



## ADMINISTRATIVE POLICIES

The administrative policy has been approved by the College Development Committee and will be implemented from the academic year 2016-17.

### 1. **Preparing yearly activity chart and calendar:**

- a. The office superintendent/Head Clerk shall prepare month wise list of activities (including budget) required for compliance of reports and conditions related to all statutory bodies.
- b. The office superintendent/Head Clerk shall prepare the list of data required for different activities.
- c. The office superintendent/Head Clerk shall prepare the list of files and documents required one month prior to the activity.
- d. The office superintendent /Head Clerk shall be prepared for the unscheduled activities.

### 2. **Proper training and allocation of work:**

- a. The office superintendent/Head Clerk shall define the flow of work and define the deadlines for every task.
- b. The office superintendent/Head Clerk shall allocate the work to his subordinates as planned in activity calendar. The work distribution for planned activities shall be done at the start of academic year. The care shall be taken while distributing the work that every subordinate has almost same quantum of responsibilities and physical work.
- c. The office superintendent/Head Clerk shall train the subordinate before starting any activity for successful completion of task.

### 3. **Updating entire records of all students from their admission till completion**

- a. The office superintendent /Head Clerk shall identify the necessary fields of data required about the students admitting to the institute. The same shall be modified and/or approved by the Principal.
- b. The office superintendent/Head Clerk shall check for availability of the complete data of all students admitted to the institute since the year of establishment of the institute.
- c. The office superintendent/Head Clerk shall make a team from his/her subordinates to collect and maintain the required data.
- d. After completion of data for the previous years, this activity shall be considered as regular activity.

### 4. **Updating information of all employees working and left from 2011-12 till date:**

- a. The office superintendent/Head Clerk shall identify the necessary fields of data required about the staff joined to the institute. The same shall be modified and/ or approved by the Principal.
- b. The office superintendent/Head Clerk shall check for availability of the complete data of all staff members joined this institute since the year of establishment.
- c. The office superintendent shall make a team from his/her subordinates to collect and maintain the required data.

5. **Effective collection of fees:**

- a. The students shall be asked to pay complete fees before commencement of first semester. However the provision of part payment shall be made in certain cases with the recommendation of HoD and permission of Principal as follows:

**Students from open category:** (i) Completion of 50% fees at the time of admission, (ii) Completion of 100% of student contribution before 30<sup>th</sup> September for regular students and before 31<sup>st</sup> December for new admissions,

**Students from OBC category:** (i) Completion of 100% of student contribution at the time of admission,

**Students from ST, NT, VJ, SBC category:** Completion of 100% of student contribution at the time of admission.

**Students availing loan from banks:** The regular students availing facility of bank loans shall pay 100% fees within 10 days after declaration of results. The newly admitted students shall pay 50% fees at the time of admission and remaining 50% fees within 45 days from the date of admission.

- Note: If loan is not disbursed till 45 days after admission, the student shall complete the fees and institute shall repay him the amount after receiving disbursement of the loan.
- b. The administration office shall visit the department and fill the admission form of every student in the first week of the academic year. They shall prepare department wise schedule for this activity.
- c. The account section shall notify the students about the amount of fees for next year during the examination of second semester.
- d. The account section shall preserve the schedule of part payment approved by the Principal. The account section shall forward to the department the list of students not fulfilling the schedule of part payment.
- e. The HoD shall take follow up of these students and ask them to pay the fees. They shall report the students not paying the fees to Principal.

6. **Applications for scholarships and freeships within given time frame:**

- a. This shall be one of the activities in activity chart of administration office.
- b. The concerned subordinate of office superintendent shall carefully complete this activity as per the instruction from competent authority of state Govt. of Maharashtra.
- c. The office superintendent shall check all cases and instruct the subordinate to comply all conditions.
- d. The difficulties in completing certain cases shall be brought to notice of Principal well in advance before the deadlines.
- e. The students not completing the required formalities of getting scholarship shall be treated as open category candidates and pay full fees.



**Correspondence with students not complying all documents required for availing the benefits of scholarship / free ship:**

**Cast Validity certificate:** The correspondence with the students regarding cast validity certificate shall be as follows.

- a. First reminder through circulation of notice in 1<sup>st</sup> week of November
- b. Second reminder notice to be issued on 1<sup>st</sup> December
- c. Undertaking from students and parents to be collected up to 15<sup>th</sup> December
- d. After 1<sup>st</sup> January students not submitting the document shall be treated as open category candidate and shall be asked to pay full fees.

**Note: Office Superintendent /Head Clerk shall give feedback of all activities to Principal.**

**Duties and Responsibilities of administration office:**

**Responsibilities of Principal:**

- Academic growth of the College.
- Physical monitoring of academic activities in the college.
- Regularly counseling of employees and students.
- Assisting in planning and implementation of orientation courses, seminars, in service and other FDPs organized by the College, for academic competence of the teachers.
- Admission of students and maintenance of discipline of the College.
- Monitoring the management of College Libraries, Laboratory, Gymkhana and Hostel.
- Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- Monitoring relating to the administration of college.
- Administration and supervision of curricular, co-curricular/extra-curricular activities, and welfare of the college, and maintenance of records.
- Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued from time to time.
- Assessing reports of teachers and maintenance of Service Books.
- Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- Observance and implementation of directives issued by Government, authorities viz. Director of Technical Education / Higher Education / University and other concerned authorities.
- Timely submission of information/returns to different authorities viz. Government, University, JD etc.
- Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.



## B. Duties and responsibilities of office staff (post wise):

### Office Superintendent /Head Clerk:

- a. To coordinate the functioning of college office.
- b. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued from time to time.
- c. To provide information to Principal for timely submission of information/returns to different authorities viz. Government, University, JD etc..
- d. Provide all kind of assistance to Principal for preparing various reports such as mandatory disclosure, LIC visit report, CDC meeting report etc.
- e. Performing all finance related activities and maintaining records such as preparation of salary sheets, taxation, collection of fees, list of defaulters in making payments, purchase of material, payment to staff other than salary such as remuneration for examination work, distribution of amount in consultancy projects, accounting research grants.
- f. To provide accurate information to Principal for timely submission of information/returns to different authorities viz. Government, University, JD etc.

### Junior clerk:

- a. To maintain the service books of all employees.
- b. To maintain staff attendance musters and biometric attendance records and forwarding it to account section at the end of every month.
- c. To maintain all records of the student from his/her admission till completion of the course.
- d. To maintain all records related to university examination and coordinate with corresponding authorities of University as per the directions of Principal and Registrar/Administrative officer.
- e. To assist accounts officer in maintaining all financial records.
- f. To call quotations for the material to be purchased.
- g. To place purchase orders to the suppliers.
- h. To take follow-up of delivery of material.
- i. To collect the cash and submit daily records to account officer.

  
Principal  
Padmaashri Babasaheb Vengutika  
Mahavidyalaya Pandurthi

