

**Marathwada Mitra Mandal's
College of Architecture
Deccan Gymkhana, Pune- 411 004**

College Code of Conduct for Staff

Office Superintendent

Compliances with regulatory authorities like Council of Architecture India, New Delhi (COA), All India Council for Technical Education New Delhi (AICTE) Directorate of Technical Education, Mumbai (DTE), Directorate of Technical Education, Regional Office, Pune (DTE RO), Savitribai Phule Pune University, Pune, Admission Regulating Authority (ARA), Fee Regulating Authority (FRA) This is the most sensitive and critical part of the duties of an O.S. Through the Co-ordination and support from all the sections of Admin Departments, O.S. has to ensure that all the compliance of the processes or the information demanded by regulating authorities is submitted within the deadline.

- a. To maintain Approval File of the Institute which contains originals or copies of approvals which institute has received from different regulating authorities. The file also includes Teachers Approvals.
- b. Submission of Application of Affiliation.
- c. To prepare and submit Staff Selection Committee file
- d. Submission of Teachers Approval Proposal
- e. To get Roster checked from University and MVK
- f. To prepare and submit Local Inquire Committee file
- g. Annual Affiliation Online Process and File Submission
- h. To submit online information of AISHE
- i. To support Exam Department in capacity of Custodian
- j. To support Facilitation Centre process at the institute
- k. To guide Student Section and Scholarship Section for timely compliances of their section
- l. To maintain Governing Council and Local Managing Committee Records
- m. To oversee records of 4 mandatory committees i.e. Anti-ragging, Internal Compliant Committee, Grievance Committee, SC/ST Committee, RTI Committee
- n. Correspondence with the Regulating Authorities
- o. To process Cancelation of Admissions and Maintain Record In File

Jr. / Sr. Clerk

- a. To collect and maintain original documents of admitted students and keep follow up of non-complied students
- b. To prepare DTE Merit List Verification File and get the merit list verified from the DTE RO
- c. To get pending Cast Validity Cases checked from the DTE RO and submit clearance letter to ARA, Mumbai and University.
- d. To Submit Merit List to Admission Regulating Authority, DTE Mumbai and University

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- e. To upload Merit List on Admission Regulating Authority website
- f. To upload online Eligibility on University Website and Submit the file to University
- g. To distribute Marks Sheet and Certificates to the students
- h. To process and submit University Pro-rata
- i. To prepare Student Master File after the admission process every year
- j. To issue Transfer Certificates to Passed Out Student
- k. To maintain Student Register for every batch
- l. To maintain Spiral Bound Copy of Mark Sheets after declaration of Results of every exam
- m. To issue Bonafied Certificates , Fees structure to students
- n. To issue original documents to students of current batch as and when required by them, with the approval from O.S.
- o. To issue Original Documents to Passed out students on compliance of No Dues Certificate
- p. To forward bus and railway concessions forms of students to O.S.
- q. To maintain Merit List Verification Files of every year
- r. Hard Copy submissions to different regulating bodies
- s. Scholarship Section facilitates implementation of different Scholarship Schemes, applicable for UG Architecture Students.
 - a. To prepare list of eligible students for different scholarship after admission process every year
 - b. To keep follow up and get the Application forms and necessary documents for different scholarships from the students
 - c. To keep follow up and get the Cast Validity Applications filled from concerned students
 - d. To maintain the files of Application Forms of different scholarships
 - e. To get Fee approvals for scholarships
 - f. To get the scholarship Verified from respective government authorities
 - g. To keep track of pending scholarship fees from government authorities
 - h. To distribute scholarship , exam fees amount to student
 - i. To maintain Bill Received and Payment Made Register
 - j. To provide information of Scholarship data to management or the concerned government department.

Support Staff

It comprises of the peons who are responsible for duties for supporting different teaching and non-teaching departments of the institute.

- a. To oversee work of housekeeping staff to ensure cleanliness within institute premises
- b. To timely open and close institute as per the requirements of different departments
- c. To support teaching and non-teaching in terms of sundry office procurements, photo copying etc.
- d. To support the requirements of coordinators , at the time of events in the institute
- e. To arrange board room in all respect for institute meetings
- f. To look after up keeping of classrooms and seminar hall and provide Lap tops , audio systems etc. as per the need
- g. To look after the visitors of the institute

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- h. To maintain supply of sundry consumables and timely procure it as per the requirement
- i. To support examination work under the instructions of College Exam Office (CEO) and Senior Supervisor
- j. To report requirement of maintenance within the premises to the O.S.

Accountant

An Accounts Department is backbone of any educational, Institute. The accountant monitors and records the flow of money. An accountant has several roles and responsibilities to meet in their job, both in terms of their competence at carrying out accounting practices as well as ethics and approach to the job. The accounts department is a separate non-teaching faculty departments reporting directly to the Principal of the Institute.

Role and responsibilities of Accounts department:

1. **Statutory Dues :** (DTE, BCUD, FEE REGULATING AUTHORITY, PRAVESH NIYANTRAN SAMITI, SAVITRIBAI PHULE PUNE UNIVERSITY)

While submission of BCI Report make the payments for Affiliation Fees of any course, Closure of any course etc.

Process of payment for Annual Affiliation, Continuation of affiliation, and extension of approval for the course conducted in the college with the time frame work.

