



*“Dissemination of education for knowledge, science and culture”*

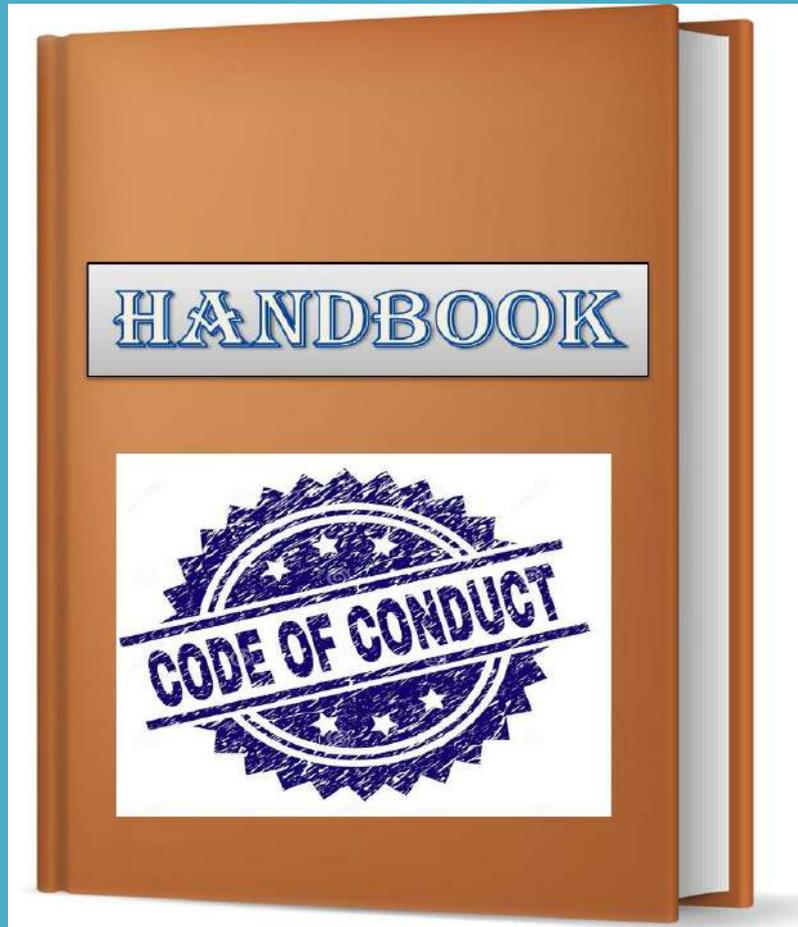
*-Shikshanmaharshi Dr. Bapuji Salunkhe*

**Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's**  
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**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**



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## Definitions

1. The term “College” means Raje Ramrao Mahavidyalaya, Jath Dist- Sangli.
2. The term “Parent University” means Shivaji University, Kolhapur.
3. The term “Principal” means the Head of Institute.
4. The term Student” means all persons admitted regular courses at the College.
5. The term “Staff member” means any person a regular Professor, Associate Professor, Assistant Professor, Teacher appointed on fix payment, Teacher appointed on Clock Hour Basis payment or utilized by the College to conduct classroom or teaching activities.
6. The term “Administrative staff” includes any person employed by the College, performing assigned administrative, facilities, or professional responsibilities. In some cases, graduate level interns or assistants may also be assigned such administrative or professional responsibilities.
7. The term “College Campus” includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College (including adjacent streets and sidewalks).
8. The term “Organization” means any number of persons who have complied with the formal requirements for Raje Ramrao Mahavidyalaya, Jath Dist- Sangli.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Handbook, the College web page and computer use policy, and Shivaji University, Kolhapur Rules of Conduct.
12. The “Discipline Committee” sets expectations related to cheating, plagiarism, and other acts of academic dishonesty.
13. The term “Public place” means any place or premises to which the public have or are permitted to have access, whether on payment or otherwise.

