



HAND BOOK(SOP'S)

Shri Someshwar Shikshan Prasarak Mandal's

Someshwarnar

**Sharadchandra Pawar College of Engineering
and Technology**

**(Standard Operating Procedures in the Sharadchandra
Pawar Group of Institutes)**

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Governing Body

Body Title: Governing Body

Reports To: NA

Purpose:

Governing Body of Shri Someshwar Shikshan Prasarak Mandal's Someshwarnar (SPCOET), Pune has been constituted as per the norms of All India Council for Technical Education (AICTE). Governing Body's main function is to ensure that all the stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution. All those who have governance responsibilities and accountabilities, both within and outside institutions carry out their responsibilities effectively. Shri. Deokar Sanjay (Founder-Principal- Shri Someshwar Shikshan Prasarak Mandal's Someshwarnar) is the Chairman of the Governing Body of SPCOET, Someshwarnagar (SPCOET), Pune has identified and selected well known Educationist, Industrialists, from well-known Institutions/Industries besides representatives of the faculty as nominees of SPCOET, Pune on the Governing Body, apart from the Nominees of DTE, SPPU, and Government of Maharashtra, who meet regularly and make policy decisions and give guidance and suggestions to implement policies successfully.

Sr. No.	Roles and Responsibilities	Outcomes
1.	The Governing Body is collectively responsible for overseeing the institution's activities, determining its future strategic direction, and fostering an environment in which the institutional Vision and Mission is achieved.	1. Well strategized Vision and Mission of the Institute
2.	Establishment and monitoring of proper, effective and efficient systems of control and accountability.	2. Well-defined roles and responsibilities for all institutional Positions
3.	Monitoring institutional performance and quality assurance arrangements.	3. Establishment of performance standards and quality measures
4.	To appoint and review performance of different faculty cadre / administrative positions of the	

Sr. No.	Roles and Responsibilities	Outcomes
	institution.	4. Well-defined Human Resources and Employment Policy
5.	To establish Human Resources and Employment Policy.	
6.	To support collaborations between institution and academic partners, research establishments and industry of global/ national / local importance.	5. Defined and execute external Collaborations and tie-ups
7.	To institute scholarships, fellowships, studentships, medals, prizes and certificates.	6. Define and announce various scholarships
8.	To approve requests for new programmes/ <u>increase</u> intake in existing programme of study leading to degrees and/or diplomas.	7. Analysis and approve the new programme and/or intake in existing programme
9.	To promote Transparency at every level.	8. Define and deploy the Ethics, ethos and follow them in the operations.

College Development Committee (CDC)

Committee Title: College Development Committee

Reports To: Governing Body

Sr. No.	Roles and Responsibilities	Outcomes
1	To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities	<ol style="list-style-type: none"> 1. Overall Institute Development Plan 2. Institute Academic Calendar 3. Annual Financial Budget and Expenditure 4. Minutes of Meeting for resolutions and recommendations for the approval of Governing Body 5. Planner: Planned activities and Conducted activities (Mapped with Academic Calendar)
2	To decide about the overall teaching programmes or annual calendar of the college	
3	To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts	
4	To take review of the self-financing courses in the college, if any, and make recommendations for their improvement	
5	To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college	
6	To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research	
7	To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process	
8	To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college	
9	To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval	
10.	To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)	
11.	To make recommendations regarding the students'	

Sr. No.	Roles and Responsibilities	Outcomes
	and employees' welfare activities in the college or institution.	
12.	To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.	
13.	To frame suitable admissions procedure for different programmes by following the statutory norms.	
14.	To plan major annual events in the college, such as annual day, sports events, cultural events, etc.	
15.	To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.	
16.	To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.	
17.	To recommend the distribution of different prizes, medals and awards to the students.	
18.	To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university.	
19.	To perform such other duties and exercise such other powers as may be entrusted by the management and the university.	

Human Resources

1. Composition and Committee structure:

Sr. No.	Role	Designation
1	Chairman	Principal
2	Member	Senior Faculty
3	Member	Junir- Faculty
9	Member Secretary	HR Head - SPCOET

4. Frequency of meeting: 2 times in a year

5. Functions:

1. Represents Human Resources Department at a variety of meetings and advises the Director Management Representative in alternative course of actions on Human Resources issues.
2. Manages and organizes multiple functional areas within Human Resources including providing technical direction to technical / professional and clerical staff within assigned areas
3. Advising and assistance to administrators and employee representatives on personnel-related policies and procedures
4. Develop and implement personnel rules and regulations and interpretation and administer human resources-related provisions
5. Establish collaborative relationships with various functional and departmental areas.

6. Management:

- i. Procure proposed increment/scale sheet based on performance appraisals by HODs and recommend by Principal, put up by HR Manager and duly approved and signed by Director Management Representative
- ii. Discussion regarding regular increments/ special increments/ cash awards/ Best Teachers award/star teachers/promotions of teaching/ non-teaching staff of SPCOET.
- iii. Sending of duly approved copy of Accounts department by Asst. Registrar

7. Facility: Conference room SPCOET for conduction of the meeting

8. Impact: Moral boost of the staff, fact-finding and tacking HR grievances.

9. Records:

- HR Manual for teaching and non-teaching staff members at SPCOET including code of conduct for teaching and nonteaching staff(Technical / Clerical), Faculty retention policy, recruitment / relieving of staff and appraisal of staff.
- Minutes of Meeting
- Increment / Scale sheet as approved by Director Management Representative

Leave Application

Purpose:

The overall objectives of the Institute's Leave policy are:

1. To provide staff with clear and consistent information on the various types of leave they may be entitled to, within and outside the normal annual leave provision.
2. To ensure a fair approach to supporting staff in balancing their domestic and work responsibilities.
3. To provide information and guidance for managers dealing with requests for leave
4. To ensure the Trust is aware of its statutory obligations under the relevant employment legislation.

Scope:

This policy is applicable to entire Shri.Someshwar Shikshan Prasarak Mandal,Someshwarnagar, , Faculty/staff (Regular/Ad-hoc/Temporary/contractual). For one Academic Year. After the completion of one Academic Year this policy is re-applicable and reinforced for next Academic Year.

Responsibility:

1. Institute:

Is responsible to ensure that appropriate policies and procedures are in place to manage the provision of special leave for employees, and ensure a consistent framework is in place for employees (Faculty/Staff).

2. Director:

Has principal responsibility for ensuring the content of this policy is applied consistently and fairly across the Institute.

3. Administrative Office:

The administrative office has the following responsibilities:

- a. Is responsible for promoting the adoption of consistent and fair application of the policy throughout the institute.
- b. Is responsible for the dissemination and implementation of this policy within their teams.

- c. Is responsible to record all leave granted within the scope of this policy on personal records and monthly records.
- d. Is responsible for promote both forms (Hard and soft) of leave records
- e. Maintain the Leave records in apt format with the signatory of Principal.

4. Employees:

- a. An employee shall avail either planned or unplanned leaves. It is considered that, employee will always take leave with pre-planning, but sometimes, in emergency he can avail unplanned leaves, hence the processes for duo are as follow

i. Planned Leaves:

- 1. Are responsible for submitting applications for leave in accordance with the procedures set out in this document
- 2. Are responsible for adhering to the terms of their individual leave sanctioned per year.
- 3. Are responsible for providing any supporting documentation, as requested by Administrative Office, while applying/availing for leave.
- 4. Must seek approval from Principal/ Competent Reporting Authority for the granting of leave in accordance with this policy and procedure.

ii. Unplanned Leaves:

- 1. For unplanned leave requests, i.e. emergencies, sick leave reasons, etc., employees shall contact Principal/Administrative Office and inform the emergency or illness as soon as possible.

b. Load and/or Task Adjustment:

- i. An employee shall adjust his/her work whenever s/he shall be on leave.
- ii. The non-teaching staff shall adjust their daily routine work with subordinates and colleagues.
- iii. Faculty shall adjust their teaching load with other faculty member who is free or able to conduct combined session with his/her session without losing any learning objectives of the both class learners.
- iv. The faculty shall fill the session's adjustment sheet available with Academic Head/Coordinator of the programme. (Please see annexures)
- v. The leave applicant as well as adjusted faculty shall confirmed by the Academic Coordinator/ Principal for the adjustment.

Detailed Instruction:

Every Employee can avail the leave as per the leaves granted and sanctioned leaves from

Director/Reporting Authority. The leave Allocation is given in the “Vacations and leave” section of this document, this section (Detailed Instruction) the detailed procedure to apply for leave is given, as follow:

1. An employee shall approach to Principal / Director Management Representative (In case of Principal seeking leave and/or any employee who is deemed to report Director Directly)/ Competent Authority to the leave through Hard copy (Format attached Director Management Representative as annexures to this document).
2. An employee is responsible to choose appropriate leave type when s/he wants to apply for leave like, CL/EL, ML, OD, etc. with proper and acceptable reason.
3. The Principal shall approve/disapprove the leave after the proper discussion with leave-applied employee, the discussion shall be aimed to understand the genuinely of the requirement and take apt decision on the same.
4. Adjust task/sessions and mention the same in load adjustment sheet without fail.
5. Confirm the same with Academic Coordinator/Head/ Principal before next step.
6. Once Leave approved the employee take approval on the leave (in hard copy format).
7. Once the leave is approved, the employee shall upload the leave details and required documents in ERP system.

Leave Family: Vacation and Leave:

A. Vacations:

The teacher is entitled to Eighty [80] days’ vacation during the period of Twelve [12] months commencing from the beginning of the academic year. The teacher shall be expected to undertake such work in the University/College during the vacation, relevant to his duties as a teacher, as may be assigned to him by the Competent Authority.

The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor/Principal/Head of the Recognized Institution.

Utilization of Vacations:

1. A regular teacher, who has prior approval from the Principal, is eligible for availing vacation.
2. An employee, who need to take days off (applicable only in exceptional circumstances) during the first three months of his/her tenure may take leave without pay if it is not in the regular vacation slot.
3. The Teacher shall take vacation / holidays in the slots allocated for the same. Only the Director on the recommendations allows any exceptions.

4. Any balances of unused accumulated vacation / holidays are transferred along with an employee being transferred from one department or campus to another.
5. Vacations /holidays cannot be carried forward, under any circumstances.

