



Maratha Vidya Prasarak Samaj's
ARTS & COMMERCE COLLEGE SATPUR, NASHIK
Dist. Nashik

Internal Quality Assurance Cell (IQAC)
Code of Conduct
For Various Stakeholders

1) Code of Conduct for Principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.

2) Job Responsibilities and Duties of Head of the Department

1. Providing leadership in both under graduate and postgraduate in relevant field of specialization.
2. Consultancy services.
3. Evaluations of - tutorials, assignments, journals and answer papers.
4. Interaction with industry.
5. Continuing education activities.
6. Student's counselling.
7. To display notices, mark sheets, attendance sheets etc. pertaining to the students
8. To send SMS regarding attendance, discipline and other activities with the help of class teachers.
9. Organize parents meet in association with Teacher & Parent.
10. Involvement in curricular, co-curricular and extra-curricular activities.
11. Any other duties assigned by the Principal from time to time.

3. 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. . Continuing education activities..
6. Curricular, Co-curricular and extra-curricular activities.
7. Publication of research papers, articles & Books
8. Participate in seminars/conferences/workshops.
9. Examination work pertaining to College University such as organizing supervision and assessment etc.

5. 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,

Equipments , 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

4. 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 compile back volumes of journals and periodicals and arrange for binding and Stacking.
5. To maintain the day wise records of visits of staff faculty members in library.
6. Display of cuttings of news papers on education /social matters on notice board
7. The list of requirement of books submits to the principal for further procurement.
8. To ensure discipline of the students in the library.

5. Job Responsibilities of Head Clark

1. Scrutinize Admission & Eligibility documents and registers of admission.
2. Supervise and maintain personal files of staff and faculty.
3. Maintaining P.F. account as the case maybe.
4. Keeping discipline and work schedule of class IV employees.
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. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.

9. He shall be responsible for all the matters assigned to establishment section, student s section, stores section, maintenance section and security section.

10. To maintain the records of scholarships of students.

11. To take care of biometric requirement.

6. Job Responsibilities of Clerk Under Head clark

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.

10. 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 ETDS 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.

7. 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.
2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to Savitribai Phule Pune University.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to Savitribai Phule Pune University & maintaining its up to date records.
6. To arrange for online examinations as per schedule & instructions of university
7. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
8. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
9. To submit term work /oral practical marks to Savitribai Phule Pune University & time bound manner.
10. To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
11. To receive the examination stationery from Savitribai Phule Pune University, Pune & keep in the strong room.
12. Any other duties assigned by the Principal from time to time.

8. 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 & 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 & beetle leaf and throwing clutter in the college campus is strictly prohibited.
7. Students should not click photographs in the college campus & 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 & of the toilet. If such a thing happens students will be severely punished.
10. Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & 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.


Dr. S.N. Gade
IQAC, Coordinator




Shri S.S. Tawade
Principal

Principal
Arts & Commerce College
Satpur, Nashik