

2023

# Authority and Responsibility

ISO 9001:2015

SBES

College of Arts and Commerce  
Aurangabad Maharashtra

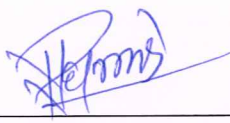
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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AURANGABAD</b> <b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : Content Sheet</b>	DOC NO.: SBAC/AR/A REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

Sr. No	Name of Document	Reference No.	Rev. No
1	Content sheet	SBAC/AR/A	00
2	List of Abbreviation	SBAC/AR/B	00
3	Revision Control Sheet	SBAC/AR/C	00
4	Management	SBAC/AR/01	00
5	Principal	SBAC/AR/02	00
6	Vice Principal	SBAC/AR/03	00
7	Supervisor/Coordinator Student Welfare	SBAC/AR/04	00
8	Head of Departments	SBAC/AR/05	00
8	Professors	SBAC/AR/06	00
10	Director, Physical Education	SBAC/AR/07	00
11	Librarian	SBAC/AR/08	00
12	Coordinator of NAAC-IQAC	SBAC/AR/09	00
13	In- Charge of Examination Cell	SBAC/AR/10	00
14	In- Charge of Computer Centre	SBAC/AR/11	00
15	In- Charge of Language Laboratory	SBAC/AR/12	00
16	Coordinator Career Guidance and Placement Cell	SBAC/AR/13	00
17	Coordinator Equal Opportunity Cell	SBAC/AR/14	00
18	In- Charge of Remedial and Bridge Courses Cell	SBAC/AR/15	00
19	In- Charge of Centre for NET Coaching	SBAC/AR/16	00
20	In- Charge of Centre for MPSC and Professional Examinations	SBAC/AR/17	00
21	In- Charge of Trekking and Adventure Cell	SBAC/AR/18	00
22	In-charge NCC	SBAC/AR/19	00
23	In-charge NSS	SBAC/AR/20	00
24	Registrar (Administrative Office)	SBAC/AR/21	00
25	Office Superintendent	SBAC/AR/22	00
26	Head Clerk/Accountant	SBAC/AR/23	00
27	Management Representative	SBAC/AR/24	00



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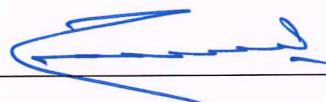


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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AURANGABAD</b> <b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : List of Abbreviations</b>	DOC NO.: SBAC/AR/B REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

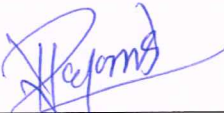

Sr. No.	Abbreviation	Full Form
1	AR	Authority and Responsibility
2	Rev.	Revision
3	MRM	Management review meeting
4	SP	Service Provision
5	CA	Corrective action
6	PA	Preventive action
7	SBAC	SBES College of Arts and Commerce, Aurangabad
8	QA	Quality assurance
9	I/C	In-charge
10	PM	Preventive maintenance
11	M/C	Machine
12	B/D	Break down
13	NA	Not Applicable
14	ICT	Information and Communication Technology
15	NAAC	National Assessment and Accreditation Council
16	IQAC	Internal Quality Assurance Cell
17	AQAR	Annual Quality Assurance Report
18	UGC	University Grants Commission
19	NSS	National Service Scheme
20	NCC	National Cadet Corps
21	NET	National Eligibility Test
22	MPSC	Maharashtra Public Service Commission

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AUARNGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : Revision Record Sheet</b>	DOC NO.: SBAC/AR/C REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

Sr.	Details of change in document	Ref. No.	Rev. No.	Change initiated by

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AUARNGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Management</b>	DOC NO.: SBAC/AR/01 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 2

The Authority and Responsibility of the Management of the Senior College are explicitly brought out by the MAHAARSHTAR ACT No. XXXV OF 1994 [THE MAHAARSHTRA UNIVERSITIES ACT, 1994.] vide article 85. That states that

85. (1) There shall be a separate local managing committee for every affiliated college or institution, consisting of the following members:-

- (a) President or Chairman of the management or his nominee..... Chairman.
- (b) Secretary of the management or his nominee.
- (c) Three local members representing different fields of the area, nominated by the management.
- (d) Three teachers, elected by the teachers at the college or institution.
- (e) One non-teaching employee, elected by the non-teaching employees of the college or institution.
- (f) Principal as member-Secretary.
- (g) One representative of the Management.

