

**Dr. Babasaheb Ambedkar Marathwada University,  
Aurangabad – 431004 (MS) India**

**Internal Quality Assurance Cell**




**Code of conduct handbook for Students, Teachers, Governing body,  
Administrators including Vice-Chancellor / Pro-Vice Chancellor /  
Administrative Staff and Support Staff**

**TABLE OF CONTENTS**

Sr. No.	Description	Page Number
01	Code of Conduct for Students	02-12
02	Code of Conduct for Faculty members ( Teaching)	13-19
03	Code of Conduct for Governing Body ( Senate, Management Council, Academic Council etc)	20-29
04	Code of Conduct for Administrators ( Vice Chancellor/ Pro-Vice Chancellor/ Dean /Director/ Registrar/ FAO etc	30-47
05	Code of Conduct for Head of Department ( Academic)	48
06	Code of Conduct for Administrative / Support Staff	49-67



  
Registrar,  
Dr. Babasaheb Ambedkar  
Marathwada University,

## **Code of conduct handbook for Students, Teachers, Governing body, Administrators including Vice-Chancellor / Pro-Vice Chancellor / Administrative Staff and Support Staff**

The conduct of University Students, Teachers, Governing Body, Administrators including Vice Chancellor, Director, and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

"Code of Conduct" has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the University. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.

### **Code of conduct for students:**

#### **Preamble**

All students must abide by the rules and regulations of the University. The University authority may take disciplinary action if any student violates the University rules and regulations. Students are advised to adhere to the rules and regulations of the University and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules.

#### **General Rules and Regulations for Students**

**Students shall behave with dignity and courtesy inside and outside the University.**

1. Students shall observe strict modesty in dress.



2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited. If anybody is found with a mobile, a fine of Rs.500/- and deduction of marks from general proficiency will be imposed.
4. Girls' students are not allowed to leave the Hostel premises after 8.00 pm. If any Girl student wants to leave the Hostel after 8.00 for some valid reasons, she has to seek prior permission of Hostel Warden.
5. **Students shall not entertain visitors** without prior permission in the campus. Students are expected to read notices/circulars displayed on the University notice board. Aftermath of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
6. Spitting, smoking and throwing bits of paper inside the University campus are harmful and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
7. Possessing firecrackers of any kind in the hostel and University campus is strictly prohibited.
8. Use of smear coloured powder and splash colour water in the guise of festivals and functions on or during any other occasion in the hostel or University campus is strictly prohibited.
9. Scribbling on the desks or the black board or on the walls of the University and hostelis strictly prohibited.



10. Students are forbidden from entering the University office during unspecified hours.
11. Students should be attentive to not to harm the reputation of the University or individual (fellow students and University staff) through social and electronic media.
12. Students should respect the University property. Collect Destroying or damaging the University property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the HOD/ Director or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the HOD/ Director. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the HOD/ Director.
15. Students shall not indulge in any kind of misdemeanour bringing opprobrium to the University.
16. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
17. While attending University functions, the students will conduct themselves in such a way as to bring recognition/ honour to themselves and to the University.



## **Discipline and Conduct Rules for Students:**

### **(a) Level of Misconduct and Indiscipline**

**Level 1 :** All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and/or any act which incites violence.

1. Gheraos, laying siege or staging demonstrations around the residence of any Officer of the University or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
2. Sexual harassment of any kind which shall also include:
  - i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
  - ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.

### **Level 2**

1. Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
2. Furnishing false certificates or false information in any manner to the University.
3. Arousing communal, caste or regional feeling or creating disharmony among students.
4. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the University in a way that would bring disrepute to the University.



5. Use of abusive, defamatory or derogatory language against any staff member of the University.
6. Causing or colluding unauthorized entry of any person into the Campus or in the hostel and/or accommodating unauthorized guests or other persons in hostels.
7. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, gutkhas and smoking cigarettes in the Institute premises.
8. Damaging or defacing any property of the University.
9. Misusing University resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the University.
10. Harming reputation of the University or individual (fellow students and University staff) through social and electronic media.
11. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
12. Improper behaviour while on tour or excursion.
13. Violation of security and safety rules notified by the University.
14. Any other offence under the law of land.
15. Any intimidation or insulting behaviour towards a student, staff or faculty or any other person.
16. Any other act which may be considered by the Chairman/Director General/Director or any other competent authority to be an act of violation of discipline and conduct.

**Punishment for Violation of University Rules and Regulations :**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.



### **For Level 1 of Misconduct and Indiscipline**

1. Expulsion from the institute and/ or hostel.
2. Rustication up to four semester period and/or declaring the entire University Campus out of bounds.
3. Fine up to Rs. 20,000/- (In case of Ragging as per Supreme Court ruling)
4. Lodging of FIR with the Police.

### **For Level 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations**

1. Admonition/ Reprimand and submission of bond or affidavit on Rs. 100/- stamp paper duly notarized.
2. Deduction of marks from Teacher Assessment Marks ( Internal Marks).
3. Fine up to Rs. 10,000/-
4. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
5. Withdrawal of any or all facilities available to a student as per, University Rules (such as Scholarship/Fellowship, hostel etc.)
6. Suspension from the University for a Specific Period.

### **General Guidelines for Implementation of Punishments**

1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Proctorial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. If any student is found guilty with any in-disciplinary activity by the Proctorial board, one "Red Mark" will be marked against his / her profile. Further, if count of such red marks reaches 3 during his/her entire course duration, he/she will be automatically





debarred from the campus placement and hostel if he/ she is a hosteller. Further, red marks may result in to expulsion from the University.

