

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI**

**Manual 2**

**Powers and duties of officers and employees**

**[Section 4(1) (b)(ii)]**

<b>Sr. No.</b>	<b>Designation of the Post</b>	<b>Powers and duties</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>1</b>	<b>Hon'ble Chancellor</b>	As prescribed under Maharashtra Public University Act,2016
<b>2</b>	<b>Vice-Chancellor</b>	As prescribed under Maharashtra Public University Act,2016
<b>3</b>	<b>Pro Vice-Chancellor</b>	As prescribed under Maharashtra Public University Act,2016
<b>4</b>	<b>Registrar</b>	As prescribed under Maharashtra Public University Act,2016, M.C.S.R.1981 University Accounts Code Rules and the work entrusted by the Hon'ble Vice-Chancellor and authorities of the university.
<b>5</b>	<b>Director, Board of Examinations &amp; Evaluation</b>	As prescribed under Maharashtra Public University Act,2016, M, C.S.R.1981 and the work entrusted by the superiors.
<b>6</b>	<b>Finance and Accounts Officer</b>	As prescribed under Maharashtra Public University Act,2016, M, C.S.R.1981 Account Code Rules and the work entrusted by the superiors.
<b>7</b>	<b>Director of Student Development</b>	As prescribed under Maharashtra Public University Act,2016, Statute No.32, M, C.S.R.1981 and the work entrusted by the superiors.
<b>8</b>	<b>Director of National Service Scheme</b>	As prescribed under Maharashtra Public University Act,2016, Statute No.32, M, C.S.R.1981 and the work entrusted by the superiors.
<b>9</b>	<b>Director of Innovation, Incubation &amp; Linkages</b>	As prescribed under Maharashtra Public University Act,2016, M, C.S.R.1981 and the work entrusted by the superiors.
<b>10</b>	<b>Executive Engineer</b>	1) Supervision of the Staff. 2) To carry out work related under Right to information Act. 3) Related Work (i) Responsible for the entire construction work of the University Buildings. (ii) Responsible for calling Build. & Works Committee meeting and meetings related to the other committees, preparing their minutes and action thereon.

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>(iii) Responsible for the entire maintenance of the University Buildings, calling tenders/quotations, preparing blue prints etc. and overall responsible for the entire staff working under him.</p> <p>(iv) Responsible for the work for which payment is made on his recommendation. Submit the account of project undertaken for storing the materials and for the upkeep of stores/ University Buildings etc.</p> <p>(v) Inspect all the buildings periodically and submit his report to the Registrar/ Vice-Chancellor regarding state of building repairs, modifications, water proofing/ electrical fittings and fixtures and shall supervise construction/ repair work as and when undertaken.</p> <p>(vi) Annual/ Supplementary Budget Provision of all Major/ Minor &amp; Maintenance work.</p> <p>(vii) Responsible for Corporation Tax, Map Sanction, Land Acquisition etc.</p> <p>(viii) Responsible for Arrangement of Convocation &amp; other functions.</p> <p>(ix) Correspondences &amp; Co-ordination between Architecture, Contractor, P.W.D. &amp; M.S.E.B. Official &amp; U.G.C., Central Govt., State Govt., &amp; other funding agency etc.</p> <p>(x) Responsible for arrangement of Electrical &amp; Water supply.</p> <p>(xi) To carry out the major and minor construction work.</p> <p>4) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>5) He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>6) To check the work submitted by the employees working under him.</p> <p>7) To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>8) Any other work assigned from time to time by the Superiors.</p>
11	<b>Dy.Engineer (Electrical)</b>	<p>1) Supervision of the staff working under him.</p> <p>2) To carry out work related under Right to information Act.</p> <p>3) Supervision of the Electrical Maintenance / repairs.</p> <p>4) Supervision of the Electrical requirement of Building/ Campus.</p> <p>5) Annual Maintenance Contract of Intercom System, Air-conditioner, Water coolers &amp; Lift.</p> <p>6) Inspection of Electrical wirings, fittings, cables, energy audit, etc.</p> <p>7) Coordination with user department, local administration &amp; agencies.</p> <p>8) Preparation of proposal for various funding agencies.</p>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>9) Works related to various meetings.</p> <p>10) Works related to various events such as Avishkar, Convocation etc.</p> <p>11) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>12) He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>13) To check the work submitted by the employees working under him.</p> <p>14) To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>15) To carry out the major and minor construction work.</p> <p>16) Any other work assigned from time to time by the Superiors</p>
12	<b>Dy. Registrar</b>	<p>1. The Deputy Registrar in charge of Section/Unit/Department, shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Assistant Registrar, Superintendent/Assistant Superintendent/ Sr.Assistant, etc., who shall be directly responsible to him.</p> <p>2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them-and to see that they conduct, the business without any difficulties.</p> <p>3. He shall issue warnings and reprimand to erring employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointment etc.</p> <p>4, He shall inspect periodically and after every fifteen days the attendance registers and countersign it for having inspected the same and take such action as he may deem fit. In case of habitual latecomers or those who habitually remain absent,issue warnings periodically in writing and recommend to the Registrar to take the disciplinary action of severe nature, in case, the employee shows no improvement.</p> <p>5. He shall have to report the annual confidential reports of the officers and employees directly working under him. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendation. He shall also be responsible for submission of accounts of money his section spends. He shall submit periodical returns and reports, and prepare the budget for his section every year and place it for the approval of the appropriate authority.</p>

