



## **CODE OF CONDUCT FOR THE PRINCIPAL:**

1. The principal is the Academic and Administrative Head of the Institution and is committed to the cause of the growth and the progress of the institute.
2. To conduct the meetings of the College Development Committee as per the stipulated guidelines
3. To hold Branch Council meetings as per the norms
4. To coordinate and motivate the faculty, administrative authorities and the supporting staff, in order to enhance their efficiency and competence
5. He, along with all the vice-principals working under him, is singularly and collectively responsible to the Stakeholders, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
6. He shall closely observe various academic activities like organization and conduction of conferences, seminars, workshops and other academic events.
7. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
8. He shall adhere to the QMS of ISO ....900012015



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I/C Principal

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## CODE OF CONDUCT FOR TEACHERS:

### **Responsibility and Accountability:**

1. Teachers should handle the subjects assigned to them by the Head of the Department.
2. Teachers should complete the syllabus on time.
3. Teachers should carry out other academic, co-curricular, exam-related duties and organizational activities that may be assigned to them from time to time.

### **Punctuality and attendance:**

1. Teachers should sign the attendance register while reporting for duty.
2. Teachers must use the biometric system to record their time of arrival and departure from the college.
3. Teachers are expected to be present in the college campus at least 10 minutes before the college starts.
4. Teachers should remain in the campus at least for five hours.
5. In case the teacher needs to leave the campus for personal work, s/he needs to sign the movement register.

### **Leave:**

1. Leaves are sanctioned as per guidelines of regulatory authorities.
2. Prior written permission is required from Principal/HOD at least a day in advance while availing Casual Leave or Duty Leave.
3. Not more than 25 percent of staff members in a department will be allowed to go on Casual Leave or Duty Leave on any particular day.
4. A half day Casual Leave will not be sanctioned.
5. A maximum of 15 days of Casual Leave can be availed in one academic year.

### **General:**

1. Teachers are barred from using cell phones while taking classes and while supervising examination work.
2. Teachers are expected to always wear their identity badges while inside the college premises.
3. Head of Departments must submit the Department time table and individual teachers' time tables to the principal on the last working day of the previous semester. Any change must also be reported to the principal in writing.



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## **CODE OF CONDUCT FOR SUPPORT STAFF:**

### **Responsibility and Accountability:**

1. Support staff should complete all the responsibilities assigned to them.
2. They should behave professionally at all times.
3. They should be prompt in their services.
4. They should report to duty and to the concerned departments which they have been assigned.
5. They should work in the interest of the general well-being of the college and of that of the teachers and students.
6. They should contribute towards enabling a supportive learning environment.

### **Punctuality and attendance:**

1. They should sign the attendance register while reporting for duty.
2. They must use the biometric system to record their time of arrival and departure from the college.
3. They are expected to be present in the college campus at least 10 minutes before the college starts.
4. They should remain in the campus till the end of college hours or the number of hours specified to them in their appointment order.

### **Leave:**

1. Prior written permission is required from Principal/HOD at least a day in advance while availing Leave
2. Not more than 25 percent of support staff in a department will be allowed to go on Casual Leave or Duty Leave on any particular day.
3. A half day Casual Leave will not be sanctioned.



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## **JOB RESPONSIBILITIES AND DUTIES OF PROFESSOR /HOD**

1. They must plan and organize educational activities for the students' enrichment and work for the growth of the institute.
2. They must engage themselves in research and research guidance.
3. They must plan for the educational activities & counseling sessions for students.
4. They must plan for theseminars, workshops, and conferences and conduct the same to benefit the teachers and students.
5. They must maintain the record of dead stock, semi-consumable; consumable registers with the help of laboratory in-charge.
6. They must prepare departmental calendar and display notices regarding various departmental activities to students.
7. They must maintain the record of teaching plans, and other departmental files updated with the help of other teachers in the department.
8. They must engage themselves in the Students' Assessment and Evaluation process and coordinate the same with the colleagues in the department.
9. They must have to arrange guest lectures for the students and plan for various activities to benefit the students.
10. They are expected to undertake and implement consultancy projects to identify and utilize the various funding agencies for the development of departments / institutions.
11. They must sign MOUs with different institutes and work for the students' enrichment.
12. They should help and contribute in maintaining the organization's accreditation.
13. They must follow the instructions and act according to the instructions given by the Principal from time to time.



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### **JOB RESPONSIBILITIES OF ASSISTANT & ASSOCIATE PROFESSORS:**

1. They must engage in teaching-processes as per the UGC guidelines and ensure the attendance of students regularly.
2. They should plan according to the instructions received from the Head/Principal.
3. They must engage themselves in the Students' Assessment and Evaluation process and complete the same in time.
4. They should develop resource materials for teaching and learning and adopt the student-centric methodology to impart the knowledge and information.
5. They must plan and organize educational activities for the student enrichment.
6. Since the college believes in the holistic development and enrichment of the students, the teachers must encourage the students to take part in Curricular, Co-curricular and Extra Co-curricular activities.
7. They should have to constantly engage themselves in Students' Counseling and provide guidance to the students.
8. They must have to publish at least one research paper in one semester.
9. They should attend at least one seminar / conference / workshop in an academic year.
10. They should become a member of at least two related professional bodies at their own expense.
11. They should help and contribute in maintaining the organization's accreditation
12. They must have to do supervision and evaluation work etc.
13. They should plan remedial classes for the slow learners and contribute in the teaching learning process.