## **Prime Objectives of the Sanstha (Institution):**

1. To bring about social transformation through well cultured and quality education.
2. To inculcate in life the basic values such as truth, honesty, character, anti-exploitation spirit, love, social service and sacrifice.
3. To insist on sanctity and co-ordination of thought, expression and practice.
4. To achieve social, cultural and civilization development through the effective primary, secondary and higher education system that incorporates Arts, Commerce, Science, Agriculture, Sociology, Law, Polytechnic and Physical Education etc.
5. To motivate and inspire people to be spontaneous and devoted social workers for development of society.
6. There shall be no discrimination on the grounds of caste, creed, race and religion in the institution and in all its branches.
7. The institution shall be apolitical.
8. A new education system will be evolved through ideal life-style of the teacher activists as was the practice in ancient Gurukul system and thereby promote lasting values such as sacrifice, honesty, truth, equality and fraternity.
9. To develop potentials of creativity and independent thinking.
10. The members of the institution will practise simplicity and frugality in their life.
11. Accounts of all the branches will be transparent and kept open for all.

## **The Guidelines and Code of Conducts to be observed by the Members of Sanstha (Institution):**

1. Goal: Dissemination of education for Knowledge, Science and Culture.
2. To achieve the aforesaid goal through the practice of the basic values such as truth, honesty, character, anti-exploitation spirit, love, social service and sacrifice.
3. To publicly discuss about the unaccepted policies of the Sanstha is inappropriate. It will be appropriate to seek justice at Sanstha about such issues.
4. To be present on time at college.
5. To be present on time for daily prayer.
6. To take prior permission of the authority for the leave.
7. To carefully utilize the public fund.
8. To complete the diary or ledger writing.
9. To sign daily after the checking remaining balance and keep the separate record of the balance.

10. To write diary.
11. To record the give and take dealings, the keep the accounts update and complete very soon.
12. To confess misappropriation of public funds if you owe to it to the institution and need to refund it immediately.
13. To immediately return the borrowed money to Sanstha.
14. To immediately make a deposit of the collected and receipted amount to the Sanstha.
15. It is inappropriate to utilize the tools, instruments and other materials of the Sanstha for public purpose.
16. To keep record of the missed lecture, extra lecture and contemplate on it.
17. To meditate and keep record of the frugal use in the academic task.
18. To arrive at certain decision through discussion with our colleagues. The secluded decisions are inappropriate.
19. To give suggestions for imparting homogeneity in the Sanstha administration.
20. Following the orders, guidelines of the seniors is the part of pleasure and proud.
21. It is essential to make some social contributing work apart from the daily task.
22. To inculcate the good breeding and upbringings among the students.
23. To wipe away and avoid our wrong habits of faculty that come in the eyes of students at college campus.
24. To participate in the joy and sorrow of all members of the Sanstha.
25. To find out the defects in thought and deed of the students and attempt to rectify them.
26. To seek the colleague cooperation.
27. To inculcate among students the value of reading extra books for acquisition of knowledge and to practice it at our own level. Vision Mission: Dissemination of Education for Knowledge, Science and Culture! The prime objective of education will be to imbibe and inculcate in life the valuable devotion and basic values such as truth, honesty, character, anti-exploitation spirit, love, social service and sacrifice. To insistently focus the purity of thoughts, speech and deeds.

# Code of Conduct for the Governing Body

## 1.1 Introduction:

The college shall be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principals made and accepted by the Management.

## 1.2 Code of Conduct:

1.1 Decisions and resolutions made by the Governing Body, Executive Body and all the Sanstha Units are obligatory.

1.2 The members of Governing Body shall maintain their character, transparency, mannerism, good image and non-addiction.

1.3 No property of Sanstha will be used for personal benefits.

1.4 Personal or Private Service by the Sanstha employees not allowed without the permission of the Executive Body.

1.5 For official work within particular period, the members of the Governing Body can obtain service from the Sanstha employee.

1.6 Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body; it will be discussed or expressed in the meeting only. One must respect majority.

1.7 If any member of the Governing Body needs any primary information from College, he/she will Communicate to the Principal and will not have any oral or written communication with the employee.

1.8 If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.

1.9 Chewing tobacco or betel leaf, smoking etc. is prohibited.

1.10 As per the decision of Executive Body, while enjoying facilities provided by the library, all rules will be followed strictly.

1.11 If any advance amount is sanctioned for any duty allotted by the Management, it is mandatory to submit expenditure statement timely.

1.12 No member of the Governing Body will interfere directly or indirectly in day to day administration.

1.13 With few respected exceptions, no member of the Governing Body will sit on the chair of the Head of the Unit. They will stick to the office of the Management only and will not hang out unnecessarily in the premises which could affect the routine of the College.

