



LOKNETE DR.BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)

**PRAVARA**  
RURAL EDUCATION  
SOCIETY  
PRAVARANAGAR



# Job Responsibilities



Societies Reg. No.: Bom / 94 / Ahmednagar Dt. 13.3.1964, B.P.T. Reg. No. F. 52 Ahmednagar Dt. 11.8.1964

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**PRAVARA RURAL EDUCATION  
SOCIETY, PRAVARANAGAR**

# **POLICY DOCUMENTS**

**PART – II**

**(JOB RESPONSIBILITIES)**

**(For Technical College & Institutes)**

**Secretary**

**Pravara Rural Education Society, Pravaranagar**

**A/P- Loni (Kd), Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713**





# **Pravara Rural Education Society, Pravaranaagar**

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## **INDEX**

<b>Sr. No.</b>	<b>Job responsibilities for the Post of</b>	<b>Page No.</b>
1.	Principal	1-3
2.	Vice Principal (Administrative)	4-5
3.	Vice Principal (Academic)	6-7
4.	Head of Department & Section Incharge	8-9
5.	Professor	10
6.	Associate Professor	11
7.	Assistant Professor	12
8.	Workshop Superintendent	13-14
9.	Hostel Rector	15
10.	Placement officer	16
11.	Assistant Rector	17
12.	Librarian	18-19
13.	Assistant Librarian	20
14.	Office Superintendent / Registrar	21-22
15.	System Administrator	23
16.	Hardware Engineer	24
17.	Lab. Assistant	25
18.	Workshop Instructor	26
19.	Clerk Establishment Section	27
20.	Clerk Students Section	28-29
21.	Junior Clerk	30
22.	Receptionist	31
23.	Accountant	32
24.	Accountants Assistant	33
25.	Data Entry Operator	34
26.	Sports Coordinator	35
27.	Security Officer	36
28.	Maintenance Supervisor (Hygiene & Cleanliness)	37
29.	Maintenance Supervisor (Civil)	38
30.	Store Keeper	39



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## **Sr.No.1 Duties and Responsibilities of Principal**

- 1) Over all control on all activities related to financial, academic and administration of the institute by showing academic and administrative leadership.
- 2) To carry out institute level admissions as per the policy of the management/AICTE/DTE/ University MSBTE & Government of Maharashtra.
- 3) To attend meetings called by the Secretary and Management. To implement the decisions taken in those meetings at institute level. To submit the action taken report with respect to the minutes of the meetings.
- 4) To follow and implement all instructions, decisions and policies of the management given from time to time.
- 5) To prepare the budget of the institute for approval of the Governing Body and the management.
- 6) To prepare the proposal to be submitted to the 'Shikshan Shulk Samittee' for approval of annual fees.
- 7) To prepare and submit the on line proposal to AICTE, New Delhi and other departments for continuation of approval, variation of intake or addition of new course (if any).
- 8) To get affiliation for all existing courses from the affiliating body by submitting the proposal in time.
- 9) To arrange governing body meetings of the Institute by performing all formalities such as preparation of agenda, minutes of meeting and implementing all decisions taken in the meeting.
- 10) To initiate disciplinary action against the staff and faculty as and when required or when the concerned HOD/section incharge makes a case of the same.
- 11) To assess the appraisal of staff annually and take suitable actions if required in case of all teaching staff up to the level of Associate Professor, non-teaching staff, and supporting staff. To send the self appraisal report of Vice Principals and the HODs/section incharges to the management for review.





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- 12) To prepare and submit various proposals for grants, funds for seminars, Conferences, projects, research and development to various organizations and government departments in time.
- 13) Transfer of non teaching staff within the institute as per requirement.
- 14) Follow up of all proposals pending with various departments, government offices and even at head office of Pravara Rural Education Society, Loni.
- 15) To submit proposals to the management with full functioning about the requirement with respect to faculty, other staff, equipments, furniture, stores etc along with all necessary details such as draft of any advertisement as per roster specifications of equipments, furniture and all store items.
- 16) To prepare the institute for applying for accreditation to NBA during the current academic year.
- 17) To take suitable policy decisions with respect for improvements of performance of students within the constraints of affiliating board and the management.
- 18) To initiate suitable action for training and placement of the students.
- 19) To identify the faculty for deputation for higher studies, training and for attending workshop, seminar and conference.
- 20) To initiate action for filling 100% seats at first and second year of the institute.
- 21) To sanction sick leave, medical leave and vacation to staff by following the policy document in this regard.
- 22) To create ragging free environment, to maintain discipline within the staff and students and to take all necessary measures to enhance the social and academic reputation of the institute.
- 23) To promote public relations and interaction with community.
- 24) To take decision with respect to detention of students and expulsion of students based on the reports submitted by the Vice Principal (Academic) on the report of disciplinary committee and HODs./section incharges.
- 25) To solve the difficulties, problems and issues raised by the staff and students for smooth working of the institute.



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- 26) To carry out stock verification of various sections of entire institution by appointing teams of faculty and staff at the end of every academic year.
- 27) To be responsible for all legal issues arising out of the management of the institute.
- 28) To initiate & implement mentoring scheme.
- 29) To initiate & activate Alumni Association.
- 30) To initiate & strengthen industry Institute rapport.
- 31) To initiate tie ups of local & other institutions for mutual advantage.
- 32) To initiate & implement award & reward policy to motivate students & staff and faculty.
- 33) To teach at least one core subject to UG/PG student and as the academic leader to establish close interface with students, staff and faculty.
- 34) To encourage concerned Vice-principals to participate in meetings by management and DTE/UOP/MSBET and be available in the college/institute at least for 75% of the working sessions.