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1	2	3
		<p>6. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the public and supply the information through the Registrar to Government, U. G C, Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section, to entertain the complainers..if any, against the staff working under him.</p> <p>7. He shall carry out his 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.</p> <p>8. He shall be solely 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, deeds etc. concerning his section.</p> <p>9. Deputy Registrar must personally look into the court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the Registrar informed about the cases and obtain his orders wherever necessary.</p> <p>10. To carry out work related under Right to information Act.</p> <p>11. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>12. He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>13. To check the work submitted by the employees working under him.</p> <p>14. To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>15. Any other work assigned from time to time by the superiors.</p>
	<b>Dy. Registrar (Legal)</b>	<p>In addition to the duties of the Dy.Registrar, the Dy.Registrar (Legal) shall perform the following duties.</p> <p><b>1) University &amp; College Tribunal / Maharashtra Administrative Tribunal.</b></p> <p>The subjudiced matter regarding teaching &amp; non teaching staff of the affiliated colleges and university are to be registered before the University &amp; College Tribunal, to issue the notice to the concerned, to organize the camp as well as accommodate concerning staff which are present in the University &amp; College Tribunal. The work shall be done as per directions given by the Presiding Officer, etc.</p> <p><b>2) The land acquisition matters-</b></p> <p>The information regarding land acquisition matters are to be kept up to date as per orders given by the concerned Court, action shall be done in time. To prepare the proposals for getting grants and send</p>

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1	2	3
		<p>the proposals to the Government of Maharashtra, if order is passed against the university, the appeal shall be filed in the Higher Court with the permission of Competent Authority, as per the demand of Sub Divisional Officer, the demanded decree shall be made available in this respect proposal shall be placed before the Management Council for getting the approval, etc.</p> <p>3) <b>Local Courts-</b> The subjudised matters which are filed against the University administration before the Civil Court, Labour Court, Industrial Court, District &amp; Session Court, District Consumer Forum, Asstt.Labour Commissioner, etc, up to date information is to be kept having meeting with the concerned university counsel or having telephonic talk with concerned university counsel, to produce important documents to the concerned courts, as per the direction given by the concerned university counsel, to discuss with the concerned officer while making an affidavit in the particular case and to call an important documents from the concern sections, if required.</p> <p>4) <b>High Court -</b> to keep an up-to-date information of the subjudised matter which are filled against university administration, to file an appeal after getting the permission of Competent Authority, as per the orders given by the High Court, in this respect, to keep an attention and the action shall be done in time, to provide important documents to the concerned university counsel etc.</p> <p>5) <b>District Local Courts ..</b> The matters which are filed against university and which belong to local courts of different districts in the University jurisdiction, at that time concerned university counsel to be appointed in the concerned matter and follow the proceedings as concerned university counsel shall direct in this matter, to keep up to date information of various matters in different courts.</p> <p>6) <b>Supreme Court :</b> If the order is passed against university administration by Hon'ble High Court, in this regard having given approval of Competent Authority, the appeal shall be filed in the Supreme Court and to appoint university counsel in the Supreme Court.</p> <p>7) <b>Consumer Forum:</b> To look after the work which are related to consumer forum, to keep up to date information of every matter of consumer forum related to the University.</p> <p>8) <b>To prepare the Seniority List of Daily Wagers-</b> To prepare the Seniority List of Daily Wager employees in the University, to deal with the matter related to the daily wage in the University also deal the subjudised matter with the concerned daily</p>

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1	2	3
		<p>wager employee.</p> <p>9) <b>Meetings-</b> To organize meetings of the Legal Advisory Committee, Legal Guidance Committee, etc, item shall be prepared as well as the minutes shall be made available to the Chairman of concerned committee. Action shall be taken in this respect.</p> <p>10) <b>To remain present in the various courts-</b> To remain present in the local as well as regional local Court and High Court as per the direction given by the concerned University counsel, to keep an up-to-date information of every subjudised matter having filed against university administration, to provide important information to the concerned university counsel, to make co-ordination between the university and university counsel.</p>
13	<b>Public Relation Officer</b>	<p>1.The Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.</p> <p>2. He shall be responsible to ensure that the information relating to the University is disseminated. He shall have to coordinate the provision of media for communication purposes, publicizing of social events, academic achievements of the University as concurred by the Registrar.</p> <p>3. He shall have to maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination and admission rules.</p> <p>4. He shall have to forward information about the views and reaction of the community on the various University decisions, feed back to review its existing programme and plan for the future. He should keep liasion in institutions of academic/ research, government research and development organisations or similar institutions and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.</p> <p>5. He shall have acquaintance with printing techniques.</p> <p>6. He shall assist the Vice-Chancellor/Registrar in calling and organising press conferences as and when required by the Vice-Chancellor/Management Council.</p> <p>7. The- Public Relations Officer shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.</p> <p>8. To coordinate the work related to the provision of the RTI Act.</p> <ul style="list-style-type: none"> <li>- To submit monthly, quarterly, yearly report to the Government, as the case may be.</li> <li>- To update the manuals as per RTI Act and disseminate the information as per RTI Act.</li> </ul> <p>9. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p>

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		<p>10. He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>11. To check the work submitted by the employees working under him.</p> <p>12. To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>13. Any other work assigned from time to time by the Superiors.</p>
14	<b>System Analyst</b>	<p>1. To look after and keep control on work of all examinations on the ICR system.</p> <p>2. To plan pre and post exam work to get completed within the time schedule.</p> <p>3. To supervise and monitor the work of scanning, verification, validation, accepting out files in ERP for pre and post examination.</p> <p>4. To analyze new requirement of exam sections and make amendments in existing system according to the Ordinances.</p> <p>5. Software development work related to examination as per exam section requirement.</p> <p>6. To create additional procedure/ query for typical type pattern which cannot be accommodated in existing customized software ERP for e.g. M.Sc. group passing, M.P.Ed. group passing, M.E.Theory and internal separate passing, LLB absorb, M.Com. absorb, M.Sc. absorb etc.</p> <p>7. To create mark conversion queries i.e. convert 70 to 100, 80 to 100 etc. as per conversion scheme of examination and requirement.</p> <p>8. To make modifications in forms rec recognition M.Card and Control sheet templates as per requirements.</p> <p>9. To process all Pre-exam input list for developing pre exam report.</p> <p>10. To accept all exam control sheet out file in ERP.</p> <p>11. To make modification/ updation in reports i.e. TR, Marksheet, Press report as per requirement of exam section</p> <p>12. To prepare examwise degree list from database for degree preparation work.</p> <p>13. To guide Data Entry Operators for Customized Software ERP</p> <p>14. Other Work assigned by the higher authorities from time to time.</p>
15	<b>Health Officer</b>	<p>1) The Health Officer shall work under the direct control of Registrar.</p> <p>2) Medical checkup of University officials &amp; their family (if residing in the campus), students of the University Departments.</p> <p>3) To organise Health Camps for the staff &amp; the students periodically.</p> <p>4) He shall be personally responsible for smooth working of the Health Centre.</p> <p>5) Liasoning with hospital, blood banks.</p> <p>6) Counseling employees in specials cases, Absentee Indebt ness,Bad habits.</p> <p>7) Organising awareness programme.</p>

