



Vidya Prasarak Mandal's  
**DR. GHALI COLLEGE, GADHINGLAJ**  
Affiliated to Shivaji University



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**Internal Quality Assurance Cell (IQAC)**

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**Hand Book of Duties  
and Responsibilities  
and  
Code of Conduct**

# Duties and Responsibilities and Code of Conduct

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## 1] Job responsibilities and duties of Professor/HOD

1. Providing academic relationship in both undergraduate and postgraduate in relevant field of specialization.
2. Lead, manage and develop the Department to ensure it achieves highest possible standards of excellence in all its activities.
3. Publishing papers in journals, teaching, laboratory development.
4. Evaluations of tutorials assignment, journals, answer papers.
5. Interaction with students, institutions, universities at different level.
6. Organizing workshops, conferences summer schools at different level.
7. To display notice, mark sheets, attendance sheets time to time.
8. Periodically review of academic activities of the department.
9. Update dead stock, consumable registers with help of non-teaching staff.
10. Organize parent meet in association with teachers and students.
11. Involving in other curricular, extracurricular activities.
12. To exercise leadership, demonstrate vision and empower others.

## 2] Job responsibilities and duties of Associate Professor/Assistant Professor

1. Assess, supervise and mentor the academic progress in students.
2. Create, innovate and implement activities and program that help in
3. Career enhancement
4. As per University norms teaching and ensuring attendance of students.
5. Planning and implementation of instructions received from Head /Principal.
6. Developing resource material for teaching and learning process.
7. Extension of services to industry and community.
8. Involvement in curricular, co-curricular and extra-curricular activities.
9. Participation various seminars, conferences and workshop.
10. Contribute in programs which sustain accreditation of institute.
11. Arrangement of remedial coaching
12. Upgrading qualifications.
13. Help, guide, encourage and assist the students.

14. Any other duties assigned by principal.
15. Assist, support senior professor in their day to day talks and functions.

### **3] Job responsibilities and duties of System Administrator.**

1. To maintain network system and PC's. Creating file system and install software.
2. Monitoring system performance.
3. To attend complaints received from students and staff regarding PC.
4. Verify that Peripherals like printers, scanners etc. are working properly.
5. Quickly arrange repair for hardware, software, equipment.
6. To maintain internet connectivity and take steps to prevent misuse.
7. Any other duties assigned by Principal/HOD.

### **4] Job responsibilities and duties of Lab attendant/ Lab assistant.**

1. To ensure safety of Students in the Laboratory.
2. To draw lab schedule for the students and display on the board.
3. To maintain record of attendance, laboratory equipment.
4. To ensure discipline of the students in Laboratory.
5. To conduct Lab Examination as required. Label and classify samples.
6. To assist and help faculty members in conducting lab sessions.
7. To maintain dead stock register, consumable registers.
8. Document all activities, result, and reports back to Principal.
9. Maintenance of all instruments/equipment's in corresponding laboratories.
10. To carry out any other duties assigned by faculty members/ Professors /HOD/ Principal
11. To check at least once in week working of instruments and equipment under laboratory.
12. To prepare the requirements of consumable for the lab and place indent or the same.

### **5] Job responsibilities and duties of non-teaching staff**

1. They should not absent himself from his/her duties without prior permission.
2. They should not engage directly or indirectly in any trade or business, political activities

3. Non-teaching staff working in the college office or Department should remain on duty during college hours.
4. Non-teaching staff should wear dress code provided by college and always wear their identity badge during working hours.
5. Any loss or damage to any article in laboratory or in classroom should be reported to HOD in writing immediately. Record breakage charges as per norms of college
6. Non-teaching staff working in lab shall maintain stock register for all the articles, equipment, chemical etc. It shall be submitted to HOD and the Principal at the end of each semester and their signatures obtained.
7. Non-teaching will carry out their duties as given by authorities.

## **6] Job responsibilities and duties 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. To check books in and out of the library.
3. To maintain fine collection register and instruct the students to deposit the fine.
4. To display new arrivals by photocopy of the cover page of the books and Journals.
5. To receive international journals, magazines and high light important articles and news.
6. To compile back volumes of journals, periodicals and arrange for bindings and stacking.
7. To maintain day wise records of visits of staff, faculty members.
8. Search standard reference method, online resources.
9. Display and exhibit collection of books, publications, documents, audiovisual aids and other reference material for convenient access.
10. Display of cuttings on newspapers on education/ social matter on noticeboard.
11. Supervise budgeting, planning and personal activities.
12. List of requirements of books submit to the Principal for further action.
13. To ensure discipline of the students in Library.
14. To effectively encourage faculty and students to use e-journals.
15. Any other matter assigned by Principal from time to time.
16. Annual reports to be submitted to Auditors/ UGC/AQAC/Principal.

## **7] Job responsibilities and duties of Placement officer**

1. Prepare data bank of potential industries for placement and keep updating.
2. Initiate MoUs with industries and organize recruitment process for placement.
3. Organize printing of placement brochures / soft copies of information regarding student Placement.
4. Obtain feedback from industries regarding strength and weaknesses of Students who have been placed finally.
5. Obtain feedback from industries regarding performance of placed students.
6. Grooming the students for placement by organizing soft skill training to screen potential candidates.
7. Counseling of Students regarding emerging areas of job opportunities.
8. Organize talks by experts to motivate student to seek job opportunities in emerging area. Provide career services to students using local employers.
9. Give feedback to the faculty about the strength and weaknesses of student.
10. Any other duties assigned by Principal.