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### **Sr.No.2 Duties and Responsibilities of Vice Principal (Administration)**

- 1) Monitor and execute calendar of all activities prepared by the respective HOD'S/ section Incharges 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 sanction casual leave to non-teaching staff.
- 3) To issue certificates for bus and train concessions, as per rules to students.
- 4) To organize the meetings of HOD'S, teaching and supporting staff, only 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.
- 5) To prepare proposals to submit to AICTE and other funding agencies for sanction of funds with the help of Head of departments and section I/c. and to get the proposals approved from the Principal before final submission.
- 6) To monitor and check personal files of faculty.
- 7) To obtain the annual appraisal report of all the faculty and submit the same to the Principal for initiating further necessary action.
- 8) To obtaining feedback on all faculty members from the students, analyze the same and submit a report to the Principal confidentially.
- 9) To check the monthly report of finger print machine. Work out late reporters and inform the same to Principal for further necessary action.
- 10) To compile information for filling up of online applications to Pune University, Shikshan Shulka Samittee and AICTE, New Delhi for continuation of approval, variation of intake or addition of new course and approval for fee structures etc.
- 11) To compile institute level information in the first of the online form of external monitoring of the MSBTE, Mumbai. (Not applicable to affiliated Colleges)
- 12) To collect, analyze and compile all information related to administration required under 'Institute Profile' with respect to NBA application with the help of core committee for NBA.



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- 13) To regularly visit Hostels and Mess. Discuss problems if any with Wardens/ Assistant Wardens/ students and take corrective measures if necessary in a time bound manner.
- 14) To teach at least two subject per semester.
- 15) To work as the in charge Principal of the institute in the absence of the Principal. Also to take the charge of Vice Principal (Academic) in case of his absence.
- 16) To implement and Monitor Industry internship of faculty & students.
- 17) To receive and compile applications for scholarships(SC,ST,OBC, Minority, EBC) Earn and Learn, Bank Loan et c, monitor timely submission and monitor sanctions.
- 18) To compile requirement of faculty and staff as per policy guidelines and submit the same to Pravara Rural Education Society for further processing through the Principal.
- 19) To carry out the work/activities related to administration of the institute assigned by the Principal from time to time.





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## **Sr.No.3 Duties and Responsibilities of Vice Principal (Academic)**

- 1) To Prepare draft copy of academic calendar of departments and the institute with the help of the HODs, Section I/c.& Dean for approval by the Principal before the reopening of the institute and implement the same.
- 2) To monitor preparation of departmental, sectional and institutional time tables.
- 3) To monitor preparation of individual time table covering all the activities of the faculty during the working hours of the college/institute.
- 4) To Calculate workload as per teaching scheme of affiliating body and monitor the requirement of the faculty for the ensuing academic year in the month of may for submission to Pravara Rural Education Society for the approval and filling the vacant posts.
- 5) To prepare class and laboratory time tables and implement the same.
- 6) To Monitor day to day classes ensuing punctuality and to make alternative arrangements in case of absence of faculty.
- 7) To Monitor daily and monthly attendance of students. Arrange to notify the names of students on the departments Notice Boards and intimation to parents as per policy guidelines.
- 8) To prepare provisional detention list of students for unsatisfactory attendance, conduct, progress, non submission of term work and take action as per policy guidelines.
- 9) To organize Internal examinations and arrange for assessments as per the academic calendar.
- 10) To organize MSBTE / UOP Mumbai related activities such T/W, oral, practical, seminar project and theory examinations
- 11) To monitor preparation of Academic calendar of departments/sections and monitor implementation of the same.
- 12) To monitor preparation of course files files of faculty and staff.
- 13) Internal and External Academic Monitoring as per the requirement of MSBTE (Not applicable to affiliated colleges).



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- 14) To visit the web site of UOP/DTE/DST/AICTE/for noting day updates ; so also the sites of DTE,Mumbai and its Regional office at Nashik whichever is applicable.
- 15) To plan and execute the theory/practical and oral examinations of University of Pune/ MSBTE by appointing required manpower.
- 16) To carry out result analysis of semester examinations of University/BTE and submitting the same to the principal for initiating suitable action and organizing remedial classes.
- 17) To monitor academic monthly review meetings department wise, section wise every month and maintain proper record of such meetings.
- 18) To keep record of all meetings of HOD's / faculty members called by the principal in context with academic matters and preparation of action taken reports there after.
- 19) To recommend the applications of students for grant of permission to attend paper presentation and project exhibition to the Principal for sanctions.
- 20) To sanction leave of absence to students for more than 2 days with the understanding that the student has to put in minimum 75% attendance.
- 21) To constitute student's council as per the norms and organize meetings at least thrice in a semester as per guidelines and maintain records thereof.
- 22) To organize annual social gathering and prize distribution function in consultation with the Principal.
- 23) To collect information, analyze and compile records related to academics as required under 'Institute Profile' with respect to NBA application with the help of core committee for NBA.
- 24) To teach at least two subject every semester and supervise relevant laboratories.
- 25) To monitor mentoring scheme and develop proper records of the same.
- 26) To carry out any other duties related to academics of the institute assigned by the Principal from time to time.
- 27) To take the charge of Vice Principal (Administration) in case of his absence. Also to work as Incharge Principal incase both the Vice Principal (Administration) and the Principal are out of station.