Employee Tenure and Vacation slots:

A permanent record of vacation /holidays and its use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as follows:

a. Summer Vacation Slot:

Sr. No.	Employee Tenure	Vacation Period (in days)
1.	Less than one year	08
2.	More than one year but Less than Two years	22
3.	More than Two Years	40

b. Winter Vacation Slot:

Sr. No.	Employee Tenure	Vacation Period (in days)
1.	Less than one year	06
2.	More than one year but Less than Two years	15
3.	More than Two Years	30

B. Leaves:

Sr. No	Leave type	Sr. No	Leave type
i.	Casual Leave [CL]	ii.	Medical Leave [ML]
iii.	On-Duty Leave [OD]	iv.	Maternity Leave[MA]/Paternity Leave[PA]
v.	Compensatory Leave [CO]	vi.	Study Leave [SL]
vii.	Earned Leave [EL]	viii.	Sabbatical Leave [SA]
ix.	Special Leave [SP]	x.	Leave Without Pay [LWP]

i. Causal Leave:

- a. The teacher shall be entitled to 15 days casual leave in an academic year, or part thereof, in a calendar year depending on the date of joining.
- b. CLs are to be used at the caution of the employee, subject to the pre-approval of the Head of the Department and reporting authority.
- c. Balance CLs at the end of Academic Year do not get carried over to the subsequent calendar year under any circumstances.
- d. Record of casual leave of the teacher shall be maintained.

- e. The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- f. an back-dated sanction for the casual leave shall be ordinarily obtained.
- g. by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed.
- h. The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix Sundays/holidays.
- i. The casual leave shall not be prefixed or suffixed to vacation or other type of leave
- j. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
- k. CL can be taken for half day also.

ii. Medical Leave:

- a. The employee shall be entitled to leave on medical ground for 10 days on commutation basis.
- b. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- c. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner
- d. The teacher shall produce another certificate at the time of rejoining the duty that he is medically fit. The services of the Institute's medical officer may be utilized for this purpose.
- e. For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors.
- f. **Planned Absences:** Planned absences and other excused absences with or without pay must be applied and approved in advance through ERP system. Medical appointments and scheduled surgery must also be approved by the Head of the Department and the SPCOET.
- g. **Contingency Absences:** Contingency or emergency absences can be very unfavorable to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his/ her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.'

- h. Unutilized or balance MLs will be carried forward into the subsequent year[s].
- iii. On-duty Leave[OD]:**
- a. OD is granted to an employee when the University / Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out for the institute/College campus.
 - b. On Duty Leave for SPP University Examination Work: 24/ Year/ Person.
 - c. On Duty Leave for outside SPP University work: 10/Year/ Person.
- iv. Maternity Leave [MA]:**
- a. The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.
 - b. The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.
 - c. In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.
 - d. The teacher may prefix or suffix this leave to other leave to her credit.
 - e. A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
 - f. Not more than 2 MAs can be availed by a lady employee while in service at the Institute.
- v. Paternity Leave [PA]**
- a. Paternity Leave [PA] can be availed by the male staff / faculty for a period not exceeding 15 days and not more than 2 PAs can be availed by male employees while in service at the Institute.
- vi. Compensatory Leave [CO]:**
- a. An Employee who works on holidays will be entitled to CO for an equal number of days that they have worked excluding any type of leave applied for any period.
 - b. COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.

- c. If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.
- d. COs cannot be carried over to the next academic calendar year.
- e. **Examinership:** No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on-duty for record.

vii. Study Leave [SL]:

- a. The permanent full-time teacher with more than five years continuous service may be granted study leave on 50 % pay and allowances, together with leave due and admissible up to 12 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution.
- b. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.
- c. The employee is entitled to pay 50 % During the period of study Leave
- d. Approval of Study Leave is purely based on employee progress in the Institution and PhD progress after the registration. Faulty member who like to apply for the study leave during his/her course work will be approved by converting their vacation leave to complete the course work.
- e. Maximum 5% faculty members of the department can avail this carrier advancement policy in a year.
- f. After completion of research (PhD) the faculty members must serve for three years from the date of open defense total span of 5 years.
- g. In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.
- h. The teacher who is granted study leave shall avail the same within two months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.
- i. After the leave has been sanctioned, the teacher shall, before availing the same, execute the Indemnity bond in favor of the College/Institution in the prescribed form.

- j. The teacher, who has been sanctioned study leave for his Doctorate, shall submit to the Director, six monthly reports of his progress in his studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

k. **The teacher:**

a. who is unable to complete his studies within the period of study leave granted to him,

or

b. who fails to rejoin the service of the Institution on the expiry of his study leave,

or

c. who rejoins the service of the University/College/Institution but leaves the service without completing the prescribed period of service after rejoining the service,

or

d. who within the said period is dismissed or removed from the service by the College/Institution as per the procedure provided in the Statutes elsewhere,

shall be liable to refund to the University/College/Institution the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study;

Provided that if the teacher has served in the College/Institution for a period not less than half the period of service under the Bond on return from study leave, he shall refund to the College/Institute half of amount calculated as above.

- l. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the College/Institution as amount of equivalent to his four months' pay and allowances last drawn as well as other expenses incurred by the University/College/Institution in connection with the courses of study.
- m. Provided further that if the teacher on study leave fails to fulfill the purpose for which he was granted study leave or leaves the service of the College/Institution without completing the prescribed period of service, he will be required, in

addition to refunding the amount as above, pay the College/Institution by way of penalty a sum of Rs. 25,000/- if the study leave is for one year or less and Rs. 30,000/- if the study leave is for more than a year.

- n. If the teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purposes of recovery of dues under these Statutes.
 - a. Notwithstanding the above, the Competent Authority may order that nothing in these rules shall apply to the teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Executive Council/ Governing Body may, in any other exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under these rules.
 - b. The period of study leave shall count as service for the purpose of retirement benefits if the teacher rejoins the University/ College/Institution on the expiry of study leave and serves for the Bond period.

viii. Earned Leaves (EL):

- a. Only the administrative and supporting staff is entitled to EL for 30 [Thirty] days that they have worked.
- b. ELs cannot be attached to casual leave or any other leave.
- c. COs shall be carried over to the next academic year(s).
- d. Employees should avail such EL during non-active period of the semester

ix. Sabbatical Leave (SA):

- a. A Professor of continuous service of Ten [10] years can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.
- b. An Indemnity Bond of mutual understanding shall be signed between Zeal and Professor, where professor shall share the benefits of SA with institute/college in terms of royalty, partnership, branding, etc.

x. Special Leave [SP]:

- a. An employee shall avail SP with proper prior approval from Reporting Authority and Institute/College management,

- b. In the period of SP, Institute/College would not be liable to pay salary and allowances will be applicable, when no other type of leave is available.
- c. The monitorial benefits like salary, remuneration etc., would be as per the decision made by Director/Principal/Institute management.

xi. Leave without Pay (Also Known as Extra-ordinary Leave):

- a. The permanent employee shall be granted (extra-ordinary) leave without pay if no other leave by rule is admissible and available to his credit
- b. An employee can also avail Leave without pay in first three months from joining, where no other leaves are considered.
- c. The Leave without Pay may be granted in combination with any other leave admissible and available except casual leave and shall not be debited to any leave account.
- d. The temporary employee shall be granted leave without pay if no other leave is by rule admissible to his credit, subject to following:
 - i. maximum for 3 months at a time;
 - ii. Maximum for 6 months including 3 months, as above, on medical ground where the teacher has completed 3 years of continuous service.
 - iii. Maximum for 12 months, on medical ground, mental illness where the teacher has completed 5 years of continuous service.
 - iv. Maximum for 24 months, for prosecution of higher studies which are in the public interest where the teacher has completed 5 years of continuous service.
- e. LWP shall be considered as a Disciplinary Action under following circumstances:
 - i. If proper documents duly signed are not submitted in stipulated time to the Administrative Office, leave may be treated as LWP
 - ii. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
 - iii. On the prior permission of Principal/ Director, for the non-compliance of the assigned task, job role and/or responsibility, Director/Principal can mark the day, sanctioned leave, and/or approved On-Duty, without any intimation.
- f. **Sanction of Leaves:**

- i. Head of the Department and or competent reporting authority must sanction the leave application form of an employee before forwarding the same to the Management.
- ii. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP.
- iii. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Registrar shall sanction the Leaves for supporting staff.
- iv. The Principal shall get his leave sanctioned by the Campus Principal/ Founder Principal.

5.6 BEREAVEMENT LEAVE (*Unpaid*)

In the unfortunate event of a death in the immediate family, an employee may request and be given bereavement leave. Immediate family members include your spouse, child parents, brothers, sisters, grandparents, grandchildren, and corresponding in-law relationships. Bereavement Leave is not paid but will be flexible to meet the needs of each individual situation. Please consult with your manager and/or the Human Resources Manager

IQAC

POSITION DESCRIPTION

Position Title: IQAC

Reports To: Principal

Role Purpose:

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

Responsibilities and Outcomes:

Sr. No.	Responsibility	Outcome
1.	To coordinate the dissemination of information on various quality parameters of higher education.	1. NAAC Accreditation 2. Quality Assurance and enhancement 3. Promote and preserve quality in institutional conducts 4. Information documentation of all the activities/task/ process /report
2.	To coordinate the documentation of the various programmes / activities leading to quality improvement.	
3.	To coordinate the quality-related activities of the institution.	
4.	To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.	
5.	To coordinate the timely and efficient execution of the decisions of IQAC committee.	

Principal

Roles and Responsibility Description Document

PURPOSE

To provide a clear understanding of role of the titled designation, and how that role fits within Zeal Education Society as an organization.

It is a blueprint of key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed in order to fulfill the role.

ROLE

Title: Principal

Organization: Shri.Someshwar Shikshan Prasarak Mandal,Someshwarnagar

Campus:Someshwarnagar

Position Type: Full Time

Reporting to:

- a) Secretary: Shri.Someshwar Shikshan Prasarak Mandal,Someshwarnagar, Secretary.
- b) President: Shri.Someshwar Shikshan Prasarak Mandal,Someshwarnagar, Governing Body (informational), SPCOET, Pune.
- c) Board of Trustees Shri.Someshwar Shikshan Prasarak Mandal,Someshwarnagar.

