

Arts, Commerce, Science and Computer Science College, Ashvi Kd



Pravara Rural Education Society's

Arts, Commerce, Science and Computer Science College,
Ashvi (Kd), Tal: Sangamner, Dist: Ahmednagar, Pin:413738

Affiliated to Savitribai Phule Pune University, Pune



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HANDBOOK

ON

CODE OF CONDUCT

**JOB RESPONSIBILITIES OF
TEACHING AND ADMINISTRATIVE STAFF**

What is code of conduct?

A summary of shared institutional values, moral principles, rules and responsibilities of an individuals

To whom it applies?

- **Governing body**
- **Administration**
- **HOD & Teachers**
- **Physical director**
- **Librarian**
- **Students**

Why do we have?

- To ensure that all should understand the responsibilities of individuals to adhere with the code of conduct of our institution.
- To provide the necessary guidance to the necessary one.
- To reflect the vision, mission and values of our institution.
- To build the safe and academic atmosphere of teaching, learning and working.
- To make the entire institutions environment very clear and transparent.

1. Governing body

Duties & Responsibilities of Principal

1.	To control overall activities of the institution viz., financial, academic and administration
2.	To carry out the admission as per the norms of Savitribai Phule Pune University (SPPU), Pune and the management (PRES)
3.	To attend all the meetings called by the Management. To implement decisions according to the minutes of the meetings and submit the action taken report.
4.	To prepare the budget of requirement of equipments, furniture and other store material along with specification.
5.	To submit the budget of the institute for approval from the governing body and to the PRES.
6.	To overlook the proposals prepared for different grants from the staff, continuations of approval, variation of intake or addition of new course.
7.	To obtain the affiliation for all existing courses from the SPPU by submitting the proposal within the time.
8.	To form various committees to run the institute work smoothly.
9.	To arrange executive body meetings of the institutions by performing preparation of agenda, minutes of meeting and implementation of the decision taken in the meeting.
10.	To initiate disciplinary action against the staff and faculty.
11.	To submit the proposals for the requirements of faculty or other staff.
13.	To prepare the institute to apply for accreditation.
14.	To take decisions in order to make the improvements in performance of students.
15.	To initiate suitable action for training and placement of the students.
16.	To identify and promote the faculty for deputation for higher studies and for attending workshop, seminar and conferences.

Arts, Commerce, Science and Computer Science College, Ashvi Kd

17.	To sanction various types of leaves as per the norms of government policy.
18.	To create ragging free environment in order to maintain discipline within staff and student by taking all the necessary measures.
19.	To promote the public relations and interactions with community by organizing various social activities.
20.	To be responsible for all legal issues arising out of the Management of the institute.
21.	To teach at least one subject to students to establish close interaction between them.

Duties & Responsibilities of Vice-Principal

1.	To prepare the academic calendar and monitor the same.
2.	To monitor the academic work of all faculties.
3.	Management of guest visitors of college.
4.	Controlling of examination.
5.	Attestation of documents.
6.	To take charge of Principal of the institute in the absence of Principal.
7.	To carry out the work/activities related to administration of the institute assigned by the principal time to time.
8.	Sanction the casual leaves of faculty.
9.	To solve the problems of teaching, non-teaching, ladies staff and students.
10.	To organize various non-academic programs.
11.	To monitor daily and monthly attendance of students.
12.	To organize annual social gathering and prize distribution function in consultation with Principal.
13.	To carry out activities related to administration of the institute assigned by the Principal time to time.

