



**Gramin Science Vocational
College
Vishnupuri, Nanded.-431 606**

***Statutory Declaration under Section
4(1)(b) of the RTI Act 2005***

Name of Organization : Gramin Science Vocational College,Nanded,
Address : Vishnupuri,Nanded. – 431 601, Maharashtra.
Website : www.gspm.org.in
E mail : principalgraminscience2006@gmail.com
Phone No : 02462 – 229119
Fax. No : 02462 – 229109
Secretary : Dr.V.S.Pawar
Chairman : Mr.Sanjay Pawar
Principal : Dr.Maqdoom Mohiuddin
HOD
Bio Chemistry : Dr.V.C.Jamdade
Hospitality Studies : Mrs.G.A.Patil
Food Science : Mrs.V.N.Sawant
Co ordinator IQAC : Mr.S.C.Maid

Working hours of the office:-

8.50 am to 4:50 p.m. - Monday to Saturday.

Lunch Time – 12.00 pm to 12.45 pm

Visiting hours for Public 9:30 am to 4:00 pm of every working day.

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

Authorities and Responsibilities of Principal :

Principal is the head of the institution. He is overall responsible for planning, coordinating and controlling allocating & supervising authority of the institute. He should ensure the regular working and developmental activities of every department in the institution. He should be solely responsible for administrative work, academic powers and financial powers of the institute.

Administrative :

He is responsible for

- i. Enforcing discipline and punctuality in staff & students lay down time to time.
- ii. Formulating and perusing proposals for institution and societal growth with higher authorities.
- iii. Maintaining close liaison with S.R.T.M. University Industry, employers of students and other concerned department.
- iv. Conducting yearly inspection of the offices and department.
- v. Arranging timely dispatch of all concerned returns to Government and other offices. eg. Income tax, Professional Tax, EPF etc.
- vi. Preparation and execution of plan to achieve targets set.
- vii. To make overall supervision of evaluation works by test checks.
- viii. To print brochure for the institute reflecting the status of the institute, containing rules and regulations regarding attendance, award of sessional practical marks, use of library, extracurricular activities, penalties for indiscipline, ragging, codes and ethics for staff, students & hostellers.
- ix. Hostel governance to be maintained discipline and its management.
- x. Maintenance of campus, building, estate work and staff residences etc.
- xi. Leaves of more than 4 days should be sanctioned by the principal.
- xii. Arranging and coordinating the meetings of:
 - i. Governing Body (at least 2 in a year)
 - ii. H.O.D.s (at least once in a week)
 - iii. Students Council (at least 4 in year)
 - iv. Grievance redresses committee (as & when required but at least 2 in a year)
 - v. Committee for restraining sexual harassment in the campus (as & when required but at least 2 in a year)
 - vi. Staff meeting (as & when required but at least 4 in a year).
 - vii. Meeting of Training & Placement cell (at least 4 in a year).
 - viii. Meeting with Rector (s) (at least 2 in a year).
 - xi. Discipline committee with senior staff 2 in a year.
 - x. Other meetings as per the requirements.
- xiii. Should ensure that regular and effective feedback sessions are conducted.
- xiv. Should arrange sessions for all effective implementation of "Maharashtra Prohibition of Ragging Act, 1999" at the beginning of the Academic year.
- xv. Taking all types of decisions, as per the directives from Management, Governing Body, S.R.T.M. University UGC, Government etc.
- xvi. He has power to issue warning, reprimands, & memos to the employees.
- xvii. To take disciplinary action wherever necessary against the staff and students.
- xviii. He should ensure the work related to Paper-setter, examiners, moderators, or any other persons connected with examinations is going smoothly and prevent malpractice in the examination.
- xix. He should be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving the document, etc. concerning his section.

