



Code of Conduct for Director

The Director is administrative and academic head responsible for overall development of an institution. He shall establish and achieve coordination among various statutory and non-statutory committees and will implement the policies approved by governing body. He will be ex-officio member of IQAC committee. He shall monitor various process including admissions, academics, examination, evaluation, research and development, finance and other statutory timelines. He will be responsible for smooth functioning of all activities of the institute.

The Director is responsible to conduct various meetings of the IQAC committee and academic council as per the standard norms and stipulated guidelines provided by the authorities. He is authorized to nominate/change/give extension, for members, coordinators and other functionaries in administration and other committees with the approval of Academic Council.

The Director shall motivate and guide the faculties, administration, and other supportive staff to perform their respective roles and deliver with responsibilities more effectively and in timely manner. He and all the staff working under his leadership is singularly and collectively responsible for smooth functioning of the institute. He shall ensure all the duties and obligations are delivered towards Academics, Affiliated University, AICTE/UGC, Government authorities, students and parents. He shall lead the team to achieve better results and overall qualitative development of the institution.

The responsibilities and duties of a Director may be as follows.

1) Institute and Academics

The Director shall ensure all the guidelines as per rules and regulation provided by Savitribai Phule Pune University, AICTE, UGC, state Government and other respective authorities are followed and implemented in timely manner. He shall maintain appropriate and regular communication with all competent authorities to meet the timelines.

He shall implement all the policies as approved by Governing Body of the institute time to time.

He should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.

He should convene meetings of the authorities, bodies or committees, as and when required.

He shall involve faculty members at various levels for institutional activities.

He shall hold various meetings of class coordinators to draft and final, to review the implementation and progress of academic plans and suggest for further advancement.

He shall observe and monitor conduct of lectures as per integrated timetable of the institute, matters related to attendance and various other activities like induction program, guest lectures, alumni meets, workshops, industrial visits and other areas to ensure continual development.

The Director should plan for training needs of the staff and advise for knowledge refresher courses, faculty development programmes, orientation courses etc.

The Director should promote industry – institute interaction to ensure better employability for students.

He shall ensure overall welfare of staff and students to ensure enhanced satisfaction.

The Director will be assisted by class coordinators and faculty members, various committee heads and other staff members in all above mentioned matters as and when required.

2) Research and Development

The Director should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences/FDPs.

The Director should encourage Faculty Members to author text books and publish research papers in reputed International / National Journals/Magazines and Periodicals.

The Director should evaluate and advise the faculty members for research and development activities. He should encourage the faculty members to get sponsored research projects from various funding agencies.

The Director is responsible for the overall and qualitative development of the Institution.

The Director will be assisted by research head and faculty members to implement any initiative with regards to above as required.

3) Finance

Director shall be responsible for preparation of the budget as per the related procedures led down as per the policies of KJEL.

He shall forward monthly salary bills of the staff of the institution for further process.

He is powered with counter signature for all kind of scholarship bills in respect of students, stationery, library bills, etc.

The Director will be assisted by Accountant and other administrative staff to implement any initiative with regards to above as required.

4) General

Director shall make proposal for all kinds of appointments for various posts including part-time, daily wage, ad-hoc and contract employees.

Director shall take staff performance review of faculties and other supporting staff and report.

Director shall recommend on promotion of staff, salary increment proposals, declaration of probation and conversion to permanent etc.

Director shall take disciplinary actions and impose punishments including minor and major offences occurred by teaching or other staff and students as per institute policy laid down and with consultation of governing body.

Dr. V. J. Kakhandki
(Campus Director –KJEL)