



NEVILLE WADIA INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

19, Late Prin. V. K. Joag Path, Wadia College Campus, Pune - 411001

Code of Conduct for Director

The Director is the academic and administrative head of the institute and will work for the overall development of the institute. He will implement all the policies approved by the Senate (Academic & Financial Council)/ Governing Body, which is the highest decision making body of the institute. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council. He will be the ex-officio member of the Standing Committee. He shall monitor various processes like admissions, examinations, evaluation for smooth functioning of the institute.

The Director is authorized to nominate Coordinators, members and other administration functionaries in various committees. He is responsible for extension or changes in various functionaries in the administration, with the approval of Academic Council.

He is also responsible to conduct the meetings of the standing committee as per the stipulated guidelines and hold Academic Council meetings as per the norms.

He shall coordinate and motivate the faculty, administrative authorities and the supporting staff, so that they perform their respective roles more effectively. He is responsible to provide a conducive ecosystem to promote imparting of effective management education.

The director will be a spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of management education. He, along with all the staff working under him, is singularly and collectively responsible to the Senate, Academic Council, Financial Council, Affiliated University, State Government, AICTE/ UGC, students and parents for the smooth and effective functioning of the institute.

The duties of the Director may be suitably categorized as

A] Academic Administration:

- i. On academic matters the Director is generally guided by the rules and regulation as well as the norms laid down by Savitribai Phule Pune University, AICTE, UGC, State Government and the Governing Body of the institute.
- ii. Shall be assisted by various Committee Heads, IQAC Head, Controller of Examinations of the institute and Senior Faculty Members.
- iii. In matters related to decision implementation, Director will be assisted by the Modern Education Society and Academic council of the institute.
- iv. In matter of admissions, Coordinator and administrative staff will assist the Director. The Director will wholly and singularly responsible for admissions & related procedures. He will be accountable for any anomalies and deviations from the norms laid down by DTE, University or any other competent authority as regards to admissions.

- v. In matters related to academic work, he will be assisted by the class coordinators and all the faculty members as required.
- vi. An integrated time table of the entire institution shall be prepared. In this endeavour, class coordinators along with the faculties will extend support to the Director.
- vii. Shall closely monitor the class work as per the time tables and the almanac with assistance of class coordinator.
- viii. Shall closely observe various academic activities like conduct of guest lectures, induction, conferences, seminars, workshops, alumni meet etc.
- ix. Shall hold meetings of class coordinators to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- x. If necessary, shall instruct the class coordinators and faculties to conduct remedial classes academically to support the slow learners.
- xi. In matters related to internal examinations, semester end examinations (both theory and online), result analysis, detained candidates, the director will be assisted by Controller of Examination of the institute.
- xii. In matters related to student attendance, drop outs, medical condonation, etc the director gets assistance from class coordinators.
- xiii. The Director should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty development programmes, quality enhancement programmes etc.
- xiv. Director shall also ensure quality assurance and he should be assisted by IQAC.
- xv. Shall monitor, evaluate research, development and consultancy activities. Research Head should assist the director in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- xvi. The Director should promote industry-institute interaction for better employability of the students.
- xvii. Arrange finishing School for the students with the active association of Training and Placement in-charge.
- xviii. Shall put efforts to look after overall welfare of staff and students.
- xix. For effective functioning of the institute he shall build close rapport between staff, students and management.
- xx. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- xxi. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, State Council of technical education, Department of Technical Education authorities.
- xxii. Shall involve faculty members at different levels for various institutional activities.
- xxiii. Shall be responsible for academic discipline and overall development of the institute in terms of quality.

B] General Administration

On general administrative matters Director shall be assisted by administrative head, Controller of Examinations, Coordinator IQAC, Class coordinators, functional heads etc

- i. Shall make proposal for appointment to all posts of cadres including contract, part-time, ad-hoc, and daily wage employees
- ii. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.
- iii. Arrange performance appraisal of faculty and supporting staff.

- iv. Shall have power to sanction EL, HPL, ML, CL for all staff members reporting under him.
- v. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the institute, in consultation/ guidance of governing body.
- vi. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Modern Education Society (MES) by the Director.

C] Financial Administration

- i. Director is assisted by the Finance committee in financial administration.
- ii. Subject to the budget allocations for a specific area of expenditure, Director is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Modern Education Society.
- iii. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Modern Education Society.
- iv. All contracts for and on behalf of the institute (except himself and the institute) when authorized by a resolution of the Modern Education Society, passed in writing and expressed to be made in the name of the institute shall be executed by the Director.
- v. Director shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action.
- vi. The Director or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the institute.
- vii. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- viii. Shall countersign T.A bills, honorarium vouchers and all purchase bills.
- ix. Shall have power to sanction advances and final withdrawal of EPF of the staff members.
- x. Shall be responsible for filing returns/ necessary information like TDS returns etc. to the competent and statutory body within the stipulated time frame.
- xi. Shall be personally responsible for all the financial transactions entered into, for and on behalf of the institute.
- xii. The director will be responsible and liable for all statutory audits conducted by the authorised auditors of the institute.


Dr. A-B. Dadas
(Director)