Academic Coordinator :

Roles & Responsibilities :

1. Should distribute the load with concern of HOD for the forthcoming semester before beginning of Vacation at the end of earlier semester.
2. Should submit result analysis of unit test practice test to the principal within 7 days from the date of availability of the result sheet in department through HOD.
3. Should visit with HOD each concerned one theory class and one practical session at least once in a week and do the following :-
 - I. Verification of implementation of GP System / rule take necessary steps in case of discrepancy.
 - II. Understand the problems of the students and solve them.
 - III. Maintain the record in respect of the same.
4. Should conduct the feedback sessions of the department cases and ensure the compliance of shortcomings.
5. Should make alternative arrangement of load of absent teacher (s).
6. Should check and supervise uniform of the students.

7. Should take fortnightly review of defaulters in respect of attendance and accordingly display it on the notice board and convey their parents by telephone/letters/SMS through class coordinators.
8. Should ensure that letters be dispatched to the parents well in advance before start of the semester, informing the starting date of the semester along with fees details, if required from class coordinator.
9. Should ensure that the records in respect of curricular, co-curricular and extracurricular activities of department are maintained by Club coordinator.
10. Should Keep on receiving the syllabus completion and ensure that 100% syllabus is covered by related subjects of his/her department.
11. Result analysis of the Department should be submitted immediately, after declaration of the result by the board and take corrective steps for the poor result.
12. Should ensure completion of syllabus regularly and ensure 100% syllabus completion at the end of semester.
13. Rules for student leave-
 - i. For 2 days, leave to be sanctioned from class coordinator.
 - ii. For 3-4 days leave to be sanctioned from academic coordinator.
 - iii. For 4-7 days leave to be sanctioned from HOD.
 - vi. More than 7 days leave to be sanctioned from Principal.
14. Should ensure that all the subject teachers should conduct lectures with teaching aids only.
15. Should check CIAAN continuously in all respect.

Lab Coordinator :

Each head of the department should appoint laboratory coordinator and laboratory in charge.

Following are the roles and responsibilities of lab coordinator.

D) Roles :

1. Lab Coordinator should conduct meeting of lab in charge before start of semester and invite lab requirements and schedule for maintenance of lab required if any.
2. Lab coordinator should verify and ensure that 100% practicals will be conducted in each laboratory before start of semester.
3. Lab coordinator should check demonstration of all practicals from lab in charge well in advance before start of semester and report to HOD regarding completion of all practices or discrepancies if any.
4. Lab coordinator should ensure following tasks in each laboratory under his supervision :
 - a. Lab Time Table
 - b. Subject related chart
 - c. List of experiment
 - d. Entry register
 - e. Utilization certificate / history sheet.
 - f. Maintenance chart
 - g. Calibration required if any
 - h. Lab furniture
5. He should take initiatives for organizing training programme for lab assistance.
6. He should take regular feedback from students regarding regular conduct of practical from lab in charge.

Exam Coordinator :

1. Should ensure for smooth conduct of exam (i.e. unit tests, practice test, University Practical Examination.) and also check following tasks.
 - i. Time Table
 - ii. Syllabus for test.
 - iii. Invigilation schedule.
 - iv. Notice for staff and students.
 - v. Seating arrangement (Unit Test & PT)
 - vi. Before 3 days of date of examination printing of Question Papers must be ready in time.
 - vii. Along with the question paper model answer should be submitted, and it should be displayed before the end of exam.
 - viii. Evaluation of Answer sheet.
 - ix. Display of Marks
 - x. Submission of Marks to Academic Coordinator.
2. Oral/Practical Exam, bills should be submitted to stationary & billing Supervisor within 4 days after the last day of Practical / Oral examination.
3. Should submit test marks to the Academic-coordinator HOD within 4 days after completion of his / her subject test examination.

4. He is responsible for all exam work for smooth conduct of unit test & practice test.
5. He should co-ordinate University winter / summer practical examination in the department.
6. Question papers should be designed as per MSBTE norms.

Club - Coordinator :

1. Should form a body of department club every year and conduct various activities through club.
2. Should ensure about the smooth working of departmental wall paper.
3. Should ensure that at least 4 Guest lecturers / Expert lectures & 2 industrial visits arranged in a semester.
4. Should ensure that there is contribution from departmental students in respect of publishing / pr-esenting papers in National / International conferences / journals as well as their participations in various competitions. (like Quiz, poster).
5. Should maintain the records in respect of curricular, co-curricular and extracurricular activities related to students of his / her department are maintained.
6. Should ensure (EDP) Entrepreneurship Development programme, with the help of experts / Govt. bodies, is conducted once in a year with the help of T&P department.
7. Should arrange at least 4 aptitude test & 4 technical objective tests during each semester.