3. However, if a student improves his / her conduct, behaviour, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the Proctorial board to remove red marks. If board is satisfied with the improvement, then the board may remove such red marks from the student's profile.
4. In case the Chairman or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other inquiry
5. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Head/ Director / Pro-Vice Chancellor, whose decision thereon shall be final.
6. The University should not be held responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the University-owned or leased property. Students should understand and explicitly agree to accept all risks of such losses or damages.

#### **Hostel Rules and Regulations:**

1. Student seeking to avail hostel facility has to note that hostel accommodation will only be allotted to studious students who believe in leading a Spartan life and remain disciplined. Every student, before room allotment in hostel shall give an undertaking with respect to the acceptance of rules and regulations, along with duly filled General Information form and Immunization Record.





2. Rooms will be allotted on the basis of the criteria & procedure laid down by the authorities and under the sole Discretion of Director, Student Welfare from time to time. No change in room will be permitted during the session.
3. Hostellers must always keep their Hostel Identity Card in their possession.
4. Students are advised to be properly dressed during breakfast, lunch and dinner.
5. Hostel Fee, once paid will not be refunded except for the security amount. No hostel fee will be refunded in case of expulsion of any student from the hostel due to any kind of undisciplined activities.
6. Students (Boarders) should not keep expensive article in their room. Authorities will not be responsible for any loss or theft of such items. Boarders will be held fully responsible for any loss or damage to the electric fitting, furniture and any other property in their room and hostel premises.
7. It is the responsibility of the students to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors. Creating noisy or unruly scenes in Hostel or destroying academic ambience in any manner will also lead to instant vacation of hostel accommodation.
8. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the University hostel will be noted seriously by the University and disciplinary action will be taken against those found to be guilty.
9. Misuse of electricity, water and other facilities will be liable for penalty. Students are advised to switch off all electrical gadgets before leaving their rooms and create example of good hostellers. Use of Room Heater, Water heater, Immersion Rod, Electric iron, Room coolers or any other electric appliance (mobile phone charger and electric mosquito repellent is excluded from this list) in room is STRICLY BANNED.



10. No student shall enter the kitchen or give instructions to the cooks or other servants. Complaints regarding food, service etc if any, may be brought to the notice of the Mess Manager / Warden.
11. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any student, if found indulging in such practices, shall be asked to vacate the hostel without any notice.
12. Students, while going out, should enter the time of leaving, purpose and proposed time of return in stipulated register. After returning, they should also enter the time of return in the same register.
13. Day scholars or any outsiders should not be allowed inside hostel rooms. Any hosteller, found to be accompanied by a day scholar in hostel or facilitating a day scholar's stay, will be immediately asked to vacate the hostel. No boarder shall permit any other person to live in his/ her room.
14. Students shall not entertain any beggars, vendors or any other persons inside the hostel premises.
15. Coming late in the night after 10.00 pm (Boys Hostel) and 8.00 pm (for Girls Hostel) will be **NOT AT ALL** acceptable and amounts to violation of hostel rules. Over stayal without prior sanction of warden will not be permitted. Defaulters will be dealt with strictly and habitual late comers may be asked to vacate the hostel
16. During teaching hours of the respective Department, no student shall be allowed to remain in the hostel without the permission of Hostel Warden.
17. No Backup electricity will be provided in the hostel when classes are running.

**Anti-Ragging RAGGING is a CRIMINAL offense. BAMU campus is a NO-RAGGING Zone**

It is mandatory for all students to fill the Anti-ragging Affidavit at the time of admission.



## **What constitutes Ragging?**

**Ragging constitutes one or more of any of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student with rudeness
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;



9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

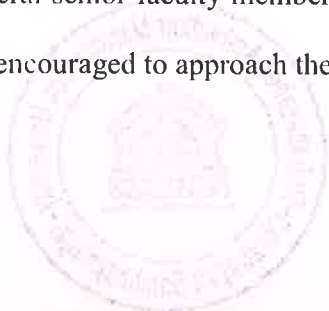
**Punishment for Culprits:**

University shall consider one or more of the following punishments for students involved in ragging -

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the University for period ranging from 1 to 4 semesters
9. Expulsion from the University and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)
12. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

**Anti-Ragging Squad**

Several senior faculty members are nominated to the **Anti-Ragging Squad**. All students are encouraged to approach them without any hesitation in case of ragging.

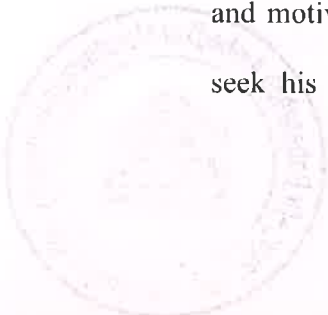


## **Code of conduct for Faculty Members (Teaching):**

### **Preamble**

Teaching is the highest Nobel profession and plays a very important role in nation building. Teachers have always been 'Role Model' for the students. In a developing nation like ours, a teacher has great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All these are expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following (the below mentioned) code of conduct is imperative for each faculty of Dr. Babasaheb Ambedkar Marathwada University:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counselling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the best possible extent as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his/her





dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.
6. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
7. Many a times, it happens that the student is not always at fault. So, faculty should communicate politely and respectfully so that a good rapport with students gets maintained. In such situations “give respect to command respect”, should be followed.
8. Behaviour of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
10. Although, everybody has a right to look for his / her own career development. However faculty member should refrain during University hours from any such activities.





