

**POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES AS PER
CLAUSE 4(b) (2) OF THE RIGHT TO INFORMATION ACT 2005
Sl. No DESIGNATION POWERS AND DUTIES OF
OFFICERS/EMPLOYEES**

Sl. No	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	Principal	<ol style="list-style-type: none"> 1. The Principal of a college shall be in overall charge of the administration of a college. Policy matters are to be decided upon by the Governing Body. But details of implementation and day to day administration are to be done by the Principal. The Principal shall be accountable to the Governing Body for his/her performance. 2. The Principal, as the Secretary of the Governing Body, will call meetings of the Governing Body and place before the Governing Body all the facts and information for taking an appropriate decision. 3. The Principal shall be regular in his/her attendance in the college and shall be present, as far as possible, in the college during working hours. He/she will sign the attendance register to record the time of arrival and departure. 4. It is the duty of the Principal to be in overall charge of University examinations and admissions held in the college. The members of the Examination/Admission Committee will help the Principal in such matters. Under unavoidable circumstances, the Principal may depute a teacher in his/her place to carry on such duties. 5. The Principal shall check or cause to be checked the attendance of the teaching as well as non-teaching staff of the college. He must also ensure that the attendance registers of the students are properly maintained. A student who does not meet the percentage requirement for being treated as a regular student cannot be allowed to sit for the University examination. 6. Departmental meeting shall be regularly arranged by the Principal to review the progress of course coverage by the teachers concerned. 7. The Principal shall ensure that at least six meetings of the Teachers' Council are held in an academic year. 8. The Principal, with the help of the bursar, must see that accounts of the college are regularly maintained and audited. Financial irregularities, if any, must be brought to the notice of the Finance Committee for taking proper action. At least four meetings of the Finance Committee shall be held during a year. 9. The Principal must submit each year the list of the teachers in the college (subject-wise) along with their residential addresses to the Controller of Examinations for appointment of examiners in order to facilitate the publication of results of University examinations. 10. The principal shall see that the vacant posts are filled up without delay and due financial assistance is obtained and utilized. Papers related to promotion, fixation of pay, claim for retirement benefits etc., of the members of the staff are to be sent by the Principal to the appropriate authorities in time. 11. The principal shall ordinarily take not less than four periods of

		<p>class work in a week in his subject.</p> <p>12. Any other duty which may be assigned to the Principal by the Governing Body.</p>
2	Teachers	<p>A teacher shall perform the following duties, namely-</p> <ol style="list-style-type: none"> 1. to take allotted classes 2. to complete the syllabus prescribed by the concerned University well in time. 3. to perform invigilation work in any examination for any course of study taught in the college 4. to draw routines 5. to maintain the attendance of the students of the respective classes 6. to carry out assignment for such field work as may be necessary for the courses taught in the college 7. to conduct the practical classes as prescribed by the affiliating University and attend valuation work of the examination, as applicable 8. to assist the Principal with regard to admission of students 9. to undertake the internal assessment of students and 10. to evaluate answer scripts of students for any examination conducted by the Colleges and the University.
3	Librarian	<p>The Job responsibilities of the Librarian includes:</p> <ol style="list-style-type: none"> 1. to issue books to the teaching, non-teaching staff and students and collect it back 2. to maintain necessary records/registers, Cataloguing (Data entry), etc in the library. 3. to arrange for annual stock verification of the library book and

		<p>to send annual stock verification report to the concerned officers, etc.</p> <ol style="list-style-type: none"> 4. to monitor overall Library Management and General administration of Library 5. to help in allocation of library staff 6. to coordinate with the Library Committee 7. to help in reference services 8. to help in technology applications/Software in the Library 9. to plan new services for the Library 10. to make rules for the Library 11. to maintain discipline and cleanliness in Library 12. to prepare reports to auditors, IQAC, Principal 13. to provide Library Clearance 14. to help in correspondence – print & dispatch 15. to monitor in drafting, putting up notices on the Library Noticeboard 16. to monitor in displaying of new arrivals of books 17. to monitor for binding of books & journals from local agencies
4	Library Attendant	<p>The Job responsibilities of the Library Clerk includes:</p> <ol style="list-style-type: none"> 1. to issue and collect books, journals to the students and staff 2. to help in drafting, putting up notices on the library noticeboard 3. to help in preparing and displaying of new arrival list of books/journals 4. to help for binding of books & journals from local agencies 5. to purchase & distribution of Stationery items 6. to assist Librarian in acquisition work 7. to help in shelving of Books & dusting 8. to help in shelving of Journals 9. Any other work assigned by the librarian from time to time
5	Head clerk	<p>Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal. The Job responsibilities of the Head clerk includes:</p> <ol style="list-style-type: none"> 1. He/she shall be in charge of the college office and shall be responsible for its normal and smooth working. 2. He/she shall assist the Principal in the disposal of his duties and shall look after the day to day work in the college office as per the instructions received from the Principal from time to time. 3. He/she shall ensure and maintain proper co-ordination and follow up with the other office staff of the College. 4. He/she shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately. 5. She shall guide the members of his/her office. 6. He/she shall dispose of important cases where relevant regulations are clearly applicable. If the regulations are not clearly applicable, he/she would forward the case to the Principal for help. 7. He/she shall exercise constant attention on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him/her. 8. He/she shall inspect the racks and tables of assistants working under him and satisfy himself/herself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed of. 9. He/she shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the College Authority. 10. He/she shall attend to any other work assigned to him from time to time by the College Authority.

