



## Yashwantrao Chavan Maharashtra Open University, Nashik

### Duties and responsibilities of the Teachers and the Officers of the University

The University is self-financed university taking care of its financial requirements from the self-generated financial resources. The University has always strived to be self-sufficient in its financial requirements. The University utilises on sharing basis, the existing physical and manpower infrastructure available in the higher education institutions which are recognised as Learner Support Centers for running academic programs in Maharashtra.

#### 1. Academic Staff Members

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
1	Vice Chancellor	1	<ol style="list-style-type: none"><li>1. To lead the University by providing motivation to the staff for introducing various need based educational programs in the field of Humanities, Commerce Agriculture, and Technical etc.</li><li>2. To take the University to the masses by catering to the educational needs of poor, downtrodden and to those who could not complete their education in formal system of education.</li><li>3. To represent the University at National and International level and establish good rapport with various educational institutions and industrial and business world with the purpose of benefiting the learners for their educational and professional social and economic upliftment .</li><li>4. To enable learners get benefit of financial assistance of various schemes introduced and implemented by the State Government by implementing them in the University.</li><li>5. To democratise education by eradicating every obstacles in terms of age, economic condition, cast and creed of learners.</li><li>6. To provide research opportunities to the staff, learners of the University.</li><li>7. To make people accept and adopt the new technology in their day to day work, mould their mentality to serve the client of the University, accept and adopt the modern management techniques and practices so as to serve the learners in the best possible manner.</li><li>8. To adopt and implement those educational policies and practices in commensurate with the educational Vision, Policy of the Government.</li></ol>
2	Pro-Vice	1	<ol style="list-style-type: none"><li>1. To lead, guide and motivate Schools to introduce</li></ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
	Chancellor		<p>need based educational programs in their discipline</p> <ol style="list-style-type: none"> <li>2. To initiate, promote, tie-ups with industries and business world with the purpose of providing scholarships training to the learners in industries and business activities.</li> <li>3. To provide opportunities to girls, women to develop skills for taking up self employment activities and enable them stand on their own feet.</li> <li>4. To initiate and establish dialogue with the NGO working for education of girls, rural women, tribal people with the purpose of providing them educational opportunities.</li> <li>5. To motivate academic staff of the University to take up research projects and find out how the University can contribute in the academic, social, economic and moral development of the society</li> <li>6. To represent the University at the national and international level.</li> <li>7. To make every effort to benefit the learners of the University from various government schemes providing scholarships training enhancing entrepreneur skills and employability</li> </ol>
3	Professor	11	<ol style="list-style-type: none"> <li>1. To constitute School Council</li> <li>2. To plan new educational programmes.</li> <li>3. To get study material prepared in Self Instructional Format</li> <li>4. To prepare budget of the School</li> <li>5. To prepare evaluation pattern of the programmes</li> <li>6. To update content of the programmes</li> <li>7. To guide and assist the implementation strategy of the programmes and study centre identification.</li> <li>8. To represent the School in various bodies of the University.</li> </ol>
4	Associate Professor	25	<ol style="list-style-type: none"> <li>1. To constitute School Council</li> <li>2. To plan new educational programmes.</li> <li>3. To get study material prepared in Self Instructional Format</li> <li>4. To prepare budget of the School</li> <li>5. To prepare evaluation pattern of the programmes</li> <li>6. To update content of the programmes</li> <li>7. To guide and assist the implementation strategy of the programmes and study centre identification.</li> <li>8. To represent the School in various bodies of</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			the University.
5	Assistant Professor	31	<ol style="list-style-type: none"> <li>1. To co-ordinate Programs.</li> <li>2. To conduct meetings of course writers and editors.</li> <li>3. To carry out the process of Self Instructional editing's on the manuscripts of the books.</li> <li>4. To edit books from the language and Self Instructional angle and forward the same for first DTP copy.</li> <li>5. To act as a member of study center identification committee.</li> <li>6. To represent the School as a member of School Council, Academic Council and other bodies.</li> </ol>
6	Deputy Librarian	1	<ol style="list-style-type: none"> <li>1. To develop library by placing demand for books, journals, magazines as per the requirement of the School.</li> <li>2. To arrange Organize and maintain the library as per the standard procedures.</li> <li>3. To arrange the exchange of books to the readers.</li> <li>4. To maintain and develop reference sections.</li> <li>5. To prepare budget of the library.</li> <li>6. To subscribe for on line journals and other reading resources.</li> <li>7. To maintain reading section.</li> </ol>
7	Assistant Librarian	2	<ol style="list-style-type: none"> <li>1. To update list of journal, subscribed by the library.</li> <li>2. To contact Schools and provide information about arrivals of new books, journals, periodicals.</li> <li>3. To develop e-content through availability of books, journals, magazines.</li> <li>4. To collect information about new software meant for library Managements etc.</li> <li>5. To ensure smooth exchange of books, and effective functioning of the library.</li> </ol>

