



### Code of conduct of AEC, Chikhli

#### **1. Chairman**

##### **Responsibilities**

- Monitoring the general administration of the college to ensure efficiency and good order of the college.
- Responsible for the overall expansion, growth, welfare of the people of the organization and provision of the resources needed for the same and carry out function of a chairman of various committees

##### **Authorities of the Chairman**

- Have the power to convey meetings of any of the authorities as and when he considers it necessary to do so and can carried out inspection at his level by appointing the concerned staff for administrative/finance
- Can take immediate action to be taken, he shall take such action, as he thinks necessary.

#### **2. Principal**

##### **Responsibilities of the Principal**

- The Principal shall be the Executive and Academic Head of the college.
- Have the work Including –Academic, Administration, Accounts and other sections of departments
- External agencies such as SGBAU, AICTE, DTE, Govt. of Maharashtra, UGC etc., has a communication channel via principal for fulfilling regulatory requirements
- Meeting with the Chairman and secretary in defining goals & objectives of Institute and design operational plan and organization to utilize available resources to achieve goals.
- Can interact with parents, students, staff and other stake holders of the institution for developing healthy ambience for trust amongst all stake holders
- Feedback to Chairman about the activity conducted in all with respect to academic and future plan for implementation.
- Monitoring the working of all the Deans as per their authorities.

##### **Authorities of the Principal**

- Assigning specific tasks to various employers of the college and constitute various committees for extra-curricular activities.
- Setting up a rule for disciplinary action against a student or an employee where required and accessibility to all documents pertaining to the institute such as confidential reports/appraisals, leaves for staff & section heads, academic calendar.
- Issuing orders under his provision and permission from authority regarding any type of purchases and orders.

#### **3. Dean (Academics)**

##### **Responsibilities of the Dean (Academics)**

- Monitoring of attendance of students at all levels in the college in coordination with HOD
- Organizing meeting schedule with the students and their parents/guardians about their academic performance including attendance by the HOD's.
- Enhancing the teaching techniques and its facilities.
- Guidelines for setting test paper, assignments, weight age for tests attendance and finalization of marks.

- Proposed of academic calendar and its approval from principal
- Analyzing university results, student's feedback and faculty performance, course completion, constituting stock verification committee and solve all academic discipline related issues on campus and Overall coordination of continuous evaluation components.
- Monitoring the activities for student counseling, redressal of grievances as carried out by HOD.
- Preparing Unit Test timetable as per academic calendar.

#### **Authorities of the Dean (Academics)**

- Attendance record from HOD's.
- Up gradation in Teaching techniques with due approval from Principal.
- Ensuring that minimum two units (as defined in the university syllabus) are covered in every unit test and standardization and quality of question papers of unit tests to be maintained.
- Displaying the final result after the complete process after finalization by unit test coordinator

#### **4. Dean (Administration)**

##### **Responsibilities of the Dean (Administration)**

- Assists with data organization from all assessments and develops strategies for improvement
- Works collaboratively with other officers to integrate educational initiatives and resources
- Assists in program implementation and curriculum development
- Assists in determining effective methods for the integration of curriculum standards, instructional strategies, and the developmental use of authentic assessment
- The Dean is expected to maintain the confidence of the Faculty.
- It deals with general directions from the university, and to percolate in Administration with the views of the departments on issues and plans.

##### **Authorities of the Dean (Administration)**

- The Dean shall maintain links between the Faculty and other Faculties. The Dean shall also establish and maintain links with other institutions and academic bodies, both provincial and national.
- The Dean shall support curriculum development and the initiation and development of new undergraduate and graduate programs in line with the University's overall programming objectives.
- High standards of teaching, methods of evaluating teaching effectiveness and grading practices shall be encouraged by the Dean.
- The Dean's position is a highly responsible one, requiring full-time attention. Also, Deans should maintain contact with their discipline during the term of office.