(2) For a college or institution managed and maintained by the Government or local authority, the local advisory committee shall consist of the following members:-

- (i) Joint Director or Deputy Director designated by the Director of Higher Education or Director of Technical Education on the Director of Medical Education and Research or, as the case may be, the Director of Social Welfare as the nature of the college or institution may require.
- (ii) Three people representing different fields or activities, nominated by the Director concerned.
- (iii) Three teachers, elected by the teachers at the college or institution.
- (iv) One non-teaching employee, elected by the non-teaching employees of the college or institution.
- (v) Principal Member-Secretary.

(3) The local managing or advisory committee shall meet at least twice a year.

(4) Members elected or nominated shall have a term of five years if any vacancy occurs in the office of such member, the vacancy shall be filled within three months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office if the vacancy had not occurred.

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<b>Title: Management</b>	DOC NO.: SBAC/AR/01 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 2 of 2

(5) The powers and duties of the local managing or advisory committee shall be to -

- (a) Prepare the budget and financial statements.
- (b) Recommend to the management the creation of the teaching and other posts.
- (c) Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college.
- (d) Make recommendations to the management for the improvement of the standard of teaching in the college.
- (e) Formulate proposals of new expenditure not provided for in the college budget.
- (f) Advise the Principal regarding the intake capacity of various classes, preparation of timetables, distribution of the available teaching workload and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by, the principal, from time to time.
- (g) Consider and make recommendations regarding the inspection report, if any.
- (h) Consider and make recommendations on the report of the local inquiry committee, if
- (i) Prepare the annual report on the work done by the committee for the year ending on the 30th of June and submit the same to the management, the Management Council of the university and to the concerned Director.
- (j) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

The authority and responsibility of the management of the school committee of the Junior College is vested in the school committee vide Secondary and Higher Secondary School/Junior College Rules promulgated by the government.

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AUARNGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Principal</b>	DOC NO.: SBAC/AR/02 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

#### Authorities

- Executive Authority
- Performance Evaluation of Staff
- Offer incentives and maintain discipline.
- Issue certificates of various types
- Drawing and Disbursing Officer
- Approval of leaves
- Authority, powers, and rights vested vide UGC, Government, University and Saraswati Bhuvan Education Society, Aurangabad, rules and regulations.

#### Responsibilities

- Principal is the Chief Academic and executive head of the college.
- Design, define and administer the organization and management.
- Administration of the System, Processes and Behaviour
- Work towards realization of Vision, Mission, and Objectives of the Institution.
- Adapt, evolve, and strengthen student-oriented transaction.
- Effective and efficient management of curriculum; worthy teaching –learning- evaluation experience; promotion and engage in research, sharpen the overall personality development of students, provide support facilities, quality learning resources, satisfy the HR needs, provide good infrastructure, and ensure good governance.

#### Competence

Education	Postgraduate, Ph.D.
Experience	Fifteen Years of Teaching/Research Experience
Training	ISO 9001 : 2015, Continual Improvement, Internal Auditor training, Risk Identification& Control Method.
Skill	Administrative, Interpersonal Skills and Computer Literacy
Eligibility	UGC Regulation and Maharashtra State Government Resolution

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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Vice Principal</b>	DOC NO.: SBAC/AR/03 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 2

**Authorities**

- The Senior College Vice- Principals will have authority and powers incidental for the fulfillment of the assigned responsibilities by the Principal and Saraswati Bhuvan Education Society, Aurangabad
- The Junior College Vice- Principal has academic and administrative authority. The Vice principal will have the authority to ensure and enforce Discipline, compliance for approvals, work- distribution of non-teaching staff. All other Authority, powers and rights vested vide Secondary School Code of Government of Maharashtra.

