/Head/Professor.

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## **4.) JOB RESPONSIBILITIES OF LAB. INSTRUCTOR.**

1. To draw the lab schedules for the students and display on the board.
2. To record and maintain their attendance of the students.
3. To ensure discipline of the students in the laboratory.
4. To assist students in practicals in the laboratory.
5. To conduct lab examination as and when required.
6. To assist the system administrator to maintain the network and the computers.
7. To maintain database of marks of various exams and assist faculty member in compilation & submission of term work, preparation of marks lists.
8. To assist the faculty member in conducting lab sessions of their students.
9. To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
10. To maintain the continuous assessment records of students in respective term work.
11. Maintenance of all instruments/equipments in the respective laboratories.
12. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
13. To take care of day to day cleanliness & see that the laboratories are kept in presentable form experiment setup and stacking the instruments at their proper stacking places.
14. To check at least once in a week working of instruments & equipments under laboratory.
15. To prepare the requirement of consumables for the lab & place indent for the same.

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## **5.) JOB RESPONSIBILITIES OF PLACEMENT OFFICER.**

1. Prepare a data bank of potential industries for placements and keep updating.
2. Initiate correspondence with industries and organize recruitment process for placements.
3. Organize HR meet to strengthen rapport with corporate world.
4. Organize printing of placement Brochures/soft copies of information regarding students placements.
5. Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
6. Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for their year.
7. Grooming the students for placements by organizing soft skill trainings.
8. Counseling of students regarding emerging areas of job opportunities.
9. Organize talks by experts to motivate students to seek job opportunities in emerging areas.
10. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
11. To pay regular visit to industries & establish close repo with placement/consultancies /R& D/training & establishment of linkages under guidance of Principal.
12. Any other duties assigned by the Principal from time to time.

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## **6.) JOB RESPONSIBILITIES OF PLACEMENT ASSISTANT.**

1. To update the placement data as per given format on daily basis.
2. To enter the data in appropriate folders.
3. To develop formats for specific activities as per the instructions of the placement officer.
4. To locate the jobs for graduates & post graduate students from different sources.
5. To co ordinate the food and snacks arrangements during campus placement and visit of guests.
6. To contact and supply training details such as company, title, location and stipend details to the students.
7. To assist in arrangement of hard copy files of placement department.
8. To coordinate with placement consultants on phone and in person regarding interviews in the absence of placement officer.
9. To check daily the email account for any emails from company and students and update the useful information in our database appreciation, Mails form students, company recruiters etc. should be replied on same day.
10. To update the diary regarding companies contacted.
11. To update placement consultant's/Companies contacts on weekly basis.
12. To assist in the preparation of placement Brochure.
13. To contact students and remind them about the confirmed date of placement meetings/interviews.
14. To receive calls from companies and departments and give the feedback of the same to placement officer.

15. To complete the database regarding companies and their HR Managers.
16. To display notices regarding placement department.
17. To contact companies and receive response sheets of feedback of students performance.
18. Any other duties assigned by the Training officer/Principal.

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## **7.) Job Responsibilities of Librarian**

1. To prepare and issue of Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up return of books issued to students and staff members.
4. To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
5. To receive requisitions and issue and receive books from students, staffs following complete procedure.
6. To display new arrivals by photocopy of the cover page of the books and journals
7. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information.
8. To update and maintain files of paper cuttings.
9. To compile back volumes of journals and periodicals and arrange for binding and stacking.
10. To see that library is in a presentable and tidy condition at all the time.. .
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day wise records of visits of students/staff faculty members in library.
13. Display of cuttings of news papers on education /social matters on notice boards.
14. To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
15. To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
16. To take care of library automation & update the same from time to time
17. To effectively encourage faculty & student to use e-journals-books keeping the IEL, IEEE always in working condition.
18. To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.
19. To regularly under take binding of books which are damaged.

- 20.To make report to HOD/section heads books not at all referred by faculty and students.
- 21.To receives expert committee & present to them effectively.
22. Any other matter assigned by Principal from time to time. ....