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1	2	3
		<p>8) He shall be the incharge of Health Centre of the University and shall be responsible for the maintainance &amp; upkeepment of Health Centre.</p> <p>9) Coordinating and dealing various releted activies orgnised by the University.</p> <p>10) To deal with the matters related to purchase of medicines and other related machines/equipments, to make budget provision therefor.</p> <p>11) To undertake various related activities in coordination with the University Departments of the University.</p> <p>12) To carry out various health activities in the campus as per directions given by the Govt./University authority from time to time.</p> <p>13) To carry out work related under Right to information Act.</p> <p>14) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>15) He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>16) To check the work submitted by the employees working under him.</p> <p>17) To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>18) Any other work assigned by the superiors, from time to time.</p>
16	<b>Asstt. Registrar</b>	<p>1. The Assistant Registrar shall perform the duties as may be assigned to him from time-to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned section. Where the Assistant Registrar is working as a Head of the Section, he shall have the powers and responsibilities analogues to the powers assigned to the Deputy Registrar above.</p> <p>2. He shall be incharge of the units/sections and shall be responsible for their normal and smooth working.</p> <p>3. He shall look after day to day work of the Section/Unit of which he is incharge as per the instructions from the higher authorities from time to time.</p> <p>4. He shall be responsible for planning and scheduling of the entire work the section/Unit/department well in advance and shall take the periodical reviews of its execution.</p> <p>5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.</p> <p>6. He shall ensure and maintain proper co-ordination and follow up with other Department/ Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.</p> <p>7. He shall be responsible for smooth and efficient running/working of the section/ unit/department and timely disposal of cases, letters, bills,</p>



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1	2	3
		<p>reports, and returns etc. and decide and maintain proper filling procedure.</p> <p>8. He shall ensure that the cases/Setters requiring immediate and urgent disposal are dealt with immediately</p> <p>9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section /unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.</p> <p>10. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer; with clear and specific comments. He shall also prepare item for consideration of the Management Council/ Academic Council or for other authorities/bodies of the University.</p> <p>11. He shall keep exhaustive and self-contained notes of .important papers, pass down and keep track of their movements till final disposal and also consider the proceeding of the work.</p> <p>12. He shall exercise constant vigilance which is sine/quanon of speedy and qualitative disposal of work; safety of the record, regular and orderly behavior of the staff.</p> <p>13. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.</p> <p>14. He shall record verbal discussions, orders and instruction, which shall be attested by the Registrar.</p> <p>15. He shall hold meeting every fortnight with Superintendent to discuss the arrears of work procedural knot-point and other problems which create bottlenecks in the quick disposal of cases of his Unit/Department.</p> <p>16. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.</p> <p>17. To carry out work related under Right to information Act.</p> <p>18. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notesheet No. and documents of files etc.</p> <p>19. He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p>

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1	2	3
		20. To check the work submitted by the employees working under him. 21. To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994. 22. Any other Work assigned to him from time to time.
17	<b>Programmer</b>	1. To look after and keep control on all the work of examinations under Engineering & Technology faculty. 2. To plan pre and post exam work to get completed within time schedule. 3. To accept all exam M.Card out files in ERP. 4. To process all Pre-exam input list for developing pre exam report. 5. To accept all exam control sheet out files in ERP and process the result. 6. To prepare exam wise degree list from database for degree preparation work. 7. To guide Data Entry Operators for Customized Software ERP. 8. To prepare data for Internal/sessional marks of Engineering and technology examinations for posting on CDs to the colleges. 9. To supervise the computerization work of Board of Studies meeting. 10. To supervise the work for Degree certificate preparation (for Convocation and Degree in absentia) 11. Software development work as per requirement. 12. To plan, supervise and administer the complete work of University official Website ie. <a href="http://www.sgbau.ac.in">www.sgbau.ac.in</a> . 13. To assist System Analyst in the overall working of ICR. 14. Other work assigned by the higher authorities from time to time.
18	<b>Security Officer</b>	The Security Officer shall be under the direct control of the Registrar and shall assist the Registrar in maintaining security of the University Campus, and of its movable and immovable property. He shall be responsible in respect of :- 1. All routine matters pertaining to the recruitment of security staff, their postings, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to take the disciplinary actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained. 2. He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time, 3. He shall be personally responsible for the safety of the staff/officers etc. and for the security of the University property. It shall be the duty of the Security Officer to see that no encroachment on the University property/ Campus and Buildings takes place and that no- unauthorized persons are allowed to enter the premises of the University. In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to take help of the police. 4. To carry out work related under Right to information Act.