- preparing for competitive examinations to seek employment outside University and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the University.
11. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.
  12. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the University and must avoid holding private meetings with other staff member / faculty member during the Department working hours to discuss topics other than academics.
  13. Behaviour of the faculty member with the fellow staff member / faculty member during the Department working hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the university authorities especially before the students.
  14. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the University.

## **Code of Professional Ethics**

### **Teachers and Their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her



own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

1. Adhere to a responsible pattern of conduct and demeanour expected from them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

**Teachers and the students**

**Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical identity;



3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare;
5. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, whatsoever;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

### **Teachers and colleagues**

#### **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **Teachers and Authorities:**

#### **Teachers should:**



1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**Teachers and non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.



## **Teachers and Guardians**

### **Teachers should:**

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **Teachers and Society**

### **Teachers should:**

1. Recognize that education is a public service and strive to keep the society informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups and actively work for National Integration.

## **Code of conduct for Governing Body (University Authorities such as Senate, Management Council, Academic Council etc )**

### **Introduction**

The responsibilities of the Governing Body, as the entity controlling a large and prestigious University are onerous. The function of governance is to ensure that the organization fulfils its



overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Governing Body.

### **Objectives:**

The objectives of the Code of Conduct are:

- To set out decided pack of ethical ideologies.
- To endorse and preserve the confidence and faith in the governing body of Dr. Babasaheb Ambedkar Marathwada University.
- To avert unethical practices.
- To endorse compliance with best management practices in all the activities of the University.

### **Conduct as Members:**

Members shall:

- Treat each other, University staff and students with professionalism, courtesy and respect.
- Not negatively influence other members.
- Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.
- Act at all times honestly and in good faith.
- Have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.





## **Responsibilities of Senate:**

As per Maharashtra Public University Act 2016, The Senate shall transact the following business at its meeting, namely:—

1. to give suggestions to the university authorities on improvements that can be made in all areas and domains that are an integral part of the university, namely, academics, research and development, administration and governance;
2. to review current academic programmes and collaborative programmes;
3. to suggest new academic programmes consistent with the societal requirements in higher education;
4. to suggest measures for improvement and development of the university;
5. to confer, on the recommendation of the Management Council, honorary degrees or other academic distinctions;
6. to review broad policies and programmes of the university and suggest measures for its improvement and development;
7. to receive, discuss and approve the annual financial estimate (budget), annual report, accounts, audit reports and their satisfactory compliances along with its certification by the auditor and the disciplinary or otherwise action taken report in this regard by the University;
8. to approve comprehensive perspective plan and annual plan for the location of colleges and institutions of higher learning, as recommended by the Academic Council;
9. to review and adopt the report of students' grievance redressal report to be presented by Registrar of the University;
10. to review and adopt the reports of the Board of Students' Development and Board of Sports to be presented by the concerned directors;



11. to give suggestions to the University authorities on improvements that can be made in the area and domains of student welfare, sports, cultural activities of the University;

12. to make, amend or repeal statutes.

### **Responsibilities of Management Council:**

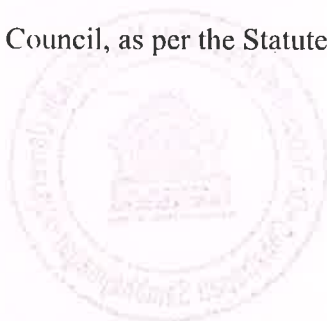
As per Maharashtra Public University Act 2016, The Management Council shall have the following powers and duties, namely:—

1. to review and deliberate on short and long term reforms in academic, research and development activities, finances, management and governance that are taking place at the national and global level with a view to allow them to be adapted at appropriate level of the University;
2. to study and decide upon the operative mechanism for the reforms that would be recommended by the Commission in all the domains of the university;
3. to make such provisions, as may enable colleges and institutions to undertake specialized studies and courses, and where necessary or desirable, organize and make provision for common laboratories, libraries, museums and equipment for teaching and research;
4. to establish departments, colleges, schools, centres, institutions of higher learning, research and specialized studies, on the recommendation of the Academic Council;
5. to recommend to the senate, the draft of statutes or amendment of statutes for approval;
6. to make, amend or repeal ordinances and regulations;
7. to control and arrange for administration of assets and properties of the university;
8. to discuss and approve with modifications, if any, the annual financial estimates or budget, that is to say the fund which may be received from State Government, university funds and other funding agencies separately, as received from the Finance and Accounts Committee;





21. to make Regulations for collaborations with other universities, institutions and organizations for mutually beneficial academic programmes recommended by the Board of Deans;
22. to create posts of university teachers and non-vacation academic staff from the funds of the university and from the funds received from other funding agencies, on the recommendation of the Academic Council, as and when required, and prescribe their qualifications, experience and pay-scales;
23. to create posts of officers, non-teaching staff ( skilled/ unskilled), administrative, ministerial staff and other posts from the funds of the university and from the funds received from other funding agencies, as and when required, and prescribe their qualifications, experience and pay-scales;
24. to prescribe honoraria, remunerations, fees and travelling and other allowances for paper-setters and other examination staff, visiting faculty, and fees or charges for any other services rendered to the university;
25. to recommend to the Academic Council, the comprehensive perspective plan and annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans;\
26. to consider and approve proposals for change or transfer of management and shifting of locations of colleges and institutions, as prescribed in the Statutes;
27. to receive and consider report of the development activities of the university received from the Registrar every six months;
28. to confer autonomous status on university departments, university institutions, affiliated colleges and recognized institutions on the recommendation of the Academic Council, as per the Statutes;



