



**KONKAN GYANPEETH
COLLEGE OF ENGINEERING KARJAT**

(Approved by A.I.C.T.E. - New Delhi & DTE Govt. of Maharashtra State,
Affiliated to University of Mumbai)

📍 Konkan Gyanpeeth Shaikshanik Sankul, At. Vengaon Road, Dahivali / Parade,
Post - Tiware, Tal - Karjat, Dist.Raigad 410201 M.S.(India)

☎ Tel : (02148) 22 25 80 / 22 37 68

✉ Email : kgce@vsnl.net, kgce2009@gmail.com website : www.kgce.edu.in

Smt. Anupama Dharkar Wangdi
Chairperson

Capt. Sariputta Wangdi
Vice Chairman

Shri P. V. Shringarpure
Secretary & CEO

Shri. Z. A. Dabhiya
Treasurer

Dr. M. J. Lengare
Principal

KGCE/AQAR/2018-2019/Cr-7

Date-28/11/2019

Criteria 7.1.5	Human Values and Professional Ethics
Response	1. Copy of Institutional Human Resource Policy

P.P.P.
Criteria-7 Co-ordinator
(Prof.P.D.Pulekar)

Govankar.
IQAC-Co-ordinator
(Prof.G.S.Darvankar)

Lengare
Dr.M.J.Lengare
Principal
Konkan Gyanpeeth
College of Engineering
Karjat 410 201
(Dr.M.J.Lengare)





Human Resource (HR) Manual

This Human Resource (HR) Manual is the property of Konkan Gyanpeeth College of Engineering, Karjat, Dist.- Raigad. This document is not for general distribution and the content of this document shall not be disclosed to any unauthorized person outside the Konkan Gyanpeeth family.

Document Revision History:

Year	Prepared By	Reviewed By	Revision	Approved By
2018-19	Prof. V.K.Gajre (Asst. Prof.)	Dr. M. J. Lengare (Principal)	First	LMC of KGCE, Karjat
	Prof. R. V.Sangle (Asst. Prof.)	Prof. R.P.Narkhede (Vice Principal- Admin.)		
	Prof. P. B. Lad (Asst. Prof.)	Prof. G. S. Darvankar (Asso.. Prof.)		



Objective

This Manual is to discriminate policies and procedures that will govern the management of personnel involved at different levels in the Institute. These policies and procedures extend from the recruitment of the different categories of employees, defining their roles and responsibilities. This Manual also defines the terms of employment and conditions of service of employees engaged for different post. The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning.

It is expected that employees strictly adhere to the rules and regulations spelled out in this document. The management reserves the rights to change/modify the policies as and when necessary and apply their discretion in specific cases.

Konkan Gyanpeeth Trust



1. Introduction

1.1 About Trust:

Konkan Gyanpeeth has come into existence about 28 years ago out of the vision of **Late Hon. Prabhakar (Appasaheb) Narayan Dharkar** (Aeronautical Engineer from U.K. and Ex. Minister of Government of Maharashtra). It was setup as a public charitable trust registered under the society Act 1860 and The Bombay Public Trust Act 1960 on 30th September 1989 having registration number F-13395.

The primary aim of Konkan Gyanpeeth is to provide quality education at affordable cost to the society and economically backward community in the vicinity of Karjat, Dist-Raigad with special attention to female education. Konkan Gyanpeeth made humble beginning through Karjat College of Arts, Commerce and Science and Uran college of Arts and Commerce in the year 1989. In the following years it grew bigger and launched Konkan Gyanpeeth College of Engineering in 1994 and Rahul Dharkar College of Pharmacy and Research Institute in 2006 at Karjat.

It caters to educational needs of more than 3000 students every year. Konkan Gyanpeeth provides access to education in various spheres such as social, political, economic, scientific and technical area by maintaining conducive and learning atmosphere with a perspective to acquire the present day wisdom.

The campus is spread over 33 acres with spacious buildings, well equipped laboratories, good library with e-resources, hostel and modern gymkhana. The trust is continuously striving to provide quality education and infrastructural facilities to our students. This



been made possible through the support of motivated, experienced and dedicated faculty and staff members.

1.2 About KGCE:

Konkan Gyanpeeth College of Engineering, Karjat came into existence about 25 Years ago out of the dream of Late Hon. Prabhakar Narayan (Appasaheb) Dharkar, Ex-Minister of Maharashtra Government.

The institute has situated on hill slopes amidst the Sahyadri ranges that maintains fresh atmosphere with panoramic view of surrounding which remains green in all seasons. The self-financed institute approved by AICTE, New Delhi and affiliated to University of Mumbai was established in the year 1994 with sole aim of providing quality education to the student of rural area nearby Karjat, District-Raigad in the field of Engineering and Technology. The campus sprawls in 19.32 acres with built up area of 17,718 Sqm of area with independent building. The institute offers undergraduate degree programs in Academic year 2017-18 for six disciplines viz. Computer Engineering, Electronics & Telecommunication Engineering, Mechanical Engineering, Information Technology, Instrumentation Engineering, and Production Engineering.

The each discipline has separate infrastructure for the laboratories of major subjects as prescribed by University of Mumbai. The Institute has been achieving its objectives by providing well laid campus, good infrastructure, and qualified and experienced faculty members. The institute maintains conducive and learning atmosphere for the students. The student support facilities such as boys' and girls' common room, bus transport, hostel and large playground for outdoor sports, gymkhana, canteen, internet lab are available with the institute. The student grievances are addressed in person through committees of Grievance Redressal, Anti-ragging and Women Internal Complaint Committee/Women Development Cell. The institute promotes leadership qualities of student by organizing various sports and cultural events in Spring Fiesta annual function.



Training and Placement Cell takes care of skill development through training programs and organizes placement drives on-campus and off-campus. The students are encouraged to participate in extension activities through institute NSS cell in the neighborhood community in terms of impact and sensitizing students to social issues.

1.3 Vision/Mission:

1. Institute Vision:

To evolve as an institute that will produce eminent Graduate Engineers with social sensitivity.

2. Institute Mission:

To impact the total quality technical education at undergraduate level by

- Providing good governance and best teaching and learning practices. Maximizing academic excellence and placement opportunities for students.
- Interacting with industries for mutual benefit.
- Striving for economic wellbeing of local community and the region.

1.4 Quality Policy:

To promote leadership in technical education by imparting quality teaching learning practices as per growing needs of society.

Moto:

Committed for Quality Education and Successful Career-Since 1994

1.5 Core Values (i-Create):

- **Integrity:**
We are obligated to promote the higher standard of integrity with honesty by ensuring that the academic performance is evaluated reliably and rewarded fairly.
- **Commitment:**
We are dedicated to meet the needs of the communities we serve.



- **Respect:**
We recognize the expertise of all members of the community and encourage individual contribution.
- **Excellence:**
We strive to develop and pursue higher standards in the practices.
- **Accountability:**
We take full responsibility of our actions and are accountable for them.
- **Team work:**
We focus on clear team purpose, proper communication, empowerment so the team can lead them and finally makes sure that there is commitment to the goal.
- **Equality:**
We emphases to create an atmosphere where everyone is appreciated and judge based on their contribution and performance rather than gender, religion, physical abilities, race, sexual identity or socio economic condition.



2. Employee Classification and Service Rules

2.1 Classification of Employees:

Employees are broadly classified as:

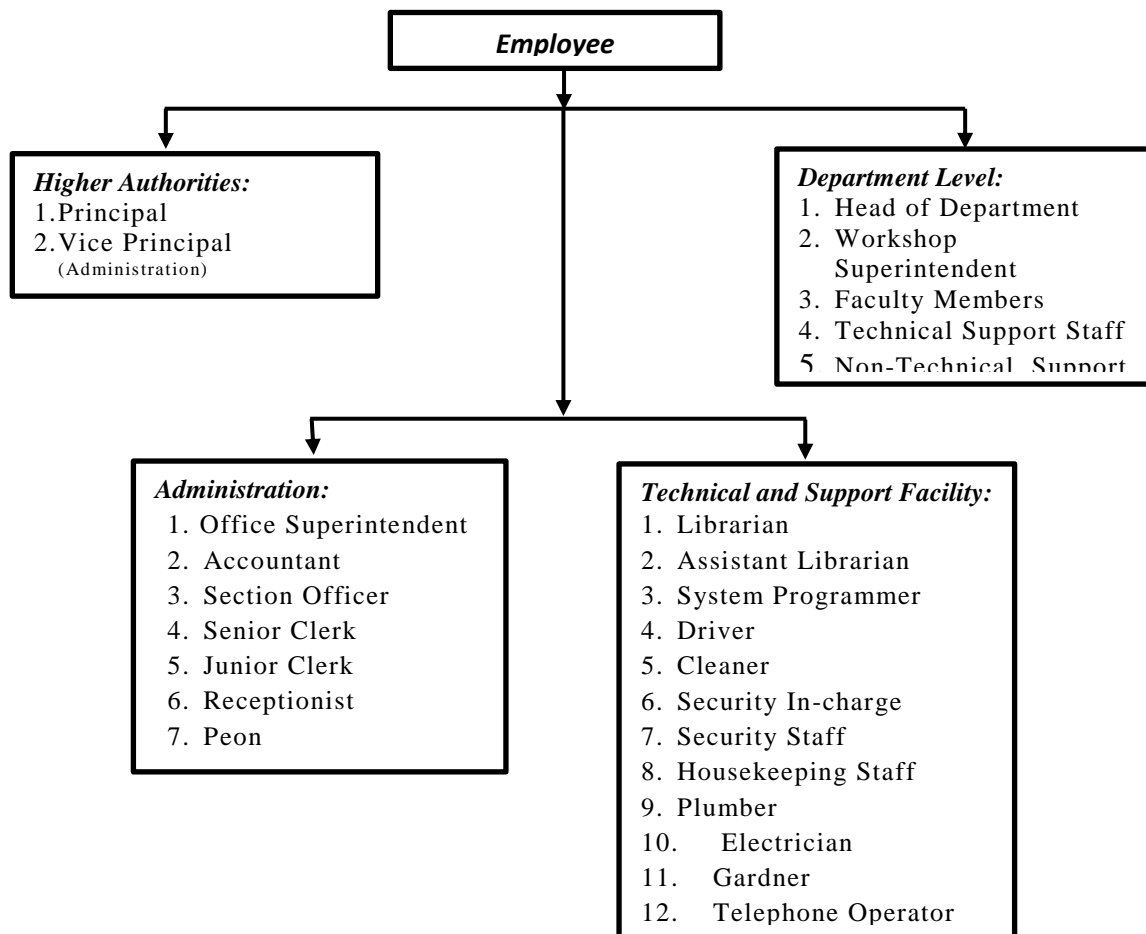


Figure No.1: Classification of Employees



2.2 Hierarchy of Reporting:

Reporting by different employees to higher authorities shall be according to the table below:

Table No.3: Hierarchy for reporting of Employees

Staff	Reporting Authority
CEO & Secretary	Chairperson
Treasurer	Chairperson
Principal	CEO & Secretary/ Treasurer
Vice Principal (Administration)	Principal/ CEO & Secretary
Vice Principal (Academics)	Principal/ CEO & Secretary
IQAC Coordinator	Principal/ LMC
Academic Council Coordinator	Principal/ LMC
Examination Cell In-charge	Principal
Head of Department	Principal/ Vice Principal (Academics)
Training & Placement officer	Principal
Office Superintendent	Principal/ Vice Principal (Administration)
Librarian	Principal
Institute Level Committee	Principal
Faculty Members	Head of the Department
Technical Support Staff	Head of the Department/ Lab In-charge
Administrative Staff	Office Superintendent/ Vice Principal
Non-technical Support Staff	Head of the Department/ Respective In-charges
Store Officer	Principal
Stores Staff	Stores In-charge
Library Support Staff	Librarian

In absence of reporting authority as defined above, the staff members shall report to next nominated person in-charge.



2.3 Faculty Position and Teaching Load:

The following table shows Faculty position and teaching load for a program of intake capacity 60:

Sr. No.	Designation	Required Positions	Teaching load in Hrs
01	Professor	01	08
02	Associate Professor	02	12
03	Assistant Professor	06	16

- **Cadre Ratio:** As per AICTE norm the cadre ratio is 1:2:6.
- **Teacher Student Ratio:** As per AICTE norm the cadre ratio is 1:20.

2.4 Technical Support Staff Position:

The desirable ratio of Technical Support Staff (Lab/ Technical Assistant) should be one lab assistant for two labs.

2.5 Non-Technical Support Staff Position:

The recruitment for **Non-Technical Support Staff** comprises all staff except technical support staff. It comprises Office Superintendent to Peon recruitment. The required position of this category staff is as follow:

- Registrar/Deputy Registrar/Assistant Registrar: 01.
- Office superintendent: 01.
- Section Officer: As per office requirement with the recommendation of Principal and LMC.
- Librarian: 01
- Library Assistant: As per Library requirement with the recommendation of Principal and LMC.



- Clerk/Junior Clerk: As per various sections/ programs requirement with the recommendation of Principal and LMC, number of post can be created.
 - i. For office it is as per the requirement and with the recommendation of LMC.
 - ii. Each program, library, Student supports and store may have one clerk for departmental office.
- Other than above essential posts other category of the posts can be created with the recommendations of Principal & LMC.

2.6 Working Hours:

The working hours for Institute are as follows:

Table No. 2.2: Working Hours:

Days	Classes	Particulars	Time	Lunch Break
Monday to Friday	First year and Final Year	Faculty, supporting staff and students	8.30 am to 4.00 pm	As Per Time table
Monday to Friday	Second year and Third Year	Faculty, supporting/ administration staff, and students	9.30 am to 5.00 pm	As Per Time table
Second and Fourth Saturday	-	Faculty, supporting/ administration staff	9.30 am to 4.30 pm	12.30 pm to 1.00 pm

Management enjoys the right to shift to a different pattern for working days and working hours. Any change in the Class and Office timings shall be notified to the respective staff.

2.7 Discipline:

- **Uniform and I-card:** The supporting staff should wear uniform on all working day. If any particular staff member is found not wearing uniform, disciplinary



action is taken against him/ her. Initially verbal warning is given to the staff member. If repeated incidences occur then written letter is issued to him/her.

- **Reporting on duty upon arrival:** All employees shall be at work at the time and place assigned to them. Every day employees are required to register their attendance in the Attendance Muster as well as Biometric system in the morning and in the evening.
- **Late arrival:** Employees are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy). For 3 late arrivals one day leave is considered.
- Normally permission for coming late is granted only for one hour. The request for permission in writing shall be submitted to the Principal through the concerned HOD on the previous day itself and shall be availed only after getting prior approval from the Principal
- **Leaving the campus before time:** Employees are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and their regularities are reported to the administrative office.
- **Punctuality:** In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in *full spirit and dedication*.



3. Role and Responsibility of Employees

- **Principal:**

Principal should act as a link between management, employee and students. He/she shall advice the management and LMC in all educational, financial and administrative matters of the institute.

Authorities:

1. To conduct meetings of various committees for better Liaison and coordination in academic, administration and Finance etc. and to exchange the ideas with Trustees and members of LMC.
2. To assign duties, authorities and responsibilities to Vice-Principal (Administration), Vice Principal (Academics), Head of the Departments, Faculty Members, Administrative Office Staff, Technical and other Supporting staff.
3. To decide funds allocation for departmental academic activities, promotion of Research & Placement activities, Infrastructural development, various recurring and non-recurring expenditure.
4. To prepare of short term yearly budget and decide the allocation of funds for budgeted expenditure among different heads.
5. To take measures for enhancement of the academic standards of the institute.
6. To supervise, guide, monitor, co-ordinate and control various functions of the administrative and Institute level committees.
7. To execute any other work assigned by management.



Administrative Responsibilities:

1. To decide Vision and Mission of the institute.
2. To prepare a development plan of the institute in accordance with the Vision, Mission, goals & objectives.
3. To recommend allocation of budget for the departments as requested by the HOD's and committee coordinators to LMC.
4. To execute recruitment process of Faculty and supporting staff members in consultation with the management.
5. To comply with the requirements of the University, DTE, State Government, AICTE rules, regulations & norms
6. To represent the institute in various state and regional bodies, societies, councils as required.
7. To supervise, monitor & control routine administration of the college.

Academic Responsibilities:

1. To monitor and conduct academic activities of institute under the guidance of management and assistance of vice principal (academics) and HOD's.
2. To guide, Monitor & control the student's academic, curricular, co-curricular, extra-curricular activities enabling their overall professional development.
3. To plan and take necessary actions for improvement of results and student performance.
4. To act and support activities so as to have placement of students in reputed industries, organizations and also to encourage students for higher studies.
5. To promote industry institute interactions and research activities.
6. To take institute and faculty feedback and accordingly take the remedial actions.

• **Vice Principal (Administration)**

Authorities:

1. To regulate the work and conduct of the staff in accordance with the Act, Statute, Ordinance, Rules and Regulations.



2. To assess and evaluate the performance of non-teaching staff and sections. Take required measures to regularize and improve the working of the college.
3. To issue warning, reprimands, memos to the employees subject to approval of the Principal.
4. To exercise such other power and perform duties those are prescribed by the Principal and Management time to time.

Responsibilities:

1. To deal with the work of institute affiliation and approval with all statutory bodies like AICTE, DTE, and University, Staff recognition and procedure of appointment.
2. To Prepare and submit proposals to AICTE for financial Assistance Schemes, additional courses and variation in intake
3. To maintain the enquiry service for students, staff and also for visitors to the college regarding courses being conducted admission rules and such other allied matters of important nature.
4. To deal with all other service matters of employee and maintain service records such as service books, personal file etc.
5. To issue all routine certificates to students other than leaving certificate.
6. To watch Accounts, Audit, assessment work of Maintenance record and other Grants documents and to keep check on Accounts of the institute.

• **Vice Principal (Academics):**

The Vice Principal (Academics) will act in consultation with Principal for overall academic development of the Institute.

Authorities:

1. To prepare academic / event calendar for the institute and approve the time tables of various programs.
2. To disseminate syllabus changes as prescribed by University and approve the faculty requirement for the program.



3. 3. To coordinate with Principal, Head of Departments, Academic council, Faculties, Students, Parents for appropriate information and activities.
4. 4. To recommend the disciplinary actions for faculty, staff and students to Principal.
5. 5. To review the academic process by supervising attendance of lectures, verification of files, student interaction, and faculty interaction.

Responsibilities:

1. To assist the Principal in design, development and implementation of institutional academic policies.
2. To propose, design and suggest the activities for the improvement in teaching-learning process, academic strategy.
3. To perform monitoring of academic discipline such as students reporting, conduction of classes and laboratories.
4. To monitor the execution of teaching-learning process through review of student attendance, syllabus coverage, tutorial and assignments, practical etc.
5. To motivate staff and the students towards the achievement of excellence in academic process.
6. To ensure the quality of course content delivery through surprise visits to classes and laboratories.
7. To perform analysis of student Performance-Internal and University exams and present to Principal and Management.
8. To create awareness in faculty and staff for the implementation of academic policies.
9. To organize FDP, STTP, Workshop, Seminar for developing the faculty and staff in state of the art teaching-learning methodologies.
10. To monitor and update the institute website with complete information about the institute



- **Head of Department:**

Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives. He/ She is responsible for overall discipline of the student and faculty of the department.

Authorities:

1. To execute the entire academic process of department as per the academic calendar.
2. To delegate responsibilities and load allocation to the faculty and staff for the proper conduction of academic process.
3. To review the performance of faculty and staff and recommend suitable actions to the Principal.
4. To recommend the academic requests of faculty and staff such as leaves, participation and organization of events, qualification improvement, requirement of resources etc.
5. To review and approve the performance of students such as consideration of term work, marks given, detention of students etc.

Responsibilities:

1. To support the Principal and Vice Principal (Academic) in implementation of institute processes and policies.
2. To appraise and consult Principal and Vice Principal (Academic) about the planning, functioning and performance of the academic processes.
3. To conduct meeting and ensure the design, development and implementation of vision, mission, objectives and outcomes.
4. To ensure the academic discipline through observation, review and monitoring activities.
5. To monitor smooth conduction of theory classes and laboratory session in progress.
6. To conduct the departmental meeting as per academic calendar
7. To maintain the records of student attendance, parent letter, and internal assessment test result, academic record book and course file.
8. To counsel students, faculty and staff for the improvement of academic process.



9. To plan, execute and monitor the curricular, co-curricular and extracurricular activities within the department.
10. To coordinate with other stakeholders like parents, employers, alumina, industry and technical experts etc., to strengthen the academics of the program.
11. To propose department budget and ensure the creation, utilization and maintenance of the department infrastructure.
12. To ensure the information generation and submission to the standardization and approving authorities like AICTE, DTE, NBA, NAAC, ISO etc.

- **Workshop Superintendent:**

Workshop Superintendent shall work under the overall supervision of the Head of Production Engineering Department or as specified by the Principal. He/ She shall be responsible in all matter concerned with workshop instructions, proper utilization of men, material, machines and maintenance in workshop and services to various department.

Authorities:

1. To arrange all the machines/equipment required in the workshops
2. To procure and storage of raw materials, tools and instruments for workshop
3. To design and develop instructional material and task/job for workshop practical session
4. To manage the maintenance of tools, equipment and machines in the shop including preventing and break down maintenance.
5. To allocate the responsibilities and duties to the supporting staff and monitor their performance.

Responsibilities:

3. To makes schedule for different groups of students for practice in their respective workshops.
2. To guide students in the performance of practical task and skill exercises in workshop.
3. To maintain the records of student attendance, jobs, term work journals.



4. To reports the Principal/HOD regarding damage/breakdown of machines/equipment.
5. To propose budget and ensure the creation, utilization and maintenance of resources available in the workshop.
6. To manage and supervise special assignments/tasks as entrusted by the Principal and Management.

Faculty Member:

7. Faculty includes all cadre categories as Professor, Associate Professor and Assistant Professor.

Authorities:

1. To plan and develop teaching methodologies for effective teaching learning process
2. To find out academic requirements and submit it to HOD.
3. To interact with students regarding regular academics, student performance and counseling.
4. To recommend the requirements of equipment, consumables and maintenance of the assigned laboratory.

Responsibilities:

1. To ensure the effective content delivery through conduction of classroom and laboratory sessions.
2. To report to HOD and perform as per responsibilities assigned by the authority from time to time.
3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extra-curricular activities.
4. To prepare, get approved and maintain the records and files for assigned responsibilities.
5. To respond and perform University responsibilities assigned time to time
6. To motivate, plan, perform and monitor various activities for improvement of students.
7. To make alternative arrangement before proceeding on leave and inform the concerned authority.



8. To work towards the research and development activities.

- **Technical Support Staff:**

Responsibilities:

1. To assist lab in-charge and faculty for smooth conduction of lab sessions.
2. To arrange set of instrument before start of session.
3. To update the contents on notice boards in laboratory time to time
4. To keep maintenance of laboratory equipments.
5. To ensure student entry in logbook register
6. To maintain and update laboratory dead stock register and consumable register.
7. To maintain record of University TW / PR / OR examinations.
8. To carry out routine trials on experimental setups in laboratory.
9. To help to conduct practical examinations in laboratory.
10. To carry out any other work assigned by the higher authorities.
11. To receive notices, circulars from Principal office, other departments etc. and put it before HOD for necessary action.
12. To keep record of result analysis of students.
13. To assist HOD and faculty member in carrying out day to day work of the department.
14. To plan and monitor cleanliness work of the department and classroom allotted to the department.

- **Non-Technical Support Staff:**

Responsibilities:

1. To do all the necessary departmental processes and activities time to time in consultation with HOD and Administrative Office.
2. To get necessary teaching material like attendance record, duster, chalk etc. from store and distribute it to the staff.
3. To keep record of the departmental stationary.
4. To open and close the classrooms, Laboratories and department.
5. To clean of black board, furniture, instruments and notice boards.



6. To circulate notice/circular and other documents given by higher authority.
7. To display, remove and file the notices from notice board.
8. To assist in conduction of examination.
9. Any other duties assigned by the higher authorities time to time.

- **Office Superintendent:**

The Office Superintendent shall be the custodian of the records, the common seal and other such property of the college as the Principal may commit to his charge. He/ She shall exercise such other power and perform duties that are prescribed by the Principal and Management time to time.

Responsibilities:

1. To prepare payment statement of all employees and accordingly proceed for further transaction after getting verified from Accountant and Principal.
2. To maintain books of accounts payment registers, advances etc.
3. To prepare periodic accounts of funds.
4. To attend routine correspondence with bank and other Departments.
5. To attend the matters pertaining to deductions of Income Tax, Professional Tax, Mediclaim etc.
6. To supervise the work of accounts clerk and to pass the bill for payment as per relevant rules.
7. To attend works as may be assigned with the approval of the Accountant and Principal.

- **Senior Accountant:**

Authorities:

1. To implement all financial transactions as per rules, Accounts code, statute, Ordinance, rules and regulations made in that behalf.
2. To monitor the financial activities of the institute as per directions of the Principal.
3. To place the financial position of the institute such as receipts, payments, Government grants and balance before management as well as the concerned committees as and when required.



Responsibilities:

1. To inform the financial position of the institute to the Principal and the Management whenever required or requested.
2. To examine and ensure that the financial norms and code are followed by the section or the department.
3. To prepare and present budget estimate with the requirements collected from all Head of Departments.
4. To Prepare the budget and income-expenditure statements, maintain all accounts and get them audited.
5. To scrutinize all bills of expenditure before recommendations for payment.
6. To watch progress of the expenditure of fees, grants etc.
7. To ensure various payments made from the institute funds are within budget provision and with the sanction of competent authorities.
8. To attend the correspondence with state, Central Government, U.G.C. and other higher authorities with the assistance of the Assistant accountant.
9. To prepare bank reconciliation statement, budget and final accounts of funds.
10. To resolve audit queries and submit necessary statement of accounts.
11. To take necessary steps for account related issues in consultation with Principal, Management and Auditor.
12. To attend other work assigned with the approval of the Principal.

• **Section Officer:**

Responsibilities:

1. To initiate admission process as per the norms stated by the competent authority in respective years.
2. To prepare provisional admission roll list.
3. To prepare the updated roll lists after declaration of University examination results.
4. To analyze students having Academic year gap and eligibility of earlier Academic year gap students.



5. To prepare and issue of relevant certificates, Identity Cards.
 6. To Process forms and maintain the related records.
 7. To display notifications for information to the students and it's follow-up.
 8. To prepare and maintain files providing information in prescribed formats to University, DTE, AICTE, Admission Regulatory Authority and Fee Regulatory Authority and any other competent authorities as per requirement.
 9. To liaison with HOD's, TPO, Librarian, and providing timely information, data, records etc.
 10. To handle queries of students and parents and providing necessary clarifications, help and support.
 11. To co-ordinate correspondence with parents/students regarding attendance reports, performance reports, detention etc. in association with respective departments.
 12. To record fees paid by the students by Demand draft or NEFT and Confirmation with bank statements.
 13. To maintain fee receipt records and necessary follow-up, notification for defaulters.
 14. To maintain and update the admission records.
- **Scholarship Section In-charge**
 - Responsibilities:**
 1. To give timely intimation/information to the students regarding various scholarship schemes provided by the Government and other Authorities.
 2. To distribute scholarship forms.
 3. To submit scholarship forms to concerned authorities and keep track of the same.
 4. To co-ordinate with various authorities for scholarship grievances.
 5. To ensure transfer of scholarship to the individual student.
 6. To maintain student's scholarship records.
 7. To perform other duties assigned by the higher authority time to time.



- **Senior Clerk Accounts:**

- **Responsibilities of Sr. Clerk Accounts**

1. To write various books such as ledger, Salary register, Income Tax registers etc
2. To attend the other work as may be assigned by Accountant, Registrar and Principal.
3. To ensure accuracy in bank reconciliation statement and budget final account assigned.
4. To attend queries and all matters regarding Income Tax, Professional Tax, Provident Fund, Gratuity, Insurance etc.
5. To maintain books of accounts payment registers, advances etc.
6. To monitor the consumption of budget.
7. To prepare trial balance reports.
8. To support for conduction of internal audits.
9. To submit all types of statutory returns to various statutory authorities.
10. Any other duties assigned by the higher authority time to time.

- **Junior Clerk**

- **Responsibilities**

1. To prepare and regularly update faculty and supporting staff lists in prescribed formats.
2. To follow up and maintenance of records of new recruitments / appointments.
3. To prepare, maintain and verify employee attendance registers and biometric record before release of monthly salary.
4. To maintain records of regular increments, internal promotions, transfer if any.
5. To maintain and update service books.
6. To maintain and update personal files of each employee.
7. To provide relevant information for preparation of various mandatory reports to be submitted to competent authorities.
8. To process the forms and documents regarding re-appointments and new appointments.
9. To undertake the process of relieving of employees appointed on ad-hoc/temporary basis from services by the end of the contract term.



10. To prepare rosters and approving sanctioned posts from University.
11. To prepare advertisement for staff selection, handling selection process as per norms. Issue of an appointment orders and keep record of joining reports etc.
12. To handle relevant queries of employees and providing necessary clarification and support.
13. To liaison with vice principals, HOD's and Section In-charge in respect of faculty and supporting matters and records.
14. To maintain necessary records such as disciplinary matters, confidential information if any.
15. To create and maintain healthy work environment among employees through effective communication and follow-up of systematic procedures.

- **Librarian:**

- Authorities:**

1. To take initiative in planning and development of Library.
2. To decide scheme of classification for documents related to library.
3. To execute all the library related processes and activities in consultation with Principal, Vice Principal (Academics), HODs and other authorities.

- Responsibilities:**

1. To plan and carry out book purchasing, periodical subscriptions.
2. To coordinate meeting of Library Advisory Committee.
3. To get and analyze students feedback regarding library activities and suggest improvement plan.
4. To monitor and control overall functioning of the library.
5. To carry out stock verification.
6. To define and communicate rules and notices regarding library activities.

- Role of Assistant Librarian:**

1. To classify book and other reading materials.



2. To support and provide all necessary help to execute library related activities in consultation with Principal, HOD and Librarian.
3. To confirm appropriate utilization of computer center and library software.
4. To issue appropriate books as per student request.

Responsibilities of Assistant Librarian:

1. Assisting the librarian in his work.
2. Data entries of book and periodicals in software.
3. Cataloguing and classification of books, periodicals and Magazines.
4. Monitoring of book circulation.
5. To maintain silence and discipline in library premises.

- **System Programmer:**

Responsibilities:

1. To update and maintain institute website with institute data.
2. To administer and maintain servers, firewalls, routers, manageable Switches UPS and batteries.
3. To initiate purchasing of equipment's.
4. To provide support for various software and hardware issues.
5. To ensure uninterrupted internet service during assigned hours.
6. To give support to On-line exams, Seminar, Workshop and Technical training Program.
7. To look after the maintenance and repair of Computer system and it's Networking.
8. To prepare a schedule for providing computer service to all concerned department.

- **Driver**

Responsibilities

1. To pick up and drop students and staff members from station to college and vice-versa.
2. To responsible for the safety and comfort of students and staff members during journey.



3. To transport students and staff members through local routes, make scheduled stops to pick up and drop off passengers.