6	Senior Clerk	<p>The Job responsibilities of the Accountant includes:</p> <ol style="list-style-type: none"> 1. He/she will inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed. He/she shall help the bursar to prepare the budget estimates and prepare income and expenditure statements, maintain all accounts and get them audited. 2. He/she shall help in preparing salary bill and work 3. He/she shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Principal/Bursar and place before the College Finance Committee the financial position of the College such as its receipts, payments, Government grants and balance from time to time. 4. He/she shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books (or bank statements). He/she shall watch over the progress of the expenditure and receipt of fees and Government grants in time. 5. The Accountant shall carry out any other work entrusted to him/her by the Principal or Bursar from time to time.
7	Clerk	<p>The duties and job responsibilities of the Clerk includes:</p> <ol style="list-style-type: none"> 1. To assist the Head Clerk for clerical works as and when needed 2. To maintain the various registers related to college office 3. To verify the documents of the students 4. To distribute different documents like mark sheets, Identity Cards, registration certificate and examination admit card etc. to the students 5. To receive all kind of forms from stakeholders and papers for attestation 6. He/she shall attend to any other work assigned to him from time to time by the College Authority. 7. To provide information related to scholarship, stipend, admission, re-admission, examination programme and review process etc.
8	Peon	<p>The duties of the Peon are as follows:</p> <ol style="list-style-type: none"> 1. Carrying a file from one place to another 2. Stitching the files/Exam bundles. 3. Carrying and distribution of stationary and making envelopes whenever necessary. 4. Arranging of furniture. 5. Keeping the office files, furniture, etc. clean.

Format-4

Sl. No	Designation	Norms set by it for the discharge of its functions
1.	Principal	As Per The Government & Management Norms
2.	Teachers	As Per The Government & Management Norms
3.	Librarian	As Per The Government & Management Norms
4.	Library peon	As Per The Government & Management Norms
5.	Head clerk	As Per The Government & Management Norms
6.	Clerk	As Per The Government & Management Norms
7.	Peon	As Per The Government & Management Norms

The Following files are kept for the permanent record

Sl. No.	CATEGORIES OF DOCUMENTS
1.	Attendance Registers
2.	Leave Registers
3.	Letters Inward Registers
4.	Letters Outward Registers
5.	Service Book of all Permanent staff
6.	Cash Books
7.	Salary Disbursement Registers
8.	General Register
9.	Dead Stock Register
10.	Complaint Register
11.	Book Accession Register
12.	Return Book Register
13.	Prof. Issue-Return Book Register
14.	Visitors Book

Directory of permanent teachers & Staff

Sr. No	Name of the full time teacher	Designation	Name of the Department
1.	Dr. Smita D. Rane	Principal	Geography
2.	Dr. Vanita A. More	Assistant Prof.	Marathi
3.	Prof. Archana P. Kshirsagar	Assistant Prof.	Science

Sl No	Name of University Approved Teacher Staff	Designation	Department
1.	Prof. Santosh B. Barge	Assistant Prof.	English
2.	Prof. Bapurao B. Sonwalkar	do	History
3.	Prof. Yuvraj A. Kamble	do	Geography

Sl No	Name of permanent Non-Teaching Staff	Designation
1.	Smt. Archana D. Kamble	Librarian
2.	Shri. Vishal V. Patil	Head Clerk
3.	Shri. Santajirao K. Shinde	Senior Clerk
4.	Shri. Suhas S. Landge	Peon

Monthly Remuneration received by each of each of its officers and employees including the system of compensation as provided in its regulations

TEACHING STAFF

Sl No	Designation	Pay Band	AGP Pay
1	Principal	37400-67000	10000
2	Assistant Professor	15600-39100	6000

NON-TEACHING STAFF

Sl No	Designation	Pay Band	Grade Pay
1.	Librarian	15600-39100	--
2.	Head Clerk	6500-200-10500	--
3.	Senior Clerk	4000-100-6000	--
4.	Clerk	3050-75-3950-80-4590	--
5.	Peon	2660-60-3200	--

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER CLAUSE 4 (B) (12) OF THE RIGHT TO INFORMATION ACT 2005.

N/A

FORMAT-13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT AS PER CLAUSE 4 (B) (13) OF THE RIGHT TO INFORMATION ACT 2005.

N/A

FORMAT -14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4 (B) (14) OF THE RIGHT TO INFORMATION ACT 2005.

1. Attendance
2. Marks
3. Staff List
4. Students information

FORMAT -15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4 B (15) OF THE RIGHT TO INFORMATION ACT 2005.

1. Notice Board
2. Placement Office
3. Library – Students
4. Information on the T.V Monitor

FORMAT -16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER CLAUSE 4 (B) (16) OF THE RIGHT TO INFORMATION ACT 2005.

Sl. No	Name of the Public authority	Name and designation of the public information officer	Name and designation of the Assistant information Officer	Appellate Authority
1	Principal	Dr. SMITA DATTATRAY RANE	Dr. Vanita More	Commissionerate of Collegiate Education

FORMAT -17

SUCH OTHER INFORMATION AS MADE BE PRESCRIBED AS PER CLAUSE 4 (B) (17) OF THE RIGHT TO INFORMATION ACT 2005.

Certificate Courses
 Student's Welfare Programme
 Outreach Programme

Principal