Class Mentor- Coordinator :

1. Should maintain the student's database in following forma :

Roll No.	Name of students	E-mail ID	Personal Contact No.	Parents Contact No. (Cell)	Parents Contact No. (Landline)	Address (Permanent)	Address Temporary
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2. Should convey progress to parents by sms / letter / telephone.
3. Promote students for participating in various activities like paper presentation, project competition, seminar, quiz competition.
4. Should arrange parents meet at least once in a semester.
5. Counseling & guidance to the students.
6. Should submit list of defaulter's students every month to the academic Coordination.

Subject Teacher :

1. Should collect following forma from class coordinator.

Sr. No.	Name of students	Permanent Address	Temporary Address	Parents Phone No.	Student Phone No.	E-mail ID
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2. Should participate in all quality improvement programs voluntarily.
3. Should assist higher authority in various Curricular, co-curricular and institutional activities as and when necessary.
4. Should assist in all educational programmes.
5. Should counsel Students as and when required.
6. Should assist in theory and practical examinations and shoulder all the responsibilities given for smooth conduct of examination.
7. Should shoulder any other administrative, academic or extracurricular duties assigned to him/her by the higher authorities.
8. Should suggest Inter-college, Inter-department and department expertise to the academic coordinator for enriching the knowledge of the students in the concerned subject. Further, he/she should maintain the record of all the activities done by him/her during the semester.
9. If a teacher is absent for some meeting, discussion etc, he/she should copy the notes from his/her colleagues diary in respect of discussion and decision if any.
10. **For casual Leave :**
Up to 3 days, leave should be endorsed from HOD
More than 3 days, leave should be endorsed from Principal.
11. Should present in campus for the prescribed working hours and should not leave the premises without the permission of HOD / Vice Principal / Principal.
12. Compensation leave must be sanctioned by the Principal.
13. Should reply in writing to the show cause notices given to him by the higher authority.
14. Should maintain CIAAN in all respect provided by institute. She/he should write syllabus in CIAAN in her/his own handwriting.

15. Must be ready for conducting one extra lecture at any time.
16. Should report the name of students absent for continuous two days to class coordinator.
17. Misbehavior of students should be reported to class-coordinator, HOD and depending upon gravity of the case Principal to put before disciplinary committee.
18. Should ensure that students are not attending the test or failed in the test should solve that test paper including optional questions thrice.
19. Should submit weekly test marks to the exam-coordinator within 4 days after completion of his/her subject University & practice.
20. Should prepare result analysis of his/her subject immediately, after declaration of the result by the University in duplicate and submit one copy to exam-coordinator and take corrective steps for the failure students.
21. Should be present at the door step of the class for minimum two minutes prior to his class. He/She should not leave any class before schedule.
22. Should not allow any students in the class room after his/her entry.
23. Should ensure that all the students are in complete uniform.
24. Should not at all permit to carry text books in the class. Only he/she has should refer his/her own notes and teaching aids.
25. Must use teaching aids while conducting the lectures.
26. Should verify the availability of books required for allotted subject and if any requirement, submit the demand through HOD to librarian.
27. Should ensure that University question papers of his/her concern subject are available in the library.
28. Should maintain at least 5 question papers of previous University examination.
29. Should develop resource material for effective teaching learning process.
30. Should ensure that separate files are prepared by the students for his/her subject and assignments write up at his/her home.
31. Should submit all the record completed in all respect to the head of department through academic coordinator after completion of semester.
32. At the beginning of the semester the subject teacher is supposed to perform all the practicals prescribed by the University, than he/she should submit the requirement of the equipment machinery & raw material of any deficiency.
33. Should first perform practicals of his/her concern subject with trail result, then only he should allow the students for performing practicals.
34. Should ensure that each student performs & complete 100% practical prescribed University.
35. Should help to Lab-in charge for preparing and displaying the required information related to laboratory.
36. Should make students assessment and evaluation on continuous basis as per University, norms. Evaluate the students work continuously & fill the preform accordingly.
37. Should conduct a revision of practical after each 4 practical's so as to carry out missed practical's for absent & weak students.
38. Should ensure timely submission of term-work by the students and for that purpose he/she should be strict in checking / signing the journals / tutorials, experimental write-up/assignments etc on regular basis.
39. **Should take action for late comers :**
 - For continuous 3 days late of students, should take written permission from HOD.
 - For more than 3 days late, should take written permission from Principal.

