

### Administrative Policies, Rules and Procedures

#### Types of Positions

12/07/2020

Academic	Administrative
Principal	Registrar
Vice Principal	Office Superintendent
Head of Department	Head Clerk
Teachers-Assistant/ Associate Professors	Junior clerk
	Lab Assistants/Library Assistants
	Peons

Statutory Committees	Non-statutory Committees
Internal Complaint	Discipline
Admission Core	Maintenance
Unfair means Inquiry	Canteen
Students' Council	Assessment and Fixation
Examination Core	Service Book Maintenance
Gymkhana Core	Research Grants and Financial Grants
Library	Placement Cell
Gender Sensitization Cell	Attendance Subcommittee
Finance Accounts and Purchase Committee & UGC Funding	Alumni Association
Grievance Committee (Teachers)	Recreation
Grievance Committee (Students)	Time Table
Internal Quality Assurance Committee (IQAC)	College Magazine
College Development Committee	Prajnya Vision Centre for students with special needs
	Cultural Activity
	Examination Subcommittee
	Gymkhana Subcommittee
	NSS Committee
	Fire Safety Measures
	Website
	IQAC Subcommittee
	Rotaract
	SEAT Scholarship
	Nirmittee Kendra- Innovation and Skill Hub



*[Signature]*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

## **ADMISSION POLICY ( HIGHER UG & PG )**

Objective : To enroll students according to their merit to pursue academic qualifications and offer varied combination of subjects. The learners will get their choice of subjects and combinations as per the availability of seats on the basis of merit alone.

Admission to be given under Minority, Open and Management Quota (MQ)

Definition : Admission : the process of taking entry into the institute following the steps which entails him to become a bonafide student

Learner : An individual who is learning or acquiring a skill or knowledge through integrated course as prescribed by the University of Mumbai/ college

Admission committee

At least 8 to 10 staff members constitute this committee in which most senior staff or Vice principal shall be the Convener. The committee shall take care of the entire process of admitting students, selection and allotment of subjects, merit list generation

Procedure : Preparation of prospectus (Annexure1 )

1. Prospectus to be given students on payment of Rs. 100
2. Online form duly filled along with minimum scanned docs...mark sheet, leaving certificate (the number in prospectus to be mentioned in the form ) to be submitted
3. Schedule of admission to be displayed
4. Generation of merit list
5. First merit list to be prepared (Minority & open )
6. Depending on seats availability next merit list shall follow with a gap of 3 days for Payment of fees.
6. Online fees payment can be an option
7. As per seats / subject availability roll call to be prepared and I cards
8. After the college reopens, a fortnight can be given for any change of subjects for which applications must be collected.
9. After scrutinizing the availability of subjects, a notice should be displayed by the office.

MQ admissions to be centralized at management level and the list of students selected for admission to be sent to college having fulfilled the objectives of the society



## **Academic Calendar**

Academic calendar of the university for the subsequent academic year shall be prepared as per the guidelines from the University Grants Commission, similar Apex Bodies and the State Government, three months before the expiry of the current academic year as per Section 33(1)(z) of the Act.

## **Duties and Responsibilities of the Head of the Department**

The Head of the University Department shall be the Principal academic and executive Head of the Department. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

1. The Head shall be appointed by the Principal with the approval of the Governing Body/Managing Committee of the Trust/Society in the manner as prescribed in these Statutes and shall be working directly under superintendence, direction and the control of the Principal.
2. He shall be ex-officio Chairman of the Departmental Committee.
3. He shall supervise and control the working of the teachers and the employees working in the Department.
4. He shall review the Self-Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Principal while the former Head of the Department shall submit his Self-Assessment Report and or the Confidential Reports directly to the Principal.
5. He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.
6. He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
7. He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.
8. He shall be the ex-officio Chairman of admission committee for various programs of the Department as per the procedure laid down by the University, from time to time.
9. He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the Principal for consideration.
10. He shall monitor the purchase of equipment, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the Governing Body/ Managing Committee.
11. He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
12. He shall assist the College in the smooth conduct of the University Examinations.
13. He shall perform such other duties and responsibilities as may be assigned to him/her by the Principal, from time to time.



### **Duties of the Teacher**

- a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The College Authority shall give the teacher every possible opportunity to do so.
- b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University examinations etc. and shall encourage pursuit of learning in the students.
- c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the Governing Council/Managing Committee, under superintendents and control of the Principal shall ensure the interest of the College. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- e) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the College, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head.
- f) A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.
- g) A teacher shall assist the College in smooth conduct of the University Examination

### **Career Advancement Scheme (CAS)**

Teachers working in the College shall be eligible for placement/promotion under the Career Advancement Scheme as per the recommendation of the UGC and similar Apex Bodies, accepted by the Government and the University from time to time.