**Responsibilities****Senior College Vice- Principals**

- To assist the principal in academic and administrative matters
- Help in maintaining rapport with teaching and non-teaching staff, students, and guardians.
- Any other responsibilities assigned by the principal.

**Junior College Vice- Principal**

Ensure the provision of quality education, maintenance of standards and conduct of free and fair examination and evaluation process.

Observation and Inspection of teaching, record book and daily lesson plan

Work under guidance of the principal in realizing the effective and efficient transaction of educational process of the junior college.

Effective and efficient management of curriculum; worthy teaching –learning- evaluation experience; sharpen the overall personality development of students, provide support facilities, quality learning resources, satisfy the HR needs, provide good infrastructure, and ensure good governance.

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<b>Title: Vice Principal</b>	DOC NO.: SBAC/AR/03 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 2 of 2

**Competence****Senior College**

Education	Postgraduate
Experience	Permanent faculty, Prerogative of the Principal, experience is not desirable
Training	ISO 9001 : 2015, Continual Improvement, Internal Auditor training
Skill	Administrative, Interpersonal Skills and Computer Literacy

**Junior College**

Education	Postgraduate
Experience	Permanent faculty and experience is not desirable.
Training	ISO 9001 : 2015, Continual Improvement, Internal Auditor training Risk Identification& Control Method.,
Skill	Administrative, Interpersonal Skills and Computer Literacy
Eligibility	As per seniority vide Secondary School Code of Government of Maharashtra.

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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : Supervisor/ Coordinator</b>	DOC NO.: SBAC/AR/04 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 2

### Authorities

The Senior College Coordinator will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to students' activity and discipline by the Principal and Saraswati Bhuvan Education Society, Aurangabad

The Junior College Supervisor/ Coordinator will have authority and powers incidental for the fulfillment of the assigned responsibilities. All other Authority, powers and rights vested vide Secondary School Code of Government of Maharashtra.

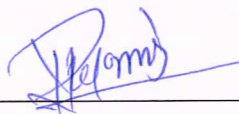

### Responsibilities

#### Senior College Coordinator

- To assist the principal in students programme and projects
- Help in maintaining Rapport with students and guardians.
- Any other responsibilities assigned by the principal.

#### Junior College Supervisor/Coordinator

- To assist the Principal and Vice-Principal in academic and administration.
- Maintain the daily diary of teachers.
- Observe lecture at least once a week and maintain record of it.
- Any other responsibility assigned by the Principal and Vice- Principal

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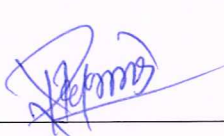
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<b>Title : Supervisor/ Coordinator</b>	DOC NO.: SBAC/AR/04 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 2 of 2

**Competence****Senior College**

Education	Post - graduate
Experience	Permanent faculty, Prerogative of the Principal, Experience is not desirable
Skill	Administrative, Interpersonal Skills and Computer Literacy

**Junior College**

Education	Postgraduate
Experience	Permanent faculty
Training	ISO 9001 : 2015, Continual Improvement, Internal Auditor training, Risk Identification& Control Method.
Skill	Administrative, Interpersonal Skills and Computer Literacy
Eligibility	As per seniority vide Secondary School Code of Government of Maharashtra.


  
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<b>Title : Head of the Department</b>	DOC NO.: SBAC/AR/05 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

The Head of the Department of various subjects will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to Curriculum, teaching- learning-evaluation, research, professional development, co- curricular and extracurricular activities, and administrative tasks and any other assigned to them by the Principal, Vice- Principals in the efforts for realization of the Vision, Mission, and Objectives of the College.