29. to assess and approve proposals for academic programmes received from the Academic Council;
30. to consider and adopt the annual report, annual accounts and audit report in respect of State Government funds, university funds and funds received from other agencies separately;
31. to cause an inquiry to be made in respect of any matter concerning the proper conduct, working and finances of colleges, institutions or departments of the university ;
32. to delegate, any of its powers, except the power to make, amend or repeal Statutes and Ordinances, to the Vice-Chancellor or such officer or authority of the university or a committee appointed by it, as it thinks fit ;
33. to define the functions, duties, powers and responsibilities of non-teaching employees in the university, in respect of the posts created from the funds of the university and from the funds received from other funding agencies ;
34. to deal with the cases related to the violation of prescribed fees according to the provisions of the Maharashtra Educational Institutions (Prohibition of Capitation Fee) Act, 1987 and other relevant Acts;
35. to accept donations, gifts and other forms of financial support from alumni, philanthropists, industries and other stakeholders and prescribe the procedure to be followed by the university for accepting such donations, gifts, etc ;
36. to impose penalties upon the erring colleges or recognized institutions after following the procedure laid down by the Statutes;
37. to recommend to the State Government through the Vice Chancellor to appoint an Administrative Board for the affiliated college to run the management of such college in case of disputes regarding the management of such colleges, till the dispute is statutorily resolved. The constitution of this board and the process of its appointment



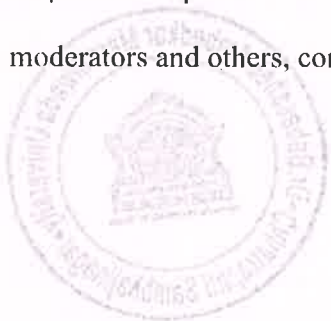
shall be as prescribed by the Statutes. The decision of the State Government in this regard shall be final and binding ;

38. to develop and adopt students' charter.

### **Responsibilities of Academic Council:**

As per Maharashtra Public University Act 2016, The Academic Council shall have the following powers and duties, namely:—

1. to ensure that the university becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;
2. to consider and approve with modifications, if any, the matters referred to it by the Board of Studies through the faculty;
3. to ensure that there are choice based credit systems for all certificates, diplomas, degrees, post-graduate programmes and other academic distinctions;
4. to ensure that the spirit of research and entrepreneurship percolates to all colleges and recognized institutions of the university;
5. to approve fees, other fees and charges as recommended by the Board of Deans through the fee fixation committee;
6. to recommend to the Management Council, the institution of degrees, diplomas, certificates and other academic distinctions;
7. to propose draft of Ordinances relating to the academic matter to the Management Council;
8. to make amend or repeal Ordinances and Regulations relating to academic matters;
9. to allocate subjects to the faculties;
10. to prescribe qualifications and norms for appointment of paper-setters, examiners, moderators and others, concerned with the conduct of examinations and evaluation;

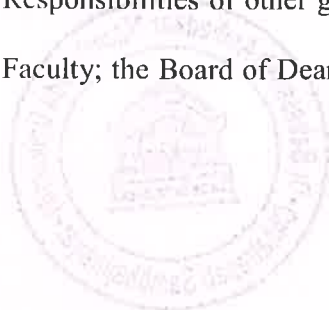




11. to consider and make recommendations to the Management Council for creation of posts of university teachers and non-vacation academic staff, required by the university from the funds of the university and from the funds received from other funding agencies and prescribe their qualifications, experience and pay-scales;
12. to prescribe norms for recognition of any member of the staff of an affiliated college or recognized institution as a teacher of the university, in consonance with the norms of the University Grants Commission and the State Government;
13. to prescribe norms for granting affiliation, continuation of affiliation, extension of affiliation to colleges, and recognition, continuation of recognition, extension of recognition to institutions of higher learning and research or specialized studies;
14. To grant affiliation to colleges or institutions in accordance with the provisions of this Act, the Statutes, Ordinances and Regulations;
15. to accord recognition to various certificate, diploma, advanced diploma and degrees programmes run by private skills education providers and empowered autonomous skills development colleges, in consonance with the norms of the University Grants Commission and the State Government;
16. to recommend to the senate the comprehensive perspective plan as prepared by the Board of Deans and recommended by the Management Council;
17. to approve annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans and recommended by the Management Council;
18. to recommend to the Management Council regarding conferment of autonomous status on institutions, departments, affiliated or conducted colleges and recognized institutions in accordance with the provisions of the Statutes;
19. to approve new courses, inter-disciplinary courses and short-term training programmes referred to it by the Board of Deans;