1.14 All shall mind that no person is greater than Institute; therefore keep egos and discontents apart. Welcome the democratic decisions.

1.15 The Governing Body will receive any notice in writing only from the Principal; in the same way the Governing Body will issue order in writing; avoid any oral order.

1.16 Respect others opinion and give them a chance to express. If necessary permit to register contradictory opinion. Member of the Governing Body will take care that His/Her dynamic personality will not affect the decision making process.

## **Code of Conduct for Students**

### **1.1 Introduction:**

The Student Code of Conduct applies to all students enrolled in any course or program at Raje Ramrao Mahavidyalaya, Jath Dist- Sangli. The Code applies to all in the campus for academic and social activities which are sponsored or supervised by the College. Prohibited conduct may subject a student to disciplinary action. The rules and regulations are communicated to the students through the in publications in the form of College prospectus, catalogues, leaflet, pamphlets, admission criteria, enrollment contracts, and posted notices.

Violations of academic policies defined under this Code will be addressed by the Principal. The student may be removed or suspended immediately from the College by the Principal in his or her sole discretion; this suspension will not be challengeable.

### **1.2 Purpose:**

The Code is persistent with the mission and vision of the College. The purpose of the Code is to:

- Institutionalize the standards of educational and personal conduct for all the students.
- Ensure the students for safety and security.
- Inculcate human values, ethical sensitivity and social responsiveness among the students.
- Formulate the requisite behavior and relationship of students with the College staff.

### **1.3 Rules and Regulations:**

Following are the rules and regulations of the College for the Students:

- **Admission:** Admission will be given strictly on merit basis.
- **Dress code:** No student will remain present without college uniform and Identity Card in the campus. It is required to produce Identity Card any time whenever demanded.

•**Attendance:** Students will remain present in the classroom as 75% attendance is compulsory. In case of attendance less than 80%, parents will be conveyed and preventive measures will be taken. No student of one class shall enter any other class under any pretext.

• **Sex/gender based misconduct:** Abuse or harassment, physical, verbal by any other means by any student in the College premises is strictly prohibited. This includes, abuse or harassment on the basis upon such factors as sex, gender, cast, religion, race, ethnicity, colour, national origin, handicap, age, sexual orientation, and political or religious beliefs.

#### **1.4 Disciplinary Code:**

i) The unlawful possession, use or distribution of alcohol in the College premises is prohibited; including, possession or use of any narcotic substance, or carrying to the College under intoxicated condition. Students found using drugs or liquor will be dismissed. Smoking is strictly prohibited inside the campus.

ii) Student should not sit in the steps or staircases.

iii) Student should not pinch anywhere in the campus.

iv) Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus.

v) Students found guilty of using foul language or behaving rudely towards the staff members, or administrative or non-teaching staff will be expelled from the college.

vi) Use of cell phones inside the class rooms is not permitted; lengthy and un-necessary conversation anywhere in the campus is disallowed.

vii) Attempted or actual theft of property of the College, or belongings of a Staff member of the College will not tolerated.

ix) The students are responsible to keep the campus clean and neat.

x) The Students should stick on to the rules and regulations that may be issued from time to time.

xi) Absolute silence should be maintained during teaching hours in the classroom also while moving from class room to laboratory/ library/ auditorium and anywhere in the campus. No student should leave the class room hours during lecture without the permission of the lecturer.

xii) Students are advised to read notices regularly put on the notice board and not to ignore the instructions; also they should convey the notification to their parents/guardians.

xiii) Any malpractice in examination will be prohibited under University Act and norms laid down by the College from time to time..

xiv) Open flames, including the burning of candles, firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns, weapons like knives and all ammunition or hand loading equipment and supplies for the same, are not allowed. Students are not permitted to possess or use fireworks, dangerous devices, chemicals, or fiery in the College premises in its environs.

### **1.5 Misuse of Resources:**

In case of damage or destroying of the College property, the concerned student shall replace the same at his/her own cost.

### **1.6 Misconduct of IT Resources:**

Theft of IT resources, hacking College website or official password without permission is treated as cyber crime under Cyber Crime Laws and handed over to the concerned regulatory authorities.

### **1.7 Anti-Ragging:**

According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, college has formed Antiragging Committee.

### **1.8 Jurisdiction**

The Principal of college will resolve any query and question regarding the Code of Conduct. The final rights of matter related to the Code of Conduct and disputes there in lies with the Principal.