#### **5. Dean (R&D)**

##### **Responsibilities of the Dean (R&D)**

- Drive strategic planning and provide guidance across academic and research programs, fostering new and interdisciplinary research initiatives and collaborations.
- Set and confirm commitment to policies and regulations and take appropriate actions to ensure the University's commitment to compliance.
- Allocate facilities, space, equipment, IT services, and other resources to research personnel/projects
- Oversee graduate student funding, in particular with respect to graduate assistantships and fellowships on research and training grants

##### **Authorities of the Dean (R&D)**

- Foster and facilitate proposal development and promote interaction for large multi-disciplinary research opportunities

- Review and endorse proposals for submission with a particular focus on cost share, space and effort commitments
- Review terms of faculty employment (i.e. base salary, overall effort allocation) and communicate/document to faculty
- Identify effort reporting issues for which guidance is necessary
- With input from faculty, maintain practices that ensure compliance with regulations and policies
- Foster an environment that disseminates research knowledge consistent with applicable laws, regulations and policies
- Promote adherence to university regulations and policies

## **6. Librarian**

### **Responsibilities of the Librarian**

- Coordination with the staff and nonteaching associated with the library management and properly maintain the stock of all books, periodicals, manuscripts, journal, and electronics media in library equipments.
- Periodically validation of materials and develop more modernization facilities of central library.
- Ensuring proper implementation of the decisions taken by the Library committee and follow accordingly.
- To increase the interest in reading it is necessary to place the benefits of library among staffs and students

### **Authorities of the Librarian**

- Budget for library for mobilizing additional resources to meet the developmental expenditure of the college library.

## **7. Head of the Department (HOD)**

### **Responsibilities of HOD**

- To provide leadership & Motivation in both post graduate and under graduate courses in relevant field of specialization.
- To achieve departmental goals & quality objectives.
- To focus on effective teaching to students.
- To actively take part in monitoring and evaluation and promotional activities both at departmental and institutional level.
- Providing facilities to the faculty and students to develop resource materials and curriculum development.
- Deputing staff for external examination meeting for university practical.
- Deputing and actively taking part in various working committees.
- Up-gradation of old technology and increasing the quality of student projects through industry collaborations.
- Up-gradation of faculty and staff through trainings, development program.
- Working on the assignment given by the Principal.

### **Authorities of the Head of the Department (HOD)**

- To allocate teaching subjects to faculty.
- To assign 'incharges' to different labs, departmental libraries, computing and internet facilities, time table, conduction of unit tests / sessional exam and other departmental responsibilities, to faculty and staff members of department.
- To constitute departmental committees to monitor academic & administrative activities.
- To prepare departmental budget and execute the sanctioned amount for development as put in budget.
- To proposed the purchases and quotation under departmental requirements.
- To obtain performance appraisals of departmental staff.
- To identify training needs of departmental employees.
- Design and monitoring of class room teaching & lab teaching.

## **8. Professor**

### **Responsibilities of Professor**

- To carried out course work for higher level UG and PG classes;
- Providing leadership at both PG and UG courses in developing new curriculum in relevant field of specialization.
- To make students' assessment and evaluation at institutional level and university level.
- Developing resource material and laboratory development
- To maintain the overall discipline
- To approach for industry sponsored project
- To conduct student counseling and career guidance program
- To help in research and research guidance;
- To design and development of new project programs
- To monitor and evaluate academic and research activities.
- Participate in policy planning at the regional/national level for development of technical education.
- To promote entrepreneurship development and creation of employment opportunities.
- To execute the planning and execution of staff development activities
- To participate in community/extension services.
- Assist T and P department.
- To encourage the students in Co-curricular and extra curricular activities

## **9. Associate Professor**

### **Responsibilities of Assistant Professor**

- To provide Classroom Instructions -Teaching
- To enhance Curriculum development and developing resource material.
- To make Students' assessment and evaluation at institutional level and university level.
- To approach for industry sponsored projects.
- To maintain the overall discipline.
- To conduct research activities and Research Guidance
- To uplift education activities
- To keep abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publications, seminar, etc.
- Preparing project proposals for funding in areas of R&D work, laboratory development, modernization, expansion etc.
- To promote industry institute interaction.
- Helping HOD in framing policies, planning, monitoring of activities at departmental level.
- Providing guidance and counseling to students and help their personal, ethical, moral and overall character development.
- Participate in Community/extension services
- Assisting T and P department.
- Co-curricular and extra curricular activities.
- To maintain accountability

## **10. Assistant Professor**

### **Responsibilities of Assistant Professor**

- To provide Classroom Instructions -Teaching
- To make Students' assessment and evaluation at institutional level and university level.
- To develop resource material and help in laboratory development
- To maintain the discipline in the classroom, lab and campus.
- To Participate in Continuing Education Activity
- To develop through upgrading qualification, experience, and professional activities.
- Assisting in departmental and institutional administration
- Providing guidance, counseling to students to help their personal, ethical, moral and overall character development