Laboratory in-charge :

Each head of the department should appoint Laboratory in-charge and Laboratory assistant. Duties of Laboratory in-charge and assistant is as given below.

D) Role :

1. Should display the list of Do's and Don'ts at appropriate place (s) in the laboratory.
2. Should display time table in the laboratory.
3. Must submit the requirements of the laboratory for preparing the budget with the help of lab coordinator to the HOD in time.
4. Should ensure that the concerned teacher (s) display the list of experiments on the laboratory notice board.
5. Should ensure that subject related charts, if any, be displayed on the wall of the laboratory in coordination with subject teacher.
6. Should prepare and display the chart giving details of equipment along with instrument in the laboratory.
7. Should display photocopy of great scientist related to the Laboratory / Department.
8. Should ensure that entry register for students are maintained at laboratory level and entries are made accordingly, in the same register this is apart from the attendance taken by the subject Teacher for practical.

9. Should maintain the register in the laboratory for recording the material issued other laboratory on temporary basis.
10. Should ensure that the equipment/apparatus/instruments/systems in all respect of his/her laboratory are in working condition. In case of brake down, immediate steps should be taken by him/her and be recorded accordingly for recovery break.
11. If maintenance of equipment/apparatus/instruments/systems is minor do it at own level and if major inform to lab coordinator.
12. Should maintain and keep updated record of DSR of laboratory.
13. Should ensure cleanliness and discipline in the laboratory.
14. Enhances the aesthetic look of the laboratory.

Librarian :

D) Role :

1. Librarian should ensure that library remains open from 9:00 am to 5:00 pm.
2. Librarian should ensure that the board giving up-to-date display of 'Library at a glance' is maintained in the library.
3. Librarian should ensure that circulation section (Issue/receipt) is working from 7.00 am. to 5.00 pm.
4. Librarian should compile the requirements submitted by the concern HOD.
5. Librarian should ensure that books/journals are available at proper places.
6. Librarian should ensure that timely subscriptions are being made for renewal of magazines, journals, etc. through the assistant librarian.
7. Librarian should ensure that entry registers are being made maintained in library including reading rooms and more effective use of the same is made by the students and staff through the assistant librarian.
8. Librarian should ensure that display of new arrivals, in respect of books and journals, at a separate place in the library.
9. Librarian should ensure that systems and reprographic facilities are in good working condition.
10. Librarian should ensure that syllabus and sufficient number of question papers of earlier University examinations in the respect of all the subjects are available in the library in subject wise files.
11. Librarian should display time table regarding issue/return of the book course wise at beginning of the semester.
12. Librarian should ensure that the students must be in college uniform or with permission from the authority for not being in uniform or those having receipt of the fine paid by one entertained in the library.

13. Librarian is responsible for following :

- 1) Planning & developing the library.
- 2) Orienting the users towards effective utilization of library services.
- 3) Cataloguing, indexing & classification of books & periodicals.
- 4) Computerization of library books & to maintain the book course wise.
- 5) The librarian should get audit of library once in the year by the institution committee.

14. The librarian is accountable to the principal.

- I. Checking at entrance.
- II. Control at the counter.
- III. Maintaining & upkeep of library, collecting & planning the book at the proper place.
- IV. Labeling & pasting.
- V. Repair / binding of books.
- VI. He/she will be present in the institute for working hours as may be specified by controlling authority.
- VII. He/she will work under the overall direction of the librarian.
- VIII. He/she keep the record of missing books, outdated books & dead stock.

