

## **Duties and Responsibilities:**

### **1. Director –**

The Board shall have a Director who shall be appointed by the Govt. from amongst the Joint Directors of technical education of the Govt. having minimum experience of not less than two years in the posts of Joint Director or the post equivalent thereto.

#### **Duties and Responsibilities:**

1. To work as a Chief Executive Officer of the Board.
2. To develop perspective Development Plan of the Board.
3. To ensure that the provisions of the act and the regulations and bylaws made there under, are faithfully observed, and he shall have all powers necessary for this purpose.
4. In an emergency which, in the opinion of the Director, requires that immediate action should be taken, the Director shall take such action as he deems necessary and shall thereafter report his action to the Board at its next meeting.
5. The Director shall exercise such other powers and performs such other duties as may be prescribed.
6. To act as a Member Secretary for Governing Council & Governing Board
7. To act as a Chairman of Academic Committee & Finance Committee
8. Provide policy- support, resource & guidance to the Secretary for managing non-plan Activities.
9. Providing policy-support, resource support & guidance to teams for developmental works, academic projects etc.
10. To act as a Chairman of the Examination Committees of autonomous polytechnics in Maharashtra.
11. To comply the queries, directives, instructions of the Central Govt., State Govt., AICTE, Pharmacy Council of India & other concerned councils.

### **2. Secretary –**

According to MSBTE Act 1997, Board shall have a Secretary to be appointed by the Govt.

#### **Roles:**

1. To assist Director in formulating policy for non-plan Activities.

2. To Act as Member Secretary for Academic committee & Finance committee.
3. To plan, implement & control all non-plan Activities with the help of internal units of the MSBTE & Regional offices.
4. To provide support & guidance to Public relations officer for development & maintenance of relations for information sharing through contracts, visits net & bulletins.
5. To work as a joint Drawing & Disbursing Officer of the Board.

**Duties and Responsibilities :**

1. It shall be lawful for the Secretary as the Principal administrative officer of the Board to regulate the work and conduct of the officers and other employees of the Board in accordance with the Act, Rules and Regulations. It shall be the duty of the Secretary to assess and evaluate the performance of employees and sections and take such measures as he deems fit to regularise and to improve the working of the Board.

2. The Secretary may suspend any of the employees if a prima facie ground exists for suspension, pending inquiry, subject to the approval of the Director/Board.

He shall have the power to issue warning, reprimands, and memos to the employees without the approval of the Director/Board.

3. In case of employees included in Class III and IV, the Secretary can take minor disciplinary action, suo-moto without the prior approval of the Director/Board
4. The Secretary may transfer any of the employees from the, Departments Section Unit of the Board to other Departments / Sections /Units as per the needs and exigencies of the office or can transfer the employees which can be termed as 'Routine transfer' to enable the employees to go through the diverse working of the Board department/ Sections/ Units. It shall be the duty of the

Secretary to change the working hours/days of the Board employees or of the Unit/Section or the Department.

5. The Secretary shall have the powers to take disciplinary action against the staff working in the Board. Ordinarily such disciplinary action shall be, taken with the recommendation of the concerned head of the Department / Section.
6. The Secretary may recommend the disciplinary action to be, taken against the Teaching & non-teaching staffs of the affiliated Institution working on behalf of the Board during examinations etc., on the recommendation and in concurrence with the Principal of the affiliated Institution.
7. It shall be the responsibility of the Secretary, subject to the control of the Board, to enter into agreement, sign documents and authenticate records on behalf of the Board.
8. He shall be responsible for to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or an institutions alleged to have committed malpractices with a consent from Director.
9. He shall be responsible for to take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractice in relation to the examinations;
10. (a) The Secretary shall be the custodian of the records, the common seal and such other property of the Board as the Board may commit to his charge;

(b)The Secretary shall ensure, under the control and direction of the Director, the proper organisation and conduct and examinations and other tests, and the declaration of their results; and

(c)The Secretary shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Director.

11. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.