## 2. Non Academic Staff Members

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
1	Registrar	1	<ol style="list-style-type: none"> <li>1. To provide, implement and practice effective administrative setup in the University.</li> <li>2. To make arrangements for the recruitment of administrative and academic manpower of the University as per the rules and regulations of the Government and the UGC.</li> <li>3. To constitute the various bodies of the University like Board of Management, Planning Board, Finance Committee, Academic Council, Board Of Examination as per the rules and regulations of the Government and directions of</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<p>the Vice Chancellor</p> <ol style="list-style-type: none"> <li>4. To make arrangements for the evaluation of employees as per the rules and regulations of the Government and promote them after successful evaluation.</li> <li>5. To submit reports to the Government and related departments about the progress of the University to put up financial Proposals of requirement manpower requirement and permissions required from the Governments.</li> <li>6. To act as the custodian of the physical infrastructure of the University. To ensure effective administration in the University to serve the learners in the best possible manner.</li> </ol>
2	Finance Officer	1	<ol style="list-style-type: none"> <li>1. To organise meetings of the Finance Committee and get their sanctions for financial proposal.</li> <li>2. To get budget of every Schools, Departments of the University and put before the Finance Committee for approval.</li> <li>3. To receive fees from students, grants from Government, and other sources of income get sanctions from Finance Committee.</li> <li>4. To prepare budget of the University get approval from Finance Committee and monitor expenditure strictly as per the budget.</li> <li>5. To invest funds of the University as per the directions of Finance Committee.</li> <li>6. To deduct taxes as per the government rules from salary of employees and other sources of income and remitted the same in the government exchequer.</li> <li>7. To monitor expenditure expenses advances of regional centres and get their expenditure audited</li> <li>8. To monitor expenditure advance of study centres.</li> </ol>
3	Controller Examination	1	<ol style="list-style-type: none"> <li>1) To organise meetings of the Board of Examination</li> <li>2) To plan and organise term end and end examination of the programs</li> <li>3) To declare results of the exam organised in the stipulated period of time</li> <li>4) To organise meetings of the Lapses Committee and take action as per the decisions rules against the students issues like copying</li> <li>5) To prepare budget of the Examination department.</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<p>6) To plan and organise Convocation 2 times every year</p> <p>7) To make extensive use of modern computerized technology in the examination department to reduce time</p>
<b>Class-I Officers</b>			
4	Head: Audio Visual Center	1	<ol style="list-style-type: none"> <li>1. To plan Audio video programmes in consultation with the Director of the School and teachers in the School.</li> <li>2. To maintain audio video equipments and studio.</li> <li>3. To telecast Audio-Video programmes and plan lectures interviews of experts, presentations on Web Radio.</li> <li>4. To plan for the live telecast of programmes like Convocation of the University and other academic events.</li> <li>5. To upload educational programmes on YouTube and other media .</li> </ol>
5	Head: Computer Center	1	<ol style="list-style-type: none"> <li>1. To prepare estimate of actual number of computers required for every department.</li> <li>2. To inspect computers and software required for the propose of University.</li> <li>3. To provide LAN facility to the departments.</li> <li>4. To undertake maintenance of the computers, printers, internet facilities etc.</li> <li>5. To facility on line procedures for admission, evaluation website maintenance etc.</li> </ol>
6	Production Officer: Print Production Center	1	<ol style="list-style-type: none"> <li>1. To undertake DTP process of the manuscripts of books received from the Schools.</li> <li>2. To provide final copy of the book ready to print to the School for approval.</li> <li>3. To give soft copy to the selected printers for printing the books.</li> <li>4. To take stock of the book for reprinting of books in consultation with School and Store dept.</li> <li>5. To make arrangement for paper purchasing.</li> <li>6. To undertake printing of non book material</li> <li>7. To prepare Budget of the Print Production Centre</li> </ol>
7	Executive Engineer: Building & Construction	1	<ol style="list-style-type: none"> <li>1. To undertake maintenance work at the Audio video equipment and other equipments available in the studio.</li> <li>2. To maintain and provide all the technical facilities for recording of audio and video programmes</li> <li>3. To Take review of guarantee and warranty terms and get the equipment repaired accordingly</li> <li>4. To prepare proposal for repairing and purchase</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<p>of new equipments and get the budget sanctioned</p> <ol style="list-style-type: none"> <li>5. To move the equipments for outdoor stations and return to the department</li> <li>6. To maintain stock register.</li> </ol>
8	Regional Director	8	<ol style="list-style-type: none"> <li>1. To identify colleges in the area where study centre can be established and encourage them to apply to the University for establishing study centre.</li> <li>2. To make wide publicity of the programmes offered by the University</li> <li>3. To undertake evaluation of new study centres in consultation with the School</li> <li>4. To monitor and take review of study centres about the services they offer to learners</li> <li>5. To make every effort to provide maximum educational facilities to the people in the given area.</li> <li>6. To make arrangement of for organising examinations at the Study Centres.</li> </ol>
9	Head Student Welfare	1	<ol style="list-style-type: none"> <li>1. To organise competitions for the students like Ashwamedh, Indradhanushya etc.</li> <li>2. To organise competitions at the study centre and regional centre level.</li> <li>3. To invite proposals for various literacy activities from writers poets for the awards constituted by the University.</li> <li>4. To Constitute committee of experts to for the awards select nominate the awards constituted by the University.</li> <li>5. To prepare budget of the department and monitor the activities competitions to be organised GA the Regional Centres Study Centres.</li> <li>6. To Select appoint with the permission Hon Vice Chancellors the experts for competitions organised by the University.</li> <li>7. To arrange to provide future opportunities students.</li> </ol>
10	Planning Officer	1	<ol style="list-style-type: none"> <li>1. To prepare a report of ongoing projects activities in the University in various departments.</li> <li>2. To collect data regarding funds which can be available form Government and other agencies for academic projects and prepare a detail statement about the utilization of the present funds being utilized.</li> <li>3. To prepare an annual report depicting development in the University for various</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<p>Government departments and other academic Organizations section.</p> <p>4. To prepare financial proposal for Grants to DEC and other council for academic and training projects of the University and submit utilization certificate of the grants received and submit to the concerned dept.</p>
11	System Manager	1	<p>1. To receive hardware and software requirement of various departments in the University and make them available.</p> <p>2. To collect information about latest development in the software and hardware and how it can be utilized in the University.</p> <p>3. To undertake up gradation Process of the computer system in the University.</p> <p>4. To provide technical assistance as and when required in the departments in the University.</p> <p>5. To look after network system available in the University.</p>
12	Training (KVK)Organisor	1	<p>1. To plan training activities for students.</p> <p>2. To prepare financial proposal of activities and get section.</p> <p>3. To make academic and administrative facilities available for training programmers.</p> <p>4. To maintain records of the training programmers.</p> <p>5. To prepare and submit reports to Vice Chancellor and ICAR.</p>
13	Deputy Registrar	7	<p>1. To plan, arrange and execute day to day functions of the division, section.</p> <p>2. To allocate work to the staff as per their skills and get the work done in the stipulated period of time.</p> <p>3. To report the progress of the work and difficulties faced in the functions to the Register.</p> <p>4. To make correspondence, to reply correspondence and keep records of all Correspondence to maintain record electronically also.</p> <p>5. To motivate the staff to learn computers.</p>
14	Executive Engineer	1	<p>1. To develop campus as per the requirement of the physical infrastructure of the University</p> <p>2. To initiate plans for buildings to prepare estimate and submit to the authorities.</p> <p>3. To initiate actual building of infrastructure as per the rules and regulation of the PWD.</p> <p>4. To undertake maintenance work of the existing infrastructure available in the University</p>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			premises. 5. To prepare budget of the department and get sections from the authorities.
15	System Engineer	1	1. To undertake maintenance of existing computers in various departments. 2. To upgrade computers with latest software. 3. To provide and maintain network system. 4. To ensure smooth functioning of computers and undertake replacement of old computers.
16	Purchase Manager	1	1. To make arrangement of purchase for the items required in various departments and other facilities required in the University as a whole like Purchase of vehicles. 2. To constitute Purchase Committee and organize its meetings regularly. 3. To invite tenders, process them and put them before the Purchase Committee for approval. 4. To arrange payment for the orders placed. 5. To maintain records. 6. To prepare budget of the department.
17	Stores Manager	1	1. To make arrangements for keeping, storing books, non-books and other printed material of the University. 2. To make arrangement to send the books to the study Centers, regional centers. 3. To take stock of the books and submit the data for re-printing. 4. To prepare budget of the division. 5. To enlist transporters for distribution of books. 6. To preserve books from any damage.
18	Training Associate (KVK)	4	1. To identify training as per the course content of the programs. 2. To identify experts to train students enrolled for the program. 3. To organise meeting with the directors experts and in house members to discuss issues with training of the students 4. To prepare budget of the training programs and get the sanction from Honourable Vice Chancellor 5. To submit expenditure incurred for training programs to the Finance Department 6. To give certificates to students.
19	Asst. Registrar	16	1. To plan and allot activities to of the department it the staff 2. To communicate with other departments Schools regarding students issues and other administrative issues.



