

OFFICE PROFILE

For the smooth conduct of the education system a hierarchical structure is followed in the administration, well known Progressive Education Society under the able leadership of Dr.Gajanan Ekbote, Chairman manages Modern College of Arts Science & Commerce , Ganeshkhind, Pune – 411 053. The governing body (Business Council) is the highest body of the administration. There is separated local managing committees are appointed to look into the management of various parts/matters of the college.

The principal of the college is the heads both the academic as well as the administrative section and overall in charge of the college. Vice-principals for each stream are appointed to assist the principal; in smooth functioning of the administration system and to enable the smooth conduct of academic programs of the college.

Administrative office is the soul of every successful institute College office mainly looks into the matter related to admission, eligibility, students aid, scholarships, accounts, university, and examinations etc, It provides clerical support required for maintaining records for interaction with government, university, parents, students teachers and management.

The Principal's office is the coordinator of the work system. An office is responsible for planning, organization, and controlling the clerical aspect of the organization, including the preparation, communication, coordination and storage of data to support students, teachers and other important operations of the college. Often they also engage in marketing. Also, their tasks are to monitor the work processes and to evaluate the outcome. The outcomes of work are intended for what can be called the final receiving system, as for instance, students, teachers, and other departments.

Furthermore, office role is to coordinate on the front and by issuing various assignments. They usually lead or manage a team of secretaries or administrative clerks. And they take care of the assignment of tasks within the department, but the more complex tasks tend come to their desk.

Followings are the important functions of the office.

- Budget development and implementation
- Purchasing
- Human resources
- Accounting
- Printing
- Records management
- Forms management
- Payroll
- Facilities management
- Space management
- Risk management

- Grants administration
- Affirmative action and equal employment opportunity
- Information technology and telecommunications
- Monitoring the management of health and safety in the college office
- Assisting Head of the Department in identifying health and safety needs in their departments
- Responsibility for the day to day running of the office

Office Infrastructure:

A] FURNITURE:

The college has well equipped administrative office admeasuring about 1105 sq.ft. It is especially designed to the convenient of the student. The counter for the students is designed in such a manner that helps to the students to get them to the concerned clerk of that specific work. Separate counters are made as per the faculty such as Commerce, Arts & Science. Due to this specification, classification and keeping of records related to the students can be made suitable. Separate tables are given to Head Clerk, Sr. Clerk and Accountant. There are separate cabins for Superintendent and Cash. Cash cabin is made for the safety of the cash in hand and maintenance of cash record. Superintendent cabin is made for storing official record of the college, attending parents, guests and for the coordination, meeting and overall controls on administrative activities of the college. Provisions of Computers, printers, scanner, and fax and Xerox machines are made to the furniture of the office. Office is fully air-conditioned to create the efficiency of the administrative staff.

B] OFFICE EQUIPMENTS:

The office is totally computerized and well equipped by the different advance office machines like computers, scanners, printers, fax, digital camera, laptops, USB modems and Xerox machine. Office has a separate internet connection. Quantitative list of office equipment present and in working condition in office are as follows.

Sr.No.	Particulars	Nos
1	Computers	12
2	TVS Dot Matrix Printers	2
3	H.P.Deskjet Printers & Scanners	2
4	Laptops	2
5	Xerox Machine	2
6	Split A.C.	7
7	Fax	1
8	60KV Kirloskar make Genset	1

9	Water Purifier	1
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All departments are connected by telephone [Intercom System] for departmental and office correspondence.

All such infrastructure and facilities are given for creating and maintaining the efficiency of the staff and for the convenient of the student. Atmosphere in the office is maintained clean and healthy which will create efficiency of the staff members. Interior design is made more beautiful by making fall ceiling and decorative lights in it.

C] OFFICE STAFF:

The office of the college is full of young and efficient and qualified administrative staff which helps the students more efficiently and cordially. All the administrative staff is computer literate due to this it is possible to do the work more efficiently quickly and accurately. The college is running granted and no granted basis. The post wise details of administrative staff are given in the following table.

Sr.No.	Post	Nos
1	Office Superintendent	1
2	Head Clerk	1
3	Senior Clerk	2
4	Junior Clerk	6
5	Peon	17

The overall non-teaching laboratory & Library staff appointed is given in the following table

Sr.No	Post	Nos
1	Laboratory Assistant	6
2	Laboratory Attendant	9
3	Hardware Engineer for Computer Lab.	1
4	Liberian	1
5	Library Clerk	1
6	Library Attendant	5
7	Peon	2

The process of the office starts from the admission of the students and end with leaving of the students from the college. In between it works under different ground like admission, Accounts, eligibility, affiliation, Exam Work, Data Entry of different registers like of Fees Register, Permanent Registers, sanctioned and information to the student's different types of scholarships and free ships etc.