### **3. Deputy Secretary –**

**Dy. Secretary will have to work in any of the section.**

#### **Duties and Responsibilities :**

1. The Deputy Secretary will be the in charge of Section/Unit/Department and shall be personally responsible for the smooth conduct and working of his section for the allotment of work to the subordinates who shall be directly responsible to him.

2. He shall have to maintain and review the annual confidential reports of the officers and employees directly working under him, review the confidential assessment reports given by the subordinate officers and submit them to the Joint Secretary within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money his section spend. He shall submit periodical returns and reports, and must prepare the budget for his section every year and place it for the approval of the appropriate authority.

3. He shall carry out his 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.

4. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, deeds etc. concerning his section.

5. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.

6. Any other work assigned to him from time to time by Director / Secretary.

#### **4. Assistant Secretary –**

##### **Duties and Responsibilities :**

1. The Assistant Secretary shall perform the duties as may be assigned to him from time to time, by the Director, Secretary, Joint Secretary, Deputy Secretary. Where the Assistant Secretary is working as a Head of the Section, he shall have the powers and responsibilities analogues to the powers assigned to the Deputy Secretary above.

2. He shall be in charge of the units/sections and shall be responsible for their normal and smooth working.

3. He shall look after day-to-day work of the Section/Unit of which he is in charge as per the instruction from the higher authorities from time to time.

4. He shall be responsible for planning and scheduling of the entire work of the section unit department well in advance and shall take the periodical reviews of its execution.

5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time-dimension in respect of each of the jobs so assigned where the norms are not laid down.

6. He shall ensure and maintain proper co-ordination and follow up with other Department Unit/ Section and shall be very accountable for follow up actions on the decisions given by the Board authorities.

7. He shall be responsible for smooth and efficient running working of the section / unit / department and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure

8 He shall ensure that the cases/ letters requiring immediate and urgent disposal are dealt with immediately.

9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section / unit / department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.

10. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item for consideration of the Governing Council/Board for other authorities / bodies of the Board.

11. He shall keep exhaustive and self-contained notes of important papers pass down and keep track of their movements till final disposal and also consider the proceeding of the work.

12. He shall exercise' constant vigilance which is sine/quanon of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.

13. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Secretary through Deputy Secretary. The Assistant Secretary shall also issue warning, in writing, to the staff working under him

from time to time and report the cases of erring employees to the Secretary through the Deputy Secretary for suitable disciplinary action.

14. He shall record verbal discussions, orders and instructions, which shall be, attested by the Secretary.

15. He shall hold meeting every fortnight with staff to discuss the arrears of work, procedural knot-points and other problems, which create bottlenecks in the quick disposal of cases of his unit/ Department.

16 He shall appraise the plan, which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner, shall show no discrimination on whatever ground, and would look after the welfare of the employees working under him.

17. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.

## **5. System Analyst –**

### **Duties and Responsibilities :**

1. The System Analyst shall perform the duties as may be assigned to him from time to time, by the Director, Secretary, Deputy Secretary.

2. He shall be in charge of the units/sections and shall be responsible for their normal and smooth working.

3 He shall look after day-to-day work of the Section/Unit of which he is in charge as per the instruction from the higher authorities from time to time.

4. He shall be responsible for planning and scheduling of the entire work of the section unit department well in advance and shall take the periodical reviews of its execution.
5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time-dimension in respect of each of the jobs so assigned where the norms are not laid down.
6. He shall ensure and maintain proper co-ordination and follow up with other Department Unit/ Section and shall be very accountable for follow up actions on the decisions given by the Board authorities.
7. He shall be responsible for smooth and efficient running working of the section / unit / department and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure
- 8 He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section / unit / department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
10. He shall keep exhaustive and self-contained notes of important papers pass down and keep track of their movements till final disposal and also consider the proceeding of the work.
11. He shall exercise' constant vigilance which is sine/quanon of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.



12. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Secretary through Deputy Secretary. The Assistant Secretary shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Secretary through the Deputy Secretary for suitable disciplinary action.