20. to approve the course syllabi, paper-setters, examiners and moderators, paper-setters, and evaluation schemes of various courses recommended by the faculty concerned;
21. to advise the University on all academic matters and submit to the Management Council feasibility reports on academic programme recommended by the Senate at its previous annual meeting;
22. to create policy, procedure and practice for choice based credit system for all academic programmes;
23. to create policy for mobility of students among various universities of the State and also lay down the policy for giving flexibility to choose and learn different course modules among different faculties in a university or other universities in the State;
24. to work out the procedures, policies and practices to introduce more flexible approach to education and of 'adaptive pace of learning' with minimum and maximum duration for completion of a degree and other academic programme;
25. to ensure that the research projects are an integral part of choice based modules for post-graduate programme;
26. to prepare academic calendar of the university for the subsequent academic year as per the guidelines from the University Grants Commission and the State Government, three months before the expiry of the current academic year;
27. to recommend to the Management Council regarding establishment of departments, colleges, schools, centres, institutions of higher learning, research and specialized studies;
28. to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act, the Statutes, Ordinances and Regulations.
29. Responsibilities of other governing bodies (Authorities of the university) such as the Faculty; the Board of Deans; the Board of Sub-campuses of the university; the Board



of Studies; the Board of University Departments and Inter-disciplinary studies; the Board of Post-Graduate Education in Colleges; the Board of Lifelong Learning and Extension; the Board of Examinations and Evaluation; the Board of Information Technology; the Board of National and International Linkages; the Board for Innovation, Incubation and Enterprise; the Board of Students' Development; the Board of Sports and Physical Education; the Board of Research; as illustrated in the Maharashtra Public University Act -2016.



## **Code of conduct and responsibilities of Vice Chancellor / Pro-Vice Chancellor / Dean / Director / Registrar/ Finance and Accounts Officer**

The conduct of University administrators should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large. The Vice Chancellor / Pro-Vice Chancellor / Dean/ Director should:

- Comply with applicable governmental laws, rules, and regulations;
- Act with competence and strive to advance competence, both in self and in others;
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- Understand the University Vision, Mission and objectives and policies and contribute constructively to their ongoing evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain;
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties; and
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.



## **Power and Duties of Vice Chancellor:**

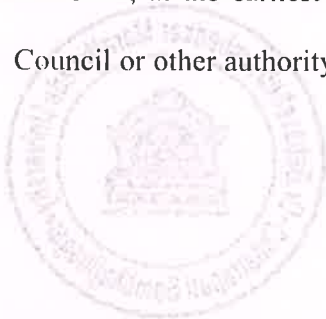
As per Maharashtra Public University Act 2016 the Vice Chancellor has following powers and duties -

1. The Vice-Chancellor shall be the principal academic and executive officer of the university responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic programmes and general administration of the university to ensure efficiency and good order of the university.
2. He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body or committee of the university, but shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.
3. The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.
4. The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.
5. It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of this Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with this Act, Statutes, Ordinances and Regulations are properly implemented.
6. The Vice-Chancellor may defer implementation of a decision taken or are solution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the directives of the State Government or with the provisions of the Act, Statutes, Ordinances and Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it



back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons, submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take action as directed by the Chancellor and inform the authority, body or committee concerned, accordingly.

7. If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the university, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as shall, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken where such action does not affect any person in the service of the University, or on both, the matter shall be referred to the Chancellor whose decision shall be final :Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, with in thirty days from the date on which he receives notice of such action, an appeal to the Management Council.
8. Where any matter is required to be regulated by the Statutes, Ordinances or Regulations, but no Statutes, Ordinances or Regulations are made in that behalf or where there is an exigency to amend Statutes, Ordinances or Regulations, the Vice-Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned for approval. He shall, at the same time,





place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf: Provided that, such direction shall have to be converted into Statute, Ordinance or Regulations as the case may be, within six months of issuing of such direction failing which such direction shall automatically lapse.

9. The Vice-Chancellor shall be the appointing and disciplinary authority for the university teachers.
10. The Vice-Chancellor shall be the appointing and disciplinary authority for officers of the University of the Rank of Assistant Registrar and of the rank equivalent there to and above.
11. As the Chairperson of the authorities or bodies or committees of the university, the Vice-Chancellor shall be empowered to suspend member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the Chancellor.
12. The Vice-Chancellor shall place before the Management Council a report of the work of the university periodically as provided under the Ordinances.
13. The Vice-Chancellor shall have the power to,-
  - i) accord recognition to institutions of higher learning, research specialized and studies in accordance with the provisions of this Act;
  - ii) accord recognition to autonomous colleges, empowered autonomous colleges or cluster of institutions and empowered skills development colleges in accordance with the provisions of this Act;
  - iii) accord recognition to private skills education providers in accordance with the provisions of this Act;



- iv) accord recognition as qualified teachers to the experts from the field of application oriented industries or companies and domain specific experts in various professional skills, working as training experts in private skills education providers and empowered skills development colleges.
- v) Approve the recommended panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees.

14. (a) The Vice-Chancellor shall have right to cause inspection to be made by the Pro-Vice-Chancellor or such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of affiliated, conducted or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, hall or hostel maintained or recognized by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated, conducted or community or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider:

(b) after considering such representation, if any, the Vice-Chancellor may cause such inspection or inquiry to be made or may drop the same;

(c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;



(d) the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

(e) the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;

(f) where the management, does not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice-Chancellor shall be competent to impose a fine upon the management and direct the management to stop fresh admissions to the colleges or institutions or to decide any other action to be taken in this behalf and the same shall be communicated to the management concerned for compliance.

15. The Vice-Chancellor shall forward to the State Government, report on the recommendation of the Management Council, regarding the temporary alternative arrangements, in the interest of students, to run the day to day academic and administrative activities, of the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case of dispute regarding the management of the affiliated college and where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institutions are, *prima facie*, evident to committee of inquiry appointed by the university and to make the necessary arrangements to run the day to day academic and administrative activities of such college till the dispute is statutorily resolved. The decision of the State Government in this behalf shall be final and binding.