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			<ol style="list-style-type: none"> <li>3. To ensure that the allotted work by the staff is done on time and in the stipulated period of time</li> <li>4. To make use of computers in day to day work and motivate others to use computers.</li> <li>5. To report the seniors about day to day functioning of the department</li> </ol>
20	Accounts Officer	1	<ol style="list-style-type: none"> <li>1. To finalize budget needs under the guidance of the finance officer</li> <li>2. To check budgets submitted by the Schools and other departments and discuss with the concerned.</li> <li>3. To keep accounts of the grants received from the government and other financial agencies.</li> <li>4. To prepare documents related to the utilisation of funds received and submit account to the government or the concerned financial missing authority</li> <li>5. To settle advances of regional centres</li> <li>6. To get the audit process done from the appointed firm and prepare report to submit to the Finance Committee</li> </ol>
22	Video Engineer	2	<ol style="list-style-type: none"> <li>1. To maintain video recording equipments.</li> <li>2. To make available all the required video recording at the time of recording of video programs in the studio for reference and insertion of visuals.</li> <li>3. To make video recording facility available for recording academic programs of the University or outside the University.</li> <li>4. To provide all the technical facilities available at the time of previewing of video programs.</li> <li>5. To provide and process the video programs ready to be telecast</li> </ol>
23	Audio Engineer	1	<ol style="list-style-type: none"> <li>1. To maintain audio recording equipments</li> <li>2. To make the audio equipments available at the time of recording academic programs and recording Web radio programs.</li> <li>3. To make audio equipments available at the time of recording video programs in the studio</li> <li>4. To make audio equipments available at the time audio recordings Outside the University.</li> <li>5. To provide quality sound by elimination disturbance in sound recording</li> <li>6. To make financial proposal of the program and get it sanctioned.</li> </ol>
24	System Analyst	1	<ol style="list-style-type: none"> <li>1. To select plan the software as per the requirement of various departments of the University.</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<ol style="list-style-type: none"> <li>2. To ensure efficient use of Software being used presently.</li> <li>3. To undertake the task of up gradation of the present software being used in the system.</li> <li>4. To ensure safety of the software's by preventing any attack from malware.</li> <li>5. To search, suggest newly developed software to the higher authorities and test them to satisfy the requirement of the University</li> </ol>
25	Producer	2	<ol style="list-style-type: none"> <li>1. To get in touch with the Directors, teachers of various Schools and select the Topics on which a video or an area on which a program can be made</li> <li>2. To prepare list of experts identify content contact them and prepare Schedule of the programme.</li> <li>3. To hold meetings with Directors concern teachers and experts to discuss the content to be included in the programs visuals to be incorporated</li> <li>4. To make suggestions in the script prepared for program, to complete copyright and other legal formalities for incorporating recorded visuals in the programs to be made</li> <li>5. To make arrangements for the preview of the program</li> <li>6. To get multi copies of the programs</li> <li>7. To get the programs ready to be telecast.</li> <li>8. To prepare financial proposal and get its sanction.</li> </ol>
26	Print Production Supervisor	1	<ol style="list-style-type: none"> <li>1. To get the DTP process done on the manuscripts of the SIMS received from various Schools</li> <li>2. To get the final copy of the SIMS prepared for printing purpose</li> <li>3. To take review of the available copies of the printed books and plan for copies to be printed next year</li> <li>4. To prepare proposal for purchase of paper and submit the same in the Purchase Committee</li> <li>5. To invite tenders for printing of books</li> <li>6. To assign the task of printing of books to selected printers and get books printed as per the schedule</li> <li>7. To plan and print non book publications like reports convocation address, prospectus, diary etc.</li> <li>8. To prepare budget of the centre</li> <li>9. To plan reprinting of books and non School</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			material.
27	Network Engineer	2	<ol style="list-style-type: none"> <li>1. To estimate requirement of network facility of the University.</li> <li>2. To install, maintain and provide network facility to the various departments in the University</li> <li>3. To review the requirement of computer hardware of various departments.</li> <li>4. To maintain existing computers in various departments of the University.</li> <li>5. To undertake regular check up of the servers and ensure that they are free from any technical problems</li> <li>6. To ensure that upgraded computer technology and new software are utilised in the University</li> </ol>
28	Video Editor	2	<ol style="list-style-type: none"> <li>1. To review a video program.</li> <li>2. To review language, visuals, content and updated information provided and presented in the program.</li> <li>3. To delete the part a portion, sequence a picture a visual which is not found suitable in the program.</li> <li>4. To prepare a final copy of the program ready for telecast multi copy distribution after review of the program.</li> <li>5. To keep updated information related to the presentation of academic content through media of different subjects.</li> </ol>
29	Asst. Editor	2	<ol style="list-style-type: none"> <li>1. To undertake the task of language and format editing on the manuscripts from the schools.</li> <li>2. To assign the task of proofreading to the staff specialised in the activity.</li> <li>3. To check the references to the format of the book in the self instructional style.</li> <li>4. To supervise the DTP process being carried out on the manuscript.</li> <li>5. To undertake language format editing of the non book print material To see that the diagrams charts maps photographs have been taken care of their copy rights and due permission from the concerned party have been taken to avoid any legal issues.</li> </ol>
30	Software Engineer	1	<ol style="list-style-type: none"> <li>1. To review the requirements of software's of the University considering the variety of activities and the need to complete them on time.</li> <li>2. To develop purchase modify new software as per the requirements of the University.</li> <li>3. To ensure smooth functioning of the software and if required undertake repairing solving</li> </ol>

