

ROLES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

1.0 SCOPE

As employees of the **Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology**, the administrative have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part-time staff members working either on time scale of pay or on consolidated pay attached to the Institute.

2.0 ROLES AND RESPONSIBILITIES OF STAFF

The Roles and Responsibilities of Administrative staff as per the various sections are defined that includes, general administration, budgets, accounting and finance related activities by finance section, establishment section, academic related matters, examination related matters, store & purchase section, library section, civil and electrical maintenance etc.

3.0 GENERAL ADMINISTRATION

a) Registrar/Administrative Officer Work

As **Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology**, is an Autonomous Institute, there are many statutory committees like Governing Council, Academic Council, Finance Committee, Board of Studies, and College Development Committee. etc. The work relating to these bodies include,

- i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority, Head of Institute.
- ii) Calling for subjects for inclusion in the agenda from the concerned Dean, compile them and seeking the approval of Head of Institute and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- iii) Sending agenda and notes to the members of various committees.
- iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- v) Maintenance of all important documents such as Memorandum of Association (MoA), Byelaws and carrying out changes/modifications as and when necessary, after approval by appropriate bodies, without destroying the immediately past versions.
- vi) Seeking the approval of/information to the UGC, AICTE, University and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Institute.
- viii) Maintaining all the employee records such as employee personal file, service book, and all other concern matters.
- ix) Communicating and putting up notes, unless or otherwise required.

b) Dealing with UGC and Accrediting Agencies

The responsibility of the administration includes,

- i) Initiating all necessary actions in time to get extension of the Autonomous Institute status since the conferment has to be extended after the expiry of the stipulated period.
- ii) Furnishing all returns called for by the UGC, AICTE, University and other bodies who has supervisory/overseeing powers with regard to the programmes offered by the Institute.
- iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute may decide to get.
- iv) Furnishing of compliance reports and providing the details called for by the agency.

c) Collaboration with other Universities

- i) All correspondences and pursuing actions relating to collaboration dealings with other Universities/Institutions/Industries in India and abroad.
- ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.
- iii) Keeping of all records relating to collaboration and following it up with the Deans/HODs of the Institute.
- iv) Looking after all other related activities pertaining to collaborations.

4.0 BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION**a) Budget preparation**

Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from the all the Departments of the Institute.
- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
- iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

b) Account keeping and compilation.

- i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- iii) Management of accounts receivables by taking prompt action to recover the amount due to the Institute.
- iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- v) Accounting of caution deposit of students and refund/adjustment as the case may be.
- vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- vii) Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
- viii) Recovery of Payment of category student's fee receivable from state government office.

c) Fund Management

- i) Investment of funds received from parent body (Sardar Patel Institute of Technology and Bhavan's) and from income realized from students as per the decision of the Institute.
- ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.
- iv) Keeping the funds received from FDP/seminar/conferences, various professional body such as CSI, IEEE, IETE etc. and all other activities.

d) Salary and wages

- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- v) Deduction of professional tax and remittance to appropriate authorities under the Income tax Act.
- vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.
- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

5.0 PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)

a) Recruitment of staff

- i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short-listed candidates to the appropriate selection committees constituted for interview and selection.
- v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

b) Service related matters

All matters relating to probation, regularization for all categories of staff promptly.

- i) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.
- ii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iii) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- iv) Maintenance of all service records of all employees and periodic updating.
- v) Matters relating to deputation of employees for higher studies in India or abroad.
- vi) All matters relating to deputation of faculty to attend conferences/seminars/workshops either in India or abroad.
- vii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

c) Retirement, severance and disciplinary action

- i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute.
- ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- iv) Issuing certificate/experience certificate only on completion of all formalities.
- v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.

6.0 ACADEMIC RELATED MATTERS

a) New academic programme

Processing of proposals received from the Heads of Departments and from others for starting new academic programmes in the Institute.

- i) Securing the approval of the Board of Management (Governing Council) after due examination in the concerned Board of Studies and Academic Council.
- ii) All correspondences relating to securing of approvals or furnishing of information relating to new programmes.

b) Admission of students

- i) Issuing advertisements calling for application for various programmes offered by the Institute and processing of applications.
- ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.
- iii) Verification of all certificates of students for validity before admission.
- iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

c) Maintenance of student records

- i) Maintenance of all information relating to every student pursuing programme in the Institute in proper form and to retrieve them as and when necessary.

- ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.
- d) **Scholarships, bank loan and research fellowships**
 - i) Issuing certificates to students to secure loan from Banks for pursuing education in the Institute.
 - ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
 - iii) Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students.
 - iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Institute.
 - v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.
- e) **Disciplinary action**
 - i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.
 - ii) Pursuing matters relating to cases filed by student in the courts to defend the Institute.
 - iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.
 - iv) Dealing on priority basis disciplinary action relating to ragging by students.
- f) **Student professional bodies**

All matters relating to student professional bodies such as CSI, IEEE, IETE, E-cell and others in the various Departments with regard to approval from administration.

 - i) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.
- g) **Issue of Transfer certificates & Hall tickets, etc.**
 - i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Institute after completion of programme/discontinuance the programme.
 - ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.
 - iii) Any other issues relating to students' academic activities.

7.0 EXAMINATION RELATED MATTER

As an Autonomous Institute, the responsibility for scheduling and conducting of mid and end semester examinations, declaration of results, distribution of mark sheets and degree certificates rest with the Institute. The duties and responsibilities of Controller of Examination include,

- i) Scheduling and conducting continuous assessment tests for all programmes. Assessment of the answer scripts to the Departments for evaluation and assign marks.
- ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
- iv) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.

- v) Printing and distribution of cumulative credit point average (CGPA) semester-wise to students of various programmes.
- vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
- vii) All correspondence to the University of Mumbai regarding award of degree.
- viii) Issue of transcripts to the students who wish to obtain higher education.
- ix) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.
- x) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.
- xi) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

8.0 STORES AND PURCHASE

a) Purchase of items

The duties and responsibilities under this item shall include,

- i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institute.
- ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- iii) Checking the short-listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties' concerned and final decision.
- iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.
- v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
- vi) Making arrangements for procuring record notebooks and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
- vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.

b) Stores stocking & distribution

- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record notebooks, other forms and registers required by the Institute.
- ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute.
- v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

c) Bills processing

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

9.0. CIVIL/ELECTRICAL MAINTENANCE SECTION

The Roles and responsibilities of maintenance supervisor, maintenance supervisor and electrician are responsible for general maintenance work throughout the Institute and Campus.

- i) Handle the Civil and Electrical maintenance of the Institute.
- ii) Manage the outsourcing staff for Daily Housekeeping and Cleaning supervision.
- iii) Manage the Staff for maintaining toilet blocks cleanliness.
- iv) Supervise cleaning staff for cleaning labs, classrooms, staff room, etc.
- v) Co-ordinate the setting up of different Labs, Classrooms, Seminar Halls, and Auditorium by shifting or making new furniture, Electrical and Network wiring and providing for required Infrastructure.
- vi) Supervise security personnel responsible for the entire Institute.
- vii) Monitoring the maintenance of Lifts.
- viii) Keeping a track and Renewal of Annual Maintenance Contracts.
- ix) Manage and finalize the Quotations for purchase and maintenance of Furniture, Air Conditioners, Water Coolers, Water Purifiers, Intercom, etc. as required by the Institute.
- x) Promptly attending day-to-day complaints regarding civil, plumbing and electrical works.
- xi) Maintenance of Fire Fighting System and its relevant documents such as O-Form.
- xii) Manage housekeeping staff, Electrician and Security Personnel.
- xiii) Manage the Staff for repairing and Painting work of building (External and Internal) as and when required.
- xiv) Maintaining a Complaint Book/logbook to resolve complaints promptly as early as possible (within 2 days).
- xv) Any other function assigned by the Head of the Institute.

The Supervisor and Electrician is responsible for the maintenance of Electrical Equipment's in the Institute.

- i) Handling complaints from different departments, which includes repairing or replacing electrical devices like Tube lights, Fans, and Switchboards, Power sockets for Projectors, Water Coolers, Air Conditioners, and Intercom etc.
- ii) Providing power supply for day-to-day activities and in various events of the Institute by switching ON generators and UPS, as and when required.
- iii) Regular Servicing and Maintenance of the generator, batteries, etc.
- iv) Maintaining electrical panel boards throughout the campus.
- v) Maintaining of logbook and resolving the complaints promptly as early as possible (within 2 days).
- vi) Any other function assigned by the Head of the Institute.