### Responsibilities

- Head of the department is the chief academic and executive head of the department.
- To plan programmes to ensure the accomplishment of Vision, Mission of the college and objectives of the department.
- Achieve Curriculum goals.
- To provide coordination, management and supervision of long term and day to day curriculum plan, teaching- learning- evaluation
- Promote research, professional development and provide professional leadership within the area/s of authority.
- To provide, through interactions, appropriate support to teachers and students.
- To provide a link between the senior management and the area/s of delegated responsibility.
- If applicable will be responsible for the preparation of budgets, monitor spending and record of resources.
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Postgraduate/ Ph.D.
Experience	Not desirable
Training	As per UGC guidelines, Risk Identification& Control Method.
Skill	Administrative, Interpersonal Skills and Computer Literacy
Eligibility	UGC, Government of Maharashtra and University Regulation

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<b>Title : Professors (Associate and Assistant)</b>	DOC NO.: SBAC/AR/06 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

The Professors of various subjects will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to Curriculum, teaching- learning-evaluation, research, professional development, co- curricular and extracurricular activities, and any other tasks assigned to them by the Principal, Vice- Principals and Head of the Departments in the efforts for realization of the Vision, Mission and Objectives of the College.

### Responsibilities

- Each faculty member is expected to maintain the highest personal standards of character and conduct, to keep abreast of academic discipline through continuing study, research, and/or participation in the activities of professional organization.
- To strive to improve the effectiveness of teaching.
- To take a sympathetic interest in the progress and development of students
- To keep accurate records of academic process
- Each faculty member is expected to attend classes as regularly scheduled.
- Each faculty member is expected to maintain adequate working hours.
- To assist the HOD's and colleagues of the department in carrying out the program of the department, and to cooperate fully with the Principal, Vice- Principals and Head of the Departments in promoting all the interests of the Institution.
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Postgraduate/ Ph.D.
Experience	As per UGC guidelines
Training	As per UGC guidelines, Risk Identification & Control Method.
Skill	Interpersonal Skills and Computer Literacy
Eligibility	UGC, Government of Maharashtra and University Regulation

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<b>Title: Director, Physical Education</b>	DOC NO.: SBAC/AR/07 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities



Director, Physical Education will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to sports, games and physical education and any other tasks assigned by the Principal and Vice- Principals in the efforts for realization of the Vision, Mission, and Objectives of the College.

### Responsibilities

- Planning and organizing games and sports for the students.
- Assisting in educational related activities.
- Organizing coaching camps of various games.
- Student sports counseling.
- Organizing co-curricular and extra-curricular activities.
- Preparation of departmental budget.
- Find out the best sportsman.
- Any other responsibilities / duties / work assigned from time to time.

### Competence

Education	Postgraduate/ Ph.D. As per UGC guidelines
Experience	As per UGC guidelines
Training	As per UGC guidelines, Risk Identification & Control Method.
Skill	Interpersonal and Sports Skills
Eligibility	UGC, Government of Maharashtra and University Regulation

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Librarian</b>	DOC NO.: SBAC/AR/08 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

#### Authorities

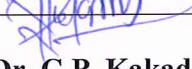

- The Librarian shall have the power to issue warnings, reprimands, and memos to the college employee regarding library affairs subject to the approval of the Principal.
- The Librarian shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal and Management.
- Approval of Leaves to department faculty subject to the approval of the Principal
- Assigning work to Library staff.
- Recommend applications from students, faculty, and staff.

#### Responsibilities

- General Administration of Library
- To maintain books/journals/slides etc. and the documentation of same. Librarian will be responsible for issue of books to students, academic staff and other visiting personalities.
- Librarian will render learning resources as per rules.
- Librarian will submit proposals and assist in the purchase of books, materials and periodicals to the competent authority
- Preparation of budget and; Plan and propose expansion / development
- Maintain discipline and culture.
- Any other responsibilities / duties / work assigned from time to time by higher authorities..

#### Competence

Education	Post Graduate/ Ph.D. As per UGC guidelines
Experience	As per UGC guidelines
Training	As per UGC guidelines, Risk Identification& Control Method.
Skill	Interpersonal and Sports Skills
Eligibility	UGC, Government of Maharashtra and University Regulation

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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Coordinator of NAAC-IQAC</b>	DOC NO.: SBAC/AR/09 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities



Coordinator will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice-Principals in the efforts for realization of the Vision, Mission and Objectives of the College.