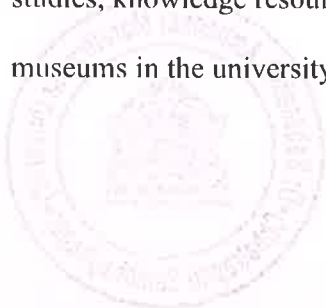
16. The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under this Act.



## Responsibilities of Pro-Vice Chancellor:

As per Maharashtra Public University Act 2016, the Pro-Vice Chancellor shall -

1. be the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;
2. ensure that quality in education and central academic services is maintained by the university;
3. be responsible for fostering intellectual interaction across the university and for ensuring that there is research and development and industry linkages;
4. ensure that the long-term and short-term development plans of the university and its colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;
5. monitor appointment of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or post-graduate centers;
6. accord approval to the appointments of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or withdraw the same in accordance with the procedure as prescribed in the Ordinances;
7. accord approvals to selection committees for appointment of teachers in the colleges as per the norms of the University Grants Commission and the State Government;
8. recommend proposals to the Management Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, knowledge resource centre, academic services units, libraries, laboratories and museums in the university;



9. consider and recommend proposals to the Management Council for creation of the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching employees and other posts required by the university, from the funds of the university and from the funds received from other funding agencies, and qualifications, experience and pay-scales for such posts;
10. be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilization;
11. be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field survey within geographical jurisdiction under section 107;
12. be responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national and international institutions and scientific, industrial and commercial organizations;

### **Responsibilities of Registrar:**

As per Maharashtra Public University Act 2016, The Registrar shall,—

1. act as a Member-Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act;
2. be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent there to or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;
3. be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his/her charge;





4. conduct elections to various authorities and bodies of the university as per the programme approved by the Vice-Chancellor;
5. prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;
6. receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
7. organise training and orientation of non-teaching employees in the university and affiliated colleges;
8. have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;
9. place before the Management Council, a report of the development activities of the university every six months;
10. have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the university for submission to the State Government and other external agencies;
11. exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him/her, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

### **Responsibilities of Dean of the Faculty:**

As per Maharashtra Public University Act 2016, The Dean of the faculty shall -

1. be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of





- teaching and research and training of teachers within his faculty. He shall work directly under the superintendence, direction and control of the Vice-Chancellor;
2. be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;
  3. facilitate the creation of a learner-centric environment conducive for quality education;
  4. arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
  5. ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
  6. ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;
  7. be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
  8. organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;
  9. co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
  10. be responsible for development of quality culture in higher education;
  11. prepare Annual Quality Assurance Report of programmes within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;



12. be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;
13. interact with State Quality Assurance -Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavours;
14. recommend to the Management Council proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;
15. recommend to the Management Council through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;
16. control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;
17. recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;
18. recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;
19. recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in under-graduate departments in colleges, autonomous



- colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;
20. recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;
  21. be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;
  22. be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Management Council and the Board of Examinations and Evaluation in respect of his faculty;
  23. be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;
  24. enquire into any malpractices committed in any academic programmes in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;
  25. render necessary assistance for redressal of grievances of the students in the faculty;
  26. prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;



27. prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;
28. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor or Pro-Vice-Chancellor from time to time.

### **Responsibilities of Director, Board of Examinations and Evaluation:**

As per Maharashtra Public University Act 2016, The Director, Board of Examination and Evaluation Shall -

1. be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;
2. be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;
3. be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
4. evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduction of examinations and evaluation;
5. prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations and Evaluation;
6. arrange for printing of question papers;
7. postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-Chancellor;



8. take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and/or evaluation, found guilty of malpractices in relation to the examinations and evaluation;
9. review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation;
10. strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days as provided in section 89 and in case of delay, prepare a detailed report outlining the reasons;
11. take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;
12. implement decisions taken by the various university authorities, connected with the examination and evaluation process;
13. implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programmes;
14. organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduction of examinations, tests and evaluation ;
15. ensure innovative and effective use of information and communication technology in the entire process of the conduction of examinations and evaluation;
16. arrange for proper assessment of performance of candidates at the examinations and process the results;



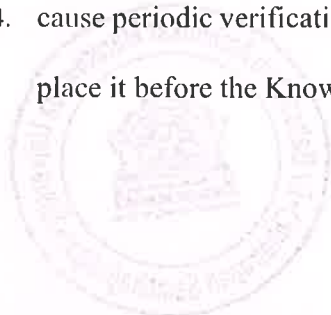


17. ensure that answer books for all degree examinations are assessed through the central assessment system;
18. ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;
19. carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;
20. undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accomplished;
21. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

### **Responsibilities of Director, Knowledge Resource Centre**

As per Maharashtra Public University Act 2016, Director, Knowledge Resource Centre shall –

1. be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
2. be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;
3. evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;
4. cause periodic verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee.





