

### **ADMINISTRATIVE OFFICER (AO)**

- The AO will maintain a master stock register for general furniture which includes steel cup-boards, chairs, desk, electrical fittings like fans, tube lights, switches, switch boards, plumbing fittings, writing boards, staff tables etc. The data regarding the stock should be entered in the register, and then issued to the corresponding departments.
- The AO in coordination with Campus Supervisor should keep the entire campus clean and free from dust which includes floors, walls, windows and ceiling of all the buildings
- The AO has to identify the damaged items like glass pane in window, switches or switch boards, fans, tube lights, plumbing and sanitary fittings in toilets and make arrangements to replace them immediately after getting necessary approval from the higher authorities.
- The AO will have to make sure that adequate water supply and power supply is available to college campus and canteen at all times and adequate steps should be taken to maintain the same.
- The AO will direct the work to supervisor to extract work from the sweepers, toilet cleaners, electricians and plumbers.
- The AO is expected to inspect the canteen frequently and check whether the floors, walls, ceilings and equipment are kept clean and maintained properly. He is further expected to verify the canteen equipment and the utensils available in the canteen before payment of bills to the contractor at the end of every month.
- The AO should monitor the AMC for the water coolers and RO water plant purifiers and see to it that they are washed and maintained neatly in the proper working condition
- Monitors salary bills including PF and TDS deductions.
- Monitors Admission Procedures, collection of fees, Student Scholarship, issue of Course Completion Certificate and T.C, Railway/Bus concessions etc.

- Liaison with Police /Panchayat/ labor department/ other Govt. and private agencies as and when required with the approval of principal.
- Staff welfare and administrative activities including PF, ESI, Group Insurance, Asset Insurance and claims.
- Maintenance of personal files of all the staff members
- Arrangement of stores, stationery, inventory, annual stock verification and waste management.
- Coordination with departments for arrangement of conference/seminars/meetings/functions etc. including coordination with transport department and constructions.
- Overall supervision and monitoring of security ID cards and housekeeping.
- General administration and discipline and related issues
- HRD, personal issues and establishment matters.
- Management of non-teaching staff under the guidance of the Principal.
- Coordination through cashier regarding bills, including material/ labour/salary authorization of payments, cash distribution.
- Daily reporting to the Principal and carrying out other works as assigned by administration authority and Principal.
- Image building activities and coordination with press and media.
- Hospitalities for VIPs during special programs.
- Responsible for budget finalization and approval from the top management ➤ Recommend salary advance request /resignation letters for the approval of Principal.
- Forwards requests for transportation for the students /faculty/VIP/guest to the Principal.
- As per the Guidance of Management the Admission procedure should be followed ➤ The AO is Accountable for the all-financial aspects.

- Every Month the Financial status report must be submitted to the Secretary & Correspondent and the Treasurer of the College.
- Provides all necessary details for the stock verification in the department, and take necessary action on discrepancies is findings of the stock verification team.