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### **Sr.No.4. Job Responsibilities of Head of Department/Section Incharge**

- 1) To prepare departmental academic calendar, departmental time table and individual time table and monitor the same.
- 2) To teach at least two subject per semester and provide academic leadership to the faculty of the department.
- 3) To monitor attendance and academic progress of students and propose remedial measure for effective teaching.
- 4) To organize monthly meeting of the departmental faculty and staff and to review academic and administrative issues.
- 5) To ensure maintenance of laboratory, departmental library and promote innovative practices and writing of monographs / manuals.
- 6) To plan and implement academic programmes such as seminars, conferences, workshops, faculty development programmes and other training programmes and be a member of at least two professional bodies.
- 7) To counsel the students and classify them into A, B, C, grades depending upon their abilities and organize remedial classes.
- 8) To Maintain discipline in the members of faculty and staff connected with administrative and academic activities of the departments by taking at least two rounds of the department daily.
- 9) To organize and carry out activities pertaining to research and consultancy and publish at least one paper per semester.
- 10) To utilize and maintain accounts and submit monthly statements account to the Principal of the funds allocated to the department.
- 11) To participate and organize curricular, co-curricular, extra-curricular activities and maintain records and accounts thereof.
- 12) To carry out work pertaining to affiliating bodies such as setting question papers, assessment of answer sheets, moderation etc.



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- 13) To ensure the timely submission of information / returns specially for grants received from AICTE, MSBTE and other funding bodies.
- 14) To apply and obtain projects and grants for research from industries, MSBTE/ AICTE/UNIVERSITY/UGC/DST s and other funding agencies.
- 15) Any other duties assigned by the Principal from time to time.



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### **Sr.No.5 Job Responsibilities of Professor**

- 1) To teach at least two subjects and work for laboratory development and promote innovative practices.
- 2) To undertake the work of evaluation regularly.
- 3) To pursue research and work on research guide.
- 4) To initiate consultancy services.
- 5) Interact with Industry.
- 6) To organize continuing education activities.
- 7) To work for student counseling and mentoring.
- 8) To interact with other institutions, Universities at State, National and International levels.
- 9) To initiate and strengthen national and international tie ups and exchange programs.
- 10) To organize seminars, workshops, summer schools and winter schools for teachers and professionals.
- 11) To Publish papers in Nationals and Internationals journals.
- 12) To be fellow of at least two professionals bodies.
- 13) To do Exam work pertaining to the college/ institute/ affiliating bodies such as organizing, supervision and assessment etc.
- 14) To actively participate in summer and final placement activities.
- 15) To participate in all activities and initiate programs and processes leading to Accreditation by NBA.
- 16) To provide academic leadership in both Post graduate and under graduate levels in relevant fields of specialization.
- 17) To conduct himself /herself fitting the noble profession of teaching by desisting himself /herself from the temptation of private tuition and indulging in unfair practices.
- 18) To participate in placement activities.
- 19) To write books and manuals and motivate faculty to write books, manuals and monographs.
- 20) To do any other duties assigned by the Principal from time to time.





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### **Sr.No.6. Job Responsibilities of Associate Professor**

- 1) To actively participate in teaching learning process and teach at least two subjects per semester
- 2) To fully involve in laboratory development, setting up of innovative experimental set up and motivate students to show creativity in laboratory practices.
- 3) To be a life member of at least two professional bodies and publish at least one paper per semester in an academic year.
- 4) To initiate and organize and participate in seminars, conferences/FDP's and workshops of state/national /international level .
- 5) To write text books and reference books and write at least one mono graph in an academic year.
- 6) To undergo industry internship at regular intervals and promote consultancy.
- 7) To be an active researcher and guide research fellows as per norms of the affiliating bodies and work for patents.
- 8) To actively involve in students counseling and mentoring.
- 9) To do work pertaining to examinations ( such as supervision, paper setting, paper assesment etc.) pertaining to the college and the University.
- 10) To organize programmes to improve communicative skills and personality of students.
- 11) To participate in all activities and programmes pertaining to Accreditation.
- 12) To participate in cocurricular and extracurricular activities of the college whenever an occasion arises.
- 13) To actively participate in placement activity.
- 14) To conduct himself/herself fitting the noble profession of teaching and desist himself from the temptation of private tuitions and indulging in unfair practices.
- 15) To carry out any other duties assigned to him from time to time by the principal.





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### **Sr.No.7. Job Responsibilities of Assistant Professor**

- 1) To teach and ensure attendance of students as per norms.
- 2) To plan and implement instructions.
- 3) To assess and evaluate students.
- 4) To develop resource material for teaching and learning.
- 5) To organize extension of services to the industry and community.
- 6) To participate in continuing education activities.
- 7) To organize co-curricular and extra-curricular activities.
- 8) To render student's counseling and guidance.
- 9) To be active in R & D work and consultancy.
- 10) To Liaison with parents and community.
- 11) To publish research papers at least one in an academic year.
- 12) To participate at least in one Seminar/conference/workshop in an academic year at his/her own cost if necessary.
- 13) To participate in departmental administration.
- 14) To become member of at least two relevant professional bodies at his /her own cost.
- 15) To contribute to the activities pertaining to accreditation of the institute.
- 16) To assist in summer and final placement activities.
- 17) To participate in examination work pertaining such as supervision, assessment etc pertaining to the college/institution/affiliating body.
- 18) To plan and conduct remedial classes as and when required.
- 19) To do the work of mentoring.
- 20) To undergo industry internship of at regular intervals and pursue consultancy.
- 21) To conduct himself / herself befitting the noble profession of teaching and desist himself /herself from the temptation of private tuitions and indulging in unfair practices.
- 22) Any other duties assigned by the Principal from time to time.



