

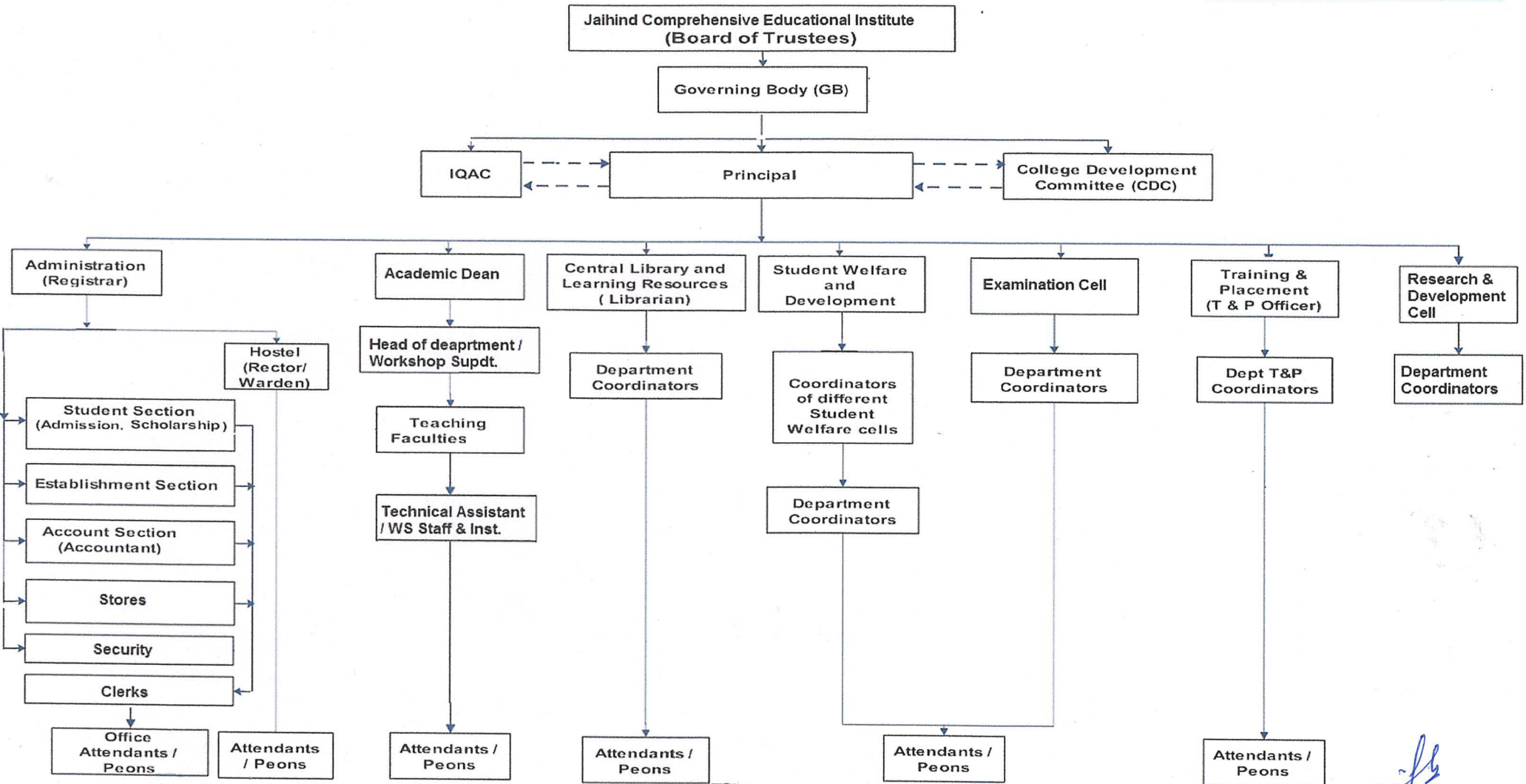


JAIHIND COMPREHENSIVE EDUCATIONAL INSTITUTE'S
JAIHIND COLLEGE OF ENGINEERING, KURAN
Affiliated to Savitribai Phule Pune University
DTE :- EN6609 SPPU:- CEGP015730



Hon'ble Late Shri. Tatyasaheb Gureji
Founder-President

Organizational Structure



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Principal
 JCEI's Jaihind College Of Engineering
 Kuran, Tal. Junnar, Dist. Pune - 410511





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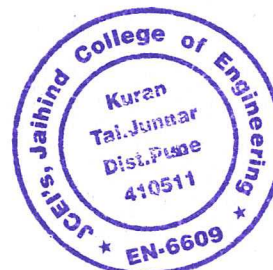
Duties and Responsibilities



DUTIES AND RESPONSIBILITIES

Principal / Vice Principal:

