



CODE OF CONDUCT

Responsibility of the Principal

- ❖ The Principal is the academic as well as the administrative head of the college
- ❖ The Principal monitors the admissions, examinations and evaluation for smooth functioning of the tasks in the college
- ❖ The principal is the nominated chairperson of academic and administrative committees of the college
- ❖ The principal coordinates, supports and motivates the faculties, administrative committees, authorities and non teaching staff to perform their respective duties
- ❖ The principal is the spokesperson of the college and takes part in conventions for serving in the development of the college

Responsibility of the HoDs

- ❖ Providing leadership in both UG and PG in the relevant field of specialization
- ❖ Teaching and evaluation, laboratory development, writing of books and research articles
- ❖ Carrying out extension activities for the benefit of neighbourhood
- ❖ Organizing departmental seminars (National and International), