



6.1.2 Roles and duties of administrative officer

Principal:

1. To govern, regulate and control the admission process of college.
2. To publish academic calendar & brochure.
3. Preparation and submission of proposals of UGC and university and its persuasion.
4. To complete the sanction process of all types of leaves of employees.
5. To facilitate the decision making process about in-disciplinary acts by any employee.
6. To control the purchase and other financial matters.
7. To regulate the proposals for sanctioning of posts of all employees.
8. To coordinate with management Committee and implementation of their decisions.
9. Verification of attendance report and daily teaching report of the teachers.
10. Semester wise planning and implementation of planning of curriculum.
11. Action taken on Feedback from all stakeholders on Curriculum and other issue.
12. Conduction of University Examination and other examinations.
13. Maintenance of the records of in-disciplined students and taking the action.

Head Clerk:

1. As per the orders of Principal write notices/memo and other office Work.
2. To organize meetings of various committee and bodies and keep the records of its Minutes.
3. Accept and circulate postal documents to the concerned addressee via Principal.
4. To submit the record of roster of teaching and non-teaching post to Joint Director Yearly.
5. To maintain the personal file of the staff.
6. To make arrangements of interviews for the new recruitment and CAS promotions by bridging the gap between College, University and Government.
7. To keep the record of judicial and official matters and execute accordingly.
8. To maintain the record of RTI applications and provide the information as per the Rules.
9. To maintain the service books of all employees.
10. Communication of the absentee report of the students of college to their parents.
11. Preparation and printing of question papers for various examinations.

Exam coordinator:

Exam coordinator shall be responsible for the conduct of all examinations of the college. It is his/her duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters related with examinations. The Exam co-ordinator in the execution of his/her office shall report to the principal periodically on the performance of his/her duties.

Exam coordinator should take earnest efforts to see that all examinations are conducted and Results declared as per the scheduled academic calendar.

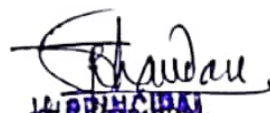
1. Exam coordinator shall be responsible for the conduct of all Examinations.
2. It is the duty of Exam coordinator to arrange the preparation, scheduling, evaluation and Reporting of all the examinations.



3. To make payment of remuneration to answer paper assessment, examiners and all other contingent matters connected with examinations.
4. Direct control over the examination section, confidential wing, examination store and records.
5. Taking decision on all matters related to examinations.
6. Making necessary arrangements for the safe custody of office files connected with conduct of examinations, documents, certificates etc. under whom such documents are kept.
7. To issue supervision order to teachers appointed by examination cell and conduct official communications.
8. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the college.
9. To control over the space allotted for the examination section.
10. Exam coordinator should ensure that the rooms, building, laboratories etc. are well in order / prepared to conduct the examinations.
11. To make sure that the question papers are ready before the examinations are scheduled.
12. To make sure that forms relating to examinations are ready in time (Exam forms, Admit card, etc.)

Head of the Department:

1. Workload allocation
2. Preparation of departmental Timetable
3. Monitoring daily attendance of departmental faculties.
4. Organization of departmental meetings.
5. To keep track on students' progress through faculty.
6. Affairs related to the leave of teaching and non-teaching of the department.
7. Maintaining stock of the department with the help of lab in charge.
8. Governs activities of students Association.


PRINCIPAL
Raja Shripatrao Bhagwantrao
Mahavidyalaya, Aundh (Satara)