RESPONSIBILITY

The position holder is the highest authority of the respective unit. The position holder will exemplify and contribute some value addition to the mission and vision of the Shri.Someshwar Shikshan Prasarak Mandal,Someshwarnagar as well as respective units.

The position holder must exhibit Distributed Leadership, Instructional Leadership, Administrative Leadership, and People Management Leadership.

As Shri.Someshwar Shikshan Prasarak Mandal,Someshwarnagar is promoting learning culture and environment, the position holder must lead learner and be facilitator for other's learning.

Key Result Area

1. Leadership 2. Finance and Budgetary Planning 3. Administration 4. Teaching -Learning 5. Research, Innovation and Impact	6. Relation with Student 7. Liaison with University 8. Networking with outside world 9. Staff management and Development
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Key Areas	Responsibilities	Outcome
Leadership	<ul style="list-style-type: none"> Design and implement distributed leadership strategies that are aligned with institute goals and engaging staff with instructional leadership activities. Work with the Institute Governing Body and LMC to articulate a vision and mission of improvement that is shared by all. Coordinate the establishment, updating and delivery of the institute Strategic Plan given by Strategic Department, in line with the ZES and Strategic Plan Design Strategic plan for overall student enrollment activities to ensure achievement of enrollment goals for respective institute. Designing proposals and get it approved from the Competent Authority about the educational character in-line with the mission of the Institute and about the resources required to achieve the articulated mission. Create new income streams for the Institute in addition with traditional 	<ul style="list-style-type: none"> Exhibit the leadership to develop leaders. Crystal clear instructional vision and mission that is reflected in the Institute improvement plan. Immersion of the staff activities with the vision and mission of the institute. Classroom observations and feedback, collaborative work opportunities, and rigorous student learning objectives. Exhibit rational and responsible decision-making and personal accountability. Accomplished the predefined strategic plan in a controlled way to minimize the deviation from the decided plan. Exhibit the significant contribution in Institute's prosperity.

	<p>sources and ensure revenue generation model for respective institute.</p> <ul style="list-style-type: none"> • Design, get approved, and execute the Institute's curricular, co-curricular and extra-curricular activities. 	
Finance and Budgetary Planning	<ul style="list-style-type: none"> • Liaison closely with the Account Officer/Campus Principal in developing Institute financial strategy in keeping with overall ZES financial strategy; • Working with the LMC and Governing Body to agree the institute budget • Assist Campus Principal to, monitor the process for audit (internal and external) and coordinates the timely response and the implementation of necessary corrective actions to achieve conformity audit report. • Allocation of budgets to the Departments, and research centers within the Institute in a transparent manner. • Approves and get sanctioned by Competent Authority, the Institute related purchase orders and invoices as necessary for all property and equipment at the Institute and conducts period checks as required/ directed. 	<ul style="list-style-type: none"> • Demonstrate strong financial management skills on yearly basis. • Demonstrate visionary approach in budgetary control and cash-flow management.
Administration	<ul style="list-style-type: none"> • Compliance of the University / AICTE /DTE /MSBTE Act, Statutes, Ordinances, Regulations, Rules as well as ZES policy, Code of Conducts and other Orders issued there under from time-to-time. • Assessing completion of delegated tasks and progress. 	<ul style="list-style-type: none"> • Smooth functioning with various regulatory bodies. • Demonstrate an understanding of group dynamics and effective teamwork.

	<ul style="list-style-type: none"> • Implement evidence-based strategies for the Institute improvement plan with overall participation of staff and concerned stakeholders. • Ensure the evolution and development of the Institute at par with quality standards and its various academic disciplines by promoting the development of internal structure according to NBA and NAAC. • Ensure the smooth functioning of each and every department of the Institute through collaborative team spirit. • Provide routine and timely Institution's operational reports with suggestions to the Competent Reporting Authority to enhance management effectiveness and efficiency. • Ensure necessary up-gradation and maintenance of equipment's and infrastructure of the Institute. • Monitor the maintenance of service books and reports of the faculty (like personal file, etc.). • Ensure quality standards around teaching- learning and development; supervise the assessment learning outcomes so that the institute is inspection-ready and committed to continuous progressive enhancement. • Assist Campus Principal to supervise all HR Department activities from IN to OUT to the employee like recruitment, Selection, succession Planning, Performance Appraisal etc. To ensure 	<ul style="list-style-type: none"> • Adherence with quality standards. • Lead by example to do more with less, whenever possible. • Establish effective management structures • Exhibit ability to remove bottlenecks and constraints in order to improve productivity and performance. • Establish harmony within the institute.
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	<p>effective arrangements for the recruitment, progress, welfare and discipline of students.</p> <ul style="list-style-type: none"> • Act as Member-Secretary of all Institute-level bodies/ committees like Governing body, LMC, etc. • Resolves all staff and student issues, or conflicts within the institute campus. • Assist Campus Principal to plan and ensure the execution of staff welfare activities. • Acts as Warden for Girls/Boys Hostel. • Perform other duties assigned by Competent Authority time-to-time 	
Teaching - Learning	<ul style="list-style-type: none"> • Conducts all the Diploma/UG/PG/Ph.D programmes according to the affiliating university (SPPU) guidelines. • Promoting best practice in the delivery of courses and ensure academic growth of the Institute; • Focus on results by setting clear staff and student expectations, and facilitating the use of educational infrastructure resources. • Encouraging the development of strategic initiatives in teaching and learning and widening participation. • Perform functionally on issues relating to the strategy, planning, management and delivery of: <ul style="list-style-type: none"> ➤ Courses and curriculum. ➤ Learning resources and libraries. ➤ Research and advanced scholarly activity. 	<ul style="list-style-type: none"> • Progressive Academic Results • Ensure employability of the students by teaching and learning. • Ensure campus culture which facilitates employee mindset reflects a focus on Operating excellence, Collaborating and coordinating and Adapting. • Established learning environment • Get the answer----- <ul style="list-style-type: none"> ✓ Do we have the right balance between quality and speed when delivering work output? ✓ Are initiatives or projects reprioritized easily

	<ul style="list-style-type: none"> ➤ Establishing and maintaining clear lines of responsibility in respect of such issues listed above. ➤ Professional Ethics and moral values. • Ensuring that the Institute curriculum: <ul style="list-style-type: none"> ➤ Meets university requirements and the needs of its stakeholders. ➤ Is academically and financially viable and consistent with Institute objectives, funding, learner recruitment targets and measures for success. ➤ Is directed towards enhancing skills levels in the Institute's. ➤ Is innovative, inspiring and entrepreneurial, and prepares students to succeed and progress. 	
Research, Innovation and Impact	<ul style="list-style-type: none"> • Coordinate R&D activities, coordinate staff and external organization for R&D and consultancy • Liaising closely with the Dean R&D for Research and Innovation in developing Institute research strategy in keeping with overall ZES and University research strategy. • Coordinating the development and implementation of a research strategy for the Institute and ensuring that this is consistent with the ZES and University research strategy; • Produce necessary resources and infrastructure to facilitate successful research initiatives, IPR in collaboration 	<ul style="list-style-type: none"> • Encouraged and motivated faculty towards research. • Promotion of Research oriented culture. • State-of-art research infrastructure and technology.

	with Dean R&D for Research and Innovation;	
Relation with Student	<ul style="list-style-type: none"> • Monitoring a curricular and instructional program to deliver meticulous academic content to all students. • Implement student code of conduct that clearly reflects professional ethics and moral values among students in daily conduct as per Institute improvement plan. • Identify and analyze student needs and provide the resources through multi-tiered support system. • Maintain a good rapport with all students' parents/guardian. • Implementation of University policy on equality and widening participation at the Institute. • Initiate programmes to facilitate and encourage the international mobility of students both outward and inward. • Lead initiatives in the Institute to enhance the experience of students and alumni. 	<ul style="list-style-type: none"> • Intellectual stimulation and collaborative culture. • Established controlled environment of trust in the Institute and respect for student and staff. • Student centric atmosphere Institute

Liaison with University	<ul style="list-style-type: none"> • Perform duties as a member of the various University councils and committees like Senate, Board of Studies, etc. • Promote and develop good governance within the Institute compatible with and supportive of overall University governance structures and policies. • Represent the interests of the Institute as appropriate in the University. • Attain/ participate in Courses, seminars, in service and other training programmes organized by the University. 	<ul style="list-style-type: none"> • Smooth working relationship with University • Compliance with university act and statute time-to-time.
Networking with outside world	<p>Establish environment for industry institute interaction,</p> <p>To facilitate partnership working where this is of benefit to the College</p> <ul style="list-style-type: none"> • To promote and enhance the reputation of the College, particularly with the agricultural, land-based and rural communities, with schools and other colleges and with external agencies involved in agriculture, land-based industries, education and training. • To maintain effective arrangements with the Skills Funding Agency (SFA) / Education Funding Agency (EFA) and other external agencies, particularly in the planning, funding and monitoring of the academic work of the College. 	

Staff management and Development	<ul style="list-style-type: none"> • Purposefully leveraging staff for leadership opportunities based on their strengths, experiences, and demonstrated success • Providing formal and informal feedback, including mentoring or coaching, to emerging leaders that contributes to their success • Developing capacity of individual teachers and teams to engage in continuous improvement processes using multiple sources of relevant data to improve instruction, leadership practices, and student learning. • Promoting the development of teaching and learning, including their quality and enhancement, across the full range of provision associated with the College. 	
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KEY SELECTION CRITERIA

Include all educational and training qualification, professional membership, criminal record check report	Requirement
1. Completion of a Tertiary qualification	Mandatory
Knowledge/Experience/Attitude/Skills	
1. Experience in student services in an educational environment.	Mandatory
2. Operating excellence in an educational environment.	Highly desirable
3. Excellent communication skills both oral and written.	Highly desirable
4. Industry focus with passion to assist students	Highly desirable
5. Extensive industry/academia network.	Highly desirable
6. Ability to multi-task in a fast paced environment.	Highly desirable
7. Ability to inculcate research practice.	Highly desirable

PERFORMANCE MANAGEMENT

Employee performance is managed in accordance with SPCOET Performance Policy and System which incorporates:

- Regular performance reviews
- Ongoing feedback
- Identification of professional development needs and provision of support

Specific performance goals will be set with you during the course of your performance review. Areas of performance focus for this role (together with example measurement tool) are set out below for your information. Further details in relation to the SPCOET Performance Management System will be provided by our Human Resource Department.

