

Pune Vidyarthi Griha's
College of Science, Pune-9

**Administrative and Academic
Process Manual**

Administrative Process Manual

Authorities of Principal

1. Assign duties, authorities and responsibilities to Teaching Staff, Administrative Office Staff and Supporting Staff.
2. Decide funds allocation for departmental academic activities, Research & Development, Infrastructural development, various Recurring & Non-recurring expenditure.
3. Preparation of short term (1-2 years) budget. Decide the allocation of funds for budgeted expenditure under different heads.
4. Take measures to enhance the academic standards of the institute.
5. To supervise, guide, monitor, co-ordinate and control various functions of the administrative office of the college.
6. To supervise and control accounting procedures, preparation of budgets, balance sheets, audited statements etc.

Responsibilities of Principal

1. To decide Vision and Mission of the institute.
2. To prepare a development plan of the institute in accordance with the Vision, Mission, goals & objectives.
3. To decide long-term, short-term goals, objectives, plans of the institute in consultation and guidance with the Management, Governing Body.
4. Identify and plan for the source of finance, financial provisions, preparation of budgets.
5. To execute recruitment process of teaching and non teaching staff in consultation with the management.
6. Comply with the requirements of the University, DHE, UGC, State Government, regulations & norms.
7. Interact with university and participate in all related matters, requirements, procedures, correspondence & records.
8. Interact with other institutes, research organizations, industries etc., for developmental work/activities.
9. Prepare and submit proposals to UGC, SPPU and Government of Maharashtra for financial Assistance Schemes, additional courses and variation in intake.
10. Interact with society, social organizations for developmental collaborative projects, activities.
11. Plan, Direct, Monitor & Control the overall activities, duties of the In-charges and Staff.
12. Supervise, monitor & control routine administration of the college.
13. Supervise Guide, Train, and Motivate and Control the teaching and supporting staff.
14. Plan, monitor and control the overall staff welfare.
15. Guide, Monitor & control the students academic, curricular, co-curricular, extra-curricular activities enabling their overall professional development.
16. To act and support activities so as to have excellent academic results & students performance.
17. To act and support activities so as to have maximum placement of students in reputed industries/organizations.
18. To encourage students for higher studies.
19. Interact with parents as and when required.

20. To set mechanism for students' welfare.
21. Holding meetings of all stake holders.
22. Liaison with the office of the Pune Vidyarthi Griha Trust related to college administrative work.
23. Liaison with other office such as Income Tax, Professional Tax, Provident Fund etc.
24. Submission and follow up of the various reports to the competent authorities.
25. To execute the admission process as per norms, rules & regulations.
26. Liaison with various academic departments, sections such as Library, T&P, Hostels etc.
27. To regulate the work and conduct of the staff meetings in accordance with the Act, Statute, Ordinance, Rules and Regulations.
28. To assess and evaluate the performance of non-teaching staff and sections. Take required measures to regularize and improve the working of the college.
29. Work as the custodian of the records. The common seal and other such property of the college as the Principal.
30. To issue warning, reminders, memos to the non-teaching employees subject to matter.
31. To work for college affiliation, approval work, staff recognition and follow the procedure of appointment.

Authorities of Administrative Staff:

1. To maintain the enquiry for students, staff and also for visitors to the college regarding courses being conducted, examination and admission rules and such other allied matters of important nature.
2. To bring to the notice to the Principal any of the staff or the student, if prejudicial to the College and/or is not in the interest of the college.
3. To deal with all other service matters of staff including leave and maintain service records of all staff such as service books, personal file etc.
4. To issue all routine certificates to all staff other than experience certificate.
5. To issue all routine certificates to students other than leaving certificate.
6. To watch Accounts, Audit, assessment work of Maintenance record and other Grants documents and to keep check on Accounts of the college.
7. To look after the examination work.
8. To Issue of bank challans.
9. Record of payment of fees in Bank.
10. Confirmation with bank statements. (Reconciliation).
11. Maintenance of fee receipt records and necessary follow-up.
12. Maintenance and updating of admission registers.
13. To prepare and regularly update Teaching and Nonteaching staff lists in prescribed formats.
14. Follow up and maintenance of record of new recruitments / appointments.
15. Providing relevant information / data for preparation of various mandatory reports to be submitted to competent authorities.
16. Processing for re-appointments, new appointments.
17. To undertake the process of relieving of employees appointed on ad-hoc / temporary basis from services by the end of the term.
18. Preparation of Roasters, its approval from University.

