



Vidya-Amrut Dnyan Pratishthan's  
Arts, Science & Commerce College, Shirsondi  
Tal: - Malegaon, Dist: - Nashik (423208)  
(Affiliated to Savitribai Phule Pune University, Pune)



## **CODE OF CONDUCT**

### **A) Job Responsibilities and Duties of HOD**

- 1) Providing leadership in undergraduate in relevant field of specialization
- 2) Consultancy services.
- 3) Teaching, laboratory development and writing of books.
- 4) Evaluations of tutorials, assignments, journals, answer papers.
- 5) Interaction with industry.
- 6) Continuing education activities.
- 7) Student's counseling.
- 8) Interaction with other institutions, Universities at state, national and international levels.
- 9) Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- 10) Publishing papers in national and international journals.
- 11) Review of academic activities of the department periodically.
- 12) To maintain dead stock, consumable registers with the help of lab in-charge
- 13) To display notices, mark sheets, attendance sheets etc. pertaining to the students
- 14) To send SMS regarding attendance, discipline and other activities with the help of class teachers.

- 15) Organize parents meet in association with Teacher and Parent.
- 16) Involvement in curricular, co-curricular and extra-curricular activities.
- 17) Any other duties assigned by the Principal from time to time.

## **B) Job Responsibilities of Assistant Professor**

- 1) Teaching and ensuring attendance of students as per University norms
- 2) Planning and implementation of instructions received from Head/principal.
- 3) Student's assessment and evaluation.
- 4) Developing resource material for teaching and learning.
- 5) Extension of services to the industry and community.
- 6) Continuing education activities.
- 7) Curricular, Co-curricular and extra-curricular activities.
- 8) Publication of research papers, articles and Books
- 9) Participate in seminars/conferences/workshops.
- 10) Participation in departmental administration
- 11) Contribute to the activities sustaining accreditation of the institute.
- 12) Examination work pertaining to College University such as organizing supervision and assessment etc.
- 13) Arrangement of remedial coaching.
- 14) Upgrading of qualifications.
- 15) Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- 16) Any other duties assigned by the Management and Principal from time to time.

### **C) Job Responsibilities of System Administrator**

- 1) To maintain the network and PCs.
- 2) To attend complaints received from students and staff regarding PC or the
- 3) Network.
- 4) To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- 5) To assist the management in procurement of hardware, software and equipment.
- 6) To maintain internet connectivity and take steps to prevent misuse.
- 7) Any other duties assigned by the Principal/Head/Professor.

### **D) Job Responsibilities of Lab. Attendant.**

- 1) To ensure safety of the students in the laboratory.
- 2) To draw the lab schedules for the students and display on the board.
- 3) To record and maintain the attendance of the students.
- 4) To ensure discipline of the students in the laboratory.
- 5) To conduct lab examination as and when required.
- 6) To assist the faculty member in conducting lab sessions of their students.
- 7) To maintain the dead stock /consumable/semi consumable registers of respective

Laboratory

- 8) Maintenance of all instruments/equipment's in the respective laboratories.
- 9) To carry out any other duties assigned by the faculty member/Assistant Professor/Head/ Principal.
- 10) To check at least once in a week working of instruments and equipment's under laboratory.
- 11) To prepare the requirement of consumables for the lab and place indent for the same.

### **E) Job Responsibilities of Non-Teaching Staff**

- 1) Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- 2) Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.
- 3) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 4) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- 5) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- 6) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- 7) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

### **F) Job Responsibilities of Librarian**

- 1) To prepare and issue of Library cards to students and staff.
- 2) To follow up return of books issued to students and staff members.
- 3) To maintain fine collection register and instruct students to deposit the fine
- 4) To display new arrivals by photocopy of the cover page of the books and journals.
- 5) To receive international journals and magazines and highlight important articles and news.
- 6) To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- 7) To maintain the day wise records of visits of staff faculty members in library.

- 8) Display of cuttings of newspapers on education /social matters on notice board
- 9) The list of requirement of books submits to the principal for further procurement.
- 10) To ensure discipline of the students in the library.
- 11) To effectively encourage faculty and student to use e-journals books keeping always in working condition.
- 12) Regularly under take binding of books which are damaged.
- 13) Any other matter assigned by Principal from time to time.

### **G) Job Responsibilities of Placement Officer.**

- 1) Prepare a data bank of potential industries for placements and keep updating.
- 2) Initiate MoUs with industries and organize recruitment process for placements.
- 3) Organize printing of placement Brochures/soft copies of information regarding students' placements.
- 4) Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
- 5) Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for their year
- 6) Grooming the students for placements by organizing soft skill trainings.
- 7) Counseling of students regarding emerging areas of job opportunities.
- 8) Organize talks by experts to motivate students to seek job opportunities in emerging areas.
- 9) Give feedback to the faculty about strength and weaknesses of students to enable them to initiate appropriate grooming activities.
- 10) Any other duties assigned by the Principal from time to time.

### **H) Job Responsibilities of Office Superintendent**

- 1) Scrutinize Admission and Eligibility documents and registers of admission.
- 2) Supervise and maintain personal files of staff and faculty.
- 3) Maintaining P.F. account as the case may be.