Focus area	Measure - example
Policy and planning	Responsiveness and accuracy
Student engagement	Student survey and statistics
Efficient systems and procedures	Systems operating statistics Innovation / new system implementation
Relationships – internal	Staff statistics – staff efficiency, retention
Relationships – external	Industry collaborations statistics
Maximization of resources	Financial budget (including value for money considerations) Results from program reviews

Required Competencies

Sr. No	Particulars	Competency	Remark
1	Education	As Per Annexure_01_Teaching Cadre Job Specification 5323630_New_Draft_UGC Regulation-2018-9-2 (Externally Controlled Document)	
2	Experience (In years)		
3	Skills/Competencies		
4	Language		
5	Certifications		

Professor

Position Title: Professor

Reports To: Head of Department/Principal

Purpose:

The position holder provide academic leadership to the Institute, primarily through research, design and implement the modern academic tools and techniques, demonstrating and fostering excellence in research, teaching, professional activities and policy development– within the academic discipline, within the academic unit, within the institution and the society at large.

The position holder primarily supports the successful Integrated Engineering degree, especially the specialist aspects of the curriculum as well as supervising student project activity on this programme. The position stimulates greater research engagement in the respective department.

Key Result Areas	
<ol style="list-style-type: none">1. Teaching – Learning Leadership2. Relation with Student and faculty3. Research, Innovation and Impact4. Liaison with University5. Networking with outside world6. Administration7. Self-Development	
Roles and Responsibilities	Outcomes
KRA 1 : Teaching – Learning	
<ul style="list-style-type: none">• To contribute in Curriculum Beyond Syllabus (CBS) development, design of courses, and innovations in the delivery of teaching.• To contribute in setting the objectives and learning goals of the CBC.• To seek continuing improvement in academic standards rather than merely maintaining them, and will make a distinguished contribution to teach in the faculty and Institute.	<ul style="list-style-type: none">• Updated CBC which helps student to be industry-ready.• Demonstrate effective and efficient teaching skills.• Buildup strong connectivity and understanding with students.• Provision to ensure high qualitative and quantitative academic results.

<ul style="list-style-type: none"> • To deliver the curriculum efficiently and effectively in a way that the learning outcomes for the discipline/subject/unit/ module etc. are achieved. • To implement appropriate learning strategies with due consideration on to the length of the session and syllabus, intended learning outcomes and the characteristics and needs of the students. • To encourage student participation in the teaching and learning process in classes, practical sessions, exercises, case studies etc. • Deliver tutorial support for undergraduate and postgraduate courses, project work, and contribute to the assessment process. • To adopt methods of assessment most appropriate to the curriculum content and learning outcomes, and as approved by Head of the Department/ Principal. • To ensure transparent and appropriate marking framework for assessed work that students are aware of and understand the same. • Supervise and assess undergraduate and postgraduate project work/ dissertations on continual basis and record in predetermined format. 	<ul style="list-style-type: none"> • Demonstrate transformational leadership by laying strong technical foundation which develop student eventually.
KRA 2 : Relation with students	
<ul style="list-style-type: none"> • To counsel the students and guide on their choice of program. • To ensure enrollment of students. • To contribute in the holistic development of the students. • To contribute to induction program of the students. • To implement the student attendance and punctuality processes and procedures. • To mentor, a mentee student assign to you in all four way academic, youth, research and career. 	<ul style="list-style-type: none"> • Mentoring to students generates the strong and positive outcomes • Bring positive change and development in student through reciprocal nature of an intergenerational relationship which also enhances your educational experiences.

<ul style="list-style-type: none"> • To flourish faculty-student relationship, the mentoring should be in a selfless way. • To identify the key skills of the students and develop, to become industry ready. • To contribute in students co-curriculum and extra – curriculum activities and programs • To ensure in coordination with Departmental Training and Placement Officer, the students internship and placements • To plan and contribute for arrangement of industrial visit, sponsored project, industrial exhibition etc. for the students. 	
KRA 3 : Research, Innovation and Impact	
<ul style="list-style-type: none"> • To lead the development and implementation of research strategy. • To develop the capacity of junior faculty for teaching and research; provide guidance and assistance to them. • To pursue and develop research, innovation and impact at an appropriately benchmarked level. To develop the strategic direction within own research area. • To undertake research work which assist to maintain the course provision at a consistent level of excellence within available resources. • To undertake any individual or collaborative research funding and consultancy work deemed by the Institute to be appropriate to the duties of the post. • To create and maintain a high quality record of regular and original research publications of external standing in respective and concerning field or discipline. 	<ul style="list-style-type: none"> • Demonstrate research leadership. • Demonstrate critical and analytical skill. • Research work publication in reputed (IF: >5) conferences and journals. • File/publish patents/IPR at domestic /international level • Honor/awards for significant contribution in respective field through research. • Commercialization/Social Impact of research work.

<ul style="list-style-type: none"> • To attract research income on an individual and collaborative basis, as appropriate to the field or discipline, to fortify high quality research activity. • To provide high quality postgraduate supervision and attract research students to the Institute. • Introduce research students and colleagues to useful networks all over the globe. 	
KRA 4 : Liaison with University (Affiliated)	
<ul style="list-style-type: none"> • To chair various committees and participate in University affairs. • Participation in the teaching, Research, Training and other programs of the university • Supervision of university examination, setting of paper, assessment of answer paper and such other work assigned by the competent authority • Any other work relating to the university as may be assigned by the competent authority from time to time 	<ul style="list-style-type: none"> • Smooth functioning of the university work. • Compliance with university rules and regulation.
KRA 5 : Networking with outside world	
<ul style="list-style-type: none"> • Get membership of different communities that will assist in promoting the Shri.Someshwar Shikshan Prasarak Manadal,Someshwarnagar within the 	<ul style="list-style-type: none"> • Informative and updated about trends in the industry.

<p>community represent respective and concerning domain.</p> <ul style="list-style-type: none"> • To serve on expert committees, be willing to participate in reviews and to work at a national and international level. • To deliver session on subject of mutual interest. • Arrange visits of industry people and practicing engineers to the Institute for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences. • Workshops, conferences and symposia with joint participation of the faculty and the industries • To get participation of experts from industry in curriculum development. • To contribute in getting R&D Laboratories sponsored by industries at the Institute. • To assist in marketing and branding of the Institute. • To contribute to the academic marketing objectives as required. • Professorial Chairs sponsored by industries at the Institute. 	<ul style="list-style-type: none"> • Networking with outside world demonstrate your brand ambassadorship • Harmonizing industry academia relationship • Exploring ample opportunity for student in the industry.
KRA 6 : Administration	
<ul style="list-style-type: none"> • To prepare and submit proposals and applications to external bodies, e.g. for funding and accreditation purposes. • To perform the role of respective coordinators assigned by the competent authority of the institute time-to-time. • To lead and develop internal and external networks to foster collaboration and share information and ideas, promoting both the subject and the College. • To perform the role of GFM/ Class Teacher/ Course Coordinator/ Group Tutor as per the requirement of the institute. 	<ul style="list-style-type: none"> • Facilitate accreditation process • Demonstrate the systematized and organized administrative Skills. • Up to date maintenance of record • Demonstrate smart work and hassle free organization • Providing timely information facilitate the decision making process

<ul style="list-style-type: none"> • To record all required documents and maintain the requisite files. (E.g.: Service Book, Course File, Personal File, ERP, API etc.) • To provide timely and concerning statistical information • To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the prescribed format and within the set time scale. • To contribute and executive institutes' Quality Improvement Plans through predefine processes and procedures. • To participate fully in students and evaluating programme as required. • To schedule, supervise, debrief, and evaluate students in internship, practical, field experience, and similar settings as appropriate for the programme. • To participate in the Appraisal Scheme as required. • Serve on standing and ad-hoc committees, advisory boards, hiring committees, faculty senate, or as a student organization advisor. 	<ul style="list-style-type: none"> • Effective utilization of ERP system
KRA 7 : Self Development	
<ul style="list-style-type: none"> • To design the career path from assistant professor to professor and upgrade qualification and skill set accordingly • To participate in Faculty Development Program of the concerning subject offered by renowned institutes like IITs, NIITs, IIMs etc. • Invest yearly minimum ten percent (10%) of salary for self development program organized and offered by the institute. 	<ul style="list-style-type: none"> • Inculcate life-long learning attitude. • Learned and expertise faculty • Positive transformation.

<ul style="list-style-type: none"> • Visit and fetch internship in listed industry to understand current industry trends and requirements. 	
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Required Competencies

Sr. No	Particulars	Competency	Remark
1	Education	As Per Annexure_01_Teaching Cadre Job Specification 5323630_New_Draft_UGCRegulation-2018-9-2 (Externally Controlled Document)	
2	Experience (In years)		
3	Skills/Competencies		
4	Language		
5	Certifications		

Associate Professor

Position Title: Associate Professor

Reports To: Principal

Purpose:

The position holder provide academic leadership to the Institute, primarily through research, design and implement the modern academic tools and techniques, demonstrating and fostering excellence in research, teaching, professional activities and policy development– within the academic discipline, within the academic unit, within the institution and the society at large.

The position holder primarily supports the successful Integrated Engineering degree, especially the specialist aspects of the curriculum as well as supervising student project activity on this programme. The position stimulates greater research engagement in the respective department.