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			<p>issues with soft wares.</p> <ol style="list-style-type: none"> <li>4. To ensure that the soft wares remain free from any malware.</li> <li>5. To ensure regular payment of the royalty payment to the developers and manufacturers of the software's.</li> </ol>
31	Programmer	3	<ol style="list-style-type: none"> <li>1. To undertake development of a new software as per the changing requirements of the University from time to time.</li> <li>2. To undertake maintenance work of the developed as well as existing software's being used in the systems.</li> <li>3. To ensure that the payment of copyright purchase of the software's are being made To the developers manufacturers as per the agreement and schedule</li> <li>4. To collect up-To-date information from various sources about availability of new software's.</li> <li>5. To acquaint University staff about the use of new software's in their day-to-day work.</li> <li>6. To take constant regular review of the requirements of software's of the University and how it can be met with the help of advanced efficient and cost effective software's.</li> </ol>
	<b>Class-II Officers</b>		
32	Public Relation Officer (P.R.O.)	1	<ol style="list-style-type: none"> <li>1. To prepare news advertisements notifications for publication in local and national news papers about the activities, events admissions examinations and other events of the University in the print and in electronic form on TV and Web</li> <li>2. To prepare budget of the department</li> <li>3. To organise press conference on behalf of the Vice-Chancellor's Registrar at the time of receipt of an award by the University, Convocation, Academic and Social events organised by the University.</li> <li>4. To prepare reports of the events organised, to prepare reports of the students Securing highest marks in examination and publish it in the leading newspapers to give publicity to achievements of the staff</li> <li>5. To respond to the news responses from students academic Social institutions members of society published about University and communicate to them</li> </ol>