Cleaner:

Responsibilities

1. To Check the transport passes.
2. To Help differently abled person for getting in and alighting.
3. To Monitor maintenance and repair of vehicle parts.
4. To Deal with any anti-social behavior on the bus.

- **Security In-charge:**

Responsibilities

1. To Act as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
2. To Monitor Material movement in and out of the premises.
3. To verify that only the authorized persons are present inside the campus by verifying the valid Identity Cards.
4. To Issue the Visitor Identity Card and collect the required data from the visitor.
5. To Ensure the Contract labors wear Contract badge during working hours within the campus.

- **Responsibilities of Security Staff:**

1. To thwart illegal activities in the college premises.
2. To protect students faculty and staff members from any harm.
3. To Check the Identity cards of students.
4. To Maintain the record of staff members going out of the college premises during duty hours.

- **Responsibilities of Housekeeping Staff:**

1. To check and clean the college campus.
2. To mop corridors, classrooms and laboratories twice a week.
3. To clean dust surfaces in public spaces weekly. Also clean Dusting of walls, stairwells and window casings as and when needed.



4. To mop stairwells weekly.
 5. To clean the door glasses weekly.
 6. To wash windows/curtains in community areas periodically as schedule permits.
- **Responsibilities of Plumber:**
 1. To install pipes and fixtures for sinks and toilets for water and other sewage
 2. To install supports for pipes, equipment, and fixtures prior to installation.
 3. To assemble fittings and valves for installation.
 4. To modify length of pipes, fixtures, and other plumbing materials as and when needed for a building.
 5. To install water coolers and water purifiers.
 6. To collaborate with contractors, construction workers, electricians, pipefitters, and steamfitters in installing and repairing plumbing.
 7. To test plumbing systems for leaks and other problems.
 8. To analyze problem and identifies appropriate tools and materials for repair.
 9. To Perform inspections of plumbing systems to identify and replace worn parts.
 - **Responsibilities of Electrician :**
 1. To install and maintain wiring, control, and lighting systems.
 2. To inspect electrical components, such as transformers and circuit breakers.
 3. To identify electrical problems with a variety of testing devices.
 4. To repair or replace wiring, equipment, or fixtures using hand tools and power tools.
 5. To direct and train workers to install, maintain and repair electrical wiring or equipment.
 - **Responsibilities of Gardner :**
 1. To prepare the soil for plantation.
 2. To plant and transplant flowers, shrubs, trees and lawns.
 3. The use and maintenance of hand tools and basic light machinery.
 4. To adjust mower height and quality of cut, etc.
 5. To check oil level and any damage to any mower.
 6. To report equipment malfunctions to engineering as and when noticed.
 7. To ensure all equipment, machinery are stored securely and clean after use.



8. To maintain gardens by naturally fertilizing, trimming and making sure that plants are receiving adequate water.
 9. To maintain lawn and grass areas using machinery, natural fertilizers but no chemicals.
 10. To keep the gardens, thoroughfares and footpaths clear and free from litter at all times.
 11. To maintain outside pathways, pond, steps, walls etc.
 12. To Tide up and clean outside of the building.
 13. Keep the tool shed / store room clean and tidy.
- **Receptionist Responsibilities:**
 1. To manage and prioritize all day to day operations for the reception, switchboard and helpdesk services.
 2. To provide a professional first class customer focused Reception service.
 3. To deal with a wide variety of people and queries in a helpful and courteous manner.
 4. Always be sympathetic to the various needs of staff, students and visitors.
 5. To guide the visitors to the concerned person.
 - **Responsibilities of Telephone Operator:**
 1. To provide a highly organized and competent telephone operator service both internally and externally in all aspects of telecommunications to and from the college.
 2. To provide a professional, helpful and efficient customer service via the Facilities Helpdesk.
 3. To allow the effective reporting and follow-up of Facilities faults, complaints and failures.



4. Service Rules and Employment Ethics

General Policy:

a) Policy for Physically Challenged People: Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

b) Drug and Alcohol Free Workplace Policy: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy.

c) Equal Employment Opportunity: It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees/students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

d) Sexual Harassment: Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

- a. Physical contact and advances.
- b. Demand or request for sexual favors.
- c. Sexually colored remarks.



d. Showing Pornography.

e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

e) **Soliciting /Canvassing :** Canvassing, placing signs and posters for solicitation purposes, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

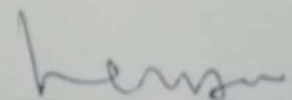
f) **Safety:** Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

Place: Karjat

Date: 10 August 2018




DR. M.J.Lenagre

Principal
KGCE, Karjat