Key Result Areas	
<ol style="list-style-type: none">1. Teaching – Learning Leadership2. Relation with Student and faculty3. Research, Innovation and Impact4. Liaison with University5. Networking with outside world6. Administration7. Self-Development	
Roles and Responsibilities	Outcomes
KRA 1 : Teaching – Learning Leadership	
<ul style="list-style-type: none">• To assist in Curriculum Beyond Syllabus (CBS) development, design of courses, and innovations in the delivery of teaching in the discipline.• Understand the objectives and learning goals of the CBC that has been set for the students so that course materials can be provided.	<ul style="list-style-type: none">• Updated CBS which helps student to be industry-ready• Demonstrate effective and efficient teaching skills• Buildup strong connectivity and understanding with students

<ul style="list-style-type: none"> • To seek continuing improvement in academic standards rather than merely maintaining them, and will make a distinguished contribution to teach in the faculty and the Institute. • To deliver the curriculum efficiently and effectively in a way that the learning outcomes for the discipline/subject/unit/ module etc. are achieved. • To design and implement appropriate learning strategies with due consideration on to the length of the session and syllabus, intended learning outcomes and the characteristics and needs of the students. • To encourage student participation in the teaching - learning process in classes, practical sessions, exercises, case studies etc. • Deliver tutorial support for undergraduate and postgraduate courses, project work, and contribute to the assessment process. • To adopt methods of assessment most appropriate to the curriculum content and learning outcomes, and as approved by Head of the Department/ Principal. • To ensure transparent and appropriate marking framework for assessed work that students are aware of and understand the same. • Supervise and assess undergraduate and postgraduate project work/ dissertations on continual basis and record in predetermined format. 	<ul style="list-style-type: none"> • Provision to ensure high qualitative and quantitative academic results • Demonstrate transformational leadership by laying strong technical foundation which develop student eventually
KRA 2 : Relation with students	
<ul style="list-style-type: none"> • To counsel the students and guide on their choice of program. • To ensure enrollment of students. • To contribute in the holistic development of the students. • To contribute to programs induction of the students. 	<ul style="list-style-type: none"> • Mentoring to students generates the strong and positive outcomes • Bring positive change and development in student through reciprocal nature of an intergenerational relationship

<ul style="list-style-type: none"> • To implement the student attendance and punctuality processes and procedures. • To mentor, a mentee student assign to you in all four way academic, youth, research and career. • To flourish faculty-student relationship, the mentoring should be in a selfless way. • To identify the key skills of the students and develop, to become industry ready. • To contribute in students co-curriculum and extra – curriculum activities and programs • To ensure in coordination with Departmental Training and Placement Officer, the students internship and placements • To plan and contribute for arrangement of industrial visit, sponsored project, industrial exhibition etc. for the students. 	<p>which also enhances your educational experiences.</p>
KRA 3 : Research, Innovation and Impact	
<ul style="list-style-type: none"> • To lead the development and implementation of research strategy. • To develop the capacity of junior faculty for teaching and research, provide guidance and assistance. • To pursue and develop research, innovation and impact at an appropriately benchmarked level. To develop the strategic direction within own research area. • To undertake research work which assist to maintain the course provision at a consistent level of excellence within available resources. • To undertake any individual or collaborative research funding and consultancy work deemed by the Institute to be appropriate to the duties of the post. 	<ul style="list-style-type: none"> • Demonstrate research leadership. • Demonstrate critical and analytical skill. • Research work publication in reputed (IF: >5) conferences and journals. • File/publish patents/IPR at domestic /international level • Honor/awards for significant contribution in respective field through research. • Commercialization/Social Impact of research work.

<ul style="list-style-type: none"> • To create and maintain a high quality record of regular and original research publications of external standing in respective and concerning field or discipline. • To attract research income on an individual and collaborative basis, as appropriate to the field or discipline, to fortify high quality research activity • To provide high quality postgraduate supervision and attract research students to the Institute. • Introduce research students and colleagues to useful networks all over the globe. 	
KRA 4 : Liaison with University (Affiliated)	
<ul style="list-style-type: none"> • To chair various committees and participate in University affairs. • Participation in the teaching, Research, Training and other programs of the university • Supervision of university examination, setting of paper, assessment of answer paper and such other work assigned by the competent authority • Any other work relating to the university as may be assigned by the competent authority from time to time 	<ul style="list-style-type: none"> • Smooth functioning of the university work. • Compliance with university rules and regulation.
KRA 5 : Networking with outside world	
<ul style="list-style-type: none"> • Get membership of different communities that will assist in promoting the Shri.Someshwar Shikshan Prasarak Manadal,Someshwarnagar within the community represent respective and concerning domain. • To serve on expert committees, be willing to participate in reviews and to work at a national and international level. • To deliver session on subject of mutual interest. • Arrange visits of industry people and practicing engineers to the Institute for seeing research work 	<ul style="list-style-type: none"> • Informative and updated about trends in the industry. • Networking with outside world demonstrate your brand ambassadorship • Harmonizing industry academia relationship • Exploring ample opportunity for student in the industry.

<p>and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.</p> <ul style="list-style-type: none"> • Workshops, conferences and symposia with joint participation of the faculty and the industries • To get participation of experts from industry in curriculum development. • To contribute in getting R&D Laboratories sponsored by industries at the Institute. • To assist in marketing and branding of the Institute. • To contribute to the academic marketing objectives as required. • Professorial Chairs sponsored by industries at the Institute. 	
KRA 6 : Administration	
<ul style="list-style-type: none"> • To prepare and submit proposals and applications to external bodies, e.g. for funding and accreditation purposes • To lead and develop internal and external networks to foster collaboration and share information and ideas, promoting both the subject and the College. • To perform the role of respective coordinators assigned by the competent authority of the institute time-to-time. • To perform the role of GFM/ Class Teacher/ Course Coordinator/ Group Tutor as per the requirement of the institute. • To record all required documents and maintain the requisite files. (Eg.: Service Book, Course File, Personal File, ERP, API etc.) • To provide timely and concerning statistical information • To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc., and to provide 	<ul style="list-style-type: none"> • Facilitate accreditation process • Demonstrate the systematized and organized administrative Skills. • Up to date maintenance of record • Demonstrate smart work and hassle free organization • Providing timely information facilitate the decision making process • Effective utilization of ERP system

<p>information as required in the prescribed format and within the set time scale.</p> <ul style="list-style-type: none"> • To contribute and executive institutes' Quality Improvement Plans through predefine processes and procedures. • To participate fully in students and evaluating programme as required. • To schedule, supervise, debrief, and evaluate students in internship, practical, field experience, and similar settings as appropriate for the program. • To participate in the Appraisal Scheme as required. • Serve on standing and ad-hoc committees, advisory boards, hiring committees, faculty senate, or as a student organization advisor. 	
KRA 7 : Self Development	
<ul style="list-style-type: none"> • To design the career path from assistant professor to professor and upgrade qualification and skill set accordingly • To participate in Faculty Development Program of the concerning subject offered by renowned institutes like IITs, NIITs, IIMs etc. • Invest yearly minimum five percent (5%) of salary for self-development program organized and offered by the institute. • Visit and fetch internship in listed industry to understand current industry trends and requirements. 	<ul style="list-style-type: none"> • Inculcate life-long learning attitude. • Learned and expertise faculty • Positive transformation.

Required Competencies

Sr. No	Particulars	Competency	Remark
1	Education	As Per Annexure_01_Teaching Cadre Job Specification 5323630_New_Draft_UGCRegulation-2018-9-2 (Externally Controlled Document)	
2	Experience (In years)		
3	Skills/Competencies		
4	Language		
5	Certifications		

SPCOEF

Assistant Professor

Position Title: Assistant Professor

Reports To: Principal

Purpose:

The position holder primarily supports the successful Integrated Engineering degree, especially the specialist aspects of the curriculum as well as supervising student project activity on this programme. The position stimulates greater research engagement in the respective department.

Key Result Areas	
1. Teaching – Learning 2. Relation with Student 3. Research, Innovation and Impact 4. Liaison with University 5. Networking with outside world 6. Administration 7. Self-Development	
Roles and Responsibilities	Outcomes
KRA 1 : Teaching – Learning	

<ul style="list-style-type: none"> • To deliver the curriculum efficiently and effectively in a way that the learning outcomes for the discipline/subject/unit/ module etc. are achieved. • To implement appropriate learning strategies with due consideration on to the length of the session and syllabus, intended learning outcomes and the characteristics and needs of the students. • To encourage student participation in the teaching and learning process in classes, practical sessions, exercises, case studies etc. • Deliver tutorial support for undergraduate and postgraduate courses, project work, and contribute to the assessment process. • To adopt methods of assessment most appropriate to the curriculum content and learning outcomes, and as approved by Head of the Department/ Principal. • To ensure transparent and appropriate marking framework for assessed work that students are aware of and understand the same. • Supervise and assess undergraduate and postgraduate project work/ dissertations on continual basis and record in predetermined format. 	<ul style="list-style-type: none"> • Demonstrate effective and efficient teaching skills. • Buildup strong connectivity and understanding with students. • Provision to ensure high qualitative and quantitative academic results. • Demonstrate transformational leadership by laying strong technical foundation, which develop student eventually.
KRA 2 : Relation with students	

<ul style="list-style-type: none"> • To counsel the students and guide on their choice of program. • To ensure enrollment of students. • To contribute in the holistic development of the students. • To contribute to programs induction of the students. • To implement the student attendance and punctuality processes and procedures. • To mentor, a mentee student assigned to you in all four way academic, youth, research and career. • To flourish faculty-student relationship, the mentoring should be in a selfless way. • To identify the key skills of the students and develop, to become industry ready. • To contribute in students co-curriculum and extra – curriculum activities and programs • To ensure in coordination with Departmental Training and Placement Officer, the students internship and placements • To plan and contribute for arrangement of industrial visit, sponsored project, industrial exhibition etc. for the students. 	<ul style="list-style-type: none"> • Mentoring to students generates the strong and positive outcomes • Bring positive change and development in student through reciprocal nature of an intergenerational relationship which also enhances your educational experiences.
KRA 3 : Research, Innovation and Impact	
<ul style="list-style-type: none"> • To pursue and develop research, innovation and impact at an appropriately benchmarked level. To develop the strategic direction within own research area. • To undertake research work which assist to maintain the course provision at a consistent level of excellence within available resources. • To undertake any individual or collaborative research funding and consultancy work deemed by the Institute to be appropriate to the duties of the post. 	<ul style="list-style-type: none"> • Demonstrate research leadership. • Demonstrate critical and analytical skill. • Research work publication in reputed (IF: >5) conferences and journals. • File/publish patents/IPR at domestic /international level

<ul style="list-style-type: none"> • To create and maintain a high quality record of regular and original research publications of external standing in respective and concerning field or discipline. 	<ul style="list-style-type: none"> • Honor/awards for significant contribution in respective field through research. • Commercialization/social impact of research work.
KRA 4 : Liaison with University (Affiliated)	
<ul style="list-style-type: none"> • Participation in the teaching, Research, Training and other programs of the university • Supervision of university examination, setting of paper, assessment of answer paper and such other work assigned by the competent authority • Any other work relating to the university as may be assigned by the competent authority from time to time 	<ul style="list-style-type: none"> • Smooth functioning of the university work. • Compliance with university rules and regulation.
KRA 5 : Networking with outside world	
<ul style="list-style-type: none"> • Get membership of different communities that will assist in promoting the Shri.Someshwar Shikshan Prasarak Manadal,Someshwarnagar within the community represent respective and concerning domain. • To deliver session on subject of mutual interest. • Arrange visits of industry people and practicing engineers to the Institute for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences. • Workshops, conferences and symposia with joint participation of the faculty and the industries • To get participation of experts from industry in curriculum development. 	<ul style="list-style-type: none"> • Informative and updated about trends in the industry. • Networking with outside world demonstrate your brand ambassadorship • Harmonizing industry academia relationship • Exploring ample opportunity for student in the industry.