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1	2	3
		<p>5. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notesheet No. and documents of files etc.</p> <p>6. He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>7. To check the work submitted by the employees working under him.</p> <p>8. To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>9. Any other work assigned from time to time by the Superiors.</p>
19	<b>Superintendent</b>	<p>1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.</p> <p>2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher Officers at the initial stage or on which he desires their instructions.</p> <p>3. To mark and to distribute the letters in the name of dealing assistants.</p> <p>4. To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C/Office of the Director of Education/ Universities etc.</p> <p>5. To draft notes and independently deal with cases which are of routine nature draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.</p> <p>6. To point out mistakes or misstatements, if any, and draw attention where-ever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.</p> <p>7. To scrutinize notes/cases submitted by the lower staff, put his own remarks suggestions, if any and submit the same to the Assistant Registrar and/or Deputy Registrar, as the case may be.</p> <p>8. To attend meetings, issue notice of meetings, prepare draft agenda, prepare draft minutes of the meetings and take follow-up actions.</p> <p>9. To supervise the work of-subordinate staff in the form of periodic check of the work carried out by the staff .</p> <p>10. To inspect the racks and tables of assistants/and/or senior assistants working under him and satisfy himself that no papers of files have been over looked and that there are no odd receipts or bills lying indisposed off.</p> <p>11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.</p>

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1	2	3
		<p>12. To attend to such other-work as may be given to him with the approval of 'the Registrar/Head of the Department.</p> <p>13. To carry out work related under Right to information Act.</p> <p>14. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>15. He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>16. To check the work submitted by the employees working under him.</p> <p>17. To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>18. Any other work assigned by the superior, from time to time.</p>
20	<b>Garden Superintendent</b>	<p>1. The Garden Superintendent shall be under the direct control of the Registrar.</p> <p>2. He shall be responsible for maintenance and development of garden.</p> <p>3. He shall also supervise the work of Agriculture Assistants &amp; Malies and other persons working under him and shall exercise such power as he may deem fit.</p> <p>4. To regulate the working of the staff working under him by obtaining directions from the Registrar.</p> <p>5. To carry out work related under Right to information Act.</p> <p>6. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files, etc.</p> <p>7. He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</p> <p>8. To check the work submitted by the employees working under him.</p> <p>9. To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</p> <p>10. Any other work assigned by the superior, from time to time.</p>
21	<b>Asstt. Programmer Gr.-II</b>	<p>1. To look after the work of scanning, verification, validation, photo &amp; address clipping, accepting out files in ERP for pre and post examination.</p> <p>2. To process all Pre-exam input list for developing pre exam report.</p> <p>3. To accept all exam control sheet out files in ERP and process the result.</p> <p>4. To prepare exam wise degree list from database for degree preparation work.</p> <p>5. To guide Data Entry Operators for Customized Software ERP.</p> <p>6. To look after the work of Degree certificate printing and name data conversion from English to Devnagari, etc.</p>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>7. To look after the computerization work of confidential section i.e. Code-book, Unfair means, Reassessment, Answer book Xerox and Redressal work.</p> <p>8. Software development work as per requirement.</p> <p>9. To assist System Analyst and Programmer in the overall working of ICR.</p> <p>10. Other work assigned by the higher authorities from time to time.</p>
22	<b>Estate Officer</b>	<p>The Estate officer shall work under the control of the Executive Engineer. He shall perform the following duties.</p> <p>Estate unit's works-</p> <ol style="list-style-type: none"> <li>1) Asset register record etc.</li> <li>2) To carryout related work under Right to information Act.</li> <li>3) Any related works regarding Municipal Corporation, Land Acquisition, Land/ Plot complaints, sanction of Building maps, Occupancy Certificate etc.</li> <li>4) Building insurance/ Fire insurance of the university property, work related to the safety of University buildings &amp; other property.</li> <li>5) Allotment of quarters, buildings &amp; related works.</li> <li>6) Handing/Taken over of building.</li> <li>7) Bills for electricity, water supply, taxes etc.</li> <li>8) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files, etc.</li> <li>9) He shall act as a secretary of the subcommittee constituted by the authorities of the University and prepare the notice, agenda and the minutes of the meetings.</li> <li>10) To check the work submitted by the employees working under him.</li> <li>11) To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</li> <li>12) Any other work assigned from time to time by the Superiors.</li> </ol>
23	<b>Technical Assistant. (CIC)</b>	<ol style="list-style-type: none"> <li>1. To help in analysis work and get the results to users working on various sophisticated instruments in Central Instruments Cell.</li> <li>2. To solve the technical problems, if it persist at the time of analysis</li> <li>3. To provide guidance in the acquisition of data and training of personnel in operation and maintenance of sophisticated instruments to the user.</li> <li>4. To provide the demonstration of equipments and to get information about handling of sophisticated instruments situated in Central Instruments Cell. to M.Sc. students as well as researchers,</li> <li>5. To provide technical help in Academic Programs which are carried out in central Instrumentation cell to have the maximum utilization of sophisticated instruments available in the cell and to attain overall</li> </ol>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>excellence and perfection in offering services to the researchers. In addition to this work, he should do clerical work for Central Instrumentation cell.</p> <p>6. Any other work assigned from time to time by the Superiors.</p> <p>7. To maintain the stock book of CIC.</p>
24	<b>Hardware Engineer</b>	<p>1. To look after the work of repair and maintenance of Computer and its peripherals in the campus.</p> <p>2. To supervise and monitor the work of Annual Maintenance Contract of Computer and its peripherals and Networking Components.</p> <p>3. To look after the work of establishment, supervision and maintenance of Campus LAN network.</p> <p>4. To supervise and maintain the Antivirus server in the campus.</p> <p>5. Other work assigned by the higher authorities from time to time.</p>
25	<b>Technician (Campus Networking)</b>	<p>1. To plan and supervise the work of Campus LAN Network.</p> <p>2. To look after the work of maintenance of Campus wide network</p> <p>3. To look after the repair work of networking components.</p> <p>4. To supervise, monitor and maintain the servers, routers and firewall for internet connectivity and email facility.</p> <p>5. To supervise and monitor the work of Campus LAN infrastructure network under the NME-ICT and NKN project.</p> <p>6. Other work assigned by the higher authorities from time to time.</p>
26	<b>Personal Assistant</b>	<p>1. The Personal Assistant shall be responsible to the Officer under whom he is working.</p> <p>2. He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.</p> <p>3. He shall take dictation in Short Hand and shall perform the duties and responsibilities assigned to him by the concerned Officer from time to time.</p> <p>4. He shall maintain programme sheets of his officers; prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow tour programme of his officer. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and dispatch it promptly to relevant section. He shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality, integrity in respect of the work assigned to him.</p> <p>5. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>6. Any other work assigned from time to time by the Superiors.</p>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
27	<b>Technical Assistant (Computer)</b>	<p>The person working as Technical Assistant (Computer) shall work under the control of Head, Computer Centre. He shall perform following duties.</p> <ol style="list-style-type: none"> <li>1. To look after the complete work of Annual Maintenance Contract for Computer and its peripherals under the "Break Down Service Mechanism".</li> <li>2. To look after the work of Write-off of Computer and its peripherals</li> <li>3. To assist Hardware Engineer and Technician (Campus Networking) for the work of repair and maintenance of Hardware and networking components.</li> <li>4. To assist Programmer in the work of Website supervision and maintenance.</li> <li>5. To look after the work of development of static and dynamic WebPages in English and Marathi as per the requirements.</li> <li>6. To administer the work of Stock &amp; Stock book maintenance.</li> <li>7. To look after the DTP work of Gazette and Syllabus and Scanning of documents as per requirement.</li> <li>8. To supervise and handle the complete work of University official Website ie. <a href="http://www.sgbau.ac.in">www.sgbau.ac.in</a>.</li> <li>9. To look after the work of uploading of tenders, different types of advertisements, Gazettes, Notifications, results, etc on the official website ie. <a href="http://www.sgbau.ac.in">www.sgbau.ac.in</a>.</li> <li>10. To maintain the complete log of FTP and Website server.</li> <li>11. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</li> <li>12. Other work assigned by the higher authorities from time to time.</li> </ol>
	<b>Technical Assistant (Engg. Section)/ Jr.Engineer (Civil)</b>	<ol style="list-style-type: none"> <li>1) Assistance to University Engineer regarding the work related to Deposit works (All major works.) <ol style="list-style-type: none"> <li>(i) Correspondence with- <ol style="list-style-type: none"> <li>(a) Concerned Department</li> <li>(b) Architect.</li> <li>(c) P.W.D.</li> <li>(d) Grants Authority (State Govt./ U.G.C.)</li> <li>(e) Project Management Consultant</li> </ol> </li> <li>(ii) Review of progress</li> <li>(iii) Plans/ Estimates-Stage-I &amp; detailed, R.C.C. designs, Field Tests etc. (Through Architect)</li> <li>(iv) Administrative Approval.</li> <li>(v) Technical Sanction</li> <li>(vi) Site inspection visits (Periodic)</li> <li>(vii) Co-ordination of various agencies.</li> <li>(viii) Joint meetings.</li> <li>(ix) Final Inspection</li> <li>(x) Handing over-Taking over of completed works.</li> <li>(xi) Completion Reports/ Completion drawings.</li> </ol> </li> </ol>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>2) Committee works- Preparation of draft item for following committee and other related works.</p> <p>3) All related works of Maintenance and Repairs of building</p> <p>4) Preparation of Estimates, drawings of minor works etc. time to time as assigned.</p> <p>5) a) Other Works, i. Building Inaugural Functions, ii. Ground breaking ceremonies.</p> <p>b) Site cleaning.</p> <p>c) Convocation Pandal &amp; other related arrangement.</p> <p>6) Works related to garden (i) Green House (ii) Glass house (iii) Fountains (iv) Decorative tanks (v) Water supply (vi) Fencing (vii) Master plan aspects.</p> <p>7) Arrangement for function/ camps etc. (i) Republic day (ii) Independence day (iii) Maharashtra Day (1<sup>st</sup> May (iv) Building Inaugural Functions (v) N.S.S. Camps/ function.</p> <p>8) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>9) Any other work assigned from time to time by the Superiors.</p>
	<b>Technical Assistant (Library)</b>	<p>1) To Call the tenders/Quotations of books</p> <p>2) Acquisition of publications including Books, Periodicals and other regarding material.</p> <p>3) Preparation of Budget</p> <p>4) Ordering of books and periodicals, checking duplications, physical checking of documents, bills, conversion rates, amount etc.</p> <p>5) Proposal for grants, Execution for grants.</p> <p>6) Utilization of grants and its compliance including library statistics.</p> <p>7) Passing bills.</p> <p>8) Processing the bills for payment and processing of all documents.</p> <p>9) Preparation of subject heading and identify key words.</p> <p>10) Development of Database of article from periodicals.</p> <p>11) Development of database of News paper clipping</p> <p>12) To provide SDI service</p> <p>13) Provide In- service training for automation/digitization</p> <p>14) Digitization of resources.</p> <p>15) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p>