2. Administration

Duties & Responsibilities of Office Superintendent

1.	To supervise the administrative section of the college.
2.	To manage all the department running in the college.
3.	To be ensure that all stake holders are satisfied with the service rendered by the section.
4.	To maintain personal file of individual staff.
5.	To maintain work schedule and keep discipline of class IV employees.
6.	To maintain the inward/outward register.
7.	To Supervise daily report received from watchman section and other section of the college.
8.	To prepare and circulate various notices given by the principal.
9.	To follow up the website of Government, University, PRES Office & other agency regularly.
10.	To maintain the attendance record, leave report and forward to the account section for further preparation of pay sheet.
11.	To maintain the general discipline and healthy relations between the staff.
12.	Any other duties assigned by the principal from time to time,

Duties & Responsibilities of Account

1.	To prepare budget, cash flow, MIS, maintenance and take periodical review.
2.	To keep up-to-date fee structure records as per guidelines Savitribai Phule Pune University, Pune & PRES, Loni.
3.	To prepare cash book daily & signed by Principal.
4.	To update daily different types of voucher.
5.	All statutory books e.g. Dead stock, cash book, ledger, advance register

Arts, Commerce, Science and Computer Science College, Ashvi Kd

	should be kept up to date.
6.	To enter different types of grant, their utilization time to time. Maintain cash box.
7.	To fill different type of Govt. taxes.
8.	To prepare pay bill month to month & send to Joint Director.
9.	To prepare pay sheet of teaching & non teaching aided & unaided staff.
10.	To sent salary into the Bank & distribute different cutting from the staff salary.
11.	To prepare TDS statement & submit to Chartered Accountant.
12.	To maintain the staff provident fund.
13.	To Attend different camp organize by Joint Director, Savitribai Phule Pune University, Pune
14.	Any other duties assigned by the principal & OS from time to time.

Duties & Responsibilities of Exam Clerk

1.	To prepare & display different time table, notice related to examination, Hall ticket, Eligibility. Etc.
2.	To filled the exam form on line & off line, college as well as university of Pune.
3.	To give hall ticket to the students.
4.	To maintain the eligibility form of first time admitted student along with the necessary certificate.
5.	To see the circular related to exam on Internet.
6.	To prepare seating arrangement for examination.
7.	To submit exam form in time to University of Pune.
8.	Typing all the letters pertaining to the section & at the time of emergency typing work assigned by the principal, OS & other officer.
9.	Any other duties assigned by the principal & OS from time to time.

Arts, Commerce, Science and Computer Science College, Ashvi Kd

Duties & Responsibilities of Scholarship Clerk

1.	To receive scholarship forms from E.B.C. and SC, ST, NT, OBC, SBC students and submit to respective offices.
2.	Scholarship of Joint Director, University of Pune,
3.	To give the utilization of above scholarship.
4.	To recover the college fee from scholarship.
5.	Typing all the letters pertaining to the section & at the time of emergency typing work assigned by the principal, OS & other officer.
6.	Any other duties assigned by the principal & OS from time to time.

Duties & Responsibilities of Store in charge

1.	The store keeper shall be fully responsible for safe custody & prompt issue of all the item of store received by Institution.
2.	It is the responsibility of the store keeper to receive & store the items of store neatly on shelves/racks/trays etc.
3.	It is the responsibility of the store keeper on receipt of store items to counter sign challan and acknowledges the receipt of store item if any dough. He immediately contact to Principal, Vice Principal, HOD.
4.	The store items which received in college is enter to GPR & Classify & transfer to consumable, non consumable, semi-consumable as per item wise register, dead stock register.
5.	To dead stock items received shall no. before the same to the issued user.
6.	All the store items issued by indents.
7.	Store keeper not to allow casual visitors and unauthorized person in the store.
8.	Store keeper should maintain GPR / Item wise / dead stock / records.
9.	Any other duties assigned by the principal & OS from time to time.

Arts, Commerce, Science and Computer Science College, Ashvi Kd

Duties & Responsibilities of Inward/outward clerk

1.	To maintain Inward Outward register.
2.	To distribute different letter to concern staff marked by Principal.
3.	To post the letter given by different dept. staff.
4.	To ensure the different type of leave. & maintained leave record. To keep correspondence to PRES & College for checking record.
5.	Any other duties assigned by the principal & OS from time to time.

Duties & Responsibilities of Wireman

1.	To check the regular electrical supply for building.
2.	To provide electrical supply all the department of college.
3.	To ensure no any fault of electricity happens in working hour.
4.	To start & stop the electrical motor to fill water supply tank, water for garden etc.
5.	To make change over when electrical supply changes.
6.	Any other duties assigned by the principal & OS from time to time.