19. Preparation of Advertisement for staff selection, handling selection process as per norms.
Issue of appointment orders, Record of joining reports etc.
20. Handling relevant queries of employees and providing necessary clarification and support.
21. Liaison with teaching and non-teaching staff matters and records.
22. Maintain necessary records such as disciplinary matters, confidential information if any.
23. To create and maintain healthy work environment among employees through effective communication and follow-up of systematic procedures.
24. To implement all financial transactions as per rules, Accounts code, statute, Ordinance and rules and regulations made in that behalf.
25. To monitor the financial activities of the college as per directions of the Principal.
26. To place the financial position of the college such as receipts, payments, Government grants if any and balance before management as well as the concerned committees as and when required.

Responsibilities of Student Section In-charge

1. Processing of admission to respective years.
2. Record keeping and updating all data regarding student enrollment and other details.
3. Preparation of provisional admission roll list.
4. Preparation of updated roll lists after declaration of University examination results.
5. Analysis such as year down (Y.D.) students and eligibility of earlier Y.D. students.
6. Preparation and issue of relevant certificates, Identity Cards.
7. Processing of forms and maintenance of records.
8. Display of notifications for information of the students, its follow-up.
9. Preparation and maintenance of records and files providing information in prescribed formats to University, DHE, UGC, Admission Regulatory Authority and Fee Regulatory Authority of SPPU and any other competent authorities as per requirement.
10. Liaison with Class Teachers, TPO, Librarian, Rectors, Wardens and providing timely information, data, records etc.
11. Handling queries of students and parents and providing necessary clarifications, help and support.
12. Co-ordinate required correspondence with parents/students, detention etc. in consultation with Principal and faculty.
13. Processing of regular increments, internal promotions, transfer if any

Responsibilities of Scholarship Section In-charge.

1. Notice : To distribute scholarship forms.
2. To submit scholarship forms to concerned authorities and keep track of the same.
3. To submit utilization report to concerned authorities.
4. To co-ordinate with various authorities for scholarship grievances.
5. To ensure transfer of scholarship to the individual student.
6. To maintain students' scholarship records.
7. Any other duties assigned by the higher authority time to time regarding same.

Responsibilities of Accountant

1. To inform the financial position of the college to the Principal and the Management whenever required or requested.
2. To Examine and ensure that the financial norms and code are followed by the college.
3. To prepare and present budget estimate with the requirements collected from Principal.
4. To Prepare the budget and income-expenditure statements, maintain all accounts and get them audited.
5. To scrutinize all bills of expenditure before recommendations for payment.
6. To watch progress of the expenditure of fees, grants etc.
7. To ensure various payments made from the college funds are within budget provision and with the sanction of competent authorities.
8. To attend the correspondence with state, U. G. C. and other higher authorities.
9. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund, L.I.C etc.
10. To prepare bank reconciliation statement, budget and final accounts of funds.
11. To ensure accuracy in bank reconciliation statement and budget final account assigned.
12. To ensure that non-revenue accounts appearing in particular account of fund are reconciled.
13. To attend to audit queries and to reply audit report to submit necessary statement of accounts.
14. For certain cases, take necessary steps in consultation with Principal, Management and Auditor.
15. To attend other work assigned with the approval of the Principal or Designated Authority.
16. To maintain the various books of accounts.
17. To monitor the consumption of budget.
18. To prepare trial balance reports.
19. To support for conduction of internal audits.
20. To submit all types of statutory returns to various statutory authorities.
21. Any other duties assigned by the higher authority time to time.
22. Preparation, maintenance and verification of staff attendance registers before release of monthly salary.
23. To prepare payment statement of all employees and accordingly proceed for further transaction after getting verified from Accountant, Registrar and Principal.
24. To attend queries and all matters regarding Income Tax, Professional Tax, Provident Fund, Gratuity, Insurance etc.
25. To attend the matters pertaining to deductions of Income Tax, Professional Tax, L.I.C. etc.

26. To maintain books of accounts payment registers, advances etc.
27. To prepare periodic accounts of funds.
28. To attend routine correspondence with bank and other Departments.
29. To prepare weekly statements.
30. To prepare bills for payments.
31. To ensure filling of vouchers and papers.
32. To write various books such as ledger, Salary register, Income Tax registers etc
33. To attend the other work as maybe assigned by Principal.