13. He shall record verbal discussions, orders and instructions, which shall be, attested by the Secretary.

14. He shall hold meeting every fortnight with section officers/ Assistant Section Officers to discuss the arrears of work, procedural knot-points and other problems, which create bottlenecks in the quick disposal of cases of his unit/ Department.

15. He shall appraise the plan, which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner, shall show no discrimination on whatever ground, and would look after the welfare of the employees working under him.

16. To formulate short, medium and long-term economic and operational plans on development of staff and on methods of automatic data processing designed to fit the corresponding plans for organizational revision.

17. To co-ordinate the operational, activity of computer centres with the work of testing and correcting new processes.

18. To ensure the operational procedures of computer center produce the best results obtainable from the processing method installed;

19. To ensure, the computer systems time is fully and most advantageously utilised

20. To take part in meetings of the management to keep up-to-date the problems and developments in the organization.
21. To look after and maintain system Design and the program for the existing system with all the documentations made up-to-date.
22. To undertake system development work for the modifications of existing systems or new additional systems.
23. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.

## **6. Accounts Officer**

### **Duties and Responsibilities:**

1. The Account Officer shall perform the duties assigned to him by the Secretary from time to time. He shall inform periodically the financial position of the Board to the Secretary/ Director, examine and ensure that the Board dealers etc. follow the Code and financial norms, prepare and present budget estimates with the help of staff. Prepare the budget and income expenditure statement, maintain all accounts and get them audited.
2. He shall be responsible for, the proper implementation of the financial transactions as per Accounts Code/ rules and regulation made in that behalf and monitor the finances of the Board as per the directions of the Board/Governing Council and place before Secretary / Director the financial position of the Board, such as its receipts, payments and cash balances from time to time.
3. He shall perform the duties as may be assigned to him from time to time, by the Director, Secretary.

3. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.

**7. Adm. Officer –**

**Duties and Responsibilities :**

1. The Administrative Officer in liason with other sections will collect information about staff requirements and plan accordingly. He will design the various processes for the recruitment, induction, career development and performance based assessment of staff and their promotions.
2. The Administrative Officer will be responsible for smooth functioning of establishment section.
3. He will plan the staff welfare programmes & activities such as staff trainings, cultural programmes to develop the positive attitude of the staff towards organization.
4. He will be responsible for maintaining service records of employees & matters related to retirement benefits of employees.
5. He will be responsible for staff evaluation, confidential reports & feedback to staff for improvements.
6. He will take necessary action against erring staff for maintaining office discipline.
7. He will supervise and control the available facility services such as telephone security, reception, liftman, housekeeping etc.

8. He will be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving all the documents, deeds etc. concerning his section.
9. He will collect the information from various sections/RBTE's that is required to be submitted to Govt./Legislative Assembly/Council from time to time.
10. He will look after the legal matters above establishment section in consultation with Secretary.
11. He will obtain necessary orders from Secretary on all policy matters unilaterally.
12. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.
13. Any other work assigned to him from time to time by Secretary/Director.

#### **8. Public Relations Officer –**

##### **Duties and Responsibilities :**

1. The Public Relations Officer shall be under the direct control of the Secretary and shall assist the Secretary in the matter as per needs.
2. He shall be responsible to ensure that the information relating to the Board is disseminated. He shall have to coordinate the provision of media for communication purpose, publicizing of social events, academic achievements of the Board as concurred by the Secretary.
3. He shall have to maintain the enquiry service for students; staff and also for visitors to the Board regarding courses being conducted, the examination and admission rules.

4. He shall have to forward information about the views and reaction of the community on the various Board decisions, feedback to review its existing programmed and plan for the future. He should keep liaison in institutions of academic/ research, Government research and development organisation or similar institutions and shall disseminate information through Periodicals, booklets, press advertisement and audiovisual media.
5. He shall have acquaintance with printing techniques.
6. He shall assist the Director / Secretary in calling and organizing press conferences as and when required by the Director /Governing Council.
7. He shall coordinate with various Section Heads.
8. He shall act according to the roles and responsibilities as mentioned in the MSBTE's Organization Structure as and when amended with the approval of the Governing Council.