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## **8.) JOB RESPONSIBILITIES OF OFFICE SUPERINTENDENT**

- 1) Scrutinize Admission & Eligibility documents and registers of admission.
- 2) Supervise and maintain personal files of staff and faculty.
- 3) Maintaining P.F. account as the case may be.
- 4) Keeping discipline and work schedule of class IV employees.
- 5) Scrutinize attendance register of staff and put up to the Principal for his counter signature daily.
- 6) Maintain records of compensatory off and see that the same are availed in the subsequent week/ Month.
- 7) Maintain casual leave register.
- 8) Maintain movement register for staff under office administration.
- 9) Supervise daily reports received from security section and other sections-of the college.
- 10) Maintain key board and supervise key movement register.
- 11) Initiate disciplinary action wherever necessary on instructions of principal
- 12) Render/Guidance/Assistance to Accounts & other Sections whenever required/ask for.
- 13) Organise printing of brochures and placement documents for the institute.
- 14) Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.
- 15) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 16) Liaisioning with University *DTE* /*AICTE*/ Shikshan Shulka Samitil/Pravesh Niyantran Samiti and Social Welfare department on related matters.
- 17) Maintaining of all the files duly numbered updated in all respects in a systematic format as per requirement  
of NBA.
- 18) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 19) To supervise control of admission section, he shall not deal with admission matter directly or indirectly.
- 20) General discipline & Healthy relations maintained among the staff of Institute.
- 21) To receive parents/Visitors/students in a dignified & delightful manner so that nobody gets hurt & sort out problem in concern with HOD/section heads.

- 22) To see that all the minor grievances of students in respect of administration, personal problems if any sympathetically & sort out the same in time bound manner & always student happy of contained.
- 23) To take care of biometric requirement.
- 23) To collect attendance register of department & put up the same for security of principal.
- 21) Any other duties assigned by the principal from time to time.

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## **9.) Job Responsibilities of Clerk in Establishment section under O.S.**

- 1) Checking website of AICTE, DTE and University of Pune.,
- 2) Maintaining of personal files of teaching and non teaching staff.
- 3) Maintenance of attendance registers of teaching and non teaching staff,
- 4) Maintenance of service books.
- 5) Maintaining leave record of staff.
- 6) Issue of advertisement for recruitment of teaching and non teaching staff. Getting approval from PRES/ University in concern with OS & Principal.
- 7) Maintaining of roaster.
- 8) Arrangement of staff selection committee meetings. .
- 9) Preparing proposals for approval of staff by University of Pune
- 10) Completion of attendance of faculty and non -teaching staff and forwarding the same to accounts section for preparation of payment.
- 11) Maintaining of all the files duly numbered updated in all respects.
- 12) Typing all work pertaining to the section and at the time of emergency typing other work assigned by OS & Officers.
- 13) Any other duties assigned by the Principal from time to time.

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## **10.) Job Responsibilities of Clerk Students Section(Admissions)**

### **1) Custody of original documents of students and their final disposal.**

Maintain all the original documents in individual folders neatly i.e. 10th .Mark sheet, 12th Marksheets, Graduation marksheets, Passing Certificate, Degree Certificate, Transfer Certificate, Migration Certificate, Caste Certificate" Caste Validity certificate (if the students are from reserved category) of each student of SVIT. The original documents shall be returned to the students on completion of the course ensuring that all dues have been cleared by the student. No original documents shall be retained beyond two academic years without valid reasons except L.C/T.C. and sequencing of documents

### **2) T.C. Eligibility forms:-**

To obtain Eligibility forms of SVIT students along with the Xerox copies of necessary certificates and timely submission of the same to the camp organized by University of Pune for the purpose of verification.

### **3) Issuing Air, Bus, Railway concessions:**

Issue of local railway concession and long route railway concession to bonafied SVIT students for winter and summer vacations after approval from principal. Timely procurement of railway concession books strictly following the rules of the Railway authority. To keep the railway concession books in safe custody and ensure prevention of misuse of the same.

4) Maintaining of the files and registers pertaining to the section duly numbered update in all respects. To maintain all the current and back volumes of files neatly, labeled and numbered.

5) To receive scholarship forms for Economical Backward Class students 'and the students belongs to SC, ST, NT, VJ, DT, OBC and SBG, submit the same to the Social Welfare department along with caste validity and other documents complete in all respect in the time limit prescribed by Directorate of Technical Education and Social Welfare department under the supervision of Principal.

6) To receive applications for Minority scholarship (Central and State Govt.) and submit the same to Directorate of Technical Education, Maharashtra complete in all respect in the time limit prescribed by Directorate of Technical Education under the supervision of Principal.

7) To prepare merit list of all the students admitted to first year category wise as required by Directorate of Technical Education, Maharashtra and submit the same to Directorate of Technical Education, Maharashtra for their approval in a time bound manner.

8) To take regular follow up of approval of sanction" to the ESC Scholarship, Scholarship from Social

Welfare department and Minority Scholarship from Directorate of Technical Education till the sanctions are received and report the status to the Principal regularly. "

- 9) To issue 'No Dues Certificate' to students promptly whenever they approach the section .."
- 10) To issue Transfer Certificate to students whenever they approach promptly ensuring that 'No Dues Certificate' are receivable from the students.
- 11) Typing all the letters pertaining to the section and at the time of emergency typing, other work assigned by Office Supdt. and Officers.
- 12) While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly.
- 13) Any other duties assigned by the Principal and Vice Principal from time to time.