- To promote industry institute interaction.
- To assist T&P department
- Participate in Community /Extension Services
- To Maintain accountability
- To participate in Co-curricular and extra curricular activities

## **11. Security Officer**

### **Responsibilities and Duties of the Security Officer**

- The Security Officer shall report directly to the Principal and shall assist the Principal in maintaining security of the college campus, and of its movable and immovable property.
- He shall perform such other duties and functions as may be assigned to him by the Principal from time to time.
- He shall be personally responsible for the safety of the staff/officers etc. and for the security of the college property.
- It shall be the duty of the Security Officer to see that no encroachment on the college property/Campus and buildings take place and that no unauthorized persons are allowed to enter the premises of the college.
- In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to take help of the state police.

### **Authorities of the Security Officer**

- All routine matters pertaining to the recruitment of security staff, their postings, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchmen from one place to another and to take the disciplinary actions, if any, against them.
- In case of major disciplinary action, the approval of the Principal shall be obtained.

## **12. Office Superintendent**

### **Job Responsibilities and Duties of the Office Superintendent**

- To receive any letter / notice and to put his/her initials and date of receipt and to record and pass on therein instructions wherever necessary for the guidance of staff working under him.
- To mark and to distribute the letters in the name of dealing assistants.
- To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./ AICTE/ Office of the Director of Education/Universities etc.
- To draft notes and deal with cases, which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers and give interim replies.
- To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Principal/Registrar, as the case may be.
- To issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
- To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- To inspect the racks and tables of assistants/and/or senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying indisposed off.
- To attend to such other work as may be given to him with the approval of the Principal/Registrar/Head of the Department.
- To maintain the muster roll of the members of the staff working under him and inform the Principal/Registrar about late attendance, absentees etc.
- To supply other relevant facts and figures and also papers pertaining to previous decisions or policy.
- To prepare monthly arrears report for perusal and guidance/instructions under the guidance of Principal.
- Any other work assigned from time to time, with the approval of the Principal/Registrar.

### **13. Finance Officer**

#### **Authorities of the Accounts & Finance Officer**

- The Finance and Accounts Officer shall be the Principal accounts and audit officer of the College. He shall work directly under the control of Principal.
- The Finance and Accounts Officer shall be the Member Secretary of the Finance and Accounts Committee.
- He shall have right to present, speak and otherwise take part in proceedings of the Governing Body on matters which have financial implications but shall not be entitled to vote.
- Exercise general supervision over the funds of the College and shall advise the Principal as regards the finances of the college.
- Keep watch on the state of the cash and bank balances, investments and on the progress of the collection of revenue and advise the Principal on the methods to be employed for collection
- Call for/ from any office, center, laboratory, departments of the college for any information and return that he thinks necessary for the proper discharge of his financial responsibilities

#### **Job Responsibilities of the accounts & finance officer**

- The Finance and Accounts Officer shall be appointed in such manner and on such terms and conditions of service and emoluments and shall exercise such power and perform such functions as may be laid down by the College rules and regulations.
- Ensure that the limits fixed by the institute for recurring and nonrecurring expenditure for a year not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.
- Get the Accounts of the college audited regularly.
- Ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipments and other consumable material in all offices, workshop and stores of the college is conducted regularly.
- Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Principal or competent authority.
- If any misappropriation is found, he will be solely responsible for it.
- To ensure filing of vouchers and papers and coordinate properly with cashier
- Takes all the credit information about payment of fees and remuneration by students from cashier and maintained it accordingly

### **14. Training & Placement In-charge**

#### **Job Responsibilities and Duties of the Training & Placement In-charge / Officer**

- The in-charge shall maintain a good liaison with industry in and around the place of the campus.
- The in-charge should conduct an annual survey of job requirement in the industries and service organization.
- The in-charge should arrange campus interviews, in-plant training and also arrange to get industries sponsored projects for final year students.
- The in-charge should create data bank of personnel, who are expert in their respective field from industries and invite them to the institution to deliver lecture for the benefit of students and staff members.
- The in-charge should create a data bank of Alumni who are placed in reputed industries and service organizations.
- The in-charge must help in organizing effective industrial training and field visit, for staff and students and render assistance to students in getting apprentice training and suitable placement in industries and services organizations.

### **15. Workshop Superintendent**

#### **Responsibilities of Workshop Superintendent**

- Planning, scheduling, organizing, co-ordinating and monitoring workshop classes and tasks of the college.
- Plan, deliver and evaluate theoretical and workshop instructions.
- Design, develop and test instructional materials and tasks for skill training.