<ul style="list-style-type: none"> • To contribute in getting R&D Laboratories sponsored by industries at the Institute. • To assist in marketing and branding of the Institute. • To contribute to the academic marketing objectives as required. 	
KRA 6 : Administration	
<ul style="list-style-type: none"> • To perform the role of GFM/ Class Teacher/ Course Coordinator/ Group Tutor as per the requirement of the institute. • To record all required documents and maintain the requisite files. (Eg: Service Book, Course File, Personal File, ERP, API etc.) • To provide timely and concerning statistical information • To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the prescribed format and within the set time scale. • To contribute and executive institutes' Quality Improvement Plans through predefine processes and procedures. • To participate fully in students and evaluating programme as required. • To schedule, supervise, debrief, and evaluate students in internship, practical, field experience, and similar settings as appropriate for the program. • To participate in the Appraisal Scheme as required. • To perform the role of respective coordinators assigned by the competent authority of the institute time-to-time. 	<ul style="list-style-type: none"> • Demonstrate the systematized and organized administrative Skills. • Up to date maintenance of record • Demonstrate smart work and hassle free organization • Providing timely information facilitate the decision making process • Effective utilization of ERP system.
KRA 7 : Self Development	

<ul style="list-style-type: none"> • To design the career path from assistant professor to professor and upgrade qualification and skill set accordingly • To participate in Faculty Development Program of the concerning subject offered by renowned institutes like IITs, NIITs, IIMs etc. • Invest yearly minimum two percent (2%) of salary for self development program organized and offered by the institute. • Visit and fetch internship in listed industry to understand current industry trends and requirements. 	<ul style="list-style-type: none"> • Inculcate life-long learning attitude. • Learned and expertise faculty • Positive transformation.
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Required Competencies

Sr. No	Particulars	Competency	Remark
1	Education	As Per Annexure_01_Teaching Cadre Job Specification 5323630_New_Draft_UGCRegulation-2018-9-2 (Externally Controlled Document)	
2	Experience (In years)		
3	Skills/Competencies		
4	Language		
5	Certifications		

Librarian

POSITION DESCRIPTION

Position Title: Librarian

Reports To: Principal

Role Purpose:

The Post of Librarian is a UGC approved post and position to take care of all the knowledge resources in an institute. The Librarian is the care taker of all the learning material in an institute which is governed through Library and Digital Library with all the provisions made by AICTE and/UGC

Sr. No.	Roles and Responsibilities	Outcomes
1.	Librarians is responsible for providing support to academic & teaching-learning	A smooth functioning and support of Library to as and when required Knowledge resource Support for Teaching-Learning
2.	Develop library policies and procedures & library collection.to meet need of the curriculum.	All documented information in apt Performa, formats required by various accreditation bodies/committees
3.	Library management and maintains	Well Prepared budget and expenditure file
4.	Prepare and execute the annual budget of the library.	Preparation and maintenance of regular documentation like accession register
5.	Make plan for book acquisition of the library and select books, magazines, get approval and order to acquire.	
6.	To preparing a purchase orders for books, journals, stationary, furniture & equipment's.	
7.	Librarian is responsible for all the cataloguing and maintenance of the library documents.	
8.	Accessioning and classification of books, Journals	

Sr. No.	Roles and Responsibilities	Outcomes
	& CD's. and book processing like Stamping, Due Date Stamp, Book Pocket Pasting, Book cards and barcode printing and pasting	
9.	Shelving of books as per classification.	
10.	Daily Issue – Return of books (circulation)	
11.	Use and manage Library software and its applications	
12.	To provide instructions and orientation to new members about the use of the Library.	
13.	To provide library services such as CAS, SDI, Reference to meet the needs of library members and also for creating reading habit	
14.	Librarian act as a member-secretary of the library committee and responsible in preparing the agenda for the committee meeting by giving facts of each item, to issue the library committee meeting notice as well as to prepare and keep the minutes of the library committee meeting.	
15.	Prepare library reports for AICTE, NAAC, NBA and other Competent Authority bodies/committees as per the requirement.	
16.	To upload, prepare, and Update Library information on web site.	
17.	Providing book bank scheme for SC & ST students	
18.	Annual stock verification.	

Required Competencies

Sr. No	Particulars	Competency	Remark
1	Education	As Per Annexure_01_Teaching Cadre Job Specification 5323630_New_Draft_UGCRegulation-2018-9-2 (Externally Controlled Document)	
2	Experience (In years)		
3	Skills/Competencies		
4	Language		
5	Certifications		

Office Superintendent

Position Title: Office Superintendent

Reports To: Principal

Role Purpose:

The Office Superintendent is a position which is taking care of all the administrative activities of the institute as mentioned in the following roles and responsibilities

Roles and Responsibilities		Outcomes
	Coordination with Directorate of Technical Education/ SPPU and AICTE / Higher Education (Ministry)	Timely compliance of all Competent Authority
	Drafting letters to University / AICTE / Govt./ UGC / HRD / SPPU /NAAC	Healthy and timely communication with Competent Authority
	Coordinating with SPP University & AICTE Affiliation work	Timely compliance of affiliation task
	Coordination with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation, Greeting Cards and Advertisement etc.	Harmoniously sync of all internal activities
	Collection and Maintenance of Institute Activity (MIS Report)	Timely, acute, and self-explanatory MIS reports
	Monitoring of all Notice boards	Timely removal of all notices (Notice file) and display of contemporary notices on notice board
	Liaison with Police / Panchayat / Labor dept. /other Govt. and private agencies as and when	Compliance with as and when required with all Legitimately activities with proper approval from

Roles and Responsibilities		Outcomes
	required, with the approval of Director	Principal
	Liaison with Head Office of Shri.Someshwar Shikshan Prasarak Manadal,Someshwarnagar	Good established synchronised task, activities, and concerned reports with Shri.SomeshwarShikshan PrasarakManadal,Someshwarnagar Head Office
	Monthly salary Report and salary disbursement in given schedule	Timely salary disbarment and reports preparation
	Director Cabin files maintenance	All maintained (timely) files and information in Director's file with proper indexing
	Preparing Staff Appointment and Relieving order	Well maintained Employee Files and service books.
	Maintaining staff details according to AICTE / SPPU	AICTE file with required information about staff

Required Competencies

Sr. No	Particulars	Competency	Remark
1	Education	Management PG With 55% and above	Mandatory
2	Experience (In years)	03-05	Mandatory
3	Skills/Competencies	MS-Office, Tally,	Desirable
4	Language	Marathi/English/Hindi	Mandatory
5	Certifications	MS-Office, Tally	Desirable

Clerk

Position Title: Clerk

Reports To: i) Principal ii) Office Superintendent

Role Purpose:

The Institute office clerk performs a variety of clerical tasks, including answering telephones, typing documents, and filing records.

Roles and Responsibilities		Outcomes
General Duties		
1.	Answer and transfer telephone calls or take messages	A proper call and telecom management in a proper format
2.	Sort and deliver incoming mail/letters and send outgoing mail	Facilitation of internal and external communication with proper documentation
3.	Provide general information to staff, student and other stakeholders time-to-time	Proper communication mechanism with documented records
4.	Copy, file, and update paper and electronic documents	Data/Information management and maintenance to aid the Office Superintendent in preparing various reports (MIS, etc.)
5.	Prepare and process bills and other office documents	
6.	Collect information and perform data entry	
7.	Perform all the duties/activities/tasks assigned time-to-time by competent authority (Director/Office Superintendent/etc.)	
Student Section		
8.	Guide and monitor student admission forms and other documents submitting to the Student Section	Wel-maintained and managed Student section, Timely compliance of all the activities like, admission process, examination and support to teaching learning
9.	Prepare time-to-time notices for student instructions and display them on apt notice boards	
10.	Assist Office superintendent to communication	

Roles and Responsibilities		Outcomes
General Duties		
	with SPPU and other Govt. Officials/ Competent Authority regarding student related affairs.	
11.	Prepare roll call list (year-division-wise) to facilitate faculty members in teaching-learning and evaluation	
12.	Prepare all records and files in proper pre-defined Performa/forms/formats to aid information for various activities	
13.	Take time-to-time follow-up for student fees payment	Recovery of fees in time

Required Competencies:

Sr. No	Particulars	Competency	Remark
1	Education	Any Graduation with 50%	Mandatory
2	Experience (In years)	02-03	Mandatory
3	Skills/Competencies	MS-Office	Mandatory
4	Language	Marathi/English Hindi	Mandatory
5	Certifications	MS-Office	Desirable

Laboratory Assistant

Position Title: Laboratory Assistant

Reports To: i) Principal ii) Laboratory In-Charge

Role Purpose:

The Institute office clerk performs a variety of clerical tasks, including answering telephones, typing documents, and filing records.

Roles and Responsibilities		Outcomes
1.	The lab assistants are required to assist the respective lab in-charge for smooth functioning of the laboratories.	Laboratory equipment in working conditions
2.	Lab assistance under the guidance of lab in-charge is given full responsibilities for maintenance of laboratory equipment's and other accessories.	All updated files and records
3.	All the lab assistants, in coordination with the respective Lab in-charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.	
4.	Lab assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv)Names of Lab In-charge / Lab assistants etc. on the Lab Notice board.	
5.	The laboratory assistance is responsible for the proper upkeep of the material in the lab besides maintaining the stock register of each lab.	