Authorities of Purchase In-charge

1. Initiate, coordinate and execute proper purchase procedure as per norms.

Responsibilities of Purchase In-charge

1. Receiving requirements for equipments, tools, spares and consumables, raw material etc. Obtain administrative approval for necessary purchases based on budget provisions.
2. Invite quotations.
3. Receive and open quotations.
4. Prepare comparative statements.
5. Arrange meeting of purchase committee in consultation with higher authorities.
6. Prepare minutes of meeting of purchase committee meeting and seek approval for placing purchase order.
7. After approval, prepare and issue purchase order in consultation with respective Head of department , Principal and the Director.
8. Maintain proper documentation of all purchases.
9. Periodically verify and checked departmental Dead Stock registers.

Responsibilities of Inward-Outward section

1. To receive internal letters from Office, Trust office etc. and make necessary entries in Inward Register and put up for processing.
2. Receive external letters from outside agencies, parties, offices. Make necessary entries in internal register and put up for further processing.
3. Similarly, process for outward documents (internal as well as external) with proper entries and records.
4. Maintaining and regularly updating of files for systematic records. Develop and operate proper filing and record system for easy, efficient retrieval of documents whenever needed.
5. Arrange for availability of necessary postage and other essential items to avoid delay.

Academic Process Manual

Routine Academic Processes

The Principal of the college in consultation with senior faculty looks after overall academic development of the college and following various routine academic processes gets executed.

1. Review and approval of the academic /event calendars.
2. Review and approve the time tables of various classes.
3. Review and approval of faculty requirements for the subjects.
4. To coordinate with Principal, Academic Coordinators, Faculties, Students, Parents for appropriate information and activities.
5. Recommend the disciplinary actions for faculty, non teaching staff and students.
6. Review the academic process by supervising attendance of lectures, verification of files, student interaction, and faculty interaction.

Responsibilities under routine academic processes

1. To assist the Principal in design, development and implementation of institutional academic philosophy and policies.
2. Design and suggest the academic calendar for UG and PG programs.
3. Propose, Design and suggest the activities for the improvement in teaching-learning process, academic strategy and systems.
4. Support, ensure the Standardization of academic processes.
5. Perform monitoring of academic discipline such as students reporting, conduction of classes and laboratories.
6. Monitoring of the execution of teaching-learning process through review of student attendance, syllabus coverage, tutorial and assignments, practical etc.
7. Perform the monitoring and assessment of performance of Faculty, Staff and students and counsel them for improvement of academic process
8. Ensure the quality of course content delivery through surprise visits to classes and laboratories.
9. Perform analysis of student Performance-Internal and University exams and present to Principal and Management.
10. Ensure proper utilization of academic infrastructure and other academic support units.
11. Create awareness and support faculty and staff for the implementation of academic policies.
12. Organize the academic review meeting for monitoring the progress.
13. To motivate staff and the students towards the achievement of excellence in academic process.
14. Organize the faculty development programs to develop the faculty and staff in state of the art teaching-learning methodologies.

Authorities of Training and Placement In-charge:

1. To facilitate interaction between various classes and associated industries.
2. To facilitate the exposure of industrial environment to college students by arranging experts' lectures, providing internship, facility and subsequent placement in industries across the country.
3. To prepare students for jobs in multinational companies, by exposing them to

latest technologies and methodologies.

4. To provide significant efforts for bridging the gap between industry and the academic institute.

Responsibilities of Training and Placement In-charge:

1. To establish industry-institute partnership / interaction cell.
2. Considering requirements of various classes, organize technical workshops with joint participation of the faculty and industries.
3. To coordinate lectures of experts invited from industries.
4. To invite experts from industries for curriculum development of various programs during syllabus revision workshop organized in college through Savitribai Phule Pune University.
5. To encourage teaching staff to undertake professional projects from various industries and organizations.
6. To coordinate the visits of industry executives and practicing experts to the institute for showcasing the quality of project work carried out by students and infrastructure available in laboratories. To arrange discussion meetings and delivering lectures on industrial practices, trends and experiences.
7. To promote the process of signing Memorandum of Understanding (MoU) between the institute and industries.
8. To initiate activities related to scholarships/fellowships instituted by industries for students of various departments.
9. To put significant efforts for internship program.

