

Jaihind Comprehensive Educational Institute's

# Jaihind College Of Engineering

Gat No. 441, Kuran, Tal. Junnar, Dist. Pune - 410 511.

Website : [www.jaihind.edu.in](http://www.jaihind.edu.in) Email.: [jcoekuran@gmail.com](mailto:jcoekuran@gmail.com)

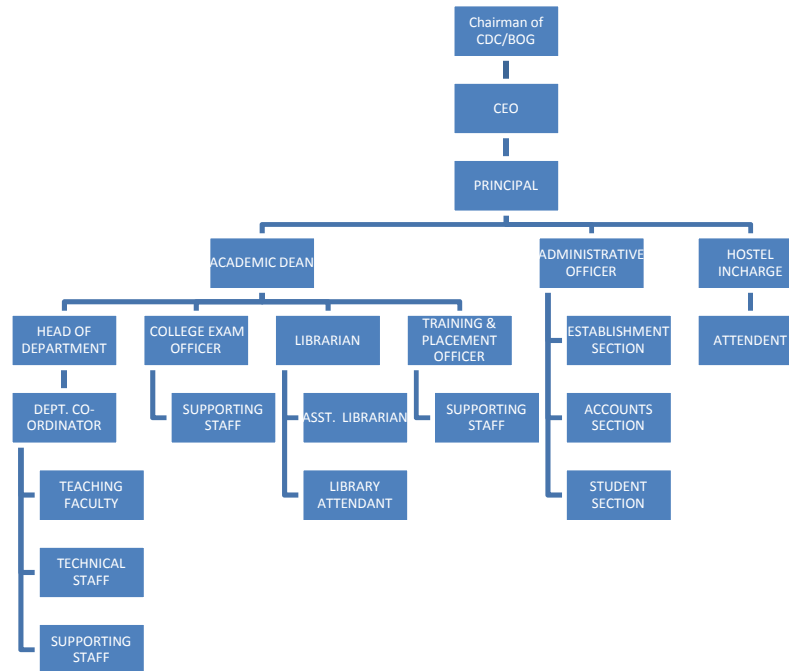
**AN ISO 14001:2004 EMS CERTIFIED INSTITUTE**

(Approved by AICTE, Recognised by DTE and Affiliated to Savitribai Phule Pune University)



Hon'ble Tatyasaheb Gunjal, Founder President

DTE Code - EN6609



## Duties and Responsibility:

1	<p><b>PRINCIPAL</b> - Responsible for academic and administrative management of the Institution. Providing Administrative leadership. Promotion of industry-institution collaboration and industry oriented Research and Development. Public relation and interaction with community. Participating in policy and system planning at State, Regional and National levels for development of Technical Education. Policy planning and providing academic and administrative leadership. Responsible for planning and development of the Institution. Providing consultancy services. Responsible for all the correspondence with AICTE, DTE, University and related govt. offices and non-governmental offices.</p>
2	<p><b>ACADEMIC DEAN</b> - Responsible to Principal in all matters concerned with the all academic activities, space utilization, proper utilization of men, equipments and other movable assets. Infrastructural management of the institution. Providing Academic leadership. Co-ordinate to Principal for Promotion of industry-institution collaboration and industry oriented Research and Development &amp; Public relation and interaction with community. Organizing and coordinating consultancy services. Promoting and coordinating continuing education activities. Responsible for correspondence with DTE and University. Responsible for Local Inquiry Committee.</p>
3	<p><b>HEAD OF THE DEPARTMENT OR IN CHARGE HEAD OF THE DEPARTMENT -</b></p> <ol style="list-style-type: none"> <li>1. Head of Department is answerable to the Principal of the Institute for all academic and administrative /personnel activities of the department.</li> <li>2. Academic and administrative management of the department. Assessing the requirements of the material, financial and human resources for effective implementation of prescribed curricula of program offered by the department. Planning, scheduling, coordinating and monitoring the curriculum implementation pertaining to the department.</li> <li>3. Responsible authority to perform academic, personnel and security functions and to maintain necessary records (like DSR) of the departmental assets in stipulated formats. To act as facilitator for the departmental faculty in laboratory development, laboratory set-up, and laboratory maintenance</li> <li>4. Provide motivation &amp; guidance to faculty and other staff in the department. Participate, motivate, guide &amp; facilitate professional development through continuing education, testing and consultancy &amp; research. Identify and organize faculty and supporting staff development programs</li> <li>5. Preparation of timetable and mobilization of teaching-learning resources. To act as authority for coordinating and conducting examinations / test examinations</li> <li>6. Maintaining students attendance record submitted by lecturers and students evaluation record.</li> <li>7. Development and implementation of short term and long term plan for department development and quality improvement</li> <li>8. Provide guidance &amp; counseling and other students' services at department level. Plan, organize and facilitate industry visits and expert lectures.</li> <li>9. To plan and implement the activities to take care of hygiene, safety and housekeeping in the department</li> <li>10. Take teaching load prescribed as per the norms issued time to time by state government.</li> <li>11. Evaluate the performance of the faculty and supporting staff. Create, maintain and motivate cordial relations and team spirit in the team working under him/her &amp; provide impartial opportunities for contribution to faculty &amp; staff.</li> </ol>

