

DnyangangaShikshanPrasarak Mandal, MalwadiSanchalit

**SHRIPATRAO CHOUGULE ARTS AND SCINCE COLLEGE,**

**Malwadi-Kotoli, Tal. Panhala, Dist. Kolhapur**

**Pin - 416230 (Maharashtra)**

Affiliated to the Shivaji University, Kolhapur

NAAC Reaccredited 'B+' Grade with CGPA-2.73      AISHE : C11221

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Internal Quality Assurance Cell (IQAC)

# **Code of Conduct (Handbooks) For Various Stakeholders**

**Prof. Dr. B. N. Ravan**  
IQAC Coordinator

**Dr. Vijaykumar A. Patil**  
Principal

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

- 1) Organizing seminars, workshops, for teachers
- 2) Continuing education activities.
- 3) Teaching, laboratory development & writing of books.
- 4) Involvement in curricular, co-curricular and extra-curricular activities.
- 5) To Maintain dead stock, consumable registers with the help of lab in-charge
- 6) Publishing papers in national and international journals.
- 7) Evaluations of assignments, journals, answer papers.
- 8) Student's counselling.
- 9) Interaction with industry.
- 10) To display notices, mark sheets pertaining to the students. To prepare attendance sheets of the student's.
- 11) To prepares question papers.
- 12) Review of academic activities of the department periodically.
- 13) Organize parents meet in association with Teacher& Parent.
- 14) Interaction with other Institutions and Universities.
- 15) To send SMS regarding attendance, discipline and other activities with the help of teachers.
- 16) Any other duties assigned by the Principal and IQAC Coordinator from time to time and according to rules and regulations of the Shivaji University, Kolhapur.

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

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

- 16) Any other duties assigned by the Management and Principal and IQAC Coordinator from time to time.

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

- 1) To record and maintain the attendance of the students.
- 2) To assist the faculty member in conducting lab sessions of their students.
- 3) To prepare the requirement of consumables for the lab and place indent for the same.
- 4) Maintenance of all instruments/equipments in the respective laboratories.
- 5) To ensure safety of the students in the laboratory.
- 6) To maintain the dead stock /consumable/ registers of respective laboratories
- 7) To check at least once in a week working of instruments & equipments under laboratory.
- 8) To conduct lab examination as and when required.
- 9) To draw the lab schedules for the students and display on the board.
- 10) To ensure discipline of the students in the laboratory.
- 11) To carry out any other duties assigned by the faculty member/Head/IQAC Coordinator/Principal.

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

- 1) 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.
- 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 will carry out their duties as instructed by the authorities to whom they are attached.
- 4) Non-Teaching staff working in the College should remain on Duty according to Government and University Rules.
- 5) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 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.
- 7) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.

#### **E) Job Responsibilities of Librarian**

- 1) Display of cuttings of newspapers on education /social matters on notice board

- 2) Regularly under take binding of books which are damaged.
- 3) To maintain the day wise records of visits of staff faculty members in library.
- 4) To prepare and issue of Library cards to students and staff.
- 5) To follow up return of books issued to students and staff members.
- 6) To maintain fine collection register and instruct students to deposit the fine.
- 7) To display new arrivals by photocopy of the cover page of the books and journals.
- 8) To compile back volumes of journals and periodicals and arrange for binding and stacking.
- 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 receive journals & magazines and highlight important articles & news.
- 12) To encourage faculty & student to use e-journals.
- 13) Any other matter assigned by PrincipallQAC Coordinator from time to time.

#### **F) Job Responsibilities Of Placement Officer.**

- 1) Counseling of students regarding emerging areas of job opportunities.
- 2) Prepare a data bank of potential industries for placements and keep updating.
- 3) Grooming the students for placements by organizing soft skill trainings.
- 4) Initiate MoUs with industries and organize recruitment process for placements.
- 5) Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- 6) Organize talks by experts to motivate students to seek job opportunities in emerging areas.
- 7) Any other duties assigned by the PrincipallQAC Coordinator from time to time.