Internal Quality Assurance Cell:

The internal quality assurance mechanism of the institution may be called "Internal Quality Assurance Cell (IQAC)". Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement(QE) activities of the colleges. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

Authorities of IQAC In-charge :

1. To maintain the momentum of quality consciousness in College.
2. To maintain an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders.

The IQAC Structure:

The IQAC shall be constituted under the chairmanship of Principal. He / She may be assisted by a IQAC Coordinator, who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned.

Composition of the IQAC:

The IQAC shall have the following composition:

- a) Principal-Chairperson
- b) Four senior teachers and two senior administrative officials-Member
- c) Two external experts on Quality Management/ Industry/Local Community – Member
- d) One Management Representative
- e) Two Representatives from Students
- f) One Representative from Alumni
- g) Two Representatives from Employers/Industrialists/Stakeholders
- h) IQAC Coordinator-Member Secretary.

Responsibilities of IQAC In-charge:

1.To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College

2.To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

The IQAC shall have the following functions:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities.
- b) Facilitating the creation of a learner-centric environment conducive for quality education:
- c) Faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process:
- d) Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes:
- e) Dissemination of information on various quality parameters of higher education
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programmers/activities of the College, leading to quality)improvement:
- h) Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- i) Development and maintenance of institutional database for the purpose of maintaining / enhancing the institutional quality;
- j) Interaction with experts in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.
- k) To follow up AQAR approved by the statutory bodies of the College for the follow up action for necessary quality enhancement measures.
- l) Regularly submission of AQARs to the affiliating University, state level quality assurance bodies, NAAC / other accreditation bodies.

In-charge of Internal Quality Assurance Cell shall maintain records of-

1. Activities reflecting the goals and objectives of the college.
2. New academic programmers initiated (UG and PG)
3. Innovations in curricular design and transaction
4. Inter-disciplinary programmers (Add on course, Certification programs)
5. Examination reforms implemented by Savitribai Phule Pune University.
- 6.Maintaining the record of candidates qualified: TOEFL/GMAT/GRE/IELET, Other Exams etc.
7. Initiative towards faculty development program
8. Maintaining up to date record of total number of seminars/workshops conducted.
9. Special projects List and details.
10. Details of research scholars pursuing Ph. D.
11. Maintaining up to date and correct record of citation index of faculty members and impact factor
12. Honours/Awards to the faculty: National and International

13. Record of community services
14. Up to date information about teachers newly recruited
15. Teaching-Non-teaching staff ratio
16. Improvements in the library services
17. New books/journals subscribed and their value
18. Courses in which student assessment of teachers is introduced and the action taken on student feedback-
19. Feedback from stakeholders
20. Unit cost of education
21. Computerization of administration and the process of admissions and examination results, issue of certificates
22. Increase in the infrastructural facilities
23. Technology up-gradation
24. Computer and internet access and training to teachers, non-teaching staff and students
25. Financial aid to students
26. Activities and support from the Alumni Association
27. Activities and support from the Parent-Teacher Association
28. Health services
29. Performance in sports activities
30. Incentives to outstanding sports person
31. Student achievements and awards
32. Activities of the Guidance and Counselling unit
33. Placement services provided to students
34. Development programmes for non-teaching staff
35. Good practices of the institution
36. Linkages developed with National / International, academic/research bodies
37. Action Taken Report on the AQAR of the previous year.
38. Any other relevant information the institution wishes to add.

Authorities of Academic Coordinators

1. Call meeting of faculty and In-charge to ensure the academic process conformance.
2. Recommend and execute disciplinary action for students, faculty and staff in consultation of IQAC coordinator and academic coordinator.
3. Approve and recombine the academic planning like calendar, time table, teaching plans, outcomes etc.
4. Propose and implement the academic policies in consultation with faculty, IQAC coordinator and academic coordinator.
5. To co-ordinate all academic progress related activities in consultation with IQAC coordinator, Class Teachers, Faculty, Students, Portfolio In-charges, Parents.

Responsibilities of Academic Coordinator

1. Execute academic processes for the program.
2. Appraise and consult academic coordinator about the academic planning, execution, monitoring and performance of academic process.

3. Ensure academic planning of the program such as calendar, load distribution, time table, teaching plans, faculty preparation & presentation, outcomes etc.
4. Perform student and faculty attendance and performance monitoring.
5. Organize review meeting for academic planning and performance evaluation.
6. Ensure the preparation of documents, files and reports supporting academic process.
7. Coordinate with the academic portfolio in-charge for academic process execution.
8. Ensure academic discipline by monitoring the reporting of students, faculty and deadlines.
9. Counsel students, faculty and staff for the improvement of academic process.

