



Maratha Vidya Prasarak Samaj's

G.M.D. Arts B. W. Commerce and Science College Sinnar

Sinnar, Nashik-422103 (Maharashtra)

Affiliated to the Savitribai Phule Pune University Pune

ID No. PU/NS/ASC/013/(1969)

NAAC Reaccredited 'A' Grade with CGPA-3.04, AISHE: C-41292

Phone No.: (02551) 220099

College Website: www.gmdcollege.in

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Internal Quality Assurance Cell (IQAC)

Code of Conduct (Handbook)

For Various Stakeholders

Dr. C. E. Gurule
IQAC Coordinator

Dr. P. V. Rasal
Principal

A) Job Responsibilities and Duties of Principal

1. Chalk out a policy and plan to execute the vision and mission.
2. Promote industry institution interaction and inculcate research development activities.
3. Ensure that the staff and students aware of rules, policies, and procedures laid down by the college and enforce them fittingly.
4. Recommend and forward the communication to the authorities.
5. Execute any other qualitative and quantitative work for the welfare of the institution.
6. Empower all his staff and students to reach their maximum potential.
7. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programs, are duly processed and implemented through relevant authorities, bodies, committees, and its members.
8. To ensure the observance of the acts, statutes, ordinances, regulations, rules, and other orders issued thereunder by the University authorities, other regulatory bodies, and the Management, from time to time.
9. The Principal has to assure competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programs of the College as well the general administration of the College has to be under the purview of the Principal.
10. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
11. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard, he/she should take actions, which should be impartial and he/she should maintain complete transparency.
12. The principal has the responsibility for the smooth conduct of curricular, co-curricular, and extra-curricular activities of the College.

B) Job Responsibilities and Duties of Professor & Head of the department

1. Providing leadership in both undergraduate and postgraduate in the relevant field of specialization.
2. Consultancy services.
3. Teaching, laboratory development & writing of books.
4. Evaluations of tutorials, assignments, journals, answer papers.
5. Interaction with industry.
6. Continuing education activities.
7. Student's counselling.
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 deadstock, 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 parent's meet in association with Teacher & Parent.
16. Involvement in curricular, co-curricular, and extra-curricular activities.
17. Any other duties assigned by the Principal from time to time.

C) Job Responsibilities of Associate Professor/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 & Books Code of Conduct (Handbooks) For Various Stakeholders.
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 counsellors 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.

D) 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 Network.
3. To maintain peripherals like printers, scanners, etc. in serviceable condition all time.
4. To assist the management in the procurement of hardware, software, and equipment.
5. To maintain internet connectivity and take steps to prevent misuse.
6. Any other duties assigned by the Principal/Head/Professor.

E) Job Responsibilities of Laboratory Attendant & Assistant

1. To ensure the safety of the students in the laboratory.
2. To draw the lab schedules for the students and display them on the board.
3. To record and maintain the attendance of the students.
4. To ensure the discipline of the students in the laboratory.
5. To conduct lab examinations 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 laboratories.
8. Maintenance of all instruments/equipment in the respective laboratories.
9. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
10. To check at least once in a week working of instruments & equipment under laboratory.
11. To prepare the requirement of consumables for the lab and place indent for the same.

F) 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 Laboratory clean.
4. Any loss or damage to any article in the Laboratory or Class Room should be reported to the laboratory in-charge or head of the department in writing immediately.

5. Non-Teaching Staff, working in the Laboratory, 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.

G) Job Responsibilities of Librarian

1. Prepare and issue the Library I-cards to students and staff.
2. To follow up the return of books issued to students and staff members.
3. To maintain the fine collection register and instruct students to deposit the fine.
4. To display new arrivals by a photocopy of the cover page of the books and journals.
5. To receive international journals & magazines and highlight important articles & 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 the library.
8. Display of cuttings of newspapers on education /social matters on notice board.
9. List of the requirement of books submits to the principal for further procurement.
10. To ensure the discipline of the students in the library.
11. To effectively encourage faculty & student to use e-journals books keeping always in working condition.
12. Regularly undertake to bind of books which are damaged.
13. Any other matter assigned by Principal from time to time.

H) 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 processes for placements.
3. Organize the printing of placement Brochures/soft copies of information regarding students' placements.
4. Obtain feedback from industries regarding the strength and weaknesses of students who have been placed finally.
5. Obtain feedback from industries regarding the 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 training.
7. Counselling 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 the strength & weaknesses of students to enable them to initiate appropriate grooming activities.
10. Any other duties assigned by the Principal from time to time.

I) Job Responsibilities of Office Superintendent

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 may be.
4. Keeping discipline and work schedule of class IV employees.
5. Maintain a casual, medical, and duty leave register.
6. Maintain movement register for staff under office administration.
7. Organize the 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 & put up the same to Principal /HoD & section heads.
10. He shall be responsible for all the matters assigned to the establishment section, students' section, stores section, maintenance section, and security section.
11. To maintain the records of scholarships of students.
12. To take care of biometric requirements.
13. He shall be responsible for all the matters assigned to the establishment section, students' section, stores section, maintenance section, and security section.
14. Any other duties assigned by the principal from time to time.

J) Job Responsibilities of Clerk Under Office Superintendent

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 the 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.

K) Job Responsibilities of Accountant

1. To prepare a budget estimate of the college under the guidance of the Principal.
2. To prepare documents for submission of the six-monthly and annual audit.
3. Allotment of Budgets to every department of the college.
4. HoD/section heads take a 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.

L) Job Responsibilities of Examination Officer

1. To organize all works related to the university and college-level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with the principal.
2. To correspondence with the 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 S. P. Pune University.
4. To obtain results of students and their distribution.
5. To send requirement of examination stationery to S. P. Pune University & maintaining it's up to date records.
6. To arrange for online examinations as per schedule & instructions of the university.
7. To maintain the records of all passed out students from the institute in a separate register also in a soft copy.
8. To send the program of proposed practical examinations dates to the university & get the final program of practical/oral examinations.

9. To submit term work /oral practical marks to S. P. Pune University in a time-bound manner.
10. To organize the arrangement of furniture and numbering of examination seats for the University examinations section.
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.

M) 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 are compulsory for each student in the 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 practicals.
5. Smoking, drinking, and chewing 'Gutkha' is strictly prohibited in the college campus.
6. Chewing tobacco & beetle leaves 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 phones 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. Students 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 students 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 a 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 firstly, and should not give any complaint, on their own to the Newspaper and media.
15. No one student should participate in any activity against the college, society and should avoid caste and religion-based unfair activities.
16. Students should participate in sports, cultural, and other extra-curricular activities and co-operate for good things.
17. At the time of examination electronic devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offense 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/ submission.
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 to the college by filling in the form given by the college only.
23. Each student will be given an Identity card by the college. 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 behaviour 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 lecture time or behaving improperly will be treated as an offense.
30. Students should not bring a radio, camera, or cell phone to the college.
31. Bringing a dummy person as a parent in the college is an offense.
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 students 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.




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