- 4) Keeping discipline and work schedule.
- 5) Maintain casual leave register.
- 6) Maintain movement register for staff under office administration.
- 7) Organize printing of brochures and placement documents for the institute.
- 8) Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.
- 9) Initiate and record all correspondence and put up the same to Principal /HOD and section heads.
- 10) He should be responsible for all the matters assigned to establishment section, student s section, stores section, maintenance section and security section.
- 11) To maintain the records of scholarships of students.
- 12) To take care of biometric requirement.
- 13) He should be responsible for all the matters assigned to establishment section, student s section, stores section, maintenance section and security section.
- 14) Any other duties assigned by the principal from time to time.

#### **I) Job Responsibilities of Clerk under O.S.**

- 1) Checking website of Savitribai Phule Pune University, Pune.
- 2) Maintaining of personal files of teaching and non-teaching staff.
- 3) Maintenance of attendance registers of teaching and non-teaching staff,
- 4) Maintenance of service books.
- 5) Maintaining leave record of staff.
- 6) Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
- 7) Any other duties assigned by the Principal from time to time.

#### **J) Job Responsibilities of Accountant**

- 1) To prepare budget estimate of the college under guidance of Principal

- 2) To prepare documents for submission of six monthly and annual audit.
- 3) Allotment of Budgets to every department of the college.
- 4) HOD/section heads take periodical review of the same.
- 5) To verify bills for payment
- 6) To check the monthly pay sheet
- 7) To check the cash book daily
- 8) To file E TDS returns
- 9) To hold custody of receipt books and vouchers.
- 10) To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- 11) To control and check the advance register and ensure timely recovery of advances.
- 12) To Settlement of journey claims and advances.
- 13) To prepare TDS statement and submit to Chartered Accountant.
- 14) Any other duties assigned by the Principal from time to time

### **K) Job Responsibilities of Examination Officer**

- 1) To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior super visors in consultation with principal.
- 1) To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
- 2) To organize the filling of examination forms, revaluation and verification forms of students and submission to SPPU.
- 3) To obtain results of students and its distribution.
- 4) To send requirement of examination stationary to SPPU and maintaining its up to date records.
- 5) To arrange for online examinations as per schedule and instructions of university

- 6) To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- 7) To send the program of proposed practical examinations dates to university and get final programme of practical/oral examinations.
- 8) To submit term work /oral practical marks to S. P. Pune University and time bound manner.
- 9) To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
- 10) To receive the examination stationery from Savitribai Phule Pune University, Pune and keep in the strong room.
- 11) Any other duties assigned by the Principal from time to time.

#### **L) Code of Conduct for Students**

- 1) Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library and with the co-students. If the students have any problem they should meet the principal or the vice-principal of the college.
- 2) Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
- 3) Students should have park their vehicles in the place allotted to them.
- 4) Students should not wander in the college campus by bunking the classes and practical's.
- 5) Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college campus.
- 6) Chewing tobacco and beetle leaf and throwing clutter in the college campus is strictly prohibited.
- 7) Students should not click photographs in the college campus and avoid the use of cell phone strictly.
- 8) Students are prohibited from bringing any such weapons in the college which would physically harm others.

- 9) Students are strictly prohibited to scribble anything on the walls of the classroom and of the toilet. If such a thing happens students will be severely punished.
- 10) Student should not damage the benches, tables, chairs, fans and lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished and compensation should be taken from them.
- 11) Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- 12) The rules of the office and the library are mandatory for each student.
- 13) Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.
- 14) If the students have any prejudices about the college he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and media.
- 15) No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
- 16) Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- 17) At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
- 18) The original certificates given to the college by the students will not be returned to the students' .The students should keep the attested copies of them before taking admission.
- 19) Action will be taken against students if it's found that they have made changes in any document on their own.
- 20) Students will not be allowed to found any board or associations without the permission of the principal.
- 21) It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.

- 22) Students should take admission in the college by filling in the form given by the college only.
- 23) Each student will be given an Identity card by the college. Student should stick a passport size photograph on it. He should show it if asked by the teachers, officers and administrative staff. Otherwise they will have to pay a fine of Rs.50/-If the Identity card is lost student can obtain another I-card by paying Rs.250/-
- 24) Students will be enrolled in the Second semester only if their behavior in the First semester is good.
- 25) Students should note that they have to take new admission every year.
- 26) Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
- 27) Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
- 28) Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
- 29) Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
- 30) Students should not bring radio, camera or cell-phone in the college.
- 31) Bringing a dummy person as a parent in the college is an offence.
- 32) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- 33) Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation No.f-1-8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
- 34) Students will not be allowed to change the faculty for any cause.
- 35) Nobody should meet the Student directly and they should enquire in the office before doing so.
- 36) It is the right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.

37) The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.

38) If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.

39) Dress code is compulsory for staff of Senior College according to the order of the institution.

40) Students should strictly follow all the above rules as well as any other rules made by the college from time to time.

Dr. U. J. Tupe  
IQAC Coordinator

Dr. R. B. Dhande  
Principal