

Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)
Role and Duties of Administrative Officers

Principal:

1. To govern, regulate and control the admission process of junior and senior college.
2. To publish educational calendar & brochure.
3. Preparation and submission of proposals of UGC and university and its persuasion.
4. To regulate the activities of star departments recognized under CPE.
5. To control all activities of boys and girls hostel.
6. To regulate and complete the process for selection of 'Shahubhushan' and 'Shahushri' awards.
7. To complete the sanction process of all types of leaves of employees.
8. To maintain the service books of all employees.
9. To facilitate the decision making process about in-disciplinary acts by any employee.
10. To regulate and control the activities of students council.
12. To control the purchase and other financial matters.
13. To regulate the proposals for sanctioning of posts of all employees.
14. To coordinate with management council and implementation of their decisions.

Vice-Principal:

1. Admission procedure of Arts faculty of senior college.
2. Verification of attendance report and daily teaching report of the teachers every month.
3. Communication of the absentee report of the students of arts faculty to their parents.
4. Semester wise planning and implementation of planning of curriculum, unit tests & semester end examinations.
5. Monthly feedback from students on Curriculum.
6. Sanction of the leaves of the arts faculty and non-teaching employee.
7. Preparation of information brochure and daily teaching report diary.
8. Preparation of the proposal of UGC and university.

9. Conduction of End Semester Examination, University Examination and other examinations.
10. Stock verification of various department and supporting units.
11. Control and maintenance of boys and girls hostel.
12. Various activities related to the Placement Cell.
13. To help the OSD about planning and implementation.
14. Maintenance of the records of in-disciplined students and taking the action.
15. Arrangement of educational tours of Arts faculty.
16. Selection of the student for "Shahushri" Award.

Vice-Principal:

1. Admission procedure of Commerce faculty of senior college.
2. Verification of attendance report and daily teaching report of the teachers every month.
3. Communication of the absentee report of the students of Commerce faculty to their parents.
4. Taking the action on the in-disciplined students of Commerce faculty.
5. Semester wise planning and implementation of planning of curriculum, unit test and semester end examination of Commerce faculty.
6. Monthly feedback from students on curriculum.
7. Responsibility of vehicle stands management.
8. Works related to drinking water, tap water and sanitation.
9. Involvement in the preparation of the information brochure and daily teaching report diary.
10. Implementation of activities relate to UGC-CPE star department.
11. Verification of daily cash back and involvement in the process of audit.
12. Control the various activities related to girl's hostel.
13. Arrangement of educational tours of Commerce faculty.
14. Controlling of activities of the students of Earn and Learn Scheme.
15. To help the OSD about planning and implementation.
16. Activities related to staff welfare fund.

Officer on Special Duty (OSD):

1. To prepare the proposals about general development of UGC 12th plan.
2. To prepare and send to the UGC the utilization certificates of different schemes.
3. To fulfill the queries of UGC.
4. To hold the responsibilities related to NAAC reaccreditation.
5. To prepare the circular and notices of UGC.
6. To hold the responsibilities related to DST-FIST, DBT and UGC CPE.
7. To hold the responsibilities of IQAC.

Controller of Examinations: Dr. O.V. Shahapurkar

The Controller of Examinations shall be responsible for the conduct of all examinations of the college. It is his/her duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters related with examinations. The Controller of Examinations in the execution of his/her office shall report to the principal periodically on the performance of his/her duties. The controller of Examinations should take earnest efforts to see that all examinations are conducted and results declared as per the scheduled academic calendar.

1. Controller of Examinations shall be responsible for the conduct of all examinations.
2. It is the duty of CoE to arrange the preparation, scheduling, evaluation and reporting of all the examinations.
3. To make payment of remuneration to question paper setters, examiners and all other contingent matters connected with examinations.
4. Direct control over the examination section, typographic section, reprographic section, confidential wing, examination store and records.
5. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.
6. Making necessary arrangements for the safe custody of office files connected with conduct of examinations, documents, certificates etc. under whom such documents are kept.
7. To convene the meetings of Board of Examinations, to issue notices to committees appointed by examination cell and conduct official communications.

8. To keep the minutes of the Board of Examinations and all committees appointed by the BoE.
9. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the college.
10. To take quick decisions as circumstances warrant with or without taking advice from examination cell.
11. To control over the space allotted for the examination section including that for centralized valuation.
12. CoE should ensure that the rooms, building, laboratories etc. are well in order / prepared to conduct the examinations.
13. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and grade card printing and distribution.
14. Preparation and printing of answer books for various examinations.
15. To make sure that the question papers are ready before the examinations are scheduled.
16. To make sure that forms relating to examinations are ready in time (Exam forms, Admit card, etc.)
17. All other task required time to time.

Head of the Department:

1. Workload allocation
2. Preparation of departmental Timetable
3. Monitoring daily attendance of departmental faculties
4. Execution departmental affairs like departmental infrastructural need.
5. To keep track on students progress through faculty.
6. Affairs related to the leave of teaching and non teaching of the department.
7. BoS Chairman and framing the curriculum
8. Collection of feedback curriculum from various stake holders .
9. Maintaining stock of the department.
10. Governs activities of students Association.

Registrar:

1. To assist the principal regarding financial matters.
2. To facilitate the audit of all departments.
3. To prepare the proposals and send to UGC.
4. To prepare the budget of the college and Sanstha.
5. To prepare the checks sanctioned against the voucher and to send to the concerned authorities.
6. To maintain and submit budgetary record of education society and submit to the Charity commissioner.
7. To maintain nine ledgers and cashbooks of college via software.
8. To make proposals for various scheme and avail the grants under various schemes of UGC and Government.
9. To remains present for meetings of Finance and Purchase Committee
10. To submit audited UC to UGC WRO and other apex bodies.

Office Superintendent:

1. As per the orders of Principal/Vice-Principal write notices/memo and other office work.
2. To organize meetings of various committee and bodies and keep the records of its minutes.
3. Accept and circulate postal documents to the concerned addressee via Principal.
4. To submit the record of roster of teaching and non teaching post to Joint Director yearly.
5. To maintain the personal file of the staff.
6. To make arrangements of interviews for the new recruitment and CAS promotions by bridging the gap between College, University and Government.
7. To keep the record of judicial and official matters and execute accordingly.
8. To maintain the record of RTI applications and provide the information as per the rules.

Principal