- Manage the maintenance of equipment and tools in the work shops including preventive and breakdown maintenance, lay-down safety procedures.

#### **Authorities of Workshop Superintendent**

- The workshop Superintendent shall be under the Head of the Department of Mechanical Engineering.
- He is the head of all the workshops in the college and is responsible to the Head of the Department of Mechanical Engineering in all matters concerned to human resource, materials and machines and maintenance in workshops and services to various departments as per application received.
- To Plan and organize staff development programs for workshop staff.
- To participate in professional development activities.

### **16. Receptionist**

#### **Job Responsibilities and Duties of the Telephone Operator/ Receptionist**

- To operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board.
- Follow up the payment of telephone bills.
- Maintain records of the outward calls attended.
- To ensure that no unofficial local/trunk calls are made without prior permission of the principal
- Carry out any other work as assigned by the concerned officer from time to time.

### **17. Laboratory Assistants**

#### **Job Responsibilities and Duties of the Laboratory Assistants**

- To assist students and teachers in conducting practical's and experiments.
- To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
- To assist the In-charge of Laboratory in purchase and procurement of laboratory materials.
- To assist the In-charge of Laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- To report about breakages/losses in laboratory, to his superiors.
- To report to In-charge of laboratory about misbehavior inside the laboratory.
- To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- To attend to such other duties as may be specially brought to his notice with the approval of the Head of the Department.
- Carry out any other work as assigned by the concerned officer from time to time.

### **18. Laboratory Attendants**

#### **Job Responsibilities and Duties of the Laboratory Attendants**

- To clean laboratory and to keep laboratory materials including apparatus and equipments in proper place.
- 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.
- To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemical and other materials.
- To provide assistance to students and teachers in conducting practicals and experiments.
- To report about faulty laboratory equipment and other materials to his superiors.
- To open and to lock cupboards, doors, windows and gates of laboratory.
- To attend to delivery of letters connected with laboratory and its staff.
- To attend to such other duties which are assigned to him by the laboratory staff, with the approval of In-charge of the laboratory.

- Carry out any other work as assigned by the concerned officer from time to time.
- Serve drinking water to employees & visitors.

## **19. Peons**

### **Job Responsibilities and Duties of the Peons**

- He should open and close the windows and 'switch on' and 'switch off' the fans and lights of the H.O.D. cabin at the opening and closing time of office and as and when required.
- Perform 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.
- Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officers/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
- Carry messages, papers, registers, files, circulars, bags etc., from one place to another inside or outside office as the case may be.
- Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
- Carry out any other work of similar nature, which the Officer in-charge/Section Officer/Principal/Office Superintendent, may instruct.
- Serve drinking water to employees and to visitors, when required.
- Outward letters including letters by hand delivery.

## **20. Instructor**

### **Job Responsibilities and Duties of the Instructor**

- The instructor is responsible to the Workshop Superintendent in all matters connected with the workshop instruction, proper utilization of men, materials and machines and maintenance of shops assigned to him.
- Accounting of raw materials tools and instruments.
- Planning, scheduling, organizing, coordinating and monitoring workshop instruction and tasks.
- Arranging for the issue of raw materials, tool and equipments for the workshop jobs.
- Plan, deliver and evaluate theoretical and workshop instruction.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- Arrange for preventive and breakdown maintenance.
- Assist the Workshop Superintendent in certain functions as and when necessary.

## **21. Hostel Warden**

### **Job Responsibilities and duties of Hostel warden**

- To maintain peace and harmony in Hostel.
- To take necessary steps in order to reduce and eliminate the ragging of first year students.
- To take rounds in hostel regularly.
- To coordinate the actions, duties and performance of Wardens by calling the meetings of wardens once in a fortnight or as and when it is found necessary.
- To call an urgent meeting in ragging cases and ensure that culprit is punished, immediately after carrying out investigations.
- To take all the necessary steps to avert any untoward incidence in the hostel/campus.
- To see that the complaints of the students are properly looked after by the concerned department/person.
- To communicate about the indisciplinary acts of the students and action taken to his/her parents immediately.
- To see that non-hostellers do not stay in hostel.
- To maintain in-out record of students.



- To carry out hostel admission process.
- To take care of hostel maintenance, specifically the requirements of students.
- To resolve the issues related with Wardens.
- To inform the hostel activities, indisciplinary etc. to the Principal time to time.