

## **Organization, Functions and Duties:**

The Principal of the College is the Administrative and Academic Head of G.M. Momin Women's College and he exercises control and supervision over all aspects of admission, teaching and conduct of college and University examinations, with the assistance of the teaching, administrative and other staff under his control.

There are:

1. Associate Professors
2. Assistant Professors
3. Librarian
4. Office Superintendent
5. Head Clerk
6. Senior Clerk
7. Junior Clerks
8. Library Clerk
9. Laboratory Assistants
10. Laboratory Attendants
11. Library Attendants
12. Peons

## **The Powers & Duties of Officers & Employees**

### **➤ Duties Responsibilities and Powers of Principal**

Subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra, the Principal as an Principal Executive, administrative and academic Head of the College shall be responsible for:

1. The Academic growth of the College.
2. Participation in the teaching, research and extension programmes of the College.
3. The assisting in planning and implementation of academic programmes for enhancing the academic competence of the Faculty Members.
4. Admissions of students and maintenance of discipline of the College.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the college, college library, laboratories, and computer rooms etc.
7. The observance of the provision of the Accounts Code.
8. The correspondence relating to the administration of the College
9. The administration and supervision of curricular, co-curricular /extra-curricular/student's welfare activities of the college and maintenance of records.
10. The observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the UGC, Education Department of Government of Maharashtra and University of Mumbai from time to time.
11. The Supervision of College and University examinations, setting question papers wherever required, assessment and moderation of answer papers and such other work pertaining to the examinations.
12. The Assessing of reports of teachers and maintenance of service books and of other records of the College.
13. Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

## **Code of Professional Ethics for Teachers**

### **A) TEACHERS AND THEIR RESPONSIBILITIES**

**Any person who takes teaching as profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. The teacher is constantly under scrutiny of students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his /her precepts and practice. The national ideals of education which have already been set forth and which he /she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers shall be calm, patient and communicative by temperament and amicable in disposition. Teachers are expected to:**

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and their profession through them.
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and College examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

### **B) TEACHERS AND THE STUDENTS- Teachers are expected to:**

1. Respect the right and dignity of the students in expressing his/her opinion
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their Personalities and at the same time contribute to community welfare
5. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainments of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

### **C) TEACHERS AND COLLEAGUES-Teachers are expected to:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated and malafide allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

### **D) TEACHERS AND AUTHORITIES-Teachers are expected to:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
3. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
4. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
5. Give and expect due notice before a change of position is made
6. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

### **E) TEACHERS AND NON-TEACHING STAFF:**

Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

### **F) TEACHERS AND GUARDIANS**

Try to maintain contact with the guardians of their students, send reports of their performance to the guardians wherever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **G) TEACHERS AND SOCIETY**

1. Recognize that education is a Public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
4. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.**

### **➤ Registrar (Head of the Non-teaching Staff):**

1. The Registrar shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and Sections and take such measures as he deems fit to regularize and to improve the working of the College.
2. The Registrar shall have the power to issue warnings, reprimands, and memos to the non-teaching employees subject to the approval of the Principal.
3. The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
4. The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
5. The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.
6. The registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and /or are not in the interest of the Institution/College.
7. The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding course being conducted, examination and admission rules and such other allied matters of importance nature.
8. The Registrar shall sign letters issued from the College office of a routine nature.
9. The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
10. The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
11. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

➤ **Superintendent:**

1. The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
2. He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any
3. He shall issue Memos and reprimands to erring non-teaching employees, subject to approval of the Principal. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absents, by issuing warning in writing and recommending to the Registrar /Principal to take disciplinary action, in case the same employee shows no improvement.
4. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any , against the staff subordinate to him, in the College.
5. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
6. He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. Concerning his section.
7. The Superintendent shall personally look into the court cases concerning the College and obtain orders from the Registrar/Principal wherever necessary. The Superintendent shall mark and distribute letters in the name of dealing assistant or to Heads of the Departments in the College. He shall exercise check on and follow up letters received from the Government, University Grant Commission, University, and Management etc.
8. He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and implication etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
9. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
10. The Superintendent shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Registrar or the Principal. He shall sign letters issued from the college office of routine nature.
11. The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the Principal.
12. In case the post of Registrar does not exist in a college, the superintendent shall perform duties and shall be used with the powers of the Registrar.
13. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

➤ **Accountant:**

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

➤ **Head Clerk or Deputy Accountant:**

1. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
2. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
3. He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
4. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
5. He shall train the members of his department and provide guidance to all.
6. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
7. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
8. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behavior of the staff under him.
9. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
10. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
11. He shall submit notes or drafts for approval of the authorities thorough the Superintendent.
12. He shall attend to audit queries and reply to audit reports, and also submit necessary statement of accounts.
13. He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.

14. He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
15. If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.
16. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

➤ **All other non-teaching staff:**

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff. Not with standing anything contained above, the Vice – Chancellor shall direct the Principals to assign duties to the employees in respect of conduct of University examinations/admissions etc. during the time of exigencies and the work related to Seminars, conferences etc. undertaken at the University level.



## **Librarian:**

The Librarian's post is a teaching post. The job responsibilities of a Librarian are as follows:

1. Planning new services for the Library.
2. Making rules for the Library
3. Acquisition and Gift books selection
4. Classification
5. Catalogue entries- checking & keywords
6. Software for Library
7. Library committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours
19. Honors in Library Science
20. Training Staff
21. Any other work assigned by the Principal from time to time

## **Assistant Librarian:**

The job responsibilities of an Assistant Librarian are as follows:

1. Gift Book Processing
2. Catalogue –Date entry
3. Library Notices- Drafting , putting up notices on the Library Notice board
4. Displays
5. Binding of Books & Journals
6. Journals- General supervision
7. Discipline in the Library
8. Solar System & Panel
9. Library Clearance
10. Correspondence – Print & Dispatch
11. Library Maintenance – Liaison with Administrator
12. Hardware & Network – Liaison with Knowledge Centre
13. HRD day to day
14. Library Statistics
15. Library Membership
16. Summer Cleaning administration
17. Weeding out
18. Reference
19. Printing of spine/ book/ Barcode Labels
20. Library Orientation Tours
21. Any other work assigned by the Librarian from time to time

## **Library Clerks:**

1. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
2. Display of recent arrivals of books, binding of old books
3. Plastic binding of new books, printing of Journal Labels
4. Library Shelf/ Stack guides
5. Library Membership
6. Printing of Spine/ Book/ Barcode Labels
7. Stationery – Purchase & Distribution
8. Printing of Stationery & Circulation
9. Liaison with Administrator
10. Liaison with Knowledge Centre
11. Circulation- Overdue books-phone reminders
12. Multimedia Management
13. Assisting Librarian in Acquisition work
14. Typing & Other Assistance to Librarian
15. Any other work assigned by the Librarian from time to time

## **Library Attendants:**

1. Issue /Return of Books
2. Writing statistics of issue /return
3. Label pasting (Spine, Books & Barcode)
4. Shelving of Books & Dusting
5. Shelving of Journals
6. Summer cleaning
7. Physical Verification of Books
8. Any other work assigned by the Librarian from time to time