

KCE Society's Post Graduate College of Science, Technology & Research, Jalgaon

Code of conduct for Administrative & other staff

Designation	Code of conduct
ADMINISTRATIVE STAFF	<ul style="list-style-type: none"> • Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with that Department. • Staff should take additional responsibilities if required as assigned by Principal.
ACCOUNTANT	<ul style="list-style-type: none"> • Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports. • Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements. • Accountant should establish tables of accounts, and assign entries to proper accounts. • Accountant should report to the Principal regarding the financial status of the college at regular intervals. • Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards. • Accountant should provide all the necessary account statements and documents for various committees and departments of the college. • Accountant should provide all necessary accounting documents and financial statements for yearly account audits.
CLERK	<p>STUDENT SECTION</p> <ul style="list-style-type: none"> • Ensure the eligibility of the students and prepare related documents to submit them to KBC North Maharashtra University, Jalgaon within prescribed time limit. • Ensure the student document verification by KBC North Maharashtra University, Jalgaon within time limit • Submit the student Prorata, eligibility and student insurance to KBC North Maharashtra University, Jalgaon • Ensure timely submission of examination forms to KBC North Maharashtra University, Jalgaon • Ensure caste certificate/caste validity from concern divisional office • Provide all necessary student data to prepare various committee reports <p>TEACHER SECTION</p> <ul style="list-style-type: none"> • Clerk should maintain service book of all staff of the college. • Clerk should maintain college level/department level all document files. • Ensure online entry of university marks by HOD's and teachers • Ensure about export of online marks on university (MKCL) portal.

LAB ASSISTANT	<ul style="list-style-type: none"> • Lab assistant should help the HOD of the respective department to carry out the lab related work. • Lab assistant should maintain attendance register
LAB ATTENDANT	<ul style="list-style-type: none"> • Lab attendant should help the lab assistant to carry out the lab related responsibilities. • Lab assistant should keep the setup ready before conduct of the practical. • Lab assistant should ensure the cleanliness of laboratories.
PEON	<ul style="list-style-type: none"> • Peon should report the college half an hour before the college time. • Peon should maintain cleanliness of laboratories, class & staff rooms and office. • Peon should do all the work assign by the Head of the department and other staff members. • Peon should not leave the office until and unless the higher authority permits.