## **SERVICE BOOK POLICY**

Scope :Teaching & Non-teaching staff (Aided/Affiliated)

- 1.The Service Book, as prescribed by the Government, shall be maintained by the Appointing Authority, for every teacher appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.
2. The Service Book shall contain the record of the service of each teacher covering all essential events in his official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any.
- 3.a)The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the institute and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.  
b)In case a teacher wishes to alter his date of birth, the teacher may apply in writing to the Appointing Authority. The Appointing Authority shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his first joining the service, and no correction shall be made thereafter under any circumstances.
- 4.Whenever the teacher is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
5. The Appointing Authority shall keep the Service Book in safe custody and shall not allow it to remain with the teacher.
6. The teacher may peruse the entries in his Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
7. A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office. The Appointing Authority may cause to verify periodically the Service Book of each teacher for correctness of entries.
8. A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.
9. The Service Book shall be retained in the office after the teacher ceases to be in service permanently.



## **Teachers and their Rights**

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

The Code of Professional Ethics :

### (a) The teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
- (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- (viii) participate in extension, co-curricular and extracurricular activities including community service.

### (b) Teachers and the students :

The teacher shall:

- (i) respect the right and dignity of the student in expressing his/her opinion.
- (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their



- individual needs.
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
  - (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
  - (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
  - (vii) pay attention to only the attainment of the student in the assessment of merit.
  - (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
  - (ix) aid students to develop an understanding of our national heritage and national goals, and
  - (x) refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always:

- (i) treat other members of the profession in the same manner as they themselves wish to be treated,
- (ii) speak respectfully of other teachers and render assistance for professional betterment,
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- (iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- (v) be thoroughly social and humane, democratic and rational, towards other teachers,
- (vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.
- (vii) believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall:

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure 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.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) 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.



(e) Teachers and nonteaching employees :

- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report 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.

(g) Teachers and Society:

The teachers shall:

- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

## **CONDUCT, DISCIPLINE AND APPEALS**

### **1. Conduct-**

1. The employee of the SIES college shall be at the disposal of the for full-time and shall serve in such capacity and at such place as he may, from time '0' time, be so directed.
2. The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.



3. The employee shall at all time maintain absolute integrity, and show devotion to duty and shall do nothing which is unbecoming of an employee of the College as the case may be.
4. The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University or the College, as the case may be.
5. No employee shall in the discharge of the official duties deal with any matter relating to award of any contract in favour of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.
6.
  - (a) The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.
  - (b) The employee shall not contribute to the Press or through any media matter connected with the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, paper or information, which may have come in his possession in his official capacity. He shall also not try to obtain unauthorized any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.
  - (c) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the College or being the University or the College in dispute.
  - (d) The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.



- (e) The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the College.
- (f) . The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.
- (g) The employees shall not bid either directly or indirectly, at any auction of any University or College property nor shall he submit any tender for any supply to the University or College.
- (h) The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.

**2. Misconduct-** Misconduct, shall include as follows, namely-

- (a) Any action by the employee contrary to the provisions prescribed in the foregoing rules
- (b) Going on illegal strike, abetting including instigation or action in furtherance thereof
- (c) Theft, fraud or dishonesty
- (d) Habitual break of any standing orders, rules
- (e) Willful or negligent damage of the University or College property
- (f) Refusal to accept charge-sheet, order or other communications served according to the rules



- (g) Conviction in a court of law, involving moral turpitude.
- (h) Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the University or College.
- (i) Neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
- (j) Violence or inciting violence,
- (k) Stopping work either singly or with other employees or inciting anyone else not to work.
- (l) Allowing anyone within the prohibited premises of the University or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority,
- (m) Falsification or tampering any paper or record of the University or College,
- (n) Obtaining employment under the University or College by misrepresentation of facts.
- (o) Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority.
- (p) Committing nuisance during the working hours by being found intoxicated or otherwise,
- (q) Misappropriation of any amount, movable property, of the University or the College or late crediting the amount in the University or College account.
- (r) Committing any act involving moral turpitude.



### 3. Penalties-

(1) Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the University or the College employee found guilty of misconduct :

(a) Minor Penalties-

- (i) Censure,
- (ii) Fine
- (iii) Withholding of increment of pay,
- (iv) Withholding of promotion
- (v) Recovery from his pay, or such other amounts as may be due to him, of the whole or part of any pecuniary loss caused by him to the University or the College, by negligence or by breach of orders.

(b) Major Penalties-

- (i) Reduction to a lower stage in the time-scale of pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.
- (ii) Reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the time-scale of pay, grade, post or service from which he was reduced, and his seniority and pay on such restoration.
- (iv) Removal from service, which shall not be a disqualification for future employment under the University or the College,



## Non-Teaching Staff working in the Colleges

\* Duties, Responsibilities and Powers of Non-teaching staff in Non-Government Affiliated Colleges.