Authorities of Class Teachers

1. Review preparation of faculty / Course coordinator to teach the course.
2. Review and approve the course outcomes, mapping of COs and POs, and activities.
3. Rubrics for evaluation of course outcomes.
3. Ensure the course conduction and attainment of outcomes to target.
4. Take necessary measures to ensure quality of course contents and effective teaching.
5. To coordinate all course content planning and execution in consultation with IQAC Coordinator, Academic Coordinator, Course Coordinator, and Faculty.
6. Initiate disciplinary actions for students in consultation with authorities.
7. Communicate to faculties regarding performance issue.
8. Report detention of students to the authorities.
9. To execute and support all the class related activities in coordination with Academic Coordinator, Faculty, Students, Parents.

Responsibilities of Class Teachers

1. Gather the curriculum requirements for teaching courses.
2. Identify the faculty development needs for the curriculum in the subjects and plan and conduct such activities.
3. Conduct group meeting of course coordinators / Faculty teaching courses in subject group.
4. Ensure the preparation of lab requirement for the conduction of courses in the group.
5. Ensure the preparation of course outcome statements, targets, activities, assessment methods from course coordinator/ faculty.
6. Guide the faculty members teaching courses in the group for the effective content delivery.
7. Present the module Conduction activities and review during the meeting as and When required.
8. To ensure preparation of student roll list, time tables and communicate to students and faculties.
9. To coordinate various academic and administrative duties as per the requirements of students section.
10. To notify students and faculty about the changes or activities of class from time to time.
11. Monitor the execution of lecture / practical for reporting of student, faculties and take necessary actions to maintain academic discipline.
12. Monitor attendance and performance of students and take necessary actions in consultation with mentors and authorities.
13. Address student's request / suggestions / complaints in consultation with authorities.
14. Support the authorities in execution of academic processes and decision for class.
15. Take review reports as per the academic calendar and discuss this with authorities.

Authorities of Course Coordinator

1. Ensure the preparation of course material considering course outcomes, mapping to CO and PO, activities.
2. Rubrics for evaluation of course outcomes.
3. Ensure the curriculum components for sufficiently addressing the course outcomes.
4. Ensure the course conduction and attainment of outcomes to target.
5. Take necessary measures to ensure quality of course contents and effective teaching.
6. To do all such activities in coordination with Coordinator, Faculty.
7. Gather the curriculum requirements for teaching the courses and verify curriculum contents with curriculum.
8. Conduct course coordinator meeting with faculty teaching courses in group.
9. Identify the content beyond syllabus. Plan and execute teaching of these contents.
10. Prepare the course outcome statements, targets, activities, assessment methods etc.
11. Prepare the preparation of lab requirements for the conduction of courses in the module.
12. Guide the faculty members teaching course for the effective content delivery.
13. Present the course conduction activities to academics and review during meeting as and when required.

Authorities of Faculty

1. To find out academic requirements and submit to Principal.
2. To interact with staff and students regarding regular academics.
3. To be active in academics and consult course Academic Coordinator, Course Coordinator, Class Teacher, Students, Portfolio In-charges for improvements and Progress.

Responsibilities of Faculty

1. To ensure the effective content delivery through conduction of classroom and laboratory sessions.
2. To report to Principal and perform as per responsibilities assigned by the authority from time to time.
3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extra-curricular activities.
4. To prepare, get approved and maintain the records and files for assigned responsibilities.
5. To respond and perform University responsibilities assigned time to time
6. To motivate, plan, perform and monitor various activities for improvement of students.
7. To make alternative arrangement before proceeding on leave and inform the concerned authority.
8. To adhere to quality policies of the institute and work towards achievements of goal.
9. To work towards the research and development activities through SIG (Special Interest Group) activities.

Role of Lab In-charge

1. Regular monitoring of maintenance of the laboratory with staff In-charge and Course Coordinator
2. Support Technical Assistant Lab Assistant and Lab Attendant for up to date maintenance of the laboratory.
3. To monitor the performance of practical as per time table.
4. Perform physical stock verification.