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## **Sr.No.8. Job Responsibilities of Workshop Superintendent**

- 1) To be fully responsible for the efficient management of skilled, non skilled workers, machinery, instruments, materials under the workshops.
- 2) To inculcate discipline and punctuality in the skilled and un skilled workers under the workshop.
- 3) To ensure safe use of workshop machinery equipment and instruments.
- 4) To take preventive measures to ensure trouble free working of all the machinery and instruments installed in the workshop
- 5) To see that the machines, equipments and tools are cleaned and oiled before the close of the practicals by students and skilled workers and inculcate dignity of labour
- 6) To issue verbal and written warning to the workers for their act of indiscipline.
- 7) To develop a workshop monographs and get the same approved by the Management.
- 8) To teach at least two relevant theory subjects for not less than eight hours per week.
- 9) To give demonstrations in workshop during practicals.
- 10) To conduct workshop practicals with the help of instructors.
- 11) To prepare various reports related to workshop for official work.
- 12) To carry out maintenance of workshop machines and equipments with internal or external workforce as required.
- 13) To assign and get the campus maintenance (within the scope of workshop) done from workshop staff.
- 14) To keep all records related to workshop.
- 15) To check students files, workshop books and jobs and counter sign the same,.
- 16) To initiate continuous assessment of student for giving term work marks.
- 17) To ensure submission of workshop term work as per the notified dates..
- 18) To supervise overall activities of workshop and ensure fair practices.



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**ISO 9001:2000 Certified/ Adarsha Shikshan Sanstha Award (Govt.of Maharashtra)**

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**Fax : 02422-273704**

**B.P.T. Reg.No. F-52/Ahmednagar dated 11.8.1964**

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- 19) To design jobs for students which add value to the College/ Institute.
- 20) To do the work of mentoring and counseling.
- 21) To ensure economy in the use of consumables and power supply.
- 22) To participate in co and extracurricular activities.
- 23) To inculcate dignity of labour in the students by assigning them task pertaining to oiling, greasing, disemby and assembly of equipment and machinery used by them.
- 24) Any other duties assigned by the Principal from time to time.





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### **Sr.No.9. Job Responsibilities of Hostel Rector**

- 1) To be responsible to manage the Hostel under him efficiently maintaining a conducive atmosphere to hostilities to pursue self study.
- 2) To frame the programme for vigilance rounds of different security staff in the hostel at any time to check unauthorized activities.
- 3) To allow no visitors beyond authorized visiting hours.
- 4) To handle tactfully all the problems of hostelites such as complaints regarding quality of food, rivalries, quarrels etc.
- 5) Not to allow any birthday celebrations, parties, cultural activities etc. without prior permission of the Principal.
- 6) To recommend disciplinary actions against hostilities for unacceptable actions and misbehavior.
- 7) To delegate responsibilities to the security guards on duty at the hostel premises.
- 8) To assign work to the attendants to ensure cleanness and hygiene in hostel.
- 9) To take atleast one round of the Hostel to see for himself the quality of maintenance, hygiene, quality of drinking water, conduct of staff attached to Hostels and mess and sort out complaints if any an urgent basis.
- 10) To take prompt action on reported cases of illness and report the cases to guardians if the illness is serious.
- 11) To check and countersign the daily attendance register maintained for the hostilities.
- 12) To check the quality of food and hygienic conditions of the kitchen and the mess and sort out complaints immediately.
- 13) To make surprise visit to hostel rooms and check the tidiness and harmful substances/ items brought in and used by the hostilities and initiate prompt action on such cases of indiscipline.
- 14) To make the hostilities familiar with hostel values and regulations immediately after the hostel admissions are made in.
- 15) To maintain admission register of the hostel with full information on the hostilities with particular reference to local guardian and contact details of parents.
- 16) To make daily report to the principal on the working of the Hostels.
- 17) Any other duties assigned by the Principal from time to time





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## **Sr.No.10.**

### **Job Responsibilities of Placement officer**

- 1) To prepare a data bank of potential industries for summer and final placements and keep updating.
- 2) To initiate correspondence with industries and organize recruitment process for final summer placements and to receive and facilitate the experts from industries properly.
- 3) To organize HR meet to strengthen rapport with corporate world atleast once in an academic year in the month of January.
- 4) To organise printing of placement Brochures / soft copies of information regarding students' final / summer placement.
- 5) To obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
- 6) To obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs on additional training/ grooming of students etc.
- 7) To groom the students for summer & final placements to meet the expedition of the employers.
- 8) Counseling of students regarding emerging areas of job opportunities.
- 9) To organise talks by experts to motivate students to seek job opportunities in emerging areas.
- 10) To give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- 11) To participate in extra and co-curricular activities organized by the institute.
- 12) To involve placement consultants if necessary with prior permission of the management.
- 13) Any other duties assigned by the Principal from time to time.



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### **Sr.No.11. Job Responsibilities of Assistant Rector**

- 1) To give proper and prompt attention to the day to day problems of the hostellers, their mess and arrange to solve them.
- 2) To check the attendance of hostellers regularly and keep its record.
- 3) To take review of maintenance daily by taking round of the hostel.
- 4) To prevent use of electrical heaters, warmers, alcohol, drugs, hashis, cigarete, pan, tobacco etc. and initiate proper disciplinary action.
- 5) To visit the hostel mess regularly and check the quality of food and snacks atleast once in a week and also examine the feedback register maintained to the purpose and counter sign the same.
- 6) To notify once in a fortnight action taken report on the feedbacks given by the hostilities regarding hostel maintenance and mess.
- 7) To report cases of illness to the authorized medical practitioner and arrange necessary support to hostilities and inform the parents immediately in case of serious illness.
- 8) To keep visitors record with their address and contact number and prevent unauthorized visitors.
- 9) To stay in the hostel in the Asstt. rectors room and help the students get their academic problems resolving by reporting to the subject teachers and Dean/HODs if necessary.
- 10) Any other duties assigned by the Principal, Office Supdt. from time to time





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### **Sr.No.12. Job Responsibilities of Librarian**