### Responsibilities

- Coordinator is the chief executive head of the centre/ cell.
- To plan programmes to ensure the accomplishment of Vision, Mission of the college and objectives of the department
- Achieve objectives of the centre/cell
- To coordinate, manage and supervise the working
- Provide professional leadership within the area/s of authority
- To provide, through interactions, appropriate support to teachers and students.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Post Graduate/ Ph.D.
Experience	Prerogative of the Principal, Experience is not desirable
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Interpersonal and Managerial Skills

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: In- Charge of Examination Cell</b>	DOC NO.: SBAC/AR/10 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

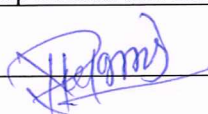
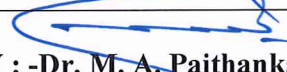
In- Charge of Examination Cell will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice- Principals in the efforts for realization of the Vision, Mission and Objectives of the College.

### Responsibilities

- In- Charge of Examination Cell is the head of the centre/ cell.
- To ensure the accomplishment of objectives of the Examination Cell.
- Free and fair conduct of various examinations and to manage the evaluation process efficiently and effectively.
- To Plan, coordinate, manage and supervise the working
- To provide, through interactions, appropriate support to teachers and students.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Post Graduate/ Ph.D.
Experience	Prerogative of the Principal, Experience is not desirable
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Interpersonal and Managerial Skills

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: In- Charge of Computer Centre</b>	DOC NO.: SBAC/AR/11 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities


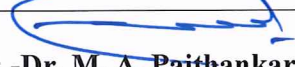
In- Charge of Computer Centre will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice- Principals in the efforts for realization of the Vision, Mission and Objectives of the College.

### Responsibilities

- In- Charge of Computer Centre is the head of the centre/ cell.
- To ensure the accomplishment of objectives of the Computer Centre.
- Achieve Curriculum goals and ensure proper working of the computers and maintenance.
- To provide coordination, management and supervision of long term and day to day curriculum plan, teaching- learning- evaluation.
- To provide, through interactions, appropriate support to teachers and students.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Post Graduate/ MCA/MCM/Ph.D.
Experience	Prerogative of the Principal, Experience is not desirable
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Interpersonal and Managerial Skills

 <b>PREPARED BY : -Dr. G.P. Kakade</b>	 <b>APPROVED BY : -Dr. M. A. Paithankar</b>
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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: In- Charge of Language Laboratory</b>	DOC NO.: SBAC/AR/12 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

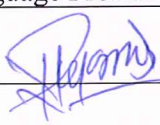

In- Charge of Language Laboratory will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice- Principals in the efforts for realization of the Vision, Mission and Objectives of the College.

### Responsibilities

- In- Charge of Language Laboratory is the head of the centre/ cell.
- To ensure the accomplishment of objectives of the Language Laboratory.
- Achieve Curriculum goals and ensure proper working of the computers and maintenance.
- To provide coordination, management and supervision of long term and day to day curriculum plan, teaching- learning- evaluation.
- To provide, through interactions, appropriate support to teachers and students.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources.
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal.
- Any other responsibility assigned by the Principal and Vice- Principal.

### Competence

Education	Post Graduate/ Ph.D.
Experience	Prerogative of the Principal, Experience is not desirable
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Language Proficiency, Interpersonal and Managerial Skills

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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Coordinator</b> <b>Career Guidance and Placement Cell</b>	DOC NO.: SBAC/AR/13 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

#### Authorities

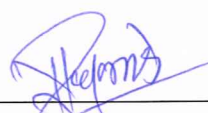

Coordinator Career Guidance and Placement Cell will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice- Principals in the efforts for realization of the Vision, Mission and Objectives of the College.

#### Responsibilities

- Coordinator Career Guidance and Placement Cell is the head of the centre/ cell.
- To ensure the accomplishment of objectives of the Career Guidance and Placement Cell.
- To Plan, coordinate, manage and supervise the working.
- To provide, through interactions, appropriate support to students and Placement Agencies.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources.
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal.
- Any other responsibility assigned by the Principal and Vice- Principal.