### **1.9 Actions:**

The following disciplinary actions may be imposed independently or jointly. The College reserves the right to impose other sanctions or disciplinary actions not listed in this handbook.

- a) The issues of disputes related to the students themselves or with teaching/non-teaching staff are resolved amicably through Consensus.
- b) Disciplinary Notice or Warning: students will be issued a written notice about violation of the Code that may result in more serious action against the student.
- c) The case of failure of student to pay the penalties towards damage/recovery in any form after lapse of notice period, recovers from students/parents before the issue of TC.

d) Fine will be imposed for not attending College continuously or having attendance less than 80%.

e) A student involved in misconduct of a serious nature will be asked to cancel his/her admission.

### **1.10 Appeal:**

Request made by a student for reconsideration of the decision on cancellation of admission/penalty are entertained by the Principal.

## **Code of Conduct for Teachers**

### **1.1 Introduction:**

The Code of conduct for faculty normally addresses the conduct of teachers related matters such as recruitment, teaching, learning, evaluation, relationship with the students, associated staff, parents, management, duties and responsibilities, moral & professional ethics, human values, external services, moral turpitude, devotion, dedication, and integrity of the teacher towards the College.

### **1.2 Duties of the Teachers:**

a) The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, Orientation, Refresher Courses, In-service programme, etc. The Management shall give the teacher every possible opportunity to do so.

b) The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College and recognized Institution examinations will encourage pursuit of learning in the students.

c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the Management, Principal and shall ensure the interest of the College, such decision, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation, etc. If it is found by the Management that damage or loss has been caused to the

College by an act or negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.

e) In addition to the duties of teaching and allied activities the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the College and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.

### **1.3 Code of Conduct:**

1) The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:

a) Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.

b) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.

c) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)

d) Raising questions of castes, creed or religion race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.

e) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the College to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.

f) Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.

g) Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.

h) Involvement in the Anti-academic activities directly or indirectly such as-

i) Writing of questions- answers guide, key, likely questions, cyclostyled or Xerox notes, etc.

ii) Undertaking of any office of profit, agency.

The teacher shall not avoid any work related to the University/College examinations without reasonable grounds.

f) A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.

2) The behavior of the teacher with male and female students and other employees shall be modest.

3) The Teacher shall-

i) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

ii) not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty; and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug;

iii) refrain from consuming any intoxicating drink or drug in a public place;

iv) not appear in a public place in a state of intoxication:

v) Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.

#### **1.4 Librarian:**

In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

a) The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.

b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.

c) The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

#### **1.5 Code of Professional Ethics:**

##### **1) Teachers and their rights:**

The Teachers shall enjoy full civic and political rights as provided by the Constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

## **2) The Code of Professional Ethics:**

### **a) The teachers and their responsibilities:**

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his precepts and practice, the national ideals of education which have already been set forth and which he should seek to inculcate among students must be his own ideals. The profession further requires that the teachers shall be calm, patient and communicative by temperament and amiable in disposition. Teacher shall-

i) adhere to a responsible pattern of conduct and demeanor expected of him by the community.

ii) manage his private affairs in a manner consistent with the dignity of the profession.

iii) seek to make professional growth continuous through study and research.

iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

v) maintain active membership of professional organizations and strive to improve education and profession through them.

vi) co-operate and assist in carrying out functions relating to the educational responsibilities of the College such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and college examination, including supervision, invigilation, and

viii) Participate in extension, co-curricular and extracurricular activities including community service.

### **b) Teachers and the students:**

iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

v) inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.

vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

vii) pay attention to only the attainment of the student in the assessment of merit.

viii) make him available to the students even beyond their class hours and help and guide students without and remuneration or reward, in college premises.

ix) aid students to develop an understanding of our national heritage and national goals, and

x) refrain from inciting students against other students, colleagues or administration.

The teacher shall-

i) Respect the right and dignity of the student in expressing his opinion.

ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

**c) Teachers and Colleagues:**

The teachers shall-

i) treat other members of the profession in the same manner as they themselves wish to be treated.

ii) speak respectfully of other teachers and render assistance for professional betterment.

iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional end behavior.