Responsibilities of Lab In-charge

1. To ensure the availability and proper functioning of equipments required for performance of practical in the laboratory.
2. To prepare and submit requirement of laboratory equipments and consumables to Course Coordinator.
3. Verify delivery dates for the items placed for purchase as per purchase order (P.O.)
4. Receive, verify and inspect material received as per specifications laid down in P.O.

5. Receive test reports from the department / section and process for payment to the suppliers with due entries in stock register.
6. Submit report for payment of bills to the suppliers.
7. To ensure maintenance of cleanliness of laboratory.
8. To ensure the routine maintenance and preventive maintenance of equipments.
9. To ensure availability of Laboratory manuals.
10. To ensure the proper maintenance of Dead Stock of laboratory.
11. Reporting of damages/breakages/thefts of equipments to Course Coordinator and ensuring subsequent recovery if decided.

Authorities of Technical Assistant / Laboratory Assistant

1. To plan and monitor laboratory cleanliness.
2. To monitor physical status of equipments available in the laboratory

Responsibilities of Technical Assistant / Laboratory Assistant

1. To assist lab in-charge and lecturer for smooth conduction of lab sessions.
2. To arrange set of instrument before start of session.
3. To update the contents on notice boards in laboratory time to time
4. To keep maintenance Of laboratory equipments.
5. To ensure student entry in logbook register
6. To maintain and update laboratory dead stock register and consumable register.
7. To maintain record of University TW / PR / OR examinations.
8. Routine repair of equipments in laboratory.
9. To recommend laboratory requirements.
10. To help during lab examinations.
11. To carry out any other work assigned by the higher authorities.
12. To keep record of the departmental stationary.
13. To maintain records of leave vacation etc. of the departmental staff.
14. To receive notices, circulars from Principal office, other departments etc. and put it before Course Coordinator for necessary action.
15. To keep record of students reporting.
16. To assist Course Coordinator and faculty member in carrying out day to day work of the department.
17. To plan and monitor cleanliness work of the department and classroom allotted to the department.
18. To carry out any other work assigned by higher authorities.
19. To keep record of analysis of student result.

Authorities of Laboratory Attendant/Peon

1. To do all the necessary processes and activities time to time in consultation with Course Coordinator, Admin office .
2. To get necessary teaching material like attendance record, duster, chalk etc. from store and distribute it to the staff.

Responsibilities of Laboratory Attendant/Peon

1. Opening and closing of Laboratory and department.
2. Sweeping and cleaning of laboratories and classrooms, departmental area and passages
3. Cleaning of black board, furniture, instruments and notice boards
4. To circulate notice and other documents given by higher authority (Teaching / Non Teaching).
5. To display, remove and file the notices from notice board.
6. Help during the examination.
7. Any other duties assigned by the higher authorities time to time.

Authorities of Librarian

1. To take initiative in planning and development of Library.
2. Decide scheme of classification for documents related to library.
3. To execute all the library related processes and activities in consultation with Principal, Course Coordinator and other authorities.

Responsibilities of Librarian

1. Planning and developing the library.
2. Plan and carry out book purchasing, periodical subscriptions.
3. To coordinate meeting of Library Advisory Committee
4. To get and analyze students feedback regarding library activities and suggest improvement plan
5. Monitor and control overall functioning of the library.
6. Carry out stock verification.
7. Define and communicate rules and notices regarding library activities.
Data entries of book and periodicals in software.
8. Cataloguing and classification of books and periodicals.
9. Monitoring of book circulation.
10. To maintain silence and discipline in library premises
11. To classify book and other reading materials.
12. To support and provide all necessary help to execute library related activities in consultation with Principal, Course Coordinator and Librarian.
13. To confirm appropriate utilization of computer center, Xerox facility and library software.

Responsibilities of Library Peon

1. Assisting the librarian in his work.
1. To issue books and maintain the records appropriately.
2. To assist Librarian and Assistant Librarian in various library related activities.
1. Bar code labeling and pasting
2. Data entries of books and periodicals in software.
3. Issue and return books for all users.
4. Maintain the record of daily issue return reports.
5. Monitoring of reading room facility.

Duties of Library Peon

1. Opening and closing of Library as per scheduled time
2. Daily sweeping and cleaning of library premises
3. To assist for books/periodicals shelving.
4. To assist for books circulation
5. To provide support to library staff and students for photocopy of documents
6. To monitor activities of library users at Main Entrance of library

Principal

PVG'S College of Science, Pune