#### Competence

Education	Post Graduate/ Ph.D.
Experience	Prerogative of the Principal, Experience is not desirable
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Interpersonal and Managerial Skills

 <b>PREPARED BY : -Dr. G.P. Kakade</b>	 <b>APPROVED BY : -Dr. M. A. Paithankar</b>
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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b> <b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: In-charge of Trekking and Adventure Cell</b>	DOC NO.: SBAC/AR/14 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities



In-charge of Trekking and Adventure Cell will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice- Principals in the efforts for realization of the Vision, Mission and Objectives of the College.

### Responsibilities

- In-charge of Trekking and Adventure Cell is the head of the centre/ cell.
- To ensure the accomplishment of objectives of the Trekking and Adventure Cell
- To Plan, coordinate, manage and supervise the working of the Trekking and Adventure Cell
- To provide, through interactions, appropriate support to students and guardians.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To maintain record of the equipments, instruments and gears.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Post Graduate/ Ph.D.
Experience	Prerogative of the Principal, Experience of trekking
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Physical Fitness, Interpersonal and Managerial Skills

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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: In-charge of NCC</b>	DOC NO.: SBAC/AR/15 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

In-charge of NCC will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice-Principals in the efforts for realization of the Vision, Mission and Objectives of the College.


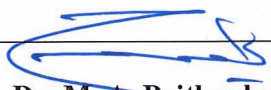
All other Authority, powers and rights vested vide NCC rules and regulations

### Responsibilities

- In-charge of NCC is the head of the centre/ cell.
- To ensure the accomplishment of objectives of the NCC
- To Plan, coordinate, manage and supervise the working of the NCC
- To provide, through interactions, appropriate support to students and guardians.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Post Graduate/ Ph.D.
Experience	Prerogative of the Principal taking into consideration NCC requirements
Training	Commensurate to the responsibilities
Skill	Physical Fitness, Interpersonal and Managerial Skills

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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: In-charge of NSS</b>	DOC NO.: SBAC/AR/16 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 1

### Authorities

In-charge of NSS will have authority and powers incidental for the fulfillment of the assigned responsibilities pertaining to the centre/cell and any other tasks assigned by the Principal and Vice-Principals in the efforts for realization of the Vision, Mission and Objectives of the College.


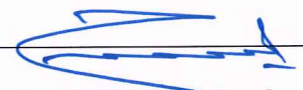
All other Authority, powers and rights vested vide NSS rules and regulations

### Responsibilities

- In-charge of NSS is the head of the centre/ cell.
- To ensure the accomplishment of objectives of the NSS
- To Plan, coordinate, manage and supervise the working of the NSS
- To provide, through interactions, appropriate support to students and guardians.
- To provide a link between the senior management and the area/s of delegated responsibility.
- To be responsible for the preparation of budgets, monitor spending and record of resources
- To maintain all the records, registers, etc required for statutory compliance or otherwise.
- To prepare and submit reports and utilization within time to the concerned agency/ Principal
- Any other responsibility assigned by the Principal and Vice- Principal

### Competence

Education	Post Graduate/ Ph.D.
Experience	Prerogative of the Principal
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Interpersonal and Managerial Skills

 <b>PREPARED BY : -Dr. G.P. Kakade</b>	 <b>APPROVED BY : -Dr. M. A. Paithankar</b>
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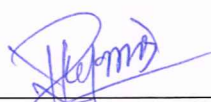

<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b> <b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Registrar</b>	DOC NO.: SBAC/AR/17 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 2

#### Authorities

- The Registrar shall regulate the work and conduct of the staff in accordance with the Act, statutes, Ordinances, Rules and Regulations.
- The Registrar shall have the power to issue warning, reprimands, and memos to the non-teaching employees subject to the approval of the Principal.
- The Registrar shall sign letters issued from the college office of routine nature.
- The Registrar shall look after the Examination work (College/Board/University) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.
- The Registrar shall exercise such other powers as are prescribed or are required from time to time by the principal of the college and Management of the Society.