Sr. No.	Designation of the Post	Powers and duties
1	2	3
		16) Any other work assigned from time to time by the superior
	<b>Technical Assistant (P.G.Deptt.)</b>	<p>The Technical Assistant shall be responsible to the Faculty member in charge of the Laboratory in all matters connected with running maintenance and upkeep of Laboratory equipments, Workshop, Pilot Project, /Process Laboratory.</p> <ol style="list-style-type: none"> <li>1) Arranging materials, samples, tools, instruments, equipments for laboratory field work.</li> <li>2) Receive store and issue materials, samples, specimens, tools, instruments and equipments required for Laboratory field work.</li> <li>3) Prepare samples, specimens, circuits, etc. for conducting experiments.</li> <li>4) Maintain the tools, equipments and instruments in working condition.</li> <li>5) Assist students in conducting experiments or project work.</li> <li>6) Assist Faculty members in their innovative or research work.</li> <li>7) The duties of the Technical Assistant shall be as specified as above, besides this, subject to the provision of the Act, Statute, Standard Code and Regulations, he shall also perform the duties and carry out the functions assigned to him by the Head of the Department from time to time.</li> <li>8) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</li> <li>9) Any other work assigned from time to time by the Superiors.</li> </ol>
28	<b>Jr. Engineer (Electrical)</b>	<p><b>1) Original works</b></p> <ol style="list-style-type: none"> <li>I. New works (Major &amp; Minor works) of               <ol style="list-style-type: none"> <li>(i) Internal electrification of Buildings.</li> <li>(ii) Installation of streetlights.</li> <li>(iii) Installation of feeder pillars &amp; underground cables.</li> <li>(iv) Installation of submersible monoblock pumps.</li> </ol> <p>Along with making of plans, estimates, proposals &amp; execution of works.</p> </li> <li>II. <b>Maintenance &amp; Repair works of-</b> <ol style="list-style-type: none"> <li>(i) 315 KVA 2 Nos. H.T. Transformer sub-station with D.P. structure &amp; Buildings.</li> <li>(ii) Streetlight, feeder pillars, underground cables, submersible &amp; monoblock pumps.</li> <li>(iii) Fixtures &amp; fittings (Tube lights, fans, plugs, Geysers, wirings etc. of all building.)</li> <li>(iv) Overhead L.T. line</li> </ol> </li> <li>III. <b>Deposits works-</b> <p>P.W.D. electrical supervision &amp; making electrification as per our</p> </li> </ol>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>requirement, as per direction/ order given by Deputy Engineer (Elect.).</p> <p>IV. Electrical work for various Committee works-</p> <p>(i) Senate</p> <p>(ii) Management Council</p> <p>(iii) Finance &amp; Accounts Committee</p> <p>(iv) Any other Committees.</p> <p>V. Correspondence with-</p> <p>(i) P.W.D. (Electrical (ii) M.S.E. B. (iii) Architects/ Agencies.</p> <p>VI. Other works-</p> <p>Making arrangement of Lighting &amp; sound system for administrative &amp; Teaching departments function/ programmes &amp; convocation, etc.</p> <p>2) Sound system,</p> <p>3) Air-conditioners, Water cooler, D.G.Set etc. purchasing, installation, maintenance &amp; repairs.</p> <p>4) Solar system.</p> <p>5) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>6) Any other work assigned from time to time by the Superiors.</p>
29	<b>Civil Draftsman</b>	<p><b>Office Technical Section (Drawing Section)</b></p> <p>1) Tracing, ammonia printing, colouring and meeting booklets for Buildings and Works Committee &amp; Management Council and other Committee.</p> <p>2) Drawing-</p> <p>Original drawing, sketch drawing, electrical drawing, and other details drawing as per requirement by officials.</p> <p>3) Maintenance drawing stationary</p> <p>4) Control Registers-</p> <p>Various buildings map register, survey instruments.</p> <p>5) Periodic Returns- As per requirement of various section, authority etc.</p> <p>6) Technical Survey stores-</p> <p>Maintenance of various equipment; obtaining required instrument time to time &amp; update record including control register etc.</p> <p>7) Information System</p> <p>Various building materials, literature, price list, item wise correspondence etc.</p> <p>8) Departmental library-</p> <p>Obtaining various book, hand book, C.S.R. regarding building, road, journal information, related technical circulars etc. and record up date.</p> <p>9) Permanent records related above works-</p>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>Management Council booklet, Building and works committee booklets, sanction, completion drawing of various building etc.</p> <p>10) Information boards-</p> <p>Marble board in building (Inauguration) information board in campus &amp; Building related as per requirement by office.</p> <p>11) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>12) Any other work assigned from time to time by the Superiors.</p>
30	<b>Statistician/ Assistant Statistician</b>	<p>The Statistician/Asstt. Statistician shall perform the work of the concerned section/unit, wherever he is posted.</p> <p>He shall perform the following duties.</p> <ol style="list-style-type: none"> <li>1) Collection of statistical data related work to be concerned section/unit.</li> <li>2) Quarterly, Half yearly, yearly returns.</li> <li>3) Information regarding budget.</li> <li>4) To assist the Tabulator for preparation of Merit List.</li> <li>5) To verify and check the list of Medals prepared by the Tabulator and submit to the controlling officer for approval.</li> <li>6) To submit the exam result of the University to the Hon'ble Chancellor, State Government, Director, etc, as per Maharashtra Universities Act, 1994.</li> <li>7) To collect, maintain and update the relevant statistical information and submit periodical returns, reports, information as per required Central / State Government/UGC in time.</li> <li>8) All work related to publication of Annual Report.</li> <li>9) All works related to MoU/Agreements.</li> <li>10) To prepare Items, submit Action Taken</li> <li>11) Carry out the work related under RTI Act.</li> <li>12) An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</li> <li>13) To check the work submitted by the employees working under him.</li> <li>14) To prepare the draft directions which is issued by the Hon'ble Vice-Chancellor as per the provisions of Maharashtra Universities Act, 1994.</li> <li>15) Any other work assigned from time to time by the Superiors.</li> </ol>
31	<b>Sr. Stenographer</b>	<ol style="list-style-type: none"> <li>1) To Take dictations in shorthand and transcribe them in typewritten form using Computer.</li> <li>2) To type manuscripts, compare typed matter and submit them to superiors.</li> <li>3) Other related work to carry out at a computer with application of Email, Scanners, etc.</li> <li>4) Any other work assigned from time to time by the Superiors.</li> </ol>