Duties & Responsibilities of Peon

1.	To maintain stamp account.
2.	To maintain all the original documents in individual folder neatly.
3.	To ensure the fee charged from the student. Issue the challan to the students
4.	After receipt of the bank challan & enter in fee module software and prepare individual fee account.
5.	Typing All the letters pertaining to the section & at the time of emergency typing work assigned by the principal, OS & other officer.
6.	Any other duties assigned by the principal & OS from time to time.

Arts, Commerce, Science and Computer Science College, Ashvi Kd

Duties & Responsibilities of Security Officer

1.	To remain present at their required destination as per their scheduled timing.
2.	To keep continuous watch and vigilance of institute campus.
3.	To take care of students staff cycle, motor cycle and other vehicle.
4.	To keep record at incoming and outgoing materials/vehicles.
5.	To keep record at incoming and outgoing staff of the institution during office time.
6.	To prevent entrance of unauthorized persons in the premises of the Institute.
7.	In case of theft and pilferages report the matter to the management and lodge FIR with the police if necessary.
8.	Any other duties assigned by the principal & OS from time to time.

3. HOD & Teachers

Duties & Responsibilities of Head of the Department (HOD)

1.	To prepare academic calendar at departmental level, time table and individual time table too.
2.	Monitor time table, attendance as well as every activity of at departmental level.
3.	To teach at least two paper as per departmental workload.
4.	To monitor attendance & academic progress of student.
5.	To organized meeting of the departmental faculty.
6.	To ensure maintains of laboratory, departmental library & promote innovative practices & writing of manuals.
7.	To plan & implement academic programmes such as seminars, workshop conferences, faculty development programmes etc.
8.	To maintain discipline in the members & staff.
9.	To participate at organize curricular, co-curricular, extra -curricular activities & maintain records.
10.	To carry out work such as setting question paper assessment of answer sheets & moderation

Duties & Responsibilities of Teachers

1.	To teach and ensure attendance of students as per norms.
2.	To plan and implement instructions, assess and evaluate students.
3.	To develop resource material for teaching & learning, curricular, co-curricular, extra -curricular activities & maintain records.
4.	To publish research papers at least one in an academic year.
5.	To participate at least in one seminar / conference / workshop in an academic

Arts, Commerce, Science and Computer Science College, Ashvi Kd

	year.
6.	To participate in departmental administration.
7.	To contribute the activities pertaining to accreditation of the institute.
8.	To participate in examination work.
9.	Any other duties assigned by the principal & H.O.D. from time to time.

4. Librarian

Duties & Responsibilities of Librarian

1.	To be responsible fully to manage the library effectively, issue library cards, Identity Cards to students
2.	To enrich the book - bank facilities for students.
3.	To make a list of reference & text books and put before the library committee for approval and arrange to place order to the party.
4.	To prepare the annual budget of library.
5.	To maintain feedback register and notify the action taken on feedback, organize annual physical stock verification and write off outdated and damaged books.
6.	To circulate catalogues and book reviews for the information staff and students.
7.	To initiate digitization of library to ensure effective library services.
8.	Any other duties assigned by the principal from time to time.

Duties & Responsibilities of Library Attendant

1.	To maintain accession register up-to-date.
2.	To make availability of important news paper cuttings.
3.	To ensure discipline and minimum noise level in the library, maintain cleanliness in the library.
4.	To process the books and periodicals as per standard practice and keep the same on the self for issue to the members.
5.	Any other duties assigned by the Librarian from time to time.

5. Physical Director

Duties & Responsibilities of Physical Director

1.	To plan & conduct sport activities in each academic year.
2.	To motivate students to participate in various games & remain present on the ground with students.
3.	To select students for inter collegiate / University sport competition.
4.	To take practice of students for different games, organize sports competition.
5.	To constitute students council & conduct meeting.
6.	To maintain discipline among student during sport & cultural event.
7.	To assist the principal in event management.
8.	To prepare budget estimate of the sport and Gymkhana
9.	Any other duties assigned by the principal from time to time.

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Principal

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