Submission of fees to DHE, and recover the balance fees from the students for ARC Fees.

After submission of online data of students, payment to PNS.

- 2 **Accounts Receivable and Revenue Tracking**

Another critical duty of the accounting department is to account for and track receivables, Fees receivable from students during the admission process and keep track of outstanding fee receivable from the students throughout the year, concession given to students, any receivable from Samaj Kalyan office during the year and for the past years.

The responsibility here includes assuring that students pays the fees in time, so a system of friendly reminders (telephone calls, sending SMS for outstanding fees) is important.

- 3 **Reporting and Financial statements**

To prepare financial reports that can be used for budgeting, forecasting and other decision making processes. In addition, these and other reports are needed for charity commissioner.

Preparation of budget, to enable the management to forecast the revenue and expected expenditure (Capital and revenue expenditure) based on the admission during the year and fees approved by the fee regulating authority to take the decisions.

- 4 **Payroll**

Payroll is a critical function of the accounting department and includes make sure all the employees are paid accurately and timely after receiving the time report, assessment of leave record from the Admin Department (HR Department).

Calculation of Yearly increments of the staff members after getting approval of the same from the Management.

In addition, proper tax is assessed and deduction of T.D.S. from salary and timely payment to Income Tax department. Assessment of Tax liability after received the data of investment from the staff members and issued of Form No.16 to the concern staff members in the department. Submission of Quarterly and annual data of Income tax to C.A. for submission to the Income tax Department.

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5 Accounts Payable

In order to maintain great relationships with vendors making sure that everyone gets paid on time is a vital role. It is a role of the accounting department to keep eye on opportunities to save money i.e. availing discounts, incentives from the vendors. To obtain the quotations from at least 3 parties, making negotiations for prices and placing the order to the vendor who offers least price. To make purchase orders to the vendors. Verifying the invoices and deduction of taxes from invoices if applicable and make timely payments to the vendors for building trust with the vendors for future correspondence.

Payment to the visiting staff members according to the budget for the semester, deduction of TDS and timely payment to concern department, quarterly submission of data, and issuing form No. 16 A to the visiting staff members.

6 Statutory payments

Proper deduction of taxes from the employees and other vendors and timely submission of the same to the central and state governments.

Submitting quarterly details of salary and other contractors details within the time limit.

Submission of Eligibility fees, Pro-rata data, Examination fees, revaluation fees collected from the students to the Savitribai Phule Pune University within the time limit.

Maintain record of examination centre advance received from Savitribai Phule Pune University, preparing bill for Examination centre allotted for the conduction of examination of B.Arch. after making payments to the staff appointed for the examination conduction. Payment to the SPPU if excess payment is made or recovery of dues if receivable from SPPU during the semester examinations conducted during the year.

Librarian

The Librarian is responsible for providing library and research services to the institute and maintenance of the library and its collections. Also to ensure that materials are current, accessible, and available to library users when required.

Responsibilities:

- a. Establish and implement library and information policies and procedures.
- b. Develop and manage convenient, accessible library and information services.
- c. Establish and manage the budget for library and information services, technology and media.
- d. Order materials and maintain records for payment of invoices.
- e. Analyze and evaluate library and information services, requirements.
- f. Prepare reports related to library and information services, resources and activities.
- g. Perform original cataloguing and classification of print, audio-visual and electronic resources.
- h. Develop and maintain special indexing systems and files for special collections.
- i. Ensure an accurate inventory of resources.
- j. Maintain inventories, compile statistics and generate reports as required.
- k. Develop and maintain cataloguing procedures.

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- l. Determine the type of cataloguing required, Enter cataloguing data into the library's automated system.
- m. Train library users to effectively search the Library catalogue, Internet and other electronic resources.
- n. Maintain circulation files, records and statistics and to Perform other related duties.
- o. Organize Book Fairs/Exhibitions to Promote Reading Habits among students, alumni n and faculty members of MMCOA
- p. Deliver "Library Orientation Session" to new students as a part of students' Induction Programme.
- q. Conceptualize and organize innovative practices in Library to promote reading culture and subsequent Library usage.

Knowledge and skills required to perform the job responsibilities effectively

To perform the job responsibilities effectively Librarian must have:

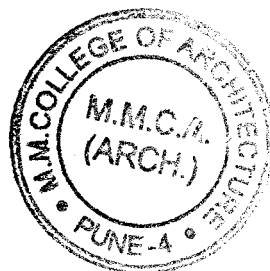
Knowledge about


- a. Library policies, procedures, methods and professional standards.
- b. Research and information gathering systems and methods.
- c. A variety of information database systems.
- d. Conducting Internet searches.
- e. Organization and structure of the library.
- f. Library systems for cataloguing, acquisitions and searching, on-line bibliographic utilities.
- g. Information of resources on the Internet and other electronic databases.


Skills

- a. Effective written communications skills, computer skills including the ability to operate email and conduct Internet research and the ability to operate computerized library, spread sheet, word-processing, spreadsheets, email, database and graphics and website development programs at a highly proficient level.
- b. Research skills.
- c. Organizational skills.
- d. Analytical and problem solving skills.
- e. Decision making skills.
- f. Effective verbal, presentation and listening.


Office Superintendent, MMCOA




Principal, MMCOA

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