



**G.E.SOCIETY'S**  
**N.B.THAKUR LAW COLLEGE,**  
**PRIN.T.A.KULKARNI VIDYA NAGAR**  
**NASHIK – 422005**

**MANUAL 2**

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**Powers and Duties of the Officers of the College,**  
**The right to information Act, 2005**  
**Under Section 4(1)(b)(ii)**

**Principal:**

- Principal is the main authority to take decision in the following matters although these responsibilities can be taken care by the subordinates.

**Responsibility**

- Providing Academic and Administrative Leadership, assisted by HODs, Co-ordinator, and Senior Functionaries of the College.
- Calling Meetings of the Functionaries concerning issues related to various teaching and administrative activities.
- Establishing Quality Policy and Objectives.
- Chairperson for Management Reviews, Quality System, Operation and review of Quality System Tie-ups and liaison with the University.
- Head of the purchases committee for budgetary purchase and contingency purchases.
- Marketing, Advertisement and publicity of the College if required.
- Communication with the University and external departments about the latest courses and services available.
- Head and decision-making authority for all the committees in the College.

**Authority**

- Presiding over the meeting of the HODs and other functionaries concerning issues related to various teaching and administrative activities.
- Assigning the responsibilities for the various functions amongst the faculties and supporting staff at the college level and seek accountability.
- Sanction leave to the HODs, Faculties and other administrative functionaries.
- Approve salary slips of the complete establishment.
- Hold and issue all quality records through College Heads and to ensure that obsolete documents are retrieved and disposed off as per procedure.
- Recommending appreciation / disciplinary action for the faculty, supporting staff and students.
- Assign responsibilities of the laboratories and other College/work amongst the faculty and supporting staff.
- The responsibility and authority of the following office bearers of the college are communicated to them by the Principal through circulars.

**Vice-Principal:**

- The Vice-Principal shall, in the absence of the Principal, assume the duties and responsibilities of the Principal.
- Other duties of the Vice-Principal shall be those worked out by mutual agreement with the Principal.

**LIBRARIAN**

- Plan and monitor Library budget for books/journals.
- Maintain and up keep of library record and facilities.
- Communicates with the Principal and HODs and outside agencies in the matter related to library.
- Facilitates the faculty, supporting staff and the student for maximum utilization of library facilities.
- Issuance of Identity Card/Library Card
- Providing assistance in computerization of Institute activities.

**COLLEGE EXAMINATION OFFICER:**

- To act as a Custodian of all examinations conducted in the college.
- To keep constant contact with university authorities for smooth planning of examinations
- To act as per directives issues by the Department of Examination of University
- To guide all concern persons regarding planning of examination.
- To guide college students regarding various issues on examination.
- To accept stationery from the university to maintain and utilize the same properly
- To communicate regarding all unfair means cases to the University

**FACULTY**

- Providing Academic leadership in relevant field of specialization.
- Curriculum development and developing course material.
- Design and development assistance to principal in new programmes.
- Student counseling and interactions. Continuing education activities.
- Parents meeting and report of the student activities to parents and to College management.
- Subordinate of the heads or senior teachers.

### **Office Superintendent**

- Acts as a subordinate of Principal and manages all activities of the Office.
- Overall supervision of office work
- Maintains service books of complete establishment.
- Administers personnel matters of complete establishment.
- Complete operation and functioning of stores.
- Identification of Prospectus, books, Forms for admission and others in the store and maintain receipt cum inspection report entry in stock about issue and receipts.
- Issuing of educational materials and entry in stock register.
- Issuing of material as far as possible on FIFO (First in First out) basis.
- Maintenance of Machinery.
- Inspection of all incoming material and return or disposal of non-confirming material.
- Maintenance of approved list of suppliers, and invite quotations for the purchase.
- All other office related activities or record keeping of all transactions.
- Management or results and new admissions in the College.
- College maintenance staff: As per the subordinate of administrative officer these members of the staff do the following activities: Gardening activities for greenery., Maintenance of all electrical and electronic gadgets, furniture and fixture of the College.

### **ACCOUNTS**

- Collection of fees and other dues from students
- Distribution of salaries, Payment of due bills and all other financial activities
- Maintenance of approved list of suppliers, and invite quotations for the purchase
- All other office related activities or record keeping of all transactions
- Management of new admissions in the Institute
- Update all the student record of accounts.
- Issue of role number to students and other matter related to admission and examination.
- Sale of prospectus and its accounting.