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## **11.) Job Responsibilities of Junior Clerk/P.A.to Principal**

- 1) To maintain all files pertaining to the office of the Principal
- 2) To receive all correspondence pertaining to the office of the Principal
- 3) To circulate correspondence pertaining to the office of the Principal.
- 4) To fix up appointment of staff, faculty and students with the Principal.
- 5) To fix up appointment of the visitors with the Principal.
- 6) To keep inward and outward register of correspondence of the office of the Principal.
- 7) To maintain consumable register and dead stock registers pertaining to the office of the principal.
- 8) To maintain records of snacks and tea provided to the visitors, guests and ensure prompt payment of the same.
- 10)To do secretarial work of the principal.
- 11)To receive email of the principal's office and promptly action the same.
- 12)To maintain record of Local Managing Committee, Governing -Body, and Academic Advisory Body and such other committees constituted by the Principal
- 13) To maintain diary of the principal pertaining to his office.
- 14) To supervise cleaning and maintenance of principal's office and premises.
- 15) To supervise working of the attendants attached to the principals office.
- 16) Any other duties assigned by the Director &superiors from time to time.

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## **12.) Job Responsibilities of Receptionist/Telephone Operator**

1. Attend Incoming & Out going Telephone Calls.'
2. Take note of important calls and convey the message to the concerned.
3. Counseling of students for admissions as per their requirements & maintain the record for the same.
4. Forward daily reports for information to the concerned authorities.
5. Records of all incoming calls outgoing calls in separate register and forwarding to authorities.
6. Maintenance of all telephone instruments.
7. Payment of telephone bills in respective office.
8. Messages received from PRES/Government office/parents/University/DTE/AICTE should be recorded & forwarded through phone or by writing a note to the concerned authorities/ individuals.
9. To receive guest, visitors courteously & direct to the same to the concern officers.

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## **13.) Job responsibilities of Accountant**

- 1) To maintain account records pertaining to construction work.
- 2) To prepare documents for submission of six monthly and annual audit.
- 3) To prepare budget estimate of the college under guidance of Principal & vice Principal & HOD/section heads take periodical review of the same.
- 4) To keep up to date all the requirements & records for submission to Shikshan Shulka Samiti.
- 5) To verify bills for payment
- 6) To check the monthly pay sheet
- 7) To check the cash book daily
- 8) To file E-TDS returns
- 9) To maintain all statutory books of accounts such. as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month. To hold custody of receipt books and vouchers
- 10) To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors. '
- 11) To control and check the advance register and ensure timely recovery of advances. '
- 12) To Supervise maintenance of all the files and records pertaining to Accounts Section held by Accounts Assistants. .
- 13) To hold one of the duplicate keys of the cash box.
- 14) To receive record of fees collection from bank counter & maintain its records .
- 15) To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Vice Principal (Administrative).
- 16) To reconciliation of bank statement and fees received.
- 17) To Verifying bills for payment
- 18) To Maintaining register for advance and ensure timely settlement of the advances..
- 19) To Maintaining of all the files duly numbered updated in all respects.
- 20) To Preparing of monthly paysheet and payment to parties:
- 21) To Settlement of journey claims and advances.
- 22) To prepare TDS statement and submit to Chartered Accountant.
- 23) To type all the letters pertaining to section and at the time of emergency typing other work assigned by Office Supdt. and Officers.

- 24) To maintain Fee Collection register.
- 25) To maintain cash book and attest the same by Accountant daily and Principal once in a week.
- 26) To ensure writing of ledger by the cashier.
- 27) Follow up with Social Welfare Office for balance fee payment receivable and transactions with SBI treasury branch for cheque clearance.
- 28) To receive record of fee collection from bank conuter & maintains record.
- 29) Any other duties assigned by the Principal from time to time.

Prepared by

Principal

# **PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR**

A/P. Loni Kd, Tal.Rahata, Tal.Rahata, Dist.Ahmednagar.(M.S.) Pin – 413 713



## **ISO 9001:2000 Certified / Recipient of Best Education Society Award by Govt.of Maharashtra**

Society Reg.No.94, A'Nagar dt. 13.3.1964

Fax : 02422-273704

B.P.T.Reg.No.F 52 52,A'Nagar, Dt. 11.8.1964

Email : secretary\_pres@rediffmail.com

Phone No.: 02422 - 273527, 273700, 273698

Web : [www.pravarares.org.in](http://www.pravarares.org.in)

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date:-

## **14) Job responsibilities of Examination Officer**

1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to university of Pune.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to Pune University & maintaining its up to date records.
6. To arrange for online examinations as per schedule & instructions of university.
7. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
8. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
9. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
10. To submit term work /oral practical marks to Pune University & time bound manner.
11. To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
12. To receive the examination stationery from University of Pune & keep in the strong room.
13. Custody of key of strong room of the seal of the strong room open before Vice Principal (Admin.)& CEO
14. Any other duties assigned by the Principal from time to time.

Prepared by

Principal