### (1) Registrar (Head of the Non-Teaching Staff)

1. Registrar shall regulate the work and conduct of the staff in accordance with the Act, Statues, Ordinances, Rules and Regulations. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.
2. The Registrar shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
3. The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
4. The Registrar shall keep the minutes of all the meetings, and records of such meetings attended by him as ex-officio member secretary.
5. The Registrar shall co-ordinate the work I the college amongst the teaching and the non-teaching staff.
6. The Registrar shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the College and/or is not in the interest of the Institution/ College.
7. The Registrar shall maintain the enquiry service for students, staff and also for visitors to the college regarding courses, bring conducted, examination and admission rules and such other allied matters of important nature.
8. The Registrar shall sign letters issued from the College office of routine nature.
9. The Registrar shall watch over the work of college affiliation, staff recognition and follow procedure for appointments, He shall also watch Accounts, Audit, Assessment work of Maintenance and other Grants and to keep the check on Accounts of the College.
10. The Registrar shall look after the Examination work (College/) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.
11. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.



(2) Superintendent-

1. The Superintendent shall be in charge of the college office and should be personally responsible for the smooth conduct and working for the work to his subordinates who shall be directly responsible to him with the past approval of Registrar.
2. He shall convene the regular meetings of the office staff and laboratory assistants and shall determine the time dimensions of each of the task assigned and supervise the overall working as per the prescribed norms if any.
3. He shall issue Memos, reprimands to earning employee. He shall inspect attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comes or those who habitually remain absent by issuing warnings in writing and recommending to the Registrar/Principal to take the disciplinary action in case the same employee shows no improvement.
4. It shall be the duty of the superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Registrar/Principal to Government, University, University Grant Commission, Managements and Superior authorities as per requirements. It Shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
5. He shall carry out the 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.
6. He shall be 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, etc. concerning his section.
7. The Superintendent shall personally look into the court case concerning the college and obtain orders from Registrar/Principal wherever necessary.

The Superintendent shall mark and distribute the letters in the name of dealing Assistant or the Head of the Departments in the College. He shall exercise check and follow up letters received from the Government, University Grant Commission, University, Management etc.

8. He shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with references to relevant rules, regulations, precedence and implications etc. or special cases and submit to higher authority i.e. Registrar or the Principal and give interim replies.
9. The superintendent shall point out mistakes or mis-statements, if any and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned.



10. The superintendent shall scrutinize note or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Registrar or the Principal. He shall sign letters issued from the college office of routine nature.

11. The Superintendent shall be responsible of examination work pertaining to Degree College in the overall supervision of Registrar or the Principal.

12. In case the post Registrar does not exist in a college, the Superintendent shall perform duties and shall be used with the powers of the Registrar.

13. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

(3) Accountant-

1. The Accountant shall inform periodically the financial position of the college to the Registrar or the Principal of the College, examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget

estimates, with the help of Heads of Department in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.

2. He shall attend to all the Government scrutiny, inspections and audit.

3. He shall be responsible for the proper implementation of the financial transaction as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the Colleges as per direction of the Registrar and place before the Committee the financial position of the college such as its receipts, payments, government grants and balance from time to time.

4. He shall scrutinize all bills of expenditure before recommending for payment, maintain cash-book, ledger, bank pass-books. He shall watch the progress of the expenditure and receipts of fees, Government grants in time.

5. If there is no post of Superintendent in the college or if the Superintendent proceeds on leave, the Accountant shall carry out the duties of the Superintendent in addition to his own duties.

6. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

(4) Head Clerk or Deputy Accountant-



1. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
2. He shall be in-charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in-charge as per the instructions received from the higher authorities from time to time.
3. He ensure and maintain proper co-ordination and follow up with the other departments or sections of the College.
4. He shall be responsible for smooth, efficient and effective working of the office and timely disposal of cases, letters, bills reports, return etc. and decided and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
5. He shall train the members of his department and provide guidance to all.
6. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to superintendent or the Registrar with clear and specific comments.
7. He shall keep exhaustive and self-contained notes of important papers passed down and keep their movements till final disposal and also consider the proceeding of the work.
8. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behavior of the staff under him. He shall record verbal discussions, order and instructions which shall be attested by the superior officials present.
9. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up action.
10. He shall inspect the racks and tables of Assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills laying indisposed off.
11. He shall submit notes or drafts for approval of the authorities through the Superintendent.
12. He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.



13. He shall recover grants due to the Government etc. and shall prepare the requirement of furniture, office equipment, stationary etc. with the consultation of the Higher Authority.

14. He shall responsible for the examination work of Junior College unit with overall supervision of Registrar.

15. If the post of Accountant does not exist in the college, the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.

16. He shall attend to any other work assigned to hi from time to time by the Higher Authorities.

(5) All other non-teaching Staff-

The Principal shall also assign duties as per needs or requirements of the concerned colleges from time to time in respect of any other non-teaching staff.

Notwithstanding anything contained above, the Vice-chancellor shall direct the Principals to assign duties to the employees in respect of conduct of University examination/admissions etc. during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.



  
Dr. Uma Shankar  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.