Roles and Responsibilities		Outcomes
6.	If any equipment is not functioning within the guarantee period, then the respective vendor may called for rectification and it must be resolved at the earliest possible.	
7.	In case of in house maintenance, maintenance record should be prepared by the lab assistant duly checked and signed by the laboratory in charge.	
8.	If equipment maintenance is required to be done from the external agencies then laboratory in charge should take prior approval from higher authorities (HOD/Principal) and should maintain record for the same.	
9.	No transfer of an equipment / material should take place without prior permission of the Lab in-charge/HOD / Principal. As and when such a transfer is needed a note should be made in the respective register of the laboratory against the item with the date of issue, date of receipt and other relevant particulars.	
10.	Lab/ Technical assistant shall ensure that discipline is maintained in the laboratory and laboratory premises. In case of serious matters of indiscipline, the same shall be reported to the Lab In-charge/HOD.	
11.	The lab observations/records shall be done at least twice in a week.	
12.	In order to prevent theft, Lab assistant/ Technical assistant are advised to take the following action.	
13.	Before starting the practical's/projects, students shall be asked to check the PCs/equipment etc. and report in case of any missing items/irregularity to the lab In-Charge.	
14.	As far as possible, allot the same PC to the same	

Roles and Responsibilities		Outcomes
	individual/same group of students (in case of projects).	
15.	Students shall not be permitted to carry bags into the labs.	
16.	Lab In-charge and Lab assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.	
17.	Lab assistants in turn shall note down the missing items in the respective Lab register.	
18.	If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.	
19.	Maintain the Dead Stock Register and Consumable Registers and update whenever required.	

Purchase Officer/ Store Officer

Position Title: Purchase Officer/Store Officer

Reports To: Principal

Role Purpose:

The responsibilities of this role are as follow:

The purchase officer shall be the head, and have the general supervision of all purchasing functions of the Organisation. The duties of the purchasing officer maybe combined with those of any other office or position. In this position, purchase officer will research and negotiate the best price and quality for our supply needs. Purchase officer will establish relationships and serve as a representative of the company when negotiating contracts and building vendor and supplier trust as well as track and monitor the delivery and confirmation of all materials and supplies.

Responsibilities and Outcomes:

Sr. No.	Responsibility	Outcome
1.	Create and Enforce all purchase policy and procedures rigorously	Hygienic and integrated purchase record keeping
2.	Research and evaluate potential vendors and suppliers	Smooth and policy oriented process implantation
3.	Request quotes and compare prices for maximum ROI through Assistant Purchase officer.	Aptly managed inventory and supply.
4.	Estimate and establish cost parameters and budgets for purchases	Healthy vendor/supplier relationship
5.	Create and maintain good relationships with vendors and suppliers	Proper and timely record keeping
6.	Negotiate appropriate contracts for pricing and supply	Audit-friendly purchase policies and procedure approach
7.	Supervise Assistant Purchase officer	
8.	Work with team members, supervisors, and Assistant purchase Officer to develop future purchasing plans and source potential relationships with vendors/Suppliers and get it approved from top management.	

9.	Analyse potential vendors and suppliers for future project needs	
10.	Collaborate with financial team members on contracts, invoicing, and other financial matters	
11.	Conduct periodic Store and Purchase (Assistant Purchase Officer) audit through Internal or External Auditors.	
12.	Carry all roles and responsibilities of Assistant Purchase Officer if the said position is vacant, absence or dissolved	

Chief Examination Officer (CEO)

Position Title: Chief Examination Officer (CEO)

Reports To: i) Principal
ii) Examination Dept, SPPU

Role Purpose:

An Examination and Evaluation is the very important department of an Institute. The CEO performs all the duties very keenly and with destined outcome for each particular

Roles and Responsibilities		Outcomes
1.	To shoulder the responsibility as a Custodian	<ol style="list-style-type: none">2. Proper liaising with SPPU examination Department3. Conduction of Examination with no defects, no malpractices, and/or without any other issues4. Proper documentations and filing of required data. information
5.	Place the examination stationary order through university examination portal	
6.	Receive examination stationary from the university	
7.	Be in touch with University examination section for betterment of conduct of examination	
8.	Communicate with External Sr. Supervisor	
9.	Maintain communication record and report received from university and implement examination activity accordingly	
10.	To guide and address examination process to all the teaching and non-teaching staff time to time	
11.	To guide and address examination process to all the students time to time	
12.	Prepare student database (Name, Address, Mobile no. and email id)	
13.	Instruct to college account department to take follow up of examination advance payment with the university also submit the detailed examination expenditure bill to university duly signed by center in-charge	
14.	Malpractices if any need to inform to university	

Roles and Responsibilities		Outcomes
	within stipulated time	
15.	Maintain bias free environment during the examination	
16.	Seek Police protection to conduct examination in smooth manner	
17.	Overall monitor to Examination Process.	

Senior Supervisor

Position Title: Senior Supervisor

Reports To: Principal, College Examination Officer (CEO)

Role Purpose:

The Senior Supervisor plays vital role in External Examination

Responsibilities and Outcomes:

Sr. No.	Responsibility	Outcome
1.	Liaison with college examination officer	1. Proper and as per rule conduction of examination 2. Aptly documented information and files
2.	Collect Student examination summary from University portal	
3.	Prepare sitting arrangement accordingly	
4.	Finalize blocks for examination	
5.	Prepare invigilation schedule and communicate to teaching and non-teaching staff	
6.	Receive & display examination timetable on notice board and communicate to students	
7.	Appoint internal squad committee	
8.	Guide and address examination process to teaching and non-teaching staff	
9.	Liaison with CAP center	
10.	Maintain records of examination stationary used and unused	
11.	Prepare checklist of examination process	
12.	Guide newly appointed Junior supervisor if any	
13.	Prepare all displays (e.g. dos and don'ts, bell time, daily sitting arrangement sheet)	

14.	Close the examination activity by tally all the examination stationary records	
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SAMPLE

Junior Supervisor

Position Title: Junior Supervisor

Reports To: Chief Examination Officer, Senior Supervisor

Role Purpose:

The Junior Supervisor is an examination governance person who eventually conducts and supervises examination at real time. To conduct examination in ethical manner, the Junior Supervisor takes lead to conduct the examination without any unethical conduct as well as no malpractices. The responsibilities of this role are as follow:

Roles and Responsibilities		Outcomes
1.	Liaison with college examination officer / Sr. Supervisor.	2. Smooth examination conduction 3. No misconduct or malpractices 4. Complete process and preservation of documented information 5. Timely submission of reports and answer sheets to University nodes (Cap Center)
6.	Report 15 minutes before examination starts.	
7.	Collect and distribute blank answer sheets to students 10 min before examination.	
8.	Do not allow students to exchange and kind of Material.	
9.	Do not allow students to communicate with each other.	
10.	Verify Question papers received is correct.	
11.	Fill and submit junior supervisor report to examination section with proper process and apt information filled as and when required.	
12.	Do not allow students to sit in the examination without hall ticket and id card found if any communicate to sr. supervisor.	

Roles and Responsibilities		Outcomes
13.	Do not allow student 30 min after starting the examination.	
14.	Do not allow students to leave exam hall 1 hr. starting after the examination.	
15.	For any contingency, communicate with sr. supervisor.	
16.	Submit answer sheets after examination-to-examination section with duly filled Junior Supervisor report.	
17.	Upload daily student's examination attendance on university portal.	

Required Competencies

Sr. No	Particulars	Competency	Remark
1	Education	Any Graduate	
2	Experience (In years)	NA	
3	Skills/Competencies	NA	
4	Language	English	
5	Certifications	NA	

Admission Coordinator

Position Title: Admission Coordinator

Reports To: Principal

Role Purpose:

Admits patients to healthcare programs and facilities by maintaining admitting guidelines; marketing programs; obtaining applicant information; screening applicants; completing admissions process; resolving patient dissatisfactions.

Roles and Responsibilities		Outcomes
1.	Maintains admission guidelines by writing, updating, and recommending changes to admission criteria, policies and procedures	Promotion of Admission
2.	Markets programs and facilities by preparing and providing informational brochures; writing and placing advertisements; answering questions; conducting tours	Timely execution of all Admission process
3.	Obtains applicant information by requesting completed applications and medical information; verifying and clarifying information ; interviewing patients and family members; explaining admission criteria	Various reports prepared for Admission status
4.	Screens patients by comparing patient's condition to admission criteria; evaluating and accepting or rejecting patients; referring patients and family to other programs and institutions	
5.	Admits patients by completing admission and financial responsibility forms; coordinating and arranging physical, social, emotional, and support service requirements, including transportation	
6.	Resolves patient/family dissatisfactions by investigating concerns; recommending changes in	

Roles and Responsibilities		Outcomes
	service policies and procedures	
7.	Prepares admissions reports by collecting, analysing, and summarizing data and trends	
8.	Keeps patients safe by following safety policies, procedures, and regulations	
9.	Protects organization reputation by keeping information confidential	
10.	Keeps equipment operating by following operating instructions; calling for repairs	
11.	Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks	
12.	Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.	

Grievance Cell Coordinator

Position Title: Grievance Cell Coordinator

Reports To: Principal/ Chairman of the Committee

Role Purpose:

Establishment of G-Cell and its sub-committees is the mandate by the Indian Legislation. The presence of the committee through both off-line and on-line is also mandate for the Institute. As the committee is mandate to resolve the issues within the time and with apt justice is the motto of the cell. The cell coordinator shoulders the following roles and responsibilities.

Roles and Responsibilities		Outcomes
1.	To provide means for inviting and collecting grievances from students and staff on all matters concerning with infra structure and support services.	<ol style="list-style-type: none">1. Zero Grievance campus2. Develop and in-place massive grievance redressl mechanism in the premises3. Promote and advocate natural justice and healthy work environment in the campus
2.	To fix complaint boxes for receiving Grievances and to keep record of the grievances and action taken.	
3.	To hold meeting once in an every semester to discuss the issues raised by the complainants.	
4.	To redress the grievance promptly if the complaint involved is of trivial nature.	
5.	To forward the grievance to the Committee for Infrastructure Development and Maintenance and the Local Management Council if the grievance involved some new academic or infrastructure facility and policy decisions.	
6.	To bring to the notice of the complainant the action taken report.	
7.	To submit the report/s of the meetings and grievances redressed to the IQAC by the end of academic year.	

