



**School of Management Sciences**

**Lucknow**

**Code of Conduct  
for  
Administrative Officer**

**Campus: 19th KM Stone, Kasimpur Biruha, PO-Kasimpur, Sultanpur Road,  
Lucknow 226501, Ph.: 9792633331, 9506033170**

**City Office: 2nd Floor, Sky Hi Chambers, 5 Park Road, Hazratganj,  
Lucknow 226001, Ph.: 0522-2238116, Fax: 0522-2237273**

**Visit us : [www.smslucknow.com](http://www.smslucknow.com)**

- (vi) Library verification and Lab verification to be carried out at least once in a year.
- (vii) Discrepancy, if any, noticed during stock verification should be reported to the Administrative Officer / Director immediately for further action.

[E] Electrical HT/LT Maintenance staff is responsible for:

- (i) Ensure regular supply of electricity at all times.
- (ii) Installation, maintenance and regular servicing of Electric Generators.
- (iii) Monitoring and recording the diesel consumption in the running of Gensets on a daily basis.
- (iv) Upkeep, repair and maintenance of all electrical items installed at the campus like wiring, switches, fans, Lights, AC, Air-coolers, Water Coolers, MCB Control panels, etc.
- (v) Liaise with the local electrical department for and complaints.
- (vi) Regular servicing of AC and Water Coolers under AMC and also otherwise.
- (vii) Maintain the record of the electricity generated through the Solar Panels, and regular servicing of the same.
- (viii) Attend to and keep a record of the complaints related to electrical faults throughout the campus.

## **Code of Conduct of Administrative Officer**

- (1) The Administrative Officer shall be responsible for overall administration of the entire Campus / Institute / City Office / other properties.
- (2) The Administrative Officer shall be responsible for Channel Vendor management.
- (3) The Administrative Officer shall ensure security arrangements and safety requirements at the Campus/Institute.
- (4) The Administrative Officer shall maintain records and documentation pertaining to the work area.
- (5) The Administrative Officer shall look after the maintenance of the services and ensure optimization.
- (6) The Administrative Officer shall ensure maintenance of housekeeping services and their records.
- (7) The Administrative Officer shall maintain and ensure fleet organization and upkeep.
- (8) The Administrative Officer shall liaison with local bodies with Police / Panchayat / Labour dept. /other Govt. and private agencies as and when required.
- (9) The Administrative Officer shall maintain discipline amongst the students.
- (10) The Administrative Officer shall advise on the matters related with overall administration as and when needed.
- (11) The Administrative Officer shall coordinate with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation, Greeting Cards and Advertisement etc.
- (12) The Administrative Officer shall ensure renewal of all AMC's and third party agreements on a timely basis.

(13) The Administrative Officer shall ensure proper functioning of the Fire fighting system in all the buildings of the Institute to ensure safety of the premises.

(14) Under the Administrative Officer shall function the following:

[A] Bus In-charge who will be responsible for:

- (i) Maintenance of all Buses and other vehicles of the Institute (i.e. Fitness, Insurance, Road Tax, Pollution).
- (ii) Daily Checking of all Vehicles Meter Readings enter in Log Book
- (iii) Maintenance all Bus Repair works
- (iv) Daily Checking of Bus Passes

[B] The Maintenance In-charge is responsible for ensuring the following:

- (i) Liaison with local authorities for uninterrupted supply of municipal and bore water as per the requirement of the college, steady as well as peak loads.
- (ii) Supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
- (iii) Direct the maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
- (iv) Liaise with horticulture advisor for the upkeep of college lawns, pathways surroundings and gardens.
- (v) He is responsible for the quality management of hygiene of college.
- (vi) Periodic inspection of the condition of water boiler, coolers and ensure that quality of drinking water is safe.
- (vii) Periodic inspection of the toilet cleaning for proper upkeep.
- (viii) Periodic inspection of the canteen premises, wash areas for safe upkeep.

(ix) Maintenance of all Record Related to Xerox like Servicing, Accounts Maintenance, Keeping of Record and Filing the Matter Related to Xerox.

(x) Coordination and maintenance of equipments and services, compile feedback and provide prompt services in time.

(xi) Safe maintenance of the Indian Flag and other essentials required for Flag Hoisting on National Days.

[C] The Security In-charge should:

- (i) Liaise with the security agency and security personnel for the overall safety of the Institute and Hostel.
- (ii) Devise a system for record of visitors at the entry gate of the Institute, and prevent any unauthorized entry.
- (iii) Carry out surprise visits to ensure the movement of personnel and material is as per the procedures.
- (iv) Periodically inspect to ensure that premises are locked with power switches made safe and windows closed.
- (v) For the above activities, he should maintain all necessary records.

[D] The Store In-charge is responsible for:

- (i) Maintenance of stock register and updating it regularly.
- (ii) Stock Inventory Maintenance.
- (iii) Supply of Stationery items to all Departments according to the Indent and Maintenance of all Stationery items and Office materials and Students record files and registers.
- (iv) Assisting to prepare the indent for purchase of Lab materials as well as for Examination related material as sanctioned by the Purchase Committee.
- (v) Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Director or any member deputed for the same may also conduct surprise checks.