The overall structure of the administrative office is as under:

❖ **Office Staff**

- Principal
- Registrar
- Office Superintendent
- Head Clerk
- Senior Clerk
- Junior Clerk
- Peon

❖ **Laboratory Staff**

- Head of the Department
- Instructors
- Lab.Assistant
- Lab.Attendent
- Peon

The duties and responsibilities of the non-teaching staff are fixed in such manner to obtain maximum discipline and system in the overall performance of the administrative staff. The brief details of the same are as follows.

1] Superintendent:

- To receive and to initial and date each receipt in token of having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
- To deal with letters which he himself can dispose of without the assistance of the principal and those letters which in his opinion are important enough to be seen by the higher authorities at the initial stage or on which he desires their instructions.
- To mark and distribute the letters in the name of dealing staff members.

- To exercise check and follow up of letters received from the government, UGC, Director and Joint Director of Higher Education, University and Management of P.E.Society.
- To drafts notes and independently deal with cases which are our routine in nature, draft notes essentially with reference to relevant rules, regulations precedence and implications etc. on special cases and submits to principal and gives interim replies.
- To point out mistake or misstatement, if any and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the member of the staff working and inform the principal about the late attendance, absentees etc.
- To scrutinize notes/cases submitted by the sub-ordinate staff, put his own remark/suggestions, if any and submit the same to the principal as the case may be.
- To attend the meeting and take follow-up action.
- To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- To give instructions regarding destruction of old records according to the directives of H.O.D. and principal.
- To attend to such other work as may be given with the approval from the principal.

2] Head Clerk:

- To exercise, check and to follow up the incoming letters received from the university, departments, colleges and students.
- To point out mistake or misstatements if any and draw attention wherever necessary to the statutory or customary practice and point out rules wherever are the concerned.
- To submit various grant proposals/notes/drafts for approval through the Superintendent.
- To scrutinize notes/cases submitted by the subordinate staff, put his remark/suggestions if any and submit the same to the Superintendent.
- To ensure prompt dispatch of letters.
- To arrange filing of the papers and arrange files in order year wise and subject wise.
- To open maintain service book/new files-note books do copying work/rubber stamping and to attend to all types of administrative/ clerical work.
- Attending various committees and meeting with superintendent.
- Overall work related to Pune University.

3] Senior Clerk:

- To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the principal.
- To acknowledge letters received.
- To maintain different registers, forms etc.
- To keep note books to watch timely disposal of urgent papers.
- To prepare routine letters /replies for approval where noting is not required issue reminders.
- To maintain daily work sheet, and to submit weekly arrears report to the superintendent and head clerk.
- Any other work assigned from time to time with the approval of the Superintendent and Head Clerk.

4] Accountant:

- To ensure proper attendance of staff working under him.
- To ensure that the various payments made from the Pune University funds are within budget provision and with the sanction of competent authorities.
- To attend to correspondence with State, Central Government/UGC and management with the assistant of the cashier, assistant and superintendent.
- To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non- revenue accounts appearing in particular account of fund are reconciled with help of superintendent.
- To attend audit queries and to reply audit report. To submit necessary statement of accounts.
- To recover various grants from university and state government and central government etc.
- To write various books of accounts such as ledger, salary register, income tax etc.
- To ensure filing of vouchers and papers.
- To prepare bills for payment.
- To prepare various returns with the help of superintendent.
- To report to the superintendent about any mistake noticed by him in books of accounts.
- To attend to such other work as may be assigned to him with the approval of the Superintendent from time to time.

5] Junior Clerk:

- To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the principal.
- To acknowledge letters received.
- To maintain different registers, forms etc.
- To keep note books to watch timely disposal of urgent papers.
- To prepare routine letters /replies for approval where noting is not required issue reminders.

- To maintain daily work sheet, and to submit weekly arrears report to the superintendent and head clerk.
- Any other work assigned from time to time with the approval of the Superintendent and Head Clerk.
- To prepare daily inward/outward registers.
- To prepare various register like permanent registers, fees register etc.
- Any other work assigned from the Superintendent, Head Clerk and Superintendent.

6] Cashier:

- To maintain daily cash book.
- To handle daily cash receipts and payments.
- To report to principal and superintendent about daily cash balances.
- To control overall cash balance with the help of Superintendent.
- To make various payments relating to college and university exam.
- To prepare university exam bills and making payments and preparing exam bills statement.
- To submit exam statement to university and getting various funds from university and exam bills.
- To get audited exam accounts statement.
- To make the payments and receipts of various scholarships etc.
- Making various bank entries.
- Preparing sale of admen. Forms, eligibility forms and exam forms registers.
- Preparing of students deposits receipt and payment register.
- To prepare bank reconciliation statement.

For effective management of the non-teaching staff it is necessary to make the proper division of work to avail greater efficiency and accuracy in administrative work.