Training and Placement Officer :

D) Role :

1. Training & placement officer should train persons for developing institute industry linkages and maintain good rapport with industries with the help of them.
2. Training & Placement Officer should maintain record in respect of academic performance of all the students of the college in format (s) required by the industries.
3. Training & Placement Officer should prepare database of industries of different industries.
4. training & Placement Officer should ensure that in house finishing school programs from our faculty/industrial experts be arranged for the students during vacation.
5. Training & Placement should ensure that proper coordination is maintained in respect of training & placement activities among all the department.

6. Training & Placement Officer should ensure that students are motivated for training in various industries and record is maintained accordingly.
7. Training & Placement Officer should engage at least one lecture for each class of second year and final year students each semester and should introduce the students to current market trend and their expectations from the fresher's, and should motivate them for personality development activities. He should maintain the record accordingly.
8. Training & Placement Officer should arrange and coordinate in house training activities for the students as well as staff for need based areas for from expert persons in industry / academics.
9. Training & Placement Officer should arrange EDP (Entrepreneur Development Programme) and EAC (Entrepreneurship Awareness Programm) with the help of experts / Govt. bodies, at least once in a year.
10. Training & Placement Officer should guide and motivate students for competitive exams.
11. Training & Placement Officer should ensure sufficient aptitude and technical test papers are available.
12. Training & Placement Officer should help in organizing industrial visits for students.
13. Training & Placement Officer should ensure institute profile and PPT presentation concerning the profile of college be prepared and maintained up-to-date for presentation to industry.
14. Training & Placement Officer should ensure that hospitality as per the culture and tradition of this institute is extended to guest coming for session or placement.
15. Training & Placement Officer should ensure that feed back is obtained from the employers about the working of our students and record should be maintained accordingly.
16. Training & Placement Officer should ensure that students are well prepared from the point of view of Aptitude Test, Technical Test, GD's, Personal interviews and presentation etc.
17. Training & Placement Officer ensure that proper notices regarding visit of companies and displayed, students are informed well in advance about the profile of the company visiting and their requirements, if possible.
18. Training & Placement Officer should prepare list of pass-out students, keep track of their progressive career, the record should be maintained accordingly.
19. Training & Placement Officer should ensure that one get-together of the ALUMNI of previous batch and one more get-together of ALUMNI of all the passed out batches' till date be arranged every year at appropriate location.
20. Training & Placement Officer should create and maintain the database of all the passed out students of the institute till date and from / enrich the ALUMNI.
21. Training & Placement Officer should ensure that the results of placement efforts displayed at proper places of the institute that catch the attention of the visitors.
22. Training & Placement Officer should prepare a report indication number of companies visited to the campus, number of student placed through campus, number of students absorbed in out fo the campus, the branch-wise and company-wise number of students placed in every academic year before the start of admission process.
23. Training & Placement Officer should ensure that students are motivated for reading English news Papers.
24. Training & Placement Officer should ensure that students are motivated to speak in English amongst themselves.

General Rules for all Staff :

D) Role :

1. All staff should ensure that each student in the campus is in college uniform; in case of discrepancy such students should not be allowed in class. Nobody (including principal) has power to allow students without uniform in the college.
2. Every teacher should ensure that students must speak in English in the campus, even while speaking with each other.
3. On the first working day of every semester, HOD should visit the respective classes and make announcement in respect of the above.
4. Staff numbers should adjust all kind of load related to him/her before going on leave.
5. For paper presentation in international conference abroad, liberal view is taken by the college to extend some financial assistance on case to case basis.
6. Staffs are motivated for paper presentation in State Level at National Level.
7. If a paper is published in an Inter-National Technical journal a cash prize of Rs. 1000/- be awarded per paper to the concerned staff along with appreciation letter.
8. If a paper is published in an National Technical journal a cash prize of Rs. 500/- be awarded per other outside to the concerned along with appreciation letter.
9. Every employee of the institute should ensure that no documentation file be shown to the suppliers / other outside person without permission.
10. Every employee will assist the principal in all spheres for smooth functioning of the institution.