#### Responsibilities

- It shall be the Duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the college.
- The Registrar shall be the custodian of the records, the common seal and such other property of the college as the Principal may commit to his charge.
- The Registrar shall keep the Minutes of the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- The Registrar shall co-ordinate the work in the college amongst the teaching and the non-teaching staff.

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<b>Title: Registrar</b>	DOC NO.: SBAC/AR/18 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 2 of 2

- The Registrar shall bring to the notice of the principal any of the acts of the staff or the students, if prejudicial to the college and /or is not in the interest of the institution /college.
- The Registrar shall maintain the enquiry service 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.
- The Registrar shall watch over the work of college affiliation, staff recognition and follow procedure for appointments. He shall also watch accounts, audit, and assessment work of maintenance and other grants and to keep the check on accounts of the college.
- The Registrar shall perform such other duties as are prescribed or are required from time to time by the principal of the college and Management of the Society.

#### Competence

Education	Graduate Appointment by Promotion or Selection
Experience	Five Years Experience in Class-III Post
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Computer and Managerial Skills

 <b>PREPARED BY : -Dr. G.P. Kakade</b>	 <b>APPROVED BY : -Dr. M. A. Paithankar</b>
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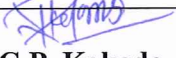

<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b> <b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Office Superintendent</b>	DOC NO.: SBAC/AR/19 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 2

#### Authorities

- Superintendent shall convene the regular meeting of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
- Superintendent shall issue Memos, reprimands to erring employees. He shall inspect attendance registrar of the non-teaching staff and take such action as he may deem it in case of habitual late comers or those who habitually remain absent, by issuing warning in writing and recommending to the Registrar/Principal to take the disciplinary action, incase, the same employee show no improvement.
- The superintendent shall mark and distribute the letters in the name of dealing assistant or to Heads of Departments in the college. He shall exercise check and follow up letters received from the Government, University Grant commission, University, Management etc.
- The Superintendent shall be responsible of examination work pertaining to Degree College in the overall supervision of registrar or the principal.
- Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

#### Responsibilities

- The superintendent shall be in-charge of the college office and shall be personally responsible for the smooth conduct and working. For the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of Registrar.
- It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through registrar /principal to Government, University, University grants commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any against the staff subordinate to him, in the college.

 <b>PREPARED BY : -Dr. G.P. Kakade</b>	 <b>APPROVED BY : -Dr. M. A. Paithankar</b>
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<b>SBES</b>	
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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Office Superintendent</b>	DOC NO.: SBAC/AR/19 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 2 of 2

- Superintendent shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- Superintendent shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- The superintendent shall personally look into the court cases concerning the college and obtain orders from Registrar/Principal wherever necessary.
- Superintendent shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to higher authority i.e. Registrar or the principal and give interim replies.
- The superintendent shall point out mistakes or misstatements, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned.
- The Superintendent shall scrutinize notes or cases submitted by the lower staff. Put his own remarks or suggestions, if any submit the same to the Registrar or the Principal. He shall sign letters issued from the college office of routine nature.
- In case the post of Registrar does not exist in a college, the Superintendent shall perform duties and shall be used with the powers and duties of the Registrar.
- The Superintendent shall perform such other duties as are prescribed or are required from time to time by the principal of the college and Management of the Society.

**Competence**

Education	Graduate Appointment by Promotion
Experience	Three Years Experience in Class-III Post
Training	Commensurate to the responsibilities, Risk Identification & Control Method.
Skill	Computer Skills

<b>PREPARED BY : -Dr. G.P. Kakade</b>	<b>APPROVED BY : -Dr. M. A. Paithankar</b>
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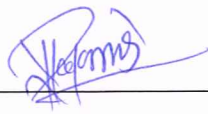

<b>SBES</b>	
<b>COLLEGE OF ARTS AND COMMERCE, AURANGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title: Accountant</b>	DOC NO.: SBAC/AR/20 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 2

**Authorities**

Accountant will have authority and powers incidental for the fulfillment of the assigned responsibilities and any other tasks assigned by the Principal, Registrar and Office Superintendent.