Discipline Coordinator

Position Title: Discipline Coordinator

Reports To: Principal

Role Purpose:

It is very important to maintain the discipline in the institute premises. Hence, the proper observation and corrective actions are necessary to impose time-to-time. The following roles and responsibilities are defined and followed by 'Discipline Coordinator' to ensure proper discipline in institute premises.

Roles and Responsibilities		Outcomes
1.	To assist the Director in making decision on the staffing of the Institute discipline team.	1. Discipline practice 2. Well documented information about the discipline
2.	To assist the Director in developing a discipline policy.	
3.	To handle administrative matters relating to student discipline work.	
4.	To form and lead a institute discipline team to plan and develop student discipline work with specific objectives for the school year.	
5.	To coordinate all functions organized by the institute discipline team.	
6.	To participate in other functional team meetings to ensure that the concerns of Institute discipline will not be contravened by any other institute matters.	
7.	To liaise with outside organizations, agencies concerned, and coordinate their services to strengthen institutional discipline work.	
8.	To monitor the use of resources allocated to institute discipline work.	
9.	To implement and enforce the institute discipline policy and rules.	
10.	To assist other teachers in managing students with serious behavior problems.	
11.	To attend to individual cases and conduct case conferences with relevant functional teams and teachers.	
12.	To review the Institute discipline policy, Institute rules and the work of the discipline team and make changes according to the needs of the students, the school and the community.	
13.	To develop resource materials and programmes relating to student discipline for teachers' reference and use.	
14.	To act as an advisor on student discipline matters.	

Training and Placement Officer(TPO)

Position Title: Training and Placement Officer

Reports To: Principal

Role Purpose:

Training and Placement Officer (TPO) take cares about all the training and placement related activities. TPO plays a significant role in building strong and healthy connection and communication with industry to bridge the gap between industry and academia. The responsibilities of the role is as follow

Responsibilities and Outcomes:

Sr. No.	Responsibility	Outcome
1.	To help Design and Printing of Placement Brochure – Soft copy as well as Hard copy.	a. Good and healthy industry-academia linkage. b. Desired placement results. c. Employable and employability related training programmes. d. Maintain all documented information in predefined format.
2.	To help to developing and Execute the Placement strategy.	
3.	Conducting Recruiting Survey (s).	
4.	Interacting with the Past Recruiters.	
5.	Interacting with the Potential Recruiters.	
6.	Coordinate with other B-Schools for recruitment.	
7.	Placement Presentation at various companies.	
8.	Organizing the Career Counseling session by experts.	
9.	Organizing Resume Writing, GD and Interview(s) skills development sessions.	
10.	Maintaining student Resume Bank.	
11.	Developing and maintaining Corporate Database.	
12.	Allocation of companies to student groups for image building.	
13.	Coordinating all the activities related to Placement.	

Cultural Head

Position Title: Cultural Head

Reports To: Principal

Role Purpose:

To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Roles and Responsibilities		Outcomes
1.	The Cultural Head shall be responsible for all intra and inter collegiate cultural events in the College.	
2.	To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks.	
3.	To the procedure to organize cultural events.	
4.	To communicate about various festivals and events to be celebrated in the college and give a wide publicity.	
5.	Arranging events/programs for staff and students in coordination with 'Students Cultural Committee.	
6.	Arrange/conduct various co-curricular learning activities like music classes, dance classes, singing classes, etc.	

Required Competencies :

Sr. No	Particulars	Competency	Remark
1	Education	Any Graduate with 50%	Mandatory
2	Experience (In years)	00-0.5	Mandatory
3	Skills/Competencies	Music/dance/Singing expertise	Desirable
4	Language	Marathi/English/Hindi	Mandatory
5	Certifications	Cultural activities	Desirable

Infrastructure Coordinator

Position Title: Infrastructure Coordinator

Reports To: Principal

Role Purpose:

The Building & Works Cell shall be responsible for development of the institute achieving a systematic growth of infrastructure with maximum utilization of resources and minimal disturbance to the environment. The developmental work shall cover the entire infrastructure related with an academic institute as prescribed by the agencies like AICTE, DTE, and SPPU etc. The responsibilities and functions shall include (but not limited to) the followings.

Roles and Responsibilities		Outcomes
1.	To devise and implement a mechanism for infrastructure development & maintenance of existing as well as new infrastructure especially the buildings for instructions, amenities and administration	State-of-the-art infrastructure
2.	To liaison with the various government agencies for proper authorization of the building construction activities in conformation to the related rules regulations.	Apt planning of day-to-day activity conduction
3.	To maintain the up-to-date record of the infrastructure especially the buildings for instructions, amenities and administration as prescribed by the agencies like AICTE, DTE, and SPPU etc.	Timely and accurately proactive and preventive maintenance
4.	To evolve mechanism for assisting the Society in mobilizing various resources required for the infrastructure/ building developmental work as prescribed by the agencies like AICTE, DTE, and SPPU etc.	

Roles and Responsibilities		Outcomes
5.	To work out and execute any other activity related with the buildings & works of the institute. The ultimate objective shall be to provide state-of-art buildings and infrastructure for an ever-evolving academically ambient environment	

Website Coordinator

Position : Website Coordinator

Reports To: Principal

Role Purpose:

The responsibilities of this role are as follow:

Website Coordinator is the individual who has day-to-day operational responsibility for the website's development, updates and maintenance. Website/portal is a digital face of an organisation so it is very important to keep it clean, informative updated and lucrative. The website coordinator must be very creative and out of the box thinking, to develop unique and attractive website.

Responsibilities and Outcomes:

Sr. No.	Responsibility	Outcome
1.	Build user-friendly and informative website with latest and emerging web development technologies.	User friendly and quick access of website.
2.	Develop Website policy and get it approve from top management.	Minimum error and downtime.
3.	Domain/FQDN/space purchase/other online services purchase according to requirement, manage, maintain and optimized utilisation of the same.	Recently updated website.
4.	Prepare and propose website related budget and get it approved from top management.	
5.	Update website content according to SEO improvisation requirements.	
6.	Test the website across the browsers, operating systems and devices	
7.	Install, configure, manage and maintain all required servers for website on without any downtime	
8.	Ensure site security with various security mechanisms like firewall, log-in credentials, etc	
9.	Debug the pages and fix broken links/pages immediately	

Sr. No.	Responsibility	Outcome
10.	Create, manage, issue, block employee email addresses as per instructions received from competent authority.	
11.	Address user complaints within minimum downtime.	
12.	Attend/organise meeting with top management whenever required	
13.	Optimization of website/portal access speed	
14.	Spread information of new updates, features and implementations to all zeal employees	

Programme Coordinator (Academic Dean)

Position Title: Programme Coordinator

Reports To: Principal

Role Purpose:

The programme coordinator takes care of all teaching learning in an institute. The Programme Coordinator always plans, monitors, and controls all the activities/processes/sessions etc. conducted for the fulfilment of the said programme. The responsibilities of this role are as follow:

Roles and Responsibilities		Outcomes
Student Related:		
1.	To understand the students expectations and accordingly coordinate to fulfil these expectations.	
2.	To Identifying and monitoring students for various activities.	
3.	To encourage and maintain positive relationships with staff, students and parents.	
4.	To provide leadership and support in the area of student/teacher interaction.	
5.	To conduct various activities & programs for the faculty as well as students.	
6.	To maintain discipline among the students.	
7.	To select the students for various posts in student council through election.	
8.	To coordinate with BE year coordinators for smooth conduction of academics as per academic calendar.	
9.	To prepare subject wise faculty sheets for BE .	
10.	To prepare timetable for both the semesters.	
Summer Internship Programme Related		
1.	To collect specialization wise sheet form the students.	

Roles and Responsibilities		Outcomes
2.	To allocate specialization wise guide for the students for SIP/Dissertation.	
3.	To guide and inform the students regarding SIP/Dissertation.	
4.	To arrange students presentations and viva on their SIP/Dissertation.	
5.	To supervise performance and progress of students regarding SIP/Dissertation.	
6.	To conduct Pre-viva, pre-presentations, final presentations & Viva on SIP/Dissertation.	
7.	To finalize of students SIP/Dissertation marks to the concern with guides and director.	
8.	To prepare the budget for SPPU final viva-voce.	
Examination Related		
1.	To provide support and respond to CEO time to time	
2.	To assist in the preparation and publication of the examination schedules to the students.	
3.	To assist in hiring, provide training and supervise invigilators to ensure for the smooth conduction of exam.	
4.	To coordinate the Online examination	
5.	To Prepare the invigilation duty, relieving duty for the examination.	
6.	To disseminate exam schedules to the peon.	
7.	To coordinate with external senior supervisor	
8.	To Prepare block wise seating arrangement for the students.	
9.	To communicate examination related notices and daily information by displaying on notice board.	
10.	To check examination material which is provided by university.	
11.	To prepare and maintain the records of invigilation	

Roles and Responsibilities		Outcomes
	duty, relieving duty and others.	
12.	To check and sending the answer papers to CAP canter.	
13.	To prepare of CAP letter and daily CAP report.	
14.	To assist to CEO regarding exam work.	
15.	To make sure that examinations are conducted smoothly with strict invigilation.	
Administrative		
1.	To develop a positive & conducive work environment in the Institute.	
2.	To maintain the daily statistical sheets, which include students and faculty attendance, dress code, cleanliness, lectures, and other related issues.	
3.	To make informed and positive contributions to the planning and development of the institute.	
4.	To perform other duties as assigned e.g Admission counselling, Programs.	
Faculty Related		
1.	To maintain the subject wise concurrent evaluation plan of the faculties.	
2.	To develop positive working relationships with and amongst colleagues.	
3.	To supervise performance and progress of colleagues.	
4.	To promote professional development of staff.	
5.	To delegate tasks as necessary and/or appropriate.	
6.	To ensure that teaching resources are made available to colleagues.	
7.	To take subject wise syllabus completion review time to time.	
8.	To adjust the lectures (If required).	