10.0 LIBRARY SECTION

To provide professional research, reference and consultation services for the institute and users, to ensure efficient library operations and administration and to effectively maintain the library and its materials. The librarian is responsible for performing a range of duties such as cataloguing library resources, maintaining library records, managing budgets, purchasing of Books which includes,

a) Library Policies and budgets

- i) Establish and implement library policies and procedures.
- ii) Manage the process for book selection and acquisition recommended by Faculty and student demands.
- iii) Prepare and administer the budget for the library and proper allocation of funds and monitor expenditure.
- iv) Determine and implement cost-effective and accurate methods for information retrieval.

b) Cataloguing library resources and Maintaining library records

- i) Develop, organize and maintain library collections to meet the demands of specific user groups.
- ii) Select, order and catalogue relevant publications and multimedia.
- iii) Carry out cataloguing and classification of all library resources.
- iv) Coordinate print and electronic subscription requests.
- v) Ensure a current and accurate inventory of library materials and maintain records and prepare statistical and analytical reports.
- vi) Assist users in the location of specific material and information.
- vii) Guide users regarding internet resources and train users in the discovery and management of information.
- viii) Respond rapidly and reliably to information requests through the use of all appropriate resources.
- ix) Conduct bibliographic searches to support user and organizational information needs.
- x) Review of catalogue entries of new books.
- xi) Issuing, Returning, and Reissuing of books to Students and Staff.
- xii) Maintaining fine/late fee Record details.
- xiii) Arranging a 20% Book bank scheme for Students.
- xiv) Arranging library committee meetings, drafting Minutes of the Meeting, maintaining records, etc.
- xv) Periodical stock checking of books.
- xvi) Sending reminder calls, letters to Staff and Students for an overdue period of books and No dues clearance to Students, faculty and Staff.

c) Connecting with External bodies, professional, users and suppliers

- i) Stay current with trends and developments by reviewing publications, attending professional events and receiving training from vendors.
- ii) Develop and maintain relationships with external bodies such as vendors and suppliers.
- iii) Promote awareness of research resources, library services and learning opportunities.
- iv) Ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources.
- v) Continuously in touch with the students and faculty to understand/assess their needs of

Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement.

d) Management and Availability of Hard and E-resources

- i) Ensures availability of previous year's question papers (semester-end examination), syllabus copies and Thesis /Dissertation /Reports of the Project on the Dspace portal and Institute Website.
- ii) Renewal and Maintenance of the Library software.
- iii) Maintaining the Library database backup.
- iv) Provides all the statistical information and reports about the library for various committees (NAAC, NBA, etc.) as per their requirement.
- v) Managing renewals of subscription of Journals and Periodicals.
- vi) Purchasing and maintaining of e-resources
- vii) Solving readers' inquiries and reference to the students about other libraries for their queries.
- viii) Updating and maintaining the library website.
- ix) Coordinating with various Departments for collecting Events Reports uploading and maintaining it on DSpace (Institutional repository).
- x) Organizing various activities to promote occasions like Marathi Bhasha Din, Yoga Day to develop a collaborative and vibrant reading culture among the students, faculties, and staff and many more activities.
- xi) Making sure the books are intact and in a good condition.
- xii) Arranging Book exhibition in collaboration with SPCE.
- xiii) Following the AICTE /UGC norms to maintain the library
- xiv) Maintaining the Internet Center Room for Students, to access system for their Research and Project work.
- xv) Coordinating with different Department to maintain Departmental Library.
- xvi) Any other work related to the library that may be assigned by the Head of Institute.

11.0 WORKLOAD

A full-time administrative staff should perform a minimum of 40 hours of work per week for the Institute on a 5-day week basis (minimum 8 hours per day). The Institute has the right to fix the working hours and days depending upon the exigency.

The 40 hours is only the minimum, but administrative staff is expected to devote more time to help authorities in connection with the conduction of examination, auditing, accounting, maintenance etc.