**Responsibilities**

- The Accountant shall inform periodically the financial position of the college to the Registrar or the principal of the College. Examine and ensure that the code and financial norms are followed by the section or department .He shall prepare and present budget estimates, with the help of Heads of Department in the college. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
- He shall attend to all Government scrutiny, inspections and audit.
- He shall be responsible for the proper implementation of the financial transactions as per rules. Accounts Code, Statutes, Ordinances. Rules and regulations made on that behalf and monitor the finances of the college as per direction of the Registrar and place before the committee. The financial position of the college such as its receipts, payments, Government grants and balances from time to time.
- He shall scrutinize all bills of expenditure before recommending for payment. Maintain cash-book, ledger, bank pass-books. He shall watch the progress of the expenditure and receipts of fees, Government grants in time.
- If there is no post of superintendent in the College or if the Superintendent proceeds on leave, the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

 <b>PREPARED BY : -Dr. G.P. Kakade</b>	 <b>APPROVED BY : -Dr. M. A. Patil</b>
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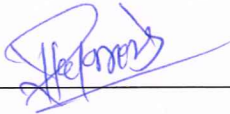
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<b>Title: Accountant</b>	DOC NO.: SBAC/AR/20 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 2 of 2

### Competence

Education	Graduate Appointment by Promotion or Selection
Experience	Three Years Experience
Training	Commensurate to the responsibilities, Risk Identification& Control Method.
Skill	Computer and accounting Skills



**PREPARED BY : -Dr. G.P. Kakade**



**APPROVED BY : -Dr. M. A. Paithankar**

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<b>SBES</b> <b>COLLEGE OF ARTS AND COMMERCE AUARNGABAD</b>	
<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : Management Representative</b>	DOC NO.: SBAC/AR/21 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 1 of 2

#### Authorities

- Authorized to establish and maintain quality Management system in line with ISO-9001:2015 standard
- Approve training schedule
- Assign personnel for external training
- Authorized to stop production in case of non conformity in QMS

#### Responsibilities

- To establish and maintain Quality Management System in line with ISO-9001:2015 standard.
- Plan and execute Internal Audit.
- Follow up the actions identified during MRM and Co-ordinate MRM.
- Report periodically the performance of the Quality Management System and any need for Improvement to the top management.
- Liaison with external authorities on matters related to quality.
- Responsible for issue control of quality documents, manual and Quality System Procedures.
- Ensuring the promotion of awareness on customer requirements throughout the organization
- Ensuring that Effectiveness of the Quality Management System
- Responsible for customer satisfaction survey and analysis
- Provide prompt feedback on action taken on customer compliant
- Analyze and monitor trends in quality related data
- Responsible for implementation of appropriate statistical techniques
- Compilation of training need for all personnel
- Preparation of training schedule and Organizing training
- Maintain training records and Maintain skill matrix.

**PREPARED BY : -Dr. G.P. Kakade**

**APPROVED BY : -Dr. M. A. Paithankar**

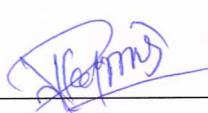

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<b>AUTHORITY AND RESPONSIBILITY</b>	
<b>Title : Management Representative</b>	DOC NO.: SBAC/AR/21 REV. NO / DATE : 00 / 04.05.23 ISSUE NO / DATE : 01 / 04.05.23 PAGE NO. 2 of 2

### Competence

Education	PG/ PhD
Experience	3 Years
Training	ISO 9001: 2015, Continual Improvement, On job training, Internal Auditor training, Statistical Techniques. Risk Identification& Control Method.
Skill	Communication Skills, Leadership, Motivation, Interaction with external agencies.

 <b>PREPARED BY : -Dr. G.P. Kakade</b>	 <b>APPROVED BY : -Dr. M. A. Paithankar</b>
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