	<p>12. Promote, guide, facilitate and participate in professional activities through interaction with industries, consultancy, testing, continuing education and trainings, industry sponsored projects, entrepreneurship development</p> <p>13. Assist Principal in institute level activities.</p> <p>14. Keep abreast of the newer knowledge, skills and technology through self-up-gradation and dissemination of knowledge through articles, books, journals and seminars etc.</p> <p>15. Self development through qualification improvement, experience enrichment, professional activities and interactions with professional bodies.</p> <p>16. Participate in non-formal mode of education for benefit of society/ Community</p> <p>17. To develop and maintain inter departmental relation for effective working in the institute</p> <p>18. Motivator and facilitator for carrying co-curricular and extracurricular activities for developing overall personality of students.</p>
4	<p><b>(OFFICIATING) UNIVERSITY AND COLLEGE EXAMINATION OFFICER:</b></p> <ul style="list-style-type: none"> <li>• As per the instructions of the University College Examination Officer is appointed to represent the Institute at the University regarding examinations and to provide smooth coordination between University and College.</li> <li>• To perform duties of Custodian.</li> <li>• To keep coordination with University Exam Office to make better arrangement of the examinations.</li> <li>• To take action on the circulars published by University and make correspondence with University Exam Office in prescribed time.</li> <li>• To instruct the coordinating and supporting staff regarding examination works.</li> <li>• To inform and guide the students regarding various examination procedures.</li> <li>• To record of the students and staffs (name, address, mobile no., email, etc.)</li> <li>• To consult with University regarding advance allocated for examination, make proper utilization of the same and to submit accounts of the same to the University in prescribed time.</li> <li>• To receive the stationary issued by University, keep proper storage, utilization with details. To submit the same record to the University as required.</li> <li>• To inform the University regarding unfair means in the examinations within the time.</li> <li>• To observe the written and practical / oral examinations</li> <li>• To implement the changes given by the University on time to time.</li> <li>• He/She will not participate in other activities of the examination while examination is going on the Institute.</li> <li>• To make the committee to perform internal examination of the Institute and will observe the work of the same.</li> </ul>
5	<p><b>WORKSHOP SUPERINTENDENT OR WORKSHOP IN CHARGE</b> - Responsible to the Principal in all matters concerned with the workshop instruction, proper utilization of men, materials, machineries, equipments and maintenance in workshops and services to various departments. Responsible for planning, scheduling, organizing and monitoring workshop activities in institution. Plan deliver and evaluate theoretical and workshop instructions. Design, develop and test instructional tasks. Plan and organize staff development programmers for workshop staff. Procurement, erection and commissioning of plant and equipments, procurement and storage of raw material and tools in the workshop. Guide students in performance of practical tasks to develop skill. Manage the maintenance and preventive maintenance of equipments and tools.</p>
6	<p><b>PROFESSOR –</b></p> <ul style="list-style-type: none"> <li>• Providing leadership in both Post-Graduate and Under-Graduate courses in relevant field of specialization.</li> <li>• Research and Research Guidance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consultancy Services.</li> <li>• Policy, planning, monitoring and evaluation and promotional activities both at Departmental and Institutional Level.</li> <li>• Curriculum Development and developing resource materials.</li> <li>• Design and development of new programs.</li> <li>• Continuing education activities.</li> <li>• Interaction with Industry and Society.</li> <li>• Students counseling and Interaction.</li> <li>• Administration both at Department and Institutional Levels.</li> </ul>
7	<p><b>ASSOCIATE PROFESSOR –</b></p> <ul style="list-style-type: none"> <li>• Teaching including Laboratory work.</li> <li>• Research activities and research guidance.</li> <li>• Leading consultancy projects and extension services.</li> <li>• Curriculum Development and developing resource materials.</li> </ul>
8	<p><b>ASSISTANT PROFESSOR (LECTURER) –</b></p> <ul style="list-style-type: none"> <li>• Teaching.</li> <li>• Instruction in Laboratory.</li> <li>• Student's assessment and evaluation.</li> <li>• Assisting in consultancy and R. &amp; D. Services.</li> <li>• Developing resource material and laboratory development.</li> <li>• Co-curricular and extracurricular Activities.</li> <li>• Assisting in departmental administration.</li> </ul>
9	<p><b>LIBRARIAN</b> - Responsible for planning and developing the library of the Institution and provide necessary library services to students and staff. Responsible to Principal in all matter connected with library and library staff. Responsible for library administration, budgeting, effective utilization of library services, book selection and acquisition, supervising of cataloguing and indexing. To arrange for the stock-taking of the books. Maintenance of necessary Registers, Index-cabinets and correspondence files etc. To maintain contact with the University and other esteemed Institutes' Libraries for library developments by attending conferences and seminars etc.</p>
10	<p><b>LIBRARY ASSISTANT</b> - Responsible to Librarian. Cataloguing and classification of books and periodicals. Issuing and receiving of books, restoring of books and periodicals. Arrangement o non-book materials.</p>
11	<p><b>WORKSHOP INSTRUCTOR</b> - Responsible to Foreman / Workshop Superintendent in all matters concerned with instruction, utilization and maintenance of tools, equipment and materials in the workshop allocated to him. Responsible for procurement / storage / accounting of raw materials, tools and instruments. Issue of materials / tools / equipments for shop. Plan, deliver and evaluate shop instruction. Guide students to develop their parctical skills. Inculcate safety procedures and safety practices among students. Operation and maintenance of tools and equipments including preventive maintenance. Assist students and faculty members in the fabrication of project work. Any other assignment / function in the interest of the Institute.</p>