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33	P.A. to Vice Chancellor	1	<ol style="list-style-type: none"> <li>1. To receive communications correspondence in printed and electronic forms addressed to Honourable Vice Chancellor by the Government Chancellor office students general public members of local bodies staff of the University.</li> <li>2. To receive proposals letters mails received by the Directors Head of the departments and put forward to Honourable Vice Chancellor for consideration and return the same along with the remarks of the Vice Chancellor</li> <li>3. To Take dictation to type letters to maintain communication received by and sent from the Vice Chancellors office to maintain day to day program diary of Honourable Vice Chancellor.</li> <li>4. To make arrangements about the hospitality of the Vice Chancellors office to make arrangement for the ticketing accommodation of Honourable Vice Chancellor for tours</li> <li>5. To make communications to the staff about meetings called by Honourable Vice Chancellor prepare minutes and circulate them</li> <li>6. To maintain confidentiality of Vice-Chancellor's decisions</li> </ol>
34	Purchase Officer	1	<ol style="list-style-type: none"> <li>1. To prepare tenders to publish it in print media and on the website of the University and invite the suppliers to supply the items.</li> <li>2. To Organise meeting of the Purchase Committee to open tenders by maintaining strict confidentiality.</li> <li>3. To ask suppliers to present their tender terms conditions before the members of the Purchase Committee and communicate decisions to them</li> <li>4. To prepare minutes of the meetings to maintain records to arrange to make payment as per the terms and conditions</li> <li>5. To see that the goods items are supplied on time as per the conditions and to deal with any legal issues arising out of the deal.</li> </ol>
35	Stores Officer	1	<ol style="list-style-type: none"> <li>1. To hold, preserve, store, books, study material stationary furniture etc of the University</li> <li>2. To maintain records of the goods and books available in the store</li> <li>3. To prepare budget of the Store Department</li> <li>4. To make transportation arrangements to send Study material to study centres and regional centres</li> <li>5. To communicate available stock of books and other items to the concerned department so as to</li> </ol>

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			<p>avoid shortage delay in supply.</p> <ol style="list-style-type: none"> <li>6. To ensure supply of goods on time as per the requirement.</li> <li>7. To preserve the material books and printed material and electronic materials from damage and to take regular stock review of all the departments and tally the same</li> </ol>
36	Section Officer	8	<ol style="list-style-type: none"> <li>1. To receive letters electronic correspondence addressed to the Head of the section and put forward the same to the Head</li> <li>2. To assign work to the staff as per the order, direction of the Head and see that the work is completed in the given time and scheduled</li> <li>3. To draft letters and put before the Head for approval</li> <li>4. To maintain files and records of the section for reference</li> <li>5. To look after physical infrastructure like computers printing stationery of the section and maintain discipline and efficiency of work in the section.</li> <li>6. To keep records of leave of the staff and communicate other departments about their work</li> </ol>
37	Senior Stenographer (UL)	5	<ol style="list-style-type: none"> <li>1. To take dictation of letters from the Head and type the same by maintaining full confidentiality</li> <li>2. To maintain record of correspondence to and received from various departments in the University and correspondence made to outside like government offices educational institutions and other persons</li> <li>3. To take notes at the time of meeting, prepare minutes and submit it for approval to the Head after the approval circulate in the minutes to the members who attended meeting and other departments also for implementation of decisions taken</li> <li>4. To receive emails and put forward the same to the Head to draft replies to them and after approval send the same to the concerned</li> </ol>
38	Technical Assistant	4	<ol style="list-style-type: none"> <li>1. To provide technical services at the time of audio and video recording of programs</li> <li>2. To maintain equipment of recording in good condition and in order by undertaking their repairing, updating</li> <li>3. To report to the Head about the damage, wear and tear of the equipment and submit requisition of the new equipment required for the recording.</li> <li>4. To transport equipment install them and transport</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<p>them back to the studio University at the time of outdoor recordings</p> <ol style="list-style-type: none"> <li>5. To preserve equipment from the damage, and from any loss</li> </ol>
39	Electrical Supervisor	1	<ol style="list-style-type: none"> <li>1. To identify spots of the University buildings for providing electric supply</li> <li>2. To connect every room with the electric supply required for computers, fans, ACs</li> <li>3. To control over voltage of electronic supply by installing stabilizers</li> <li>4. To ensure uninterrupted electric supply in every department, studio, washrooms in the University</li> <li>5. To undertake maintenance work of the electric supply by changing wires equipment</li> <li>6. To make standby arrangement of power supply in the case of power failure your by way of installing generator</li> </ol>
40	Junior Engineer	1	<ol style="list-style-type: none"> <li>1. To look after the building being constructed under the guidance of Executive Engineer</li> <li>2. To ensure the progress of construction work being carried out as per the schedule and plan.</li> <li>3. To ensure the quality of construction as for the predetermined quality norms</li> <li>4. To prepare progress report and submit to Hon. N/C Honorable Vice-Cchancellor</li> <li>5. To ensure release of payment as per the stages of completion of work</li> <li>6. To arrange visits of government officials for inspection of the construction work</li> <li>7. To maintain infrastructural facilities available in the University premises</li> </ol>
	<b>Class-III</b>		
41	Senior Stenographer	1	<ol style="list-style-type: none"> <li>1. To take direction and type the matter</li> <li>2. To keep records of the letters take dictation as per sent received and responses.</li> <li>3. To receive and respond to communication received through phones, emails and put before the Head</li> <li>4. To communicate about the meetings to be organised as per the directions of the Head, to prepare minutes and circulate it</li> <li>5. To maintain confidentiality of the communications to be made</li> </ol>
42	Assistant Section Officer	11	<ol style="list-style-type: none"> <li>1. To receive and keep record of the letters received from various departments Schools in the University</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<ol style="list-style-type: none"> <li>2. To submit the letters, Circulars to seniors for their considerations and decisions</li> <li>3. To type letters, responses given by the Head in response to the letters received from departments and Schools</li> <li>4. To look after availability of office stationery, computer stationery, printer and put requisition to demand for the same</li> <li>5. To maintain and files</li> </ol>
43	DTP Operator	3	<ol style="list-style-type: none"> <li>1. To undertake DTP process on the manuscript of books received from the Schools and other matter to be printed</li> <li>2. To clarify doubts from the concern school in case of difficulty make changes as per the suggestions</li> <li>3. To arrange Charts, diagrams, pictures, appropriately in the given paper size of the book.</li> <li>4. To do the process carefully to save paper, time and energy</li> <li>5. To make appropriate use of style like bold, italic, to attract attentions of learners and help them keep the content in mind easily</li> <li>6. To follow the self instructional style by leaving space, appropriate type of words.</li> </ol>
44	Farm Manager (KVK)	1	<ol style="list-style-type: none"> <li>1. To undertake Planting as per the directions</li> <li>2. To prepare proposal of manpower requirement for planting and financial budget</li> <li>3. To maintain plants, trees by providing timely water pesticides</li> <li>4. To take stock of the a produce and store them properly</li> <li>5. To make arrangements to sell the farm products produced in the University and to outside general public</li> <li>6. To maintain farms, to maintain water resource</li> </ol>
45	Accountant cum Superintendant	1	<ol style="list-style-type: none"> <li>1. To process bills, advances received from various sources and forward to the Head for decision</li> <li>2. To keep records of cheques, DD received and deposit them in the bank</li> <li>3. To calculate TA, DA bills as per the approved rates of Government and recommend for payment</li> <li>4. To take follow up of settlement of advances by regional centres, various departments and employees of the University</li> <li>5. To assist in the process of internal audit</li> </ol>
46	Junior	1	<ol style="list-style-type: none"> <li>1. To take dictation and type the matter</li> </ol>



Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
	Stenographer		<ol style="list-style-type: none"> <li>2. To maintain and record of correspondence made</li> <li>3. To reply mail and other correspondence as per the direction of the Head of the department</li> <li>4. To maintain confidentiality about the decisions, correspondence made</li> <li>5. To make maximum use of computer technology and update the same</li> </ol>
47	Camera Man	2	<ol style="list-style-type: none"> <li>1. To shoot the program based on course content in the form of interview discussions, lectures</li> <li>2. To ensure the quality of pictures, sound, background</li> <li>3. To search for appropriate shots, pictures, clippings, suitable to program under consideration</li> <li>4. To select appropriate lenses, camera and adjust shots in order to achieve good quality of the program</li> <li>5. To move equipment like camera and software at the time of outdoor shooting and deposit them in the department after the shooting</li> <li>6. To maintain the equipment like camera lenses in case of problem get them repaired from the approved technicians of the company.</li> </ol>
48	Junior Technical Assistant	1	<ol style="list-style-type: none"> <li>1. To connect the phones of outside to the people in the University department</li> <li>2. To ensure that every department is equipped with sufficient lines of telephone to connect</li> <li>3. To activate and maintain internal telephone connections within all the departments</li> <li>4. To repair telephone instruments, arrange for installation of additional lines</li> <li>5. To distribute telephone bills to departments and arrange to pay them through Finance department.</li> </ol>
49	Production Assistant	1	<ol style="list-style-type: none"> <li>1. To prepare budget of video and audio programs based on the proposal from the Schools</li> <li>2. To make arrangements of recording a video or audio program in the studio</li> <li>3. To make arrangements of vehicles, accommodation, budget and all other required arrangements of recording a video or audio program outdoor</li> <li>4. To submit bills of transportation, accommodation charges, to the finance department through Head of the department</li> <li>5. To keep records of the programs done of various Schools and departments</li> </ol>
50	phic ArtistGra	2	<ol style="list-style-type: none"> <li>1. To go through scripts of video program carefully</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<p>and think of selection of an appropriate clipping, pictures, speech etc. to include in the program</p> <ol style="list-style-type: none"> <li>2. To discuss with the producer and the subject expert to decide about the clippings, pictures, speech and the place at which it is to be included</li> <li>3. To take care that the copyright law is not violated while inserting the clippings, pictures, speech in the program</li> <li>4. To select appropriate site, background at the time of shooting a program outdoor</li> <li>5. To enhance the academic quality visible quality, addition of visuals and increase usability of the program usability</li> </ol>
51	Proof Reader	4	<ol style="list-style-type: none"> <li>1. To read carefully the manuscripts of book and non book material</li> <li>2. To correct grammar used in the manuscript</li> <li>3. To carry out the process of proofreading carefully</li> <li>4. To clarify doubts by contacting the concern teacher, person and after clarification correct the matter.</li> <li>5. To maintain the tone of the book as it is a self-instruction material and make every effort to make it learner friendly</li> </ol>
52	Data Processing Supervisor	4	<ol style="list-style-type: none"> <li>1. To obtain data related to the departments like registration, examination, scholarship result etc</li> <li>2. To allot the data to operators equally to enter in the system by giving them a specific time schedule per day</li> <li>3. To ensure that the data is being filled properly and as per the columns specified for that purpose by typing the name and other details correctly</li> <li>4. To get the backup of the data so as to preserve the same in the case of any loss due to technical problem</li> <li>5. To report the computer department in case of any technical problem with the computer system and get it repaired to avoid loss of time</li> </ol>
53	Boom Assistant	1	<ol style="list-style-type: none"> <li>1. To provide quality sound service by adjusting the mike at the time of indoor and outdoor accordingly</li> <li>2. To maintain sound equipment by regular checking the covers and wiring</li> <li>3. To adjust mikes in order to avoid any outside disturbance.</li> <li>4. To avail of warranty facility in case of a problem with the product</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
54	Steno Typist	1	<ol style="list-style-type: none"> <li>1. To take dictation from the Head and type the matter.</li> <li>2. To maintain confidentiality of every matter communications made from the office.</li> <li>3. To maintain records, files properly and preserve the same whenever required for office purpose</li> <li>4. To organise meetings on behalf of the Head, to circulate notice, to take notes in the meeting and prepare the minutes, after approval circulate the same to the concerned.</li> <li>5. To maintain diary and inform the Head about the meetings, appointments etc.</li> </ol>
55	Senior Assistant	31	<ol style="list-style-type: none"> <li>1. To receive letters form departments and general public and keep records of the same to forward.</li> <li>2. To get the letters typed and send to the department, students, general public institutions, to whom they are addressed.</li> <li>3. To ensure that everyone in the office is using modern computer technology.</li> <li>4. To maintain files, records of the section and make it available whenever the reference is required.</li> <li>5. To see that the work is done on time by every staff member in the section</li> </ol>