## **8] Job responsibilities and duties of Office Superintendent [O.S.]**

1. The superintendent shall be in charge of the college office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Principal.
2. He shall coordinate regular meetings of the heads and non-teaching staff and shall determine the time dimensions of each of the task assigned as supervise the overall working as per prescribed norms if any.
3. Scrutinize admission and eligibility documents and registers of admissions.
4. Supervise and maintain personal files of staff and faculty.
5. Maintain PF account as the case may be.
6. Keeping discipline and work schedule of class 4 work employees.
7. Maintain casual leave register. Movements register for staff.
8. Organize printing of brochures and placement documents of the institute.
9. Assist Principal in receiving guest and visiting dignitaries in proper way.
10. Initiate and record all correspondence and put up same the Principal/HOD.

11. He shall draft notes and deal independently the cases in routine.
12. He shall take care of biometric requirements.
13. To maintain the records of Scholarship of Students.
14. He shall be responsible for all the matters assigned to establishment section, student section, store section, maintenance section and security section.
15. Any other duties assigned by the Principal from time to time.

## **9] Job responsibilities and duties of clerk under Office superintendent**

1. Checking websites of Shivaji University, Kolhapur daily.
2. Maintaining personal files of teaching and non-teaching staff.
3. Maintaining attendance registers of teaching and non-teaching staff.
4. Maintaining service books of teaching and non-teaching staff.
5. Maintaining leave record of teaching and non-teaching staff.
6. Completion of attendance of faculty and non-teaching staff and forwarding the same to account section for the preparation of payment.
7. Any other duties assigned by the Principal from time to time.

## **10] Job responsibilities and duties of Accountant**

1. The accountant shall inform periodically on the financial position of the college to the Principal of the college and examine and ensure that the code and financial norms are followed by the section or department.
2. He shall prepare and present budget estimates, with the help of Heads of Departments in the college. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
3. He shall attend to all the Government scrutiny, inspections and audit.
4. To verify bills for payment.
5. To check monthly pay sheet.
6. To check the cashbook daily.
7. He shall be responsible for the proper implementation of the financial transactions as per rules, Accountant code, Statutes, Ordinates, Rules and Regulations made in that behalf and monitor the finances of the college as per directions of Registrar and place before the college finance committee the financial position of the college such as its receipts, payments Government grants and balance from time to time.
8. To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.

9. To control and check the advance register and ensure timely recovery of advances.
10. To settlement of journey claims and advance.
11. To prepare TDS statement and submit to Chartered Accountant.
12. If there is no post of Superintendent in the college or if the Superintendent proceeds on leave the accountant. He shall carry out duties of the superintendent in addition to his own duties.
13. The accountant shall carry out any other work instructed to him by the Principal or Office superintendent.

## **11] Job responsibilities and duties of Examination officer**

1. To organize all works related to University and College level examinations such as preparation of supervision chart, appointment of senior supervisors in consultation with Principal.
2. To correspondence with University regarding University Examinations , results of Students, Student complaint regarding examinations
3. To organize the filling of examination forms, revaluation and verification forms of Students and submission to Shivaji University Kolhapur.
4. To obtain result of Students and its distribution.
5. To send requirement of Examination stationary to Shivaji University Kolhapur and maintaining its up to date record.
6. To arrange online examinations as per schedule and instructions of Shivaji University Kolhapur
7. To maintain records of all passed out students of this Institute in separate register also in soft copy.
8. To send the program of proposed practical examination dates to University and get final program of Practical / Oral examinations.
9. TO submit term work / oral practical mark to Shivaji University Kolhapur and time bound manner.
10. To organize arrangement of furniture and numbering of Examination Seat numbers.
11. To receive examination stationary from Shivaji University Kolhapur and keep in Strong room safely.
12. Interpret, evaluate, and develop process for change imposed Controller of Examination, Shivaji University, Kolhapur.
13. Any other duties assigned by the Principal from time to time.

## 12] Code of Conduct for Student

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be present in the class well -within time and late coming will also result in loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
7. Students shall come to the college in approved uniforms. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
8. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HOD and any violation and repetition of this could result in suspension from the college.
9. All the students are expected to attend all college functions in college uniform unless otherwise specified.
10. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it.
11. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
12. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.



13. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However, under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
14. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
15. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan masala etc. are strictly prohibited.
16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
17. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
18. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
19. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
20. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
21. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
22. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
23. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
24. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

25. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
26. Student should not organize Tour or picnic on their own without permission of the Principal.
27. Student should park their vehicle at allotted place.
28. Smoking, drinking, chewing tobacco, gutkha is strictly prohibited.
29. Do not scribble anything on the walls of the classroom and toilet.
30. Rules and regulations of the office and the library are mandatory for each student.
31. Every student must complete average attendance of 80% in each semester. Low attendance will not be allowed to fill the examination form.
32. If a student does not submit the required documents to the college, he/she will be responsible for his/her loss.

**Prof. (Dr.) Shivanand Masti**

**IQAC Coordinator**

**Dr. M. R. Patil**

**Principal**