- 1) To be responsible fully to manage the library effectively so that the library services are catered to the satisfaction of the members.
- 2) To prepare and issue library cards within one weeks time of the date of reporting of the college / institute.
- 3) To enrich the book-bank facilities and regularly receive grants from social welfare department by applying within the stipulated time.
- 4) To issue circulars twice in a semester and make a list of reference and text books and put before the library committee for approval and arrange to place orders for timely procurement.
- 5) To organize library committee meeting in the beginning of the every month and record the proceedings.
- 6) To prepare the annual budget of the library and put up the same before library committee for approval.
- 7) To maintain the accession register up-to-date.
- 8) To process the books and periodicals as per standard practice and keep the same on the shelves for issue to the members.
- 9) To ensure discipline and minimum noise level in the library so that the users are understand while using the reading hall.
- 10) To maintain cleanliness and library well ventilated.
- 11) To discourage casual, unauthorized visitors to the library and especially the staff and faculty for killing time in the library.
- 12) Whenever fines are imposed for breach of library rules, the same shall be collected and deposited in the account section at the end of every week.
- 13) To maintain a feedback register and notify the action taken on the feedback every fortnight regularly.
- 14) To ensure stock of library books and periodicals and other resources are more than norms prescribed AICTE and discuss the same in the monthly meetings of the library committee.
- 15) To establish lateral ties with other libraries for exchange of resources.
- 16) To organise annual physical stock verification and initiate action to write off outdated and damaged books.





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- 17) To arrange at the end of the academic year to bind the damaged and book valumes of periodicals of periodicals and journals.
- 18) To circulate catalogues and book reviews for the information of staff, students and faculty and enrich the library resources with latest text and reference books.
- 19) To organise annual book festival involving publishers and vendors to encourage reading habits and continuous learning among the members.
- 20) To receive the visiting experts and dignitaries and give them appropriate information to the satisfaction of their enquiries.
- 21) To keep track of the supplies of periodicals and journals and ensure supplies of all the valumes published in the year.
- 22) To initiate degitization of library to ensure effective library services.
- 23) To subscribe to on line journals and other resources and online timely renewal of subscriptions.
- 24) To prepare and make available for reference important news paper cutting and make a register for the same.
- 25) To display latest arrivals in the library for quick information of the members.
- 26) Any other duties assigned by the principal from time to time.



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## **Sr.No.13      Job Responsibilities of Asst. Librarian**

### **A) Student / Staff Interaction:**

1. To prepare and issue of Library cards to first year students and staff.
2. To receive demand slips from first year students and issue books to students as per their demand and library rules.
3. To follow up return of books issued to first year students and staff members.
4. To maintain fine collection register for first year and deposit the fine so collected every week in the office.
5. To receive requisitions and issue and receive books from students, staff following complete procedure.
6. To display new arrivals by photocopy of the cover page of the books and journals.

### **B) Procurement:**

7. To provide assistance in procurement process by receiving requisition slips and organizing exhibition of books received on approval basis and seeking confirmation within stipulated time.

### **C) Stock Verification:**

8. To assist the librarian in annual physical stock verification.

### **D) Research :**

9. To receive international journals & magazines and highlight important articles, news items pertaining to management education/ institutes etc. and put up to the Principal/ Managing Director/Executive Director for information.
10. To update and maintain files of paper cuttings.

### **E) Library Administration :**

11. To compile back volumes of journals and periodicals and arrange for their binding and stacking.
12. To see that library is in a presentable and tidy condition at all the time.
13. To attend to problems of the staff members if any redress the same promptly.
15. Any other matter assigned by Librarian, Principal from time to time.



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### **Sr.No.14. Job Responsibilities of Office Superintendent / Registrar**

1. To be responsible to manage the administrative section of the college/institute efficiently and effectively and ensure the student, staff, faculty, parents and visitors are satisfied with the services rendered by the section.
2. To scrutinize admission and eligibility documents and registers.
3. To supervise and maintain personal files of staff and faculty.
4. To supervises account section and maintaining P.F. account as the case may be.
5. To keep discipline and work schedule of class IV employees.
6. To scrutinize attendance register and put up to the Principal for his counter signature daily.
7. To maintain records of compensatory off and see that the same are availed in the subsequent week/ Month.
8. To maintain casual leave register.
9. To maintain movement register.
10. To organizes printing of documents and formats.
11. To supervise daily reports received from watch and ward section and other sections of the college.
12. To maintain key board and supervise key movement register.
13. To supervise opening and closing of classrooms, labs and offices.
14. To initiate disciplinary action wherever necessary.
15. To render/Guidance/Assistance to Account section whenever required /ask for.
16. To initiating printing of brochures and placement documents for the institute.
17. To receive guests and visiting dignitaries in a dignified manner.
18. To assists in Organize and conducting the examinations in the campus.
19. To organise Internal Examinations, custody of Answer books.





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20. To initiate and record all correspondence.
21. To Liaison with University/DTE/AICTE/ Shikshan Shulk Samiti/ Pravesh Niyantran Samiti and Social welfare department on related matters.
22. To maintain of all the files duly numbered updated in all respects.
23. To be responsible for all the matters assigned to establishment section, student section, store section, maintenance section and watch and ward section.
24. Shall not deal with admission matter directly or indirectly.
25. To maintain general discipline & Healthy relations maintained among the staff of the institute.
26. To be responsible for the activities of student section, head office of society, account, establishment section, store, maintenance, security.
27. Any other duties assigned by the Principal from time to time.



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**Sr.No.15**

### **Job Responsibilities of System Administrator**

- 1) To maintain the network and PCs and develop and implement preventive maintenance system.
- 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 the time.
- 5) To assist the management in procurement of hardware, software and equipment.
- 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 written off items in accordance with the procedure.
- 9) To maintain internet connectivity and take steps to prevent misuse.
- 10) Any other duties assigned by the Principal from time to time.