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

- 1) Maintaining P.F. account as the case may be.
- 2) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 3) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 4) To take care of biometric requirement.
- 5) To maintain the records of scholarships of students.
- 6) Maintain movement register for staff under office administration.
- 7) Scrutinize Admission & Eligibility documents and registers of admission.
- 8) Maintain casual leave register.
- 9) Supervise and maintain personal files of staff and faculty.
- 10) Keeping discipline and work schedule of class IV employees.
- 11) Any other duties assigned by the Principal from time to time

12)

#### **H) Job Responsibilities of Clerk Under O.S.**

- 1) Maintaining of personal files of teaching and non teaching staff.
- 2) Checking website of Shivaji University, Kolhapur, Joint Director, Higher Education Kolhapur. Various mails of College and NAAC.
- 3) Maintaining leave record of staff.
- 4) Maintenance of attendance registers of teaching and nonteaching staff,
- 5) Maintenance of service books.
- 6) Any other duties assigned by the Principal IQAC Coordinator from time to time.

#### **I) Job Responsibilities of Accountant**

- 1) To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- 2) To Settlement of journey claims and advances.
- 3) To prepare TDS statement and submit to Chartered Accountant.
- 4) To file ETDS returns
- 5) To prepare budget estimate of the college under guidance of Principal
- 6) To check the cash book daily
- 7) To prepare documents for submission of six monthly and annual audit.
- 8) To check the monthly pay sheet
- 9) Allotment of Budgets to every department of the college.
- 10) To verify bills for payment.
- 11) Any other duties assigned by the Principal IQAC Coordinator from time to time

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

- 1) To send requirement of examination stationary to Shivaji University Kolhapur & maintaining its up to date records.
- 2) To correspondence with University regarding University Examinations, results of students, students complaints regarding examinations.
- 3) To organize arrangement furniture and numbering of examination seats for Shivaji University Kolhapur
- 4) To organize the filling of examination forms, revaluation & verification forms of students& submission to Shivaji University Kolhapur.
- 5) To receive the examination stationery from Shivaji University, Kolhapur & keep in the strong room.
- 6) To obtain results of students and its distribution.
- 7) To organize all works related to University and college level examinations such as preparation of supervision chart, appointments of senior supervisors to send marks to University in consultation with Principal.

- 8) Any other duties assigned by the Principal IQAC Coordinator from time to time.
- 9)

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

- 1) 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.
- 2) Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
- 3) If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.
- 4) Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
- 5) The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
- 6) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- 7) Nobody should meet the Student directly and they should enquire in the office before doing so.
- 8) Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
- 9) Students will not be allowed to found any board or associations without the permission of the Principal.
- 10) Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- 11) 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.
- 12) Students should take admission in the college by filling in the form given by the college only.
- 13) 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.
- 14) Students should note that they have to take new admission every year.
- 15) Each student will be given an Identity card by the college. If the Identity card is lost student can obtain another I-card by paying amount fixed by college

- 16) Action will be taken against students if it's found that they have made changes in any document on their own.
- 17) 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.
- 18) 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.
- 19) 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 HOD/Principal of the college.
- 20) Students should not click photographs in the college campus & avoid the use of cell phone strictly.
- 21) 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.
- 22) Students are strictly prohibited from making noise in the college campus communicating in the Class room and standing in the porch of the college.
- 23) Identity Card is compulsory for each student in college campus.
- 24) Students should not wander in the college campus by bunking the classes and Practicals
- 25) Students should have park their vehicles in the place allotted to them.
- 26) Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
- 27) Smoking, drinking and chewing 'Guttka' is strictly prohibited in the college campus.
- 28) Students should not organize picnic on their own without the permission of the Principal.
- 29) Students are prohibited from bringing any such weapons in the college which would physically harm others.
- 30) 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.
- 31) The rules of the office and the library are mandatory for each student.



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**IQAC Coordinator**

**Dr. Vijaykumar A. Patil**  
**Principal**