- Overall in-charge of the College Academics, Library, TPO, Administration and Alumni functions.
- Accountable for the effectiveness of the QMS.
- Establishing the quality policy and quality objectives compatible with the context and strategic direction of the organization.
- Ensuring the integration of the quality management system requirements into the organization's processes.
- Promote the use of the process approach and risk-based thinking.
- Ensuring that the resources needed for the quality management system are available.
- Communicating the importance of effective quality management and of conforming to the quality management system requirements.
- Ensuring that the quality management system achieves its intended results.
- Engaging, directing and supporting persons to contribute to the effectiveness of the quality management system.
- Promoting improvement culture within the organization.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- To ensure that student and applicable statutory and regulatory requirements are determined, understood and consistently met.
- To ensure that the risks and opportunities that can affect conformity of products and services and the ability to enhance student satisfaction are determined and addressed.
- To maintain the focus on enhancing student satisfaction.
- To ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood within the organization.



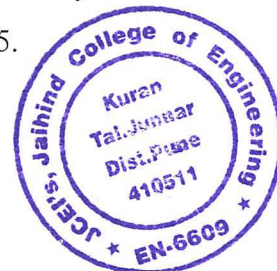


Dean Academics

- To monitor the working of all academics departments.
- To monitor the teaching programs.
- To monitor the achievement of quality objectives.
- Carry out planning of academic year.
- To contribute in institute level QMS, NBA and NAAC activities.
- To ensure that the processes are delivering their intended outputs.
- To report on the performance of the quality management system and on opportunities for improvement to top management.
- To ensure the promotion of student focus throughout the departments.
- To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

ISO Coordinator

- To ensure that the processes needed for the Quality Management System are established, implemented and maintained.
- To ensure that the Quality Management System is conforming to the requirements of the ISO9001:2015 Standard.
- To ensure that the processes are delivering their intended outputs.
- To control the distribution and changes in the quality management system documented information.
- To ensure that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.
- To carry out review of quality management system.
- Reporting the top management on the performance of the quality management system and on opportunities for improvement.
- Ensure the promotion of awareness of student requirements throughout the college.
- To liaison with external parties on the matters relating to the quality management system.
- To Plan and conduct Internal Audit and Management Review Meeting.
- To ensure that quality objectives are tracked and necessary actions are initiated.
- To plan, organize training related to ISO 9001: 2015.





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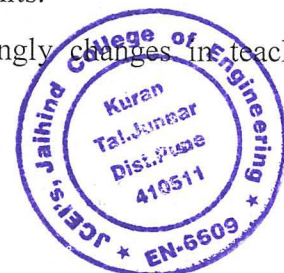
DTE Code - EN6609

HOD

- To monitor the working of department.
- To distribute the teaching activity among the teachers
- To decide the annual requirement of Lab equipments books, stationery & consumable.
- To monitor the teaching programs.
- To initiate the action on student, faculty problem.
- To monitor the achievement of quality objectives.
- Carry out planning of academic year.
- To select coordinator for co-curricular activities.
- To select the faculties for the subjects.
- To approve the purchase requirement.
- To recommend the requirement of staff selection (Teaching / Non Teaching)
- To take action on students test & attendance performance.
- To approve internal test results, journals and project work.
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.

Professor and Associate Professor

- To plan prepare for the topic wise teaching activity.
- To participate in policy planning, monitoring and evaluation at departmental and institutional level.
- To develop and make use of new teaching methodology & facilities.
- To complete the teaching program within the specified time.
- To evaluate the answer sheet.
- To guide the student in project work.
- To guide the lecturers in teaching process.
- To take actions on defaulter student in discussion with HOD and Principal.
- To suggest changes in teaching & QMS process.
- Any other duties assigned by the higher authority time to time.
- To configure learning objectives for the subjects & topics/units.
- To suggest quality objective measuring tools & accordingly changes in teaching process.





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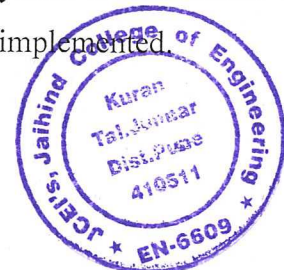
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.

Assistant Professor

- To plan prepare for the topic wise teaching activity.
- To complete the teaching program and laboratory sessions within the specified time.
- To evaluate the answer sheet.
- To develop resource material and laboratory development.
- To submit monthly attendance report to HOD.
- To interact and counsel with students.
- To take actions on defaulter student in discussion with HOD and Principal.
- To suggest changes in teaching & QMS process.
- Any other duties assigned by the higher authority time to time.
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.