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## **JOB RESPONSIBILITIES OF SYSTEM ADMINISTRATOR:**

1. To maintain network and PC
2. To attend to any complaints from students and staff regarding PC or network
3. To keep printers, scanners, etc. in serviceable condition at all times
4. To assist in purchasing hardware, software and equipment
5. To initiate immediate steps to ensure internet connectivity to the departments and the college office to complete the academic work in time



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## **JOB RESPONSIBILITIES OF LABORATORY ASSISTANT:**

1. To plan a laboratory schedule for the students and display it on the board
2. To maintain discipline and the record of student attendance
3. To help the students in laboratory while handling the apparatus
4. To assist the system administrator to maintain the network and the computer
5. To maintain the database of marks of various examinations
6. To assist the faculty members in conducting laboratory sessions for students
7. To keep the Dead Stocks / Consumables / Semi-Consumables Records of Relevant Laboratories
8. To maintain lab instruments / equipment properly
9. To carry out any other duties assigned by the Professor / Head / Principal
10. Taking care of daily hygiene and observe the experiments in the form of laboratory presentable are kept in the setup and stacking the equipment in their proper stacking place
11. To Inspect laboratory equipment and supplies at least once a week



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## **JOB RESPONSIBILITIES OF PLACEMENTCELL:**

1. Creating and constantly updating data bank of potential industries for placement
2. Initiate correspondence with industries and conduct recruitment process for placement
3. Organize printing of placement brochure / soft copy of information related to students
4. Preparing students for placement by conducting soft skill training
5. To update the diaries of the companies contacted
6. Student Counseling on Emerging Areas of Job Opportunities
7. Conduct discussions with experts to motivate students to look for job opportunities in emerging fields
8. Give feedback to teachers about students' strengths and weaknesses so that they can start proper grooming activities
9. Regular visits to industries and establishment of repo with placement / consultants / establishment of training and linkages under the guidance of the principal
10. Any other duties assigned by the Principal from time to time



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### **JOB RESPONSIBILITIES OF LIBRARIAN:**

1. Create and distribute library cards to students.
2. Receiving demand slip from students and giving books to students as per their demand and library rules
3. Withdrawal of books given to students and staff members
4. To keep a record of recovery of fines and instruct the students to deposit the amount of fine in the cash counter
5. Request and issue and receive books from students, staff following the entire process
6. Displaying new arrivals by photocopying the cover of books and journals
7. Receive international journals and magazines and highlight important articles, news. Ask the headmaster for information and matters related to management education / institution etc.
8. Updating and maintaining files of paper cuttings related to college activities
9. Collecting journals and periodicals and arranging for their stacking
10. To ensure that the library is always presentable and neat
11. Pay attention to the problems of the staff members, if any, and resolve them promptly
12. Keeping day wise records of student / staff faculty visits in the library
13. Display of newspaper cuttings on education / social issues on the notice board
14. To hold meeting of Library Committee as per guidelines and to act as Secretary of Library Committee
15. To compile the requirement of books and periodicals and to submit to the headmaster for further purchase.
16. Take care of library automation and update it from time to time
17. Effectively encourage faculty and students to keep e-journals-books in working condition
18. Make a list of books that are out of date and out of use for 100% annual verification
19. Regularly bind books that have gone bad
20. Any other matter appointed by the Principal from time to time



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### **JOB RESPONSIBILITIES OF OFFICE SUPERINTENDENT:**

1. Scrutinize admission and eligibility documents and admission registration
2. Supervise and maintain personal files of staff and professors
3. Maintain P.F. account
4. Discipline and work schedule of class IV employees
5. To scrutinize the attendance record of the employees and keep their copy with the principal for daily signature
6. Keep informal leave registration
7. Keep a movement register of employees under office administration
8. Observe the daily reports received from the security department and other departments of the college
9. Handle the keyboard and oversee the key movement register
10. Initiate disciplinary action where necessary as directed by the headmaster
11. Submitting / guiding / assisting to accounts and other departments when required
12. Organize printing of brochures and placement documents for the organization
13. Initiate and record all correspondence
14. Systematically keep up to date with all the files in a systematic manner as required
15. To monitor the control of the Admissions
16. General discipline and healthy relationship should be maintained among the staff of the college
17. To see to it that all the minor grievances of the students regarding personal issues are resolved sympathetically and on time and the students are always happy
18. Taking care of biometric requirements
19. Collect the attendance register of the department and fix it for the safety of the Principal
20. Any other duties assigned by the Principal from time to time



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## **JOB RESPONSIBILITIES OF CLERK IN ESTABLISHMENT SECTION UNDER O.S.**