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### **Sr.No. 16. Job Responsibilities of Hardware Engineer**

1. To attend to the maintenance of computer hardwares like motherboard fault rectification, switch mode power supply fault rectification, RAM rectification.
2. To install software like window operating system (xp, windows 2000, 2003, server, red hat) Oracle, Visual basic, Dot Net, Java, Office 2003, 2007.
3. To test and verify hardware and support peripherals to ensure that they meet specifications and requirements.
4. To assemble and modify existing components and peripherals of equipment to meet special needs.
5. To analyse user needs and recommend appropriate hardware.
6. To attend to printer installation, printer cartridge, tone replacement, printer troubleshooting.
7. To attend to LAN access problem, share permissions, network problem.
8. To attend to mail access problems, email sending problem if any.
9. To maintain the files and registers pertaining to the section duly numbered and updated in all respects.
10. Any other duties assigned by the Superiors and Principal from time to time.





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### **Sr.No. 17. Job Responsibilities of Lab. Assistant**

1. To draw the lab schedules for the students and display the same on the board.
2. To record and maintain the attendance of the students.
3. To ensure discipline of the students in the lab.
4. To assist students in practicals in the lab.
5. To arrange for examinations as and when required.
6. To assist the system administrator to maintain the network and the computers and faulty equipments, instruments and maintain in working conditions.
7. To maintain database of marks of various exams and assist course co-ordinator /dean/HOD in compilation and submission to affiliating body.
8. To assist the Lab. Incharges and other faculty in conducting Lab. sessions of their students.
9. To ensure cleanliness and get the laboratory regularly cleaned, wiped and dusted so that the equipments and instruments are not damaged.
10. To be the custodian of journals and term work submitted by students till they are appropriately disposed off.
11. To be diligent to avoid pilferages and damage to the computers, instruments, equipments and machines installed in the laboratory.
12. To carry out any other duties assigned by the HOD and Principal



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**Sr.No. 18.**

### **Job Responsibilities of Workshop Instructor**

1. To prepare job drawings and get it checked from workshop superintendent.
2. To prepare requirement of consumable and semi consumable material of respective shops.
3. To do material cutting and issue of job material to students.
4. To conduct practicals.
5. To receive term work from the student and keep the same in safe custody till the same is disposed off properly.
6. To keep record of jobs, term work files, workshop books, attendance of students.
7. To maintain the machinery & equipments and gadgets etc by properly greasing oiling and stacking.
8. To do maintenance work of the campus within scope of workshop.
9. To get respective shops cleaned from peons /sweepers and maintain cleanliness in workshop.
10. Any other duties assigned by the Principal/workshop superintendent from time to time.



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## **Sr.No. 19. Job Responsibilities of Clerk Establishment Section**

1. To check websites of AICTE, DTE and University of Pune.
2. To maintain of personal files of teaching and non-teaching staff.
3. To maintain of attendance registers of teaching and non-teaching staff.
4. To maintain of service books.
5. To maintain leave record of staff.
6. To issue advertisements for recruitment of teaching and non teaching staff.
7. To maintain of roster.
8. To arrange of staff selection committee meetings.
9. To prepare proposals for approval of staff by University of Pune.
10. To issue appointment orders in the prescribed format of University of Pune for faculty.
11. To issue appointment orders for staff as per the format prescribed by Society.
12. To complete of attendance of faculty and non teaching staff and forwarding the same to accounts section for preparation of pay sheets monthly.
13. To maintain all the files duly numbered updated in all respects.
14. To type of all work pertaining to the section and at the time of emergency typing other work assigned by OS & Officers.
15. To carry out any other duties assigned by the Principal from time to time.





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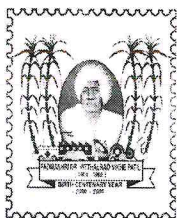
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### **Sr.No. 20. Job Responsibilities of Clerk Students Section**

- 1) To maintaining Stamp Account :
- 2) To maintain all the original documents in individual folders neatly i.e. 10<sup>th</sup> Marksheet, 12<sup>th</sup> Marksheet, Graduation marksheet, Passing Certificate/ Degree certificate, Transfer Certificate, Migration certificate, Caste certificate, Caste Validity Certificate ( If the students are from reserved category) of each student of first time admitted. 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.
- 3) To maintain Eligibility forms of first time admitted 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.
- 4) To issue of local railway concession and long route railway concession to bonafied regular 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.
- 5) To maintain all the current and back volumes of files of admitted students neatly, labeled and numbered.
- 6) To assist arrangement of furniture and numbering of examination seats for home and University of Pune examinations.
- 7) To keep and issue examination stationery received from affiliating bodies and for home examination and tests. No excess examination stationery shall be in custody.
- 8) To give requirement of stationery to affiliating body and receive the same in time. To maintain account of the exam stationery duly authenticated. Initiate stock verification of examination stationery under the guidance of the Registrar/O.S.
- 9) To receive scholarship forms for Economical Backward Class students and the students belongs to SC, ST, NT, VJ, DT, OBC and SBC, submit the same to the Social Welfare department alongwith caste validity and other documents complete in all respect in the time limit prescribed by Director of Technical Education and Social Welfare department.



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- 10) To receive applications for Minority scholarship (Central and State Govt.) and submit the same to Director of Technical Education, Maharashtra complete in all respect in the time limit prescribed by Director of Technical Education.
- 11) To prepare merit list of all the students admitted to first year categorywise as required by Director of Technical Education, Maharashtra and submit the same to Director of Technical Education, Maharashtra for approval in a time bound manner.
- 12) To take regular follow up of approval of sanction to the EBC Scholarship, Scholarship from Social Welfare department and Minority Scholarship from Director of Technical Education till the sanctions are received and report the status to the Principal regularly.
- 13) To issue 'No Dues Certificate' to students promptly whenever they approach the section.
- 14) To issue transfer Certificate to students whenever they approach promptly ensuring that 'No Dues Certificate' are receivable from the students.
- 15) Typing all the letters pertaining to the section and at the time of emergency typing, other work assigned by office Supdt. and officers.
- 16) While interacting with students, past students, faculty and staff, he/she shall always behave courteously and extend all the assistance willingly.
- 17) To carry out any other duties assigned by the Principal from time to time.