<b>Sr. No.</b>	<b>Designation of the Post</b>	<b>Powers and duties</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>32</b>	<b>Jr. Stenographer</b>	<ol style="list-style-type: none"> <li>1) To Take dictations in shorthand and transcribe them in typewritten form using Computer.</li> <li>2) To type manuscripts, compares typed matter and submit them to superiors.</li> <li>3) Other related work to carry out at an computer with application of Email, Scanners, etc.</li> <li>4) Any other work assigned from time to time by the Superiors.</li> </ol>
<b>33</b>	<b>Asstt.Suptd./ Sr.Assistant</b>	<ol style="list-style-type: none"> <li>1. To exercise, check and to follow up the incoming letters received from the Central/ State Government, University Department/ Colleges/ Students etc.</li> <li>2 To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory and customary practice policy decision and point out rules wherever they are concerned.</li> <li>3. To submit notes/drafts for approval of the officers through the Superintendent.</li> <li>4. To scrutinize notes, put his own remarks/ suggestions, if any, and submit the same to the Superintendent/ Assistant Registrar, as the case maybe.</li> <li>5. To ensure the prompt dispatch of letters.</li> <li>6. To arrange filing of the papers and arrange files in order, year-wise and subject- wise.</li> <li>7. To maintain calendar of periodical returns for incoming and outgoing, separately.</li> <li>8. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar/Asstt.Registrar as the case may be.</li> <li>9. To open &amp; maintain Service Books/new files/Registers, do copying work/rubber stamping and to attend to all types of administrative/clerical work.</li> <li>10. To prepare draft Items for Senate/Management Council/Academic Council and other committees and to prepare draft minutes of routine nature.</li> <li>11. To prepare draft proposals to be submitted to the State/Central Government, Authorities, etc.</li> <li>12. To prepare draft direction/ordinance/statute/rules/regulation, etc.</li> <li>13. To carry out work related under RTI Act.</li> <li>14. To carry out related work on Computer.</li> <li>15. To maintain related statistical information and provide wherever required in time.</li> <li>16. To submit draft of parawise information as per office record in respect of the court matters.</li> <li>17. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of</li> </ol>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		file, Notsheet No. and documents of files etc. 18. Any other work assigned from time to time by the Superiors.
34	Lab. Technician	<ol style="list-style-type: none"> <li>1. To assist students and teachers in conducting practicals and experiments.</li> <li>2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.</li> <li>3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.</li> <li>4. To supervise the work of laboratory attendants working under him.</li> <li>5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.</li> <li>6. To report about breakages/losses in laboratory, to his superiors.</li> <li>7. To report to Incharge of laboratory about misbehavior inside the laboratory.</li> <li>8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.</li> <li>9. To attend-to such other-duties as may be specially brought to his-notice, with the approval of the Head of the Department.</li> <li>10. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</li> <li>11. Any other work assigned from time to time by the Superiors.</li> </ol>
35	Storekeeper	<p>The person appointed as a Storekeeper shall work under the control of the Administrative/Teaching Department, wherever he is posted as the case may be.</p> <p><b>A) Teaching Department-</b> He shall perform the following duties-</p> <ol style="list-style-type: none"> <li>1) To prepare the list of equipment/instruments, furniture, chemicals, glassware and other disposable Items, etc for budget.</li> <li>2) To make budget provision and submit proposal to the store for purchase of Items.</li> <li>3) Installation of goods, equipments, furniture, etc in the section, certification of bills &amp; keeping of stock register and send bills for payment to the Store Section.</li> <li>4) To place the supply order glassware, chemicals, etc. through the Store section, as per rate contract, to arrange for payments of bills and maintain stock register for consumable Items.</li> <li>5) Maintain &amp; repairs of goods, etc.</li> <li>6) To carry out the work related to purchase, payment and maintenance &amp; repairs the goods under various projects, to submit the information in respect of utilization certificate to the concerned departments.</li> <li>7) To acquire the glassware, chemicals, etc from the store section as per</li> </ol>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>requirement and maintain the stock register.</p> <p>8) To purchase consumable Items for practical works from the local market.</p> <p>9) To help in the verification of movable property from time to time.</p> <p>10) Any other work assigned from time to time by the Superiors.</p> <p><b>B) Exam Section-</b></p> <p>1) He will be the incharge of answer books store.</p> <p>2) To receive the answer books from the Chief Spot Valuation Officer.</p> <p>3) To maintain all the subject wise answer books in Racks alongwith Registers thereof.</p> <p>4) To provide answer books to the concerned officials for Xeroxing, for Redressal purposes, as per the list and maintained register thereon.</p> <p>5) To verify the answer books as per the list of withheld results received from the Examination Section and report accordingly.</p> <p>6) To watch and ward the answer book store from time to time and keep secrecy</p> <p>7) To make all necessary arrangements in respect of security of the Store before and after leaving the office.</p> <p>8) To insure proper storing and preservation of the Answer books store.</p> <p>9) Any other work assigned from time to time by the Superiors.</p> <p><b>C) Store Section</b></p> <p>If posted in the store section the concerned officer assigned the work as per requirement of the Section.</p> <p>An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p>
36	<b>Data Entry Operator Gr.-I</b>	<p>1. To assist in the work of scanning, verification, validation, photos &amp; address cutting, Tiff and JPEG file conversion, accepting out files in ERP for pre and post examination on the ICR system.</p> <p>2. To process all Pre-exam input list for developing pre exam report.</p> <p>3. To do data entry of old data, Capacity Chart, M. Card edit list corrections and all other data entry work related to pre examination on ICR.</p> <p>4. To print all the pre examination report from the ERP as Roll List, Admission Card, Numerical Returns, Green and Black Control Sheets, etc.</p> <p>5. To accept all exam control sheet out files in ERP and process the result.</p> <p>6. To print all the post examination report from the ERP as previous mark, name change, control sheet, WO list, TR, Mark list, Press reports, Environment Studies Certificates, etc.</p> <p>7. To assist programmer in handling of Degree certificate work.</p> <p>8. To print exam wise degree list.</p> <p>9. To carry out corrections from the degree list in English and Marathi</p>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>language.</p> <p>10. To look after the work of Degree certificate printing and name data conversion from English to Devnagari, etc.</p> <p>11. To assist System Analyst, Programmer and Asstt. Programmer in the overall working of ICR system.</p> <p>12. Any other work assigned by the superior from time to time</p>
37	<b>Lib. Assistant</b>	<p>1. To sort and shelf books, and issue and receive library materials, such as books, periodicals, films, news papers, etc.</p> <p>2. To record identifying data and due date on cards by hand or stamping machine to issue books to patrons.</p> <p>3. Inspect returned books for damage, verifies due date, and compute and receive overdue fines.</p> <p>4. To review records to compile list of overdue books and issue notices to borrowers.</p> <p>5. To sort books, publications, and other items according to classification code and return them to shelves, files or other designated storage area.</p> <p>6. To locate books and publications for patrons.</p> <p>7. To issue borrower's identification card according to established procedures.</p> <p>8. To file cards in catalogue drawers according to prescribed system.</p> <p>9. To repair books, using mending tape and paste and brush.</p> <p>10. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>11. Any other work assigned by the superior from time to time</p>
38	<b>Agriculture Assistant</b>	<p>1. To assess operations in connection with growing, harvesting and marketing of agricultural produce, fruits, etc., and maintenance of machinery.</p> <p>2. To supervise the work of Mali's and other person working under him.</p> <p>3. To work as directed &amp; assigned by the Garden Superintendent from time to time.</p> <p>4. To maintain green house.</p> <p>5. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>6. Any other work assigned from time to time by the Superiors.</p>
39	<b>Jr. Assistant</b>	<p>1. To enter the mail and letters and inter-departmental correspondence/ files-etc.</p> <p>2. To acknowledge letters received.</p> <p>3. To submit dak through the Superintendent with a mention of back references,, rules, regulation, etc.</p> <p>4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.</p>