12	<b>WORKSHOP ATTENDENT</b> - Responsible to Workshop Instructor / Foreman / Workshop Superintendent. Responsible for assist the Workshop Instructor / Foreman in the performance of his duties. Routine maintenance of machines, tools and work benches. Cleaning and arranging in order all the equipments and furniture in Workshop.
13	<b>LABORATORY ASSISTANT</b> - Responsible to the Faculty member-in-charge of the laboratory in all matters connected with running, maintenance and upkeep of laboratory. Responsible for arranging materials, samples, demonstrations, instruments, tools, and equipment required for laboratory work. Receives, stores and issues materials, samples, specimans, instruments, tools and equipment required for laboratory work. Prepares samples / specimans / circuits, etc. for testing. Maintains the instruments, tools and equipment in working conditions. Assist students and faculty member in their projects. Check equipments, connection, etc. before student operate them.
14	<b>LABORATORY ATTENDENT</b> - Responsible to the concerned laboratory assistant. Responsible for cleaning nad arranging of apparatus, tools, equipments and accessories. Assisting laboratory assistant in preparation of samples, arranging demonstration, maintenance of laboratories, receipt and issue of tools and materials.

## GENERAL RULES AND REGULATIONS

### 1 DISCIPLINE -

**a. Punctuality** - Following the time-table & attending the punctuality within a margin of 5 minutes.

**b. Obedience** - To obey / follow the orders either verbal or written. To follow the rules and regulations of the Institution which are formulated & amended as required.

**c. Compliance** - To comply and / or to improve regarding deficiencies pointed out in your performance / behavior / appearance.

**d. Performance** - To perform & to complete the assigned work as scheduled by senior authorities.

**e. Participation** - To participate in each and every activity of Institution within or outside the campus.

**f. Absenteeism** - To refrain from being absent from work without a prior permission from Institutional Authorities so as to avoid the inconvenience to Institutional Management in managing work schedule.

**g. Sincerity** - To complete the schedule task in a manner acceptable to the average standard of staff of Technical Institution and acceptable to Institution's Authority. To proceed on leave only on genuine reasons.

### 2 ACADEMIC EXPECTATIONS -

**a.** To complete the prescribed syllabus as per the schedule.

**b.** To upgrade yourself in subject matter allotted to you.

**c.** The subject allotted to you, you must continue to study & make necessary changes in teaching methodology and innovation (Charts, Models, Audio-Visuals, Interactive Learning) & assessment of students group study.

**d.** All the work related to examination as an internal / external examiner will be compulsory. You should complete assigned work without making any

mistakes in formats given by University. You should complete your work within time schedule given to you.

- e. All the records related to your work should be completed within given time.
- f. You must be able to present your topic with the help of computerized aids.
- g. You must be able to prepare slides, transparencies & visuals related to your subject or work.
- h. You must be able to handle the teaching material available on the Internet.

#### **IMPORTANT NOTES -**

- 1 **Failure to comply with regulations may attract penalties as decided by authorities as and when required.**
- 2 **You are instructed to maintain all your work record duly attested by Principal or Academic Dean.**
- 3 **All your performance will be recorded and consider for any decision related to your continuation, reorganization, reconsideration, promotion, incentives and increment.**
- 4 **The staff may be removed from Institution for -**
  - a. **Financial irregularities.**
  - b. **Using unfair means in examination.**
  - c. **Consistent unsatisfactory progress.**
  - d. **Conduct harmful to students, other staff members, to the institute, to the trust and to the society.**
  - e. **Immorality.**
  - g. **Contempt of authority.**
  - h. **Damaging Institute's property.**
  - i. **Any word or action likely to undermine reputation of Institution.**
  - j. **Any sort of man handling to student or any other member of Institution.**
  - k. **Bad habits like chewing tobacco, spitting, smoking, alcohol consumption & drugs.**