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### **Sr.No.21**

### **Job Responsibilities of Junior Clerk**

- 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 appointment of staff, faculty and students with the Principal.
- 5) To fix appointment of the visitors with the Principal.
- 6) To keep inward and outward register of correspondence of the office of 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 take action on 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 Principal's office.
- 16) To prepare documents & files pertaining to the course co-ordinators.
- 17) To prepare and display notices, marksheets attendance sheets etc. pertaining to the course co-ordinators.
- 18) To prepare attendance records, letters regarding attendance, discipline and other activities pertaining to the course co-ordinators.
- 19) While interacting with students, past students, faculty and staff, he/she shall always behave courteously and extend all the assistance willingly.
- 20) To carry out duties assigned by faculty members from time to time.
- 21) To carry out any other duties assigned by the Principal and superiors from time to time.





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### **Sr.No.22      Job Responsibilities of Receptionist**

- 1) To attend Incoming and Outgoing Telephone calls.
- 2) To take note of important calls and convey the message to the concerned.
- 3) To Counsel students for admissions as per their requirements and maintain the record of the same.
- 4) To forward daily reports for information to the concerned authorities.
- 5) To maintain discipline and orderliness at the office of the Principal.
- 6) To make available Board room on request.
- 7) To make arrangements in the Board room for meetings.
- 8) To assess the requirements like stationery, snacks & tea and make the items available at the time of meetings in the Board Room.
- 9) To organise selection committee meetings and interviews.
- 10) To maintain visitor's book
- 11) To receive the visitor's courteously and guide them to the concerned authorities.
- 12) As and when required to do the work of typing.
- 13) To read all the printed materials in respect of Pravara Rural Education Society and related institutions thoroughly and convey the same to the visitors cheerfully and diligently.
- 14) To supervise maintenance and cleanness of the Executive wing.
- 15) Any other duties assigned by the Principal from time to time.



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### **Sr.No.23      Job Responsibilities of Accountant**

- 1) To maintain records pertaining to construction.
- 2) To prepare documents for submission of six monthly and annual audit.
- 3) To prepare budget estimate of the college for maintenance and take periodical review of the same.
- 4) To keep upto date all the requirements for submission to Shikshan Shulka Samiti.
- 5) To verifying bills of payment.
- 6) To check the monthly pay sheet of laborers employee for maintenance.
- 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 registers 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) Any other duties assigned by the Principal from time to time.



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### **Sr.No.24. Job Responsibilities of Accountants Assistant**

- 1) To collect fees, deposits and fines from students.
- 2) To maintain fee collection register.
- 3) To Maintain daily cash book and obtaining attestation of Accountant daily and Principal once in a week.
- 4) To write Ledger.
- 5) To follow up with Social Welfare Office for balance fee payment receivable and transactions with SBI treasury branch for cheque clearances.
- 6) To reconciliation bank statement and fees received.
- 7) To verifying bills for payment.
- 8) To maintain register for advance and ensure settlement of the advances.
- 9) To maintain all the files pertaining to department/sections duly numbered updated in all respects.
- 10) To prepare monthly pay sheet and payment to parties.
- 11) Settle journey claims and advances.
- 12) To prepare TDS statement and submit to Chartered Accountant.
- 13) To Type all the letters pertaining to the section and at the time of emergency typing other work assigned by Office Supdt. and Officers.
- 14) To report to Accountant for day to day work.
- 15) Any other duties assigned by the Principal from time to time.





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### **Sr.No.25. Job Responsibilities of Data Entry Operator**

- 1) To prepare documents pertaining to the Institute & Research Center as per instructions of Principal, HOD, Faculty & Office Supdt.
- 2) To prepare files pertaining to the institute.
- 3) To prepare documents & files pertaining to accreditation, as per instruction of the faculty.
- 4) To prepare documents & files pertaining to the course co-ordinators.
- 5) To prepare and display notices, marksheets attendance sheets etc. pertaining to the course co-ordinators.
- 6) To prepare letters regarding attendance, discipline and other activities pertaining to the course co-ordinators.
- 7) To maintain stationery account pertaining to documentation of the research Centre / Accreditation.
- 8) Any other duties assigned by the Principal, HOD, faculty & Office Supdt. from time to time



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### **Sr.No.26. Job Responsibilities of Sports Coordinator/Physical Director**

- 1) To plan and conduct sport activities in each academic year.
- 2) To motivate students to participate in various games and remain present on the ground always with the students.
- 3) To select students for inter University/Polytechnic Sports competitions and accompany teams while participating in such events.
- 4) To take practice of students for a games.
- 5) To organize inter institution sports competitions
- 6) To constitute students council and conduct meeting of the same every month.
- 7) To take regular rounds of the campuses and prevent such activities by students that bring bad name to the college/institute.
- 8) To work as a mentor for first year students.
- 9) To maintain discipline amongst students during sports and cultural events.
- 10) To assist the Principal in event managements.
- 11) To prepare budget estimate of the sports and Gymkhana section and put up the same for approval following proper procedures.
- 12) He shall make daily report to the Principal on the sports activities.
- 13) Any other duties assigned by the Principal from time to time.



