



**R.B. Narayanrao  
Borawake College,  
Shrirampur, Pin-  
413709**

**Manual: 2**

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**Powers and duties of the  
Officers of the College**  
**Right to Information Act, 2005**  
**under [Section 4(1) (b) (ii)]**

**Duties of the Principals/Directors:**

Duties of Principals/Directors Subject to the supervision and general control of the Management, the Principal as the Principal Executive and Academic Head of the College / Recognized Institution, shall be responsible for –

- 1) academic growth of the College.
- 2) participation in the teaching, research and training programmes of the College.
- 3) assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- 4) admission of students and maintenance of discipline of the College.
- 5) receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- 7) correspondence relating to the administration of the College.
- 8) administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- 9) observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- 11) overall supervision of the University Examinations.
- 12) observance or provisions of Accounts Code.
- 13) maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- 14) any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
- 15) Preparation of institutional development plan for every five years with action plan of implementation.

- 16) Identification of avenues for resource generation.
- 17) Preparation for assessment, accreditation and academic audit of the college/institution
- 18) Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
- 19) Working as mentor for teachers and administrative staff of the college.
- 20) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
- 21) Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
- 22) Connecting college/institution with societal needs.

### **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 University 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 University and shall ensure the interest of the University. 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 organised by the University, 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 University authorities to enforce and maintain discipline and good habits among the students.
- g) A teacher shall assist the University in smooth conduct of the University Examinations.

**Teachers and Their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals 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:

- (i) Adhere to a responsible pattern of conduct and demean our expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their 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 college and the university such as: assisting in appraising applications for admission, advising and counselling 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 extra-curricular activities including community Service.

**II. Teachers and the Students: Teachers should:**

- (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, political, economic, social and physical characteristics;

- (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 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 and of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students 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

**III. Teachers and Colleges: Teachers should:**

- (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 allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**IV. Teachers an Authorities: Teachers should:**

- (i) 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 organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (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 through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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.

**V. Teachers and Non-Teaching Staff:**

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

**VI. Teachers and Guardians: Teachers should:**

Try to see through teachers bodies and organisations that institutions maintain contact with the guardians of 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.

**VII. Teachers and Society: Teachers should:**

- (i) Recognise 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 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 offices;
- (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, religions or linguistic groups but actively work for National Integration.

**Duties of Director of Physical Education :**

The Director of Physical Education shall be a full time teacher responsible for promoting the culture of sports and supervising sports related activities in the college.

**The Director of Physical Education shall,—**

- (a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition.
- (b) promote sports, culture and organize activities in the field of sports in colleges.
- (c) co-ordinate and organize activities related to various sports jointly with regional and university bodies.
- (d) organize college/ university level competitions, sports skill development camps in various sports on the college campus;
- (e) train students for regional, national and international competitions in various sports;
- (f) undertake any other task that may be assigned to him by the college authorities, so as to carry out objectives of the related to sports and games.
- (g) To maintain the record of sports equipments.
- (h) To maintain the discipline in the college.

**Librarian**

The Librarian shall be a full time teacher of the college and shall be in-charge of the Knowledge Resource Centre in the college. He shall work directly under the superintendence, direction and control of the Principal.

**Librarian shall,—**

- (a) be a Member-Secretary of the Library Committee and shall ensure proper implementation of the decisions taken by the Library Committee.
- (b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center.
- (c) 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.
- (d) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee.

- (e) be responsible for the development, modernization, up keeping and management of college Knowledge Resource Center.
- (f) create awareness among the students of various departments of the college regarding the availability of resources, information, search techniques and databases through the information literacy programme;
- (g) undertake any other task assigned to him by the college authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
- (k) Perform such other duties as prescribed or assigned to him by the Principal from time to time.

**Registrar / Office superintendent**

- To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc.,
- To supervise the official work and administration of the office
- To monitor and supervise the administrative office work as per norms and administer the office or respondence as per directions of the principal.

**Head Clerk**

- To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing.
- To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc.
- To prepare and submit various utilizations to UGC, University, Government etc.
- To prepare and submit budget estimates and monitor accounts accordingly.

**Senior Clerk**

- To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc.,
- To maintain and update bio-metric record and write remarks accordingly.
- To maintain Sanstha Correspondence, Students Correspondence and other office



correspondence,

- To prepare and submit various Fee concession proposals to government authorities
- To help other authorities as per the directions Principal & Head clerk.

### **Junior Clerk**

- To verify and accept Admission forms, Exam Forms, Concession forms etc.,
- To issues T.C / Migration & Bonafide certificates, mark list, exam forms etc.,
- To maintain General Register, University Result, Ledger etc. and undertake all exam related work.
- To prepare and submit concession proposals, scholarship/freeship/etc/ex-serviceman/sst/ptc, changes in staff proposals , teaching & non-teaching approval etc.,
- To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal.
- To help other authorities as per the directions Principal & Head clerk.

### **Laboratory Assistant**

Laboratory assistant should,

- help the lab in-charge to carry out the laboratory related work.
- Maintain the attendance register
- Keep the setup ready before conduct of the practicals
- Ensure the cleanliness of the laboratories
- Maintain the departmental stock register

### **Laboratory Attendant**

- Laboratory attendant should help the laboratory assistant to carry out the lab related responsibilities.

### **Library Attendant**

- To issue & return books in the library as per directions of librarian.
- To issue I-card, barrow card to students.
- To update newspaper and magazine register.
- To maintain cleanliness in the library and work as per the directions of the librarian.

**Peon**

- To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc.
- To visit Bank, MSEB, Post office and other places for bill payment & office work.
- To attend telephone in office, library etc. and to give information to Principal, of parents & students visiting college for Principal meeting.
- To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.
- To render help in organization of various Co-curricular and extracurricular activities and programme held in the college. To work as per the directions of Principal and