56	Floor Manager	1	<ol style="list-style-type: none"> <li>1. To arrange set for recordings video programs, to present appropriate background, stage, chairs, blackboards, visuals etc.</li> <li>2. To prepare set as per requirement of person to be accommodated visuals to be displayed, properties to be displayed to ensure safety of all the persons involved in the program like electrical current, unstable partition improper matting etc.</li> <li>3. To create setup for outdoor shooting also and also for the events like Convocation, competitions, youth festivals etc.</li> <li>4. To dismantle Sets and ensure all the parts of its are intact and deposit it in the studio.</li> </ol>
57	Technician	2	<ol style="list-style-type: none"> <li>1. To ensure full, sufficient and uninterrupted power supply at the time of recording audio and video programs.</li> <li>2. To prepare the backup of power supply if the electric supply goes off.</li> <li>3. To ensure that all the wires, pins, plugs are in intact and are connected property.</li> <li>4. To avoid any risk of electric shock or current, to ensure that persons involved in the program are safe from any kind of accidents and hazard.</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			5. To ensure that all the equipment are taken at the time of outdoor shooting and return the same to the department, to undertake regular check-up of the electric equipment and repair the same if needed
58	Telephone Operator	1	<ol style="list-style-type: none"> <li>1. To connect and receive phones of the staff of the University from various places.</li> <li>2. To see that the telephone connections function properly without any interruptions, to repair the equipment when required.</li> <li>3. To collect the telephone bills of departments and arrange to pay the same through finance department.</li> <li>4. To take review of additional telephone lines required and equipment.</li> <li>5. To be in touch with the telephone departments for technical cooperation and requirement of services</li> </ol>
59	Technician .Jr	4	<ol style="list-style-type: none"> <li>1. To the assist the main technician</li> <li>2. To move adjust recording equipment at the site of recordings and studio.</li> <li>3. To report the problems with the equipment and send them for repairing.</li> <li>4. To ensure safety of the equipment.</li> <li>5. To maintain stock of equipment, their warranty record, up gradation etc.</li> </ol>
60	Assistant	80	<ol style="list-style-type: none"> <li>1. To maintain register of inward letters.</li> <li>2. To put the letters before the Head received from outside general public in house correspondence circulars etc.</li> <li>3. To maintain, update filing of the correspondence received and made to maintain office cleanliness safety of office equipment, computers, to circulate letters of the departments.</li> <li>4. To inform students, general public in case they contact on the phone regarding the availability of the Head.</li> <li>5. To make arrangements for organisation of meetings in the department, to contact other departments for official work</li> </ol>
61	Driver	6	<ol style="list-style-type: none"> <li>1. To provide services of a car or other vehicles as per the duty allotted to in-house and or outside guests of the University who have come for meetings function, or for any official purpose carefully.</li> <li>2. To maintain log book of the vehicle and record the movement of the vehicle and submit the report to the Head of the service department.</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			<ol style="list-style-type: none"> <li>3. To report fault in the vehicles and it repair as per the instructions to submit the bills of diesel and repairing to the finance department, to clear advances on time.</li> <li>4. To maintain cleanliness of the vehicle, to drive vehicle carefully</li> <li>5. To observe timing of pick up and drop of the University staff Heads and outside guests.</li> </ol>
62	Driver (KVK)	2	<ol style="list-style-type: none"> <li>1. To provide services to the KVK Head, staff, labours for taking them to farms</li> <li>2. To transport agriculture product produce from the farm the place of sale.</li> <li>3. To provide service at the time of cultivation and other activities</li> <li>4. To maintain log book of the vehicle and record the movement of the vehicle and submit the report to the Head of the service department.</li> <li>5. To report fault in the vehicles and it repair as per the instructions to submit the bills of diesel and repairing to the finance department, to clear advances on time.</li> <li>6. To maintain cleanliness of the vehicle, to drive vehicle carefully</li> <li>7. To observe timing of pick up and drop of the University staff, Heads and outside guest.</li> </ol>
63	Carpenter	1	<ol style="list-style-type: none"> <li>1. To repair furniture like chairs tables computer furniture, available in the University</li> <li>2. To maintain and upgrade the stock of the tools required to perform the job</li> <li>3. To submit account of advances taken for tools repairing to the finance department through the Head.</li> <li>4. To make optimum use of available furniture by maintaining and repairing them.</li> </ol>
64	Electrician	1	<ol style="list-style-type: none"> <li>1. To ensure quick, safe and optimum supply of electricity in every department of the University</li> <li>2. To ensure that electric instruments are in order in every department and if required change or repair the equipment.</li> <li>3. To ensure uninterrupted power supply for functions organised on the campus like Seminars, Workshops, Competitions, Youth Festival, Convocations etc.</li> <li>4. To check frequently wires, points of electric supply so to avoid electric shock fire, accidents, to prepare estimate of electric work and submit it to the Head.</li> </ol>
65	Plumber	1	<ol style="list-style-type: none"> <li>1. To carry out plumbing work in the washrooms</li> </ol>