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### **Sr.No.27. Job Responsibilities of Security Officer**

- 1) To remain present at their required destination as per their scheduled timing
- 2) To keep continues watch and vigilance of institute campus.
- 3) To take care of students, Staff cycle, motor cycle and other vehicle.
- 4) To keep record at incoming and outgoing materials /vehicle
- 5) To keep record of outgoing and incoming staff of the institution during office time.
- 6) To present entrance to the unauthorized persons in the premises of the College/Institute.
- 7) In case of theft and pilferages report the matter to the management and lodge FIR with the police if necessary.
- 8) If necessary check the entrants the campus and check the vehicles entering in the campus.
- 9) Any other duties assigned by the Principal from time to time.





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### **Sr.No.28. Job Responsibilities of Maintenance Supervisor (Hygiene & Cleanliness)**

- 1) To ensure cleanliness of all the academic and administrative and Hostel buildings and premises by deploying adequate number of dry and wet sweepers.
- 2) To ensure regular and neat cleaning of toilets, urinals and bath rooms provided in all administrative, academic and Hostel buildings and ensure hygiene by use of disinfectants and cleaning materials twice a day and avoid wastage of water.
- 3) To ensure adequate stock of cleaning materials and disinfectant by regularly indenting the same.
- 4) Take daily round of all the buildings and ensure that all the premises are maintained neat clean and hygienic at all the time.
- 5) To maintain lawns, gardens, trees and plants to keep the campus ecofriendly and prevent loss of water by leakage and carelessness.
- 6) To make a daily report to the principal on all aspects of maintenance, cleanliness and hygiene of the campus.
- 7) To dispose at solid and wet garbage daily at the assigned garbage disposal spots.
- 8) To deploy optimum number of healthy maintenance staff ensure that they carry out the assigned task diligently and make monthly report to the Principal regarding attendance for preparation of pay bills.
- 9) Any other duty assigned by the Principal from time to time.



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### **Sr.No.29. Job Responsibilities of Maintenance Supervisor (Civil)**

- 1) Maintenance supervisor (Civil) is fully responsible for ensuring adequate and dependable water supply to all the Administrative, Academic and Hostel buildings under the technical wing of Pravara Rural Education Society. He is also fully responsible for water management of the technical wing and its recycling and disposal of sewage water after proper treatment.
- 2) He is also fully responsible for checking the quality of drinking water regularly if necessary by entering into AMC's following proper procedure.
- 3) He is also fully responsible to check leaking of taps and water supply pipes and mains to prevent timely wastage of water.
- 4) He is fully responsible to maintain the solar water system in working condition by entering into AMC if necessary.
- 5) He is fully responsible to garden maintenance and keep the hedges and lawns properly trimmed.
- 6) He is fully responsible to undertake maintenance of buildings, leakages in roofs, electrical gadgets, fittings and fixtures and taking adequate safety measures.
- 7) He is fully responsible to prepare annual budget estimates for maintenance work.
- 8) He shall take regular inspection rounds and make a report daily to the Principal/Campus Director.
- 9) Any other duty assigned by the Principal/Campus Director from time to time.





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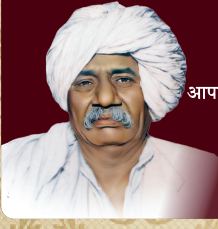
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### **Sr.No.30. Job Responsibilities of Store Keeper /Store Clerk**

1. The store keeper shall be fully responsible for safe custody and prompt issue of all the items of stores received by the College / Institute.
2. It is the responsibility of the store keeper to receive and store the items of store neatly on Shelves / Racks / Trays etc. provided for the purpose without causing damage.
3. The store keeper shall separate inflammable items, acids, alkalis, and like items separately from the general stores and store them separately.
4. It is the responsibility of the store keeper to provide fire lightning gadgets to the Store Room and keep it in operational condition.
5. It is the responsibility of the store keeper to receive all the store items procured by the College / Institute and ensure that they are the same for which orders were placed.
6. It is the responsibility of the store keeper, on receipt of the stores items to counter sign the challan and acknowledges the receipt of the stores items. In case of doubt he shall immediately contact the Principal / Vice principal, administration / HOD concerned and report the deficiencies and shall receive the delivery.
7. It is the responsibility of the store keeper to receive all the store items and enter them into G.P.R. thereafter classify and transfer them to the consumable registers / semi consumable registers / dead stock registers as the case may be duly authenticated.
8. It is the responsibility of the store keeper to issue the stores to the end users without delay.
9. The dead stock items received shall numbered before the same are issued to the end users.
10. All the stores items issued to the end users shall against the indents.
11. The Store-Keeper shall ensure that stores items are protected from pilferage fire, damage due to moisture, dust and insects.
12. It is the responsibility of the store keeper not to allow casual visitors and unauthorized persons in the stores.
13. It is the responsibility of the store keeper to be the custodian of following registers:
  - a) General purchase Register.
  - b) Dead stock register of furniture of the Class room, Drawing halls, Auditorium, Canteen and such other items of furniture which are not in the custody of Departments / Sections / Administrative wing etc.
14. Master record of all the dead stock registers / consumable registers issued to the departments / section in charge etc
15. Any other duties assigned by the principal from time to time.





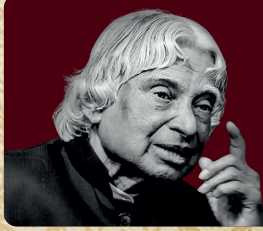
पद्मश्री डॉ. विठ्ठलराव विखे पाटील

आपण इथपर्यंत आलो आहोत, इतरांनाही आपल्याला पुढे न्यावयाचे आहे.  
आपल्या नशिबाने आपल्याला चांगले दिवस आले आहेत.  
भावी पिढीलाही असेच चांगले दिवस येतील याची काळजी घ्या.



LATE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)

**THINK GLOBALLY,  
ACT LOCALLY**



DR. A P J ABDUL KALAM

**BEAUTIFUL MINDS,  
CREATIVE MINDS &  
NOBLE MINDS OF LONI**



gulaskar art