Lab Assistant

- To prepare the lab before the session.
- To rectify the problem with the help from external agency or maintenance department.
- To ensure proper maintenance of lab equipment.
- To maintain the Dead Stock Register.
- To assist lab I/C & lecturer for smooth function of lab.
- To arrange & set the instruments before start of practical session.
- To maintain attendance of student for Practical.
- To suggest the changes in QMS.
- To recommend the lab requirements.
- Any other duties assigned by the higher authority time to time.
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.
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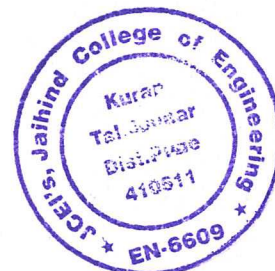


Peon

- Opening & closing of department.
- Cleanness, sweeping department.
- Help during the examination.
- Cleaning of instruments.
- To circulate notice & other documents given by higher authority. (Teaching / Non Teaching).
- To display & remove the notice from notice board.
- Any other duties assigned by the higher authority time to time.
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.

Workshop Superintendent

- Planning scheduling, organizing, coordinating and monitoring of workshop classes and tasks. Prepare theoretical and workshop instructions.
- Design, develop and test instructional materials (process sheet and Job drawing).
- To allocate work among Instructors.
- To finalize the material, tools and instrument requirement for the year.
- To plan for maintenance of machinery.
- To decide the quality objectives for workshop.
- To take actions against nonconformity observed in the workshop systems.
- To select the service provider in case maintenance work is outsourced.
- To ensure that the processes are delivering their intended outputs.
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- To ensure the promotion of student focus throughout the department.
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Registrar and Section Head

- To monitor and control activities in student and examination section.
- To take actions on the nonconformities observed in administrative sections.
- To ensure that the processes are delivering their intended outputs.
- To report on the performance of the quality management system and on opportunities for improvement to top management.
- To ensure the promotion of student focus throughout the department.
- To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Student Section Clerk

- To carry out correspondence with University, DTE and other authorities involved in admission procedure.
- To obtain approval to admission from the authorities.
- Issue leaving certificate, appearing certificate and bonafide certificate.
- Any other duties assigned by the higher authority time to time.
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.
- To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Scholarship Section Clerk

- To carry out correspondence with DTE and other authorities involved in scholarship procedure.
- To communicate with students on all scholarship related matters.
- To get the scholarship forms filled from the students and send to the relevant authorities.
- To process the student scholarships.
- Any other duties assigned by the higher authority time to time.
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.
- To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.





examination section Clerk

- To display the notice related to examination.
- To submit filled up examination form and examination fees to university.
- To make arrangements for smooth conduct of examination.
- To prepare subject wise and course wise result summary.
- To control reevaluation and verification of marks process.
- Distribute mark sheet.
- Any other duties assigned by the higher authority time to time.
- To ensure that the processes are delivering their intended outputs.
- To ensure the promotion of student focus throughout the department.
- To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Librarian

- General Administration
- Monitor and controlling overall functioning of the library.
- Carry out book purchasing, periodical subscription.
- Planning and developing the library.
- Carry out stock verification periodically.
- Define and communicate rules for the library.
- To ensure that the processes are delivering their intended outputs.
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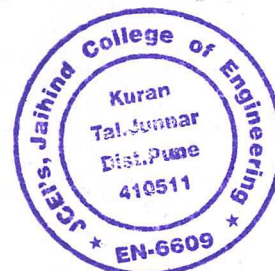
DTE Code - EN6609

TPO

- To maintain student database related to academic performance in soft format.
- To coordinate with the companies for registration.
- To Liaison with companies and student on the matters related to placement procedure / recruitment.
- To obtain feedback from placed student and companies in soft format.
- To conduct Entrepreneurship development program activities.
- To plan training for soft skill development of student.
- To ensure that the processes are delivering their intended outputs.
- To report on the performance of the quality management system and on opportunities for improvement to top management.
- To ensure the promotion of student focus throughout the department.
- To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Store In charge

- To verify the received material against the purchase order.
- To take actions on received defected material.
- To preserve the material in stores.
- To maintain stock records.
- To control issue of material.
- To carry out physical stock verification once in six months.
- To ensure that the processes are delivering their intended outputs.
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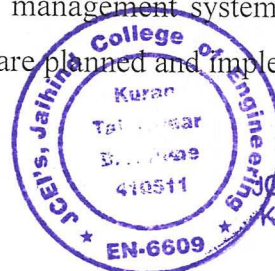
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Chief Rector

- Establishing rules and regulation for maintaining discipline in the hostel.
- Monitoring of overall functioning of the hostel.
- Initiate suitable actions on the nonconformities observed in the hostel functioning.
Obtaining feedback from students.
- To ensure that the processes are delivering their intended outputs.
- To report on the performance of the quality management system and on opportunities for
for
- Improvement to top management.
- To ensure the promotion of student focus throughout the department.
- To ensure that the integrity of the quality management system is maintained when
changes to the quality management system are planned and implemented.