5. be responsible for the development, modernization, up keeping and management of university Knowledge Resource Center;
6. render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;
7. render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;
8. conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;
9. create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
10. undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
11. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

### **Responsibilities of Finance and Accounts Officer:**

As per Maharashtra Public University Act 2016, The Finance and Accounts Officer shall,—

1. exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;
2. hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;



3. ensure that the limits fixed by the university for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
4. keep watch on the state of the cash and bank balances and investments;
5. ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice- Chancellor on the methods to be employed in this regard;
6. perform the duties under clauses (1) to (5) as per the Maharashtra Universities Account Code;
7. get the accounts of the university audited, regularly;
8. ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;
9. propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non-vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;
10. propose to the Registrar that explanation be called from any non- academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;



11. call for, from any office, centre, laboratory, conducted college, department of the university or university institution, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;
12. maintain the minutes of the meetings of the Finance and Accounts Committee;
13. be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates(budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;
14. prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants Commission and All India Council for Technical Education and any such body providing funds to the university;
15. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice- Chancellor and Pro-Vice-Chancellor, from time to time.

Responsibilities, power and duties for other administrators such as the Director of Sub-campus of the University; the Director of Innovation, Incubation and Linkages; the Director of Lifelong Learning and Extension; the Director of Students' Development; the Director of Sports and Physical Education; the Director of National Service Scheme are illustrated in Maharashtra Public University Act 2016

### **Code of conduct and responsibilities for Heads of Departments:**

#### **Academics**

- To monitor and conduct academic activities of the department.
- To take a stock of all stakeholders feedback and accordingly take the remedial actions.



- To plan and take the necessary actions for improvement of the department results and academic performance.

**Administration:**

- To maintain discipline and enforce rules as laid down by the University, in the department.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- To conduct regular meetings with teaching and non-teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- To execute any other work assigned by the Vice Chancellor / Pro-Vice Chancellor.

**Finance:**

- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.



## **Code of conduct and responsibilities of Administrative staff / Support staff**

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the University.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow University policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the University and, where appropriate and agreed, will be based on the objectives of the University Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.



9. **Confidentiality** Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the University community which could cause distress to institute staff, students or parents.

10. **Professional Behaviour** : Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- endeavouring to assist the University to achieve its strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- respect for University property;
- maintaining the image of the University through standards of dress, general courtesy, correct use of University stationery, etc.;
- taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere in the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;
- being familiar with communication channels and Institute procedures applicable to both students and staff;





- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

**Disciplinary Rules:**

The following are examples of behaviour which the University finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the University.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the University
- Racial offences, racial insults or racial discrimination against students, other staff or visitors to the University.
- Theft of University money or property and of money or property of colleagues or visitors to the University. Removal from University premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of Institute property or of property belonging to other staff or visitors to the University.
- Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the University.



- Any wilful act which could result in actionable negligence for compensation against the University.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the University into disrepute or which seriously undermines confidence in the employee.

**The following are examples of behaviour which could lead to formal disciplinary warnings.**

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.



- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances, such behaviour may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the University or affects confidence in the employee. Such conduct may be regarded as gross misconduct

### **Responsibilities of Deputy Registrar and Equivalent Cadres**

1. The Deputy Registrar, in charge of Section/Unit /Department, shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Assistant Registrar, Superintendent/Head-Clerk. etc. who shall be directly responsible to him.
2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
3. He shall issue warnings and reprimand to erring employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
4. He shall inspect periodically and after every fifteen days, the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually are main absent by issuing warnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.



5. He shall have to maintain and review the annual confidential reports of the officers and employees directly working under him, review the confidential/assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money his section spends. He shall submit periodical returns and reports, and must prepare budget for his section every year and place it for the approval of the appropriate authority.
6. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government. U.G.C., Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.
7. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
8. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, deeds etc. concerning his section.
9. Deputy Registrar must personally look into the court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the Registrar informed about the cases and obtain his orders wherever necessary.
10. Any other work assigned to him by the officers of the University from time to time.



### **Responsibilities of Estate Engineer:**

1. The University Engineer shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.
2. The University Engineer shall assist the Registrar/Deputy Registrar and shall be under the control of the Registrar
3. In exercise of his powers as University Engineer, he shall be responsible for the entire construction work of the University building.
4. He shall assist the Registrar or any other officer responsible for calling Building Committee meeting and meetings related to the Committee and preparing minutes of the same.
5. He shall be responsible for the entire maintenance of the university buildings, calling quotations, preparing blue prints etc. and overall responsible for the entire staff working under him.
6. He shall be responsible for the work for which payment is made on his recommendation. He should submit the account of projects undertaken storing the material and for the upkeep of stores/University Buildings etc.
7. He should inspect all the buildings periodically and submit his report to the Registrar/Vice Chancellor regarding state of building state of buildings repairs, modifications, water proofing/electrical fittings and fixtures and shall supervise construction/repair work as and when undertaken.
8. He will have all powers, duties and responsibilities as the Deputy Registrar stated above of respect of the staff working under him.

### **Responsibilities of Public Relations Officer:**

1. Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.





2. He shall be responsible to ensure that the information relating to the University is disseminated. He shall have to coordinate the provision of media for communication purposes, publicising of social events, academic achievements of the University as concurred by the Registrar.
3. He shall have to maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination and admission rules.
4. He shall have to forward information about the views and reaction of the community on the various University decisions, feedback to review its existing programme and plan for the future. He should keep liaison with institutions of academic/research Govt. research and development organisations or similar institution and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.
5. He shall have acquaintance with printing techniques.
6. He shall assist the Vice-Chancellor/Registrar in calling and organizing press conferences as and when required by the Vice-Chancellor/Executive Council.
7. The Public Relations Officer shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.

**Responsibilities of Assistant Registrar and Equivalent cadres:**

1. The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned section; and where the Assistant Registrar is working as a Head of the Section, he shall have the powers and responsibilities analogous to the powers assigned to the Deputy Registrar above.
2. He shall be in charge of the units/sections and shall be responsible for their normal and smooth working.