Sr. No.	Name of Post	No. of Posts	Role and Responsibilities (Nature of Work )
			and other places in the University. 2. To stop wastage of water by repairing, changing the taps, stoppage of leakages 3. To prepare budget of instruments, required for work and submit to Head for approval 4. To ensure supply of water in every department by maintaining water storage facilities. 5. To check the existing water connections.
	<b>Class-IV</b>		
66	Peon	34	1. To open, clean, and do dusting of the office 2. To receive letters and other correspondence and make entry in the register, to forward the same to the Head 3. To send letters couriers of the department and do other related work of departments 4. To maintain stock of the instruments like pin, steeples, stationary 5. To deliver letters of meeting organised in the department.
67	(KVK)Parichar	2	1. To assist in farm work and farm maintenance. 2. To assist at the time of farm practical. 3. To keep record of the work done 4. To take follow up of farm work proposal with various departments 5. To see that farms are well maintained, clean, free from any damage, pollution and full of nature

- **Code of Conduct for the Learner Support Centres (LSCs)**

Learner Support Centres (LSCs) provide academic and administrative services to distance learners in their region. University recognizes Learner Support Centers on the local colleges and institutions of higher education. The LSCs plays important role in implementing various educational programs by providing educational opportunity to people. The main function of the LCS is.

**1. Administration functions:**

- To identify teachers as per the Courses to provide Counselling to student,
- To identify Guest Lecturers having actual field experience in the given area
- To confirm admissions of the students as per eligibility.
- To maintain the database of approved academic Counsellors
- To Organise meeting with Coordinators and Academic counsellors

**2. Academic Functions:**

- To Organise Contact Sessions per course as per the schedule.
- To provide information about the University and the programmes to prospective students.

- To prepare counselling schedule and Guest Lectures schedule.
- To conduct continuous assessment of learners enrolment at the study centre.
- To make Audio video media based on the Programmes to learners
- To offer quality counselling facility to learners.

### **3. Functions regarding Coordination:**

- Learner: To reach to the maximum numbers of prospective learners.
- Regional Centres: To be in touch with the Head Quarter regarding implementations.
- Exam Division: To clear queries and exam related issues of Learners.
- Student Support Division – To resolve study centre issues.
- Registration Cell: To finalise registration Process and resolve issues with registration.
- Related Schools of the University / Program Coordinator- To resolve issues related to study material, counselling etc.

### **4. Functions regarding Student Evaluation:**

- To conduct continues Assessment of Learners.
- To allocate guide to students for the practical work and project work.
- To assess answers sheet of continuous Assessment by the local counsellors
- To submit marks of the students in continuous Assessment to Examination.

### **5. Functions regarding Program Promotion:**

To Promote and publicise Programs of university in the Society through social media, newspaper, pamphlets, Students meetings etc.

### **6. Functions regarding Records**

- To maintain record of learners at the centre.
- To maintain dead stock Register.
- To maintain financial accounts of the centre and get it audited.
- To make payments to the staff as per the approved rate of remuneration.

## **Code of Conduct of Learners**

1. To select educational program for satisfying their educational and Professional needs
2. To ensure the receipt of study material.
3. To attend counselling sessions regularly.
4. To submit internal assessment and responded to the remarks of the counsellors.
5. To read additional books, journal for supporting further study
6. To take part in extra curriculum activities, sports, competitions.
7. To assist others to get into the stream of education
8. To observe rules and regulations of the University
9. To promote Open are Distance educations programs.