Sr. No.	Designation of the Post	Powers and duties
1	2	3
		<p>5. To send relevant extracts or any part of a receipt, through Section Officer/ Assistant Registrar to the Section, branch concerned for remarks and/ or necessary action.</p> <p>6. To open and maintain service-book/new file(s)-note-book(s), do copying work/rubber stamping and to- attend to all types of administrative/ clerical work</p> <p>7. To maintain different registers, forms etc.</p> <p>8. To keep a note-book to watch timely disposal of urgent papers.</p> <p>9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.</p> <p>10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.</p> <p>11. To prepare routine letters/replies for approval where noting is not required issue reminders.</p> <p>12. To maintain daily work sheet, and to submit weekly arrears report to the Superintendent.</p> <p>13. To prepare monthly arrears report and submit to the Superintendent for perusal and guidance/ instructions.</p> <p>14. To prepare draft Items for Senate/Management Council/Academic Council and other committees and to prepare draft minutes of routine nature.</p> <p>15. To prepare draft proposals to be submitted to the State/Central Government, Authorities, etc.</p> <p>16. To carry out work related under RTI Act.</p> <p>17. To carry out related work on Computer.</p> <p>18. To maintain related statistical information and provide wherever required in time.</p> <p>19. To submit draft of parawise information as per office record in respect of the court matters.</p> <p>20. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc.</p> <p>21. Any other work assigned from time to time, with the approval of the Assistant Registrar/Dy. Registrar, as the case may be.</p>
40	<b>Pump Operator</b>	<p><b>1) Water supply</b></p> <ul style="list-style-type: none"> <li>i. Distribution of daily water to each building with the help of daily wages employee.</li> <li>ii. Arrangement of water supply for function/ camp etc.</li> <li>iii. Prepare the time schedule of cleaning of water tanks and maintain the same.</li> <li>iv. Mixing of bleaching power in well/ bore well water.</li> <li>v. Correspondence for water supply bill.</li> </ul>