Rector

- To maintain discipline in the hostel.
- To ensure basic amenities in the hostel are provided.
- To take rounds in the inside and surroundings of hostel premises to ensure cleanliness,
proper
- Sanitation etc.
- To attend complaints of student.
- To maintain conducive atmosphere for studies in the hostel.
- To coordinate between hostel staff.
- To monitor hostel staff for their regularity and punctuality.
- To ensure follow up and implementation of policy matters strictly.
- To ensure that the processes are delivering their intended outputs.
- To report on the performance of the quality management system and on opportunities
for improvement to top management.
- To ensure the promotion of student focus throughout the department.
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Code of conduct



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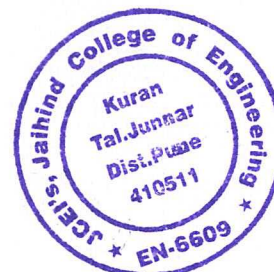
CODE OF CONDUCT FOR STUDENT

- All students admitted to the Institute are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the Institute authorities.
- Proper observance of Institute's discipline, good conduct and participation in Curricular, Co-Curricular, and Extracurricular activities are important for successful graduation and bright future of the students.
- Student should be punctual and should maintain discipline in the college
- Student should wear Institute uniform on the days as instructed by the Institute.
- Students maintain at least the minimum attendance as specified by the University norms.
- Student is advised to utilize facilities available in our college properly
- Student should maintain cleanliness in the campus
- Student is advised to participate in all the programmes and activities conducted by the college
- Ragging is strictly prohibited. Students found guilty of ragging are liable for punishment
- The students should not participate in any antisocial activity or should not get involved in any kind of illegal activities
- Students should not circulate among the students or paste on notice-board any kind of notice, without the written approval from the Principal
- Student is not allowed to use mobiles in the classroom and library
- Student should protect property of the college
- Student should not remain absent without prior permission
- Students must carry his/her identity card while in the campus and also outside the campus while representing the Institute
- Students should read the notices put on the notice board of Institute, department and office regularly
- Students must check the emails sent by the Institute daily as all the important notices from office/exam section are sent on Institute e-mail



**CODE OF CONDUCT FOR TEACHER**

- Teacher must be punctual and regular in teaching work
- Cooperate with the head of the Institute/Department and colleagues for curricular, co-curricular and extracurricular activities
- All Teachers must be sincere and regular in their approach and devote their time and their best efforts for the progress of the Institute
- Teacher efforts should be dedicated towards enhancing the overall quality of the education
- The teacher should regularly update his/her knowledge by attending FDPs and STTPs and keep pace with the advent of technology
- The teacher should engage in research and development activities by working on research projects
- The teacher should increase the use of ICT tools to enrich the teaching –learning process
- The teacher should interact with industries with an aim to intensify industry institute interaction
- Teacher should maintain dignity and decorum of the post.
- Teacher should perform his or her duty honestly.
- Teacher should actively involve with the students in co-curricular and extracurricular activities
- Teacher should inculcate patriotism and discipline among students
- Teacher should avail leaves with prior intimation and approval
- Teacher should work towards betterment of the Institution
- Teacher should be available for consultation to students
- Teacher should not remain absent from duties without prior permission
- Teacher should not engage directly or indirectly in any trade or business





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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination
- Administrative staff should be well versed in e- administration
- Administrative staff should behave politely and compassionately with parents/guardians
- Administrative staff should develop co-operative and friendly relationship with faculty members
- Administrative staff should perform all professional activities through proper channels
- Administrative staff should not involve in unethical practices
- Administrative staff should not remain absent from duties without prior permission
- Administrative staff should not engage directly or indirectly in any trade or business





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CODE OF CONDUCT FOR NON TEACHING STAFFS

- Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
- No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
- The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
- The staff should treat the students with care and kindness, and maintain their dignity.
- It is responsibility of every staff to meet the required standards for every assigned task.
- The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
- The staff should take care and protect the equipments and property of the Institute, in general, assigned to him/her.
- No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
- Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
- In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal.
- The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.





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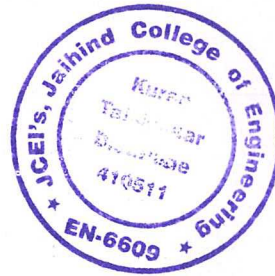
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CODE OF CONDUCT FOR UNSKILLED EMPLOYEES (Peons/Sweepers)

- Unskilled employees should give importance to cleanliness of the institution
- Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff
- Unskilled employees should develop co-operative and friendly relationship with faculty members
- Unskilled employees should not involve in unethical practices
- Unskilled employees should not remain absent from duties without prior permission
- Unskilled employees should not engage directly or indirectly in any trade or business




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