**d) Teachers and authorities:**

The teachers shall-

i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their professional in initiating steps through their own institutional bodies and /or professional organizations for change of any such rule detrimental to the professional interest.

ii) not undertake any other employment and commitment including private tuitions and coaching classes;

iii) co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may demand:

iv) co-operate with the authorities for the betterment of the institutions keeping in view their interest and in conformity with dignity of the profession;

v) should adhere to the conditions of contract;

vi) give and expect due notice before a change of position is made; and

vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**e) Teacher and non-teaching employees:**

- i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii) the teachers should help in the function of joint staff council covering both teachers and the non-teaching employees.

**f) Teachers and guardians:**

The teachers shall try to see through teachers bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**g) Teachers and Society:**

The teachers shall-

- i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii) work to improve education in the community and strengthen the community is moral and intellectual life.
- iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enemy among different communities, relations or linguistic groups but actively work for national integration.

**1.6 Conduct for Teachers on Fix Pay:**

**1.6.1 Selection and Duties of the Teachers on Fix Pay:**

1.1 Non-granted, Permanently Non-granted and Self-Financed post shall be recruited as per the norms adopted by the Management whereas; Rules and Regulations of Maharashtra State Government are not applied.

1.2 The right to recruit with or without advertisement by the Management Selection Committee or Authority is reserved with the Management.

1.3 The selected candidate will be appointed on fix pay equivalent to the government payment but will not pertain the payment, allowances, retirement and other financial benefits for government rules and regulations.

1.4 An employee will be responsible to the Head of Institute.

1.5 The rules regarding leave, holidays, official allowances, nature of work, conduct, disciplinary action decided by the Governing Body will be mandatory.

1.6 All the recruitments will be purely on temporary basis and not permanent.

1.7 Probation period will be of 1 or 2 years. If the performance in this period is satisfactory, then He/She will be continued but not regularized.

1.8 All the employees will maintain character and moral in their individual and social life and follow the rules made by the Governing Body.

1.9 In case of financial crime or serious offenses, the employee will not be considered to work and terminated after divisional enquires.

1.10 Any employee shall not participate in any political/semi-political activity or elections; but if he/she wishes then can work with social movement with the prior permission of the Management.

1.11 If any employee is mandated to work for a whole year, then shall not leave the service in the mid of year. For a guarantee a specific amount will be deducted from their salary and will be returned after completion of the year.

1.12 All the legal matters of the employees will come under the jurisdiction and look upon by the Latur Court.

1.13 T.D.S., professional and other taxes will be deducted from salary as per government rules and regulations.

1.14 If the Head will lodge a complaint against subordinate in the following matters, He/She will be suspended without any prior intimation:

- a) Continuous complaint about teaching;
- b) Arrogance and misbehavior or indiscipline;
- c) Irresponsiveness and avoidance;

1.15 Teachers will not engage with any private or personal coaching class.

1.16 Use of resources or property of College without prior permission or any damage, falsification in bills will be treated as indiscipline; immediate action will be taken on such person/persons.

### **1.6.2 Code of Conduct for Teachers on fix pay:**

2.1 No person is allowed smoking; tobacco chewing, drinking alcohol etc. will be treated as indiscipline.

2.2 No person will overrule the social and moral ethics.

2.3 Providing any oral or written complaint or information about the Institute to media will be treated as misbehavior.

2.4 arranging or attending a meeting of any organization or party will be treated as misconduct.

2.5 Authentic uniform is compulsory, including cleanliness and genetic makeup over.

## **Code of Conduct for Principal**

### **1.1 Introduction:**

Principal as the Head of institute is solely responsible for addressing, attending and resolving all issues concerned with the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

### **1.2 Responsibility of the Principal:**

Subject to the supervision and general control of the Management, the Principals as the principal executive and Academic Head of the College, shall be responsible for –

- 1) Academic growth of the college.
- 2) Participation in the teaching, research and training programmes of the college.
- 3) Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University/College for academic competence of the Faculty Member.
- 4) Admission of students and maintenance of disciplines of the college.
- 5) Receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the college and recognized Institution and their libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the college.
- 8) Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the college and Recognized Institution and maintenance of records.
- 9) Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of college/recognized Institution.

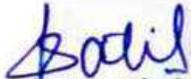
- 11) Overall supervision of the University Examinations.
- 12) Observance or provisions of Accounts Code.
- 13) Maintenance of Self-Assessment Reports of teachers and their service Books.
- 14) Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.

## **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.

  
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