1. Checking website of SPPU Pune regularly for recent updates
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 and Leave Record of staff
5. Arrangement of staff selection committee meetings
6. Preparing proposals for approval of staff by SPPU Pune
7. Maintaining of all the files duly numbered updated in all respects
8. Typing all work pertaining to the section and at the time of emergency typing other work assigned by OS
9. Any other duties assigned by the principal from time to time



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### **JOB RESPONSIBILITIES OF CLERK: STUDENTS' SECTION (ADMISSIONS):**

1. Possession of original documents of students and their final disposal
2. Keep all documents neatly in personal folders e.g. 10th Mark sheet, 12th Mark sheet, Graduation Mark sheet, Pass Certificate, Degree Certificate, Transfer Certificate, Migration Certificate, Caste Certificate, and Caste Validity Certificate
3. T.C. Eligibility Form: To get the eligibility form of students with Xerox Copies of required certificates should be submitted at the camp organized by Pune University for the purpose of verification and on time
4. To maintain files and registers related to the department
5. To maintain all the current and back volumes of files neatly, labeled and numbered.
6. Receiving scholarship forms for Economical Backward Class students and the students belonging to SC, ST, NT, VJ, DT, OBC and SBC, submit the same record to the Social Welfare department along with validity and other documents complete in all respect in the time limit prescribed by Directorate of Technical Education and Social Welfare Department under the supervision of principal
7. Issuance of Transfer Certificate to the students whenever they are contacted immediately, making sure that 'No Certificate of Payment Certificate' can be obtained from the students
8. Typing all the letters related to the department and at the time of emergency typing, other work assigned by OS
9. When interacting with students, past students, professors and staff he will always be polite and extend all help voluntarily.
10. Any other duties assigned by the Principal and Vice Principal from time to time



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### **JOB RESPONSIBILITIES OF ACCOUNTANT:**

1. To maintain account records
2. To prepare documents for submission of six monthly and annual audit
3. To verify bills for payment
4. To check the monthly pay sheet
5. To check the cash book daily
6. To check files of ETDS returns
7. To handle all statutory books of account. Dead stock registers, ledgers, as consumables
8. Register, register fixtures and fittings, print and certify them every month. To keep
9. Possession of receipt books and vouchers
10. To prepare all the records required by the statutory auditors and submit them regularly to the statutory auditors
11. To control and check the advance registration and ensure timely recovery of advance amount.
12. To supervise maintenance of all the files and records pertaining to Accounts Section held by Accounts Assistants
13. To receive record of fees collection from cash counter & maintain its record
14. To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Principal (Administrative).
15. To verify bills for payment
16. To maintain register for advance and ensure timely settlement of the advances
17. To maintain of all the files duly numbered updated in all respects
18. To prepare monthly pay sheet and payment to parties
19. To settle journey claims and advances
20. To prepare TDS statement and submit to Chartered Accountant
21. To maintain Fee Collection Register
22. To maintain cash book and attest the same by Accountant regularly once in a week
23. To ensure writing of ledger by the cashier
24. Any other duties assigned by the Principal from time to time



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### **JOB RESPONSIBILITIES OF EXAMINATION OFFICER:**

1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with the principal
2. To correspondence with university regarding university examinations, results of students, & complaints of students regarding examinations
3. To fill up examination forms of students, to conduct re-evaluation and verification forms
4. To obtain results of students and its distribution
5. To send the requirement of examination stationery to SP Pune University and keep its up-to-date records
6. To maintain the records of all passed out students of this institute in a separate register and also in a soft copy
7. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University
8. To send the program of the dates of the proposed practical examinations to the university and to get the final program of the practical / oral examinations
9. To submit term work /oral practical marks to SP Pune University in time bound manner
10. Arrangement of furniture for SP Pune University examinations and determination of number of examination seats
11. Taking examination stationery from SP Pune University and keeping it in Strong Room
12. Custody of key of strong room of the seal of the strong room open before Vice Principal & CEO
13. Any other duties assigned by the Principal from time to time



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### CODE OF CONDUCT FOR STUDENTS:

Students/ parents /guardians are specifically requested to make a note of the rules and guidelines related to discipline and code of conduct for the students of RNC Arts, JDB Commerce & NSC Science College, Nashik-Road, Nashik.

1. Students are expected to attend classes from the day the courses commence to the last day of each term when the courses are declared to conclude during each academic year.
2. Student should complete all the term work assignments, workshops, journals as per the specified schedule.
3. Students must maintain punctuality while attending all theory and practical classes.
4. Students must wear the college Identity card every day without fail and come to college appropriately dressed.
5. Strict disciplinary action will be taken against those students who fail to attend tests, practical, and internal assessment.
6. Students must not participate in any political and anti-social activities.
7. Students should help in maintaining the building and campus of the institute and keeping it clean and tidy.
8. Students will not indulge in addictive habits and follow all regulations pertaining to ragging, eve teasing.
9. Students are expected to show respect to elders and teachers and get along well with their peers.



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