Sr. No.	Designation of the Post	Powers and duties
1	2	3
		vi. Correspondence for water supply store. <b>2) Motor pump</b> Repairs and maintenance of motor pump and panel box. Any other work assigned from time to time by the Superior.
41	<b>Telephone Operator</b>	1. To operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board. Follow up the payment of telephone bills. Maintain records of the outward calls attended. 2. To ensure that no unofficial local /trunk calls are made without prior permission of the Registrar/Deputy Registrar and without prior payment of requisite charges. 3. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc. 4. Any other works as assigned by the concerned officer from time to time.
42	<b>Wireman</b>	1) Electrical Maintenance & Repair works. (a) Tubelight (b) Underground cable (c) Streetlights (d) Feeder pillar (e) Transformers (f) Water pump (g) Fan (h) Plug (i) MV/ SV lamp (j) Switch Board (k) Panel Box (l) Bus bar (m) M.C.B./ E.L.C.B. (n) Main switch (o) A.C. (p) water cooler (q) Air cooler 2) Sound & Lighting Arrangement for various programmes and meetings. 3) Electrical materials 4) Monthly report of electrical material consumption. 5) Any other work assigned from time to time by the Superior
43	<b>Driver</b>	1. To drive the University vehicle as allotted by the superior from time to time. 2. To carry all related original documents while driving and check expiry of Driving license, Insurance, Tax, PUC, Passing etc., time to time and report to the superior. 3. To maintain vehicle as per direction given in the Vehicle manufacturer's manual. 4. To submit note for repairing vehicle alongwith estimate form authorized dealer/company. 5. To maintain log book Kilometer wise daily and mention details about work. 6. To daily checkup of Oil, Petrol/Diesel, Air, etc. 7. To clean vehicle daily. 8. Any other work assigned from time to time by the Superiors.
44	<b>Tracer</b>	1) Tracing 2) Blue Prints 3) Booklets

<b>Sr. No.</b>	<b>Designation of the Post</b>	<b>Powers and duties</b>
<b>1</b>	<b>2</b>	<b>3</b>
		4) Original Drawing Record. 5) Drawing Stationary 6) Ammonia prints record. 7) Ammonia prints registers. 8) Any related work regarding Municipal Corporation, Sanction of Buildings Maps etc. 9) Any other work assigned from time to time by the Superior.
<b>45</b>	<b>Asstt. Librarian Class-3</b>	1. Maintenance of Reference Section including Thesis and Competitive examination collection 2. Update the content of website/portal of the section 3. News paper clipping 4. Rendered services to users regarding the section 5. Prepare and maintain the statistics of the section 6. Provide reprography services to the users 7. Develop database of newspaper clipping, reports, etc. 8. An employee should handover the charge in case of internal transfer/appointment, by preparing the Index as per Sr.No., Subject of file, Notsheet No. and documents of files etc. 9. Any other work assigned from time to time by the superior.