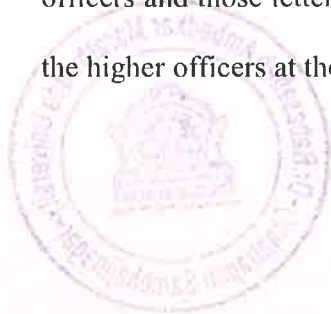
3. He shall look after day-to-day work of the Section/Unit of which he is in charge as per the instructions from the higher authorities from time to time.
4. He shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.
5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
6. He shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.
7. He shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
8. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
10. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item(s) for consideration of the Executive Council/Academic Council or for other authorities/bodies of the University.
11. He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.



12. He shall exercise constant vigilance, which is sign of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviours of the staff.
13. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.
14. He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.
15. He shall hold meeting every fortnight with section officers/Assistant Section Officers to discuss the arrears of work, procedural knot-point and other problems, which create bottlenecks in the quick disposal of cases of his Unit/Department.
16. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.
17. Any other work assigned to him from time to time.

**Responsibilities of Superintendent, Supervisor and Equivalent Cadres :**

1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.





12. To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.

### **Responsibilities of Personal Assistant:**

1. The Personal Assistant shall be responsible to the Officer under whom he is working.
2. He/ She shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
3. He/ She shall perform the duties and responsibilities assigned to him/her by the concerned Officer from time to time.
4. He/ She shall maintain programme sheets of his/her officer; prepare drafts of meeting and correspondence of routine nature. He/ She shall organized plan and follow tour programme of his officer. He/ She shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and dispatch it promptly to relevant section. He/ She shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He/ She shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

### **Responsibilities of Head Clerk/Assistant Superintendent and Equivalent Cadres**

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.



4. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
7. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar.
8. To maintain calendar of periodical returns for incoming and outgoing, separately.
9. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

### **Responsibilities of Senior Clerk/Junior Clerk and Equivalent Cadres**

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through PA's Stenographers/ Secretaries.
2. To acknowledge letters received.
3. To submit documents to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.



6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a notebook to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required, issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

### **Responsibilities of Deputy Accountant:**

1. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the Assistant Accountant.
3. To ensure proper attendance of staff working under him.





4. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
5. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
6. To recover grants due to the University from the outside bodies including State and Central Government.
7. To report to the Assistant Registrar (Finance and Accounts)/ Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the department/Sections which are attached to him.
8. To attend to such other works assigned to him with the approval of the Finance Officer.

### **Responsibilities of Assistant Accountant**

1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.
2. To prepare periodic accounts of funds entrusted to him and to assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.
3. To maintain books of accounts, payment register and funds entrusted to him.
4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L. I. C. Premium from the salary of individual employee.
5. To attend to routine correspondence with Banks and other Departments.
6. To supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.
7. To attend to such other work as may be assigned to him with the approval of the Deputy Registrar (Finance and Accounts), from time to time.



### **Responsibilities of Accounts Clerk**

1. To write various books of accounts such as ledger salary register, income tax register.
2. To ensure filing of vouchers and papers.
3. To prepare bills for payment.
4. To prepare various returns.
5. To report to the Assistant Accountant/Deputy Accountant about any mistakes noticed by him in books of accounts.
6. To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts)/Accountant, from time to time.

### **Responsibilities of Garden Superintendent**

1. The Garden Superintendent shall be under the direct control of the Administrative Co-ordinator or Registrar as the case may be.
2. He shall be responsible for maintenance and development of garden. He shall also supervise the work of Males and other persons working under him and shall exercise such power as he may deem fit to regulate the working of the staff working under him by obtaining directions from the Registrar/Administrative Coordinator.

### **Responsibilities of Receptionist**

1. The Receptionist shall work under the direct control of the Public Relations Officer or Deputy Registrar/Assistant Registrar as the case may be.
2. He shall have to receive the guests, visitors, members of the various organisations and student community etc. and guide them to the proper sections to meet their requirements.
3. He shall be well acquainted with exam. Dates, various programmes of the University meetings, University publications and announcement of result etc.



4. He shall perform such other duties and responsibilities as may be assigned to him by the concerned Officer from time to time.
5. He shall display on the notice-board important notice, circulars etc. received from the various section.

### **Responsibilities of Telephone Operator:**

1. 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.
2. To ensure that no unofficial local/trunk calls are made without prior permission of the Registrar/Deputy Registrar and without prior payment of requisite charges.
3. Any other work as assigned by the concerned officer from time to time.

### **Responsibilities Laboratory Assistants**

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist In charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the In-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to In-charge of laboratory about misbehaviours inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.



9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

### **Responsibilities Laboratory Attendants**

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. 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.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the Laboratory.


### **Responsibilities of Peons:**

1. To open windows etc. in morning and switch on fans and lights to close the same, when not required.
2. Do dusting 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, filling up inkpots.



3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. Operate cyclostyling machine, if he could operate that, wherever necessary.
9. Carry out any other work of similar nature which the Officer in charge /Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
10. Serve drinking water to employees and to visitors, when required.
11. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
12. Any other work as may be assigned to him by the concerned officer from time to time.
13. Peon shall also have to attend to the duties assigned to him.



  
Registrar,  
Dr. Babasaheb Ambedkar  
Marathwada University,

