

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE INSTITUTE

Responsibilities of the Head of the Department/ Principal:

The Head of the Department/Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College.
2. Assessing reports of teachers.
3. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
4. Admissions of students and maintaining discipline.

Duties and responsibilities of Faculty

The Faculty of any Department shall be responsible for:

1. Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
2. Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry.
3. Student's activities as an adviser to literary, games, student associations, etc.
4. Administration which may be departmental and or institutional as member of some committee.
5. Professional activities i.e. involvement in professional and technical societies.
6. Continuing education activities both as an organizer instructor and as a participant.
7. He/she shall organize sports events for the students time to time.
8. Shall take care of sports equipments.
9. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
10. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Sports In-charge/Physical Director

1. He/she shall organize sports events for the students time to time.
2. Shall take care of sports equipments.
3. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
4. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Statutory committees of Institute

Anti-Ragging Committee

Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately
3. Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
4. Every squad in charge will brief all members of his squad about their duties / action regarding anti ragging.
5. In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of anti ragging committee.

Women Grievance Cell

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

Committee for SC/ST

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

Internal Complaints Committee

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

Alumni Association Committee

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

Duties and responsibilities of Head Clerk/ Equivalent Cadres

1. Head Clerk shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Head of the institute.
2. To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.
3. To ensure the prompt dispatch of letters.
4. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
5. To maintain calendar of periodical returns for incoming and outgoing, separately.
6. To attend to such other work that may be assigned to him.

Duties and responsibilities of Laboratory Assistants

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the In-charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the In-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to In-charge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.

9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

Duties and responsibilities of Laboratory Attendants

1. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
2. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
3. To render physical assistance to students and teachers in conducting practical and experiments.
4. To report about loss of laboratory equipment and other materials to his superiors.
5. To open and to lock cupboards, doors, windows and gates of laboratory.
6. To attend to delivery of letters connected with laboratory and its staff.
7. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the Laboratory.

Duties and responsibilities of Peons

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/ Head.
4. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
5. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
6. Serve drinking water to employees and to visitors, when required.
7. Any other work as may be assigned to him by the concerned officer from time to time.

Duties and responsibilities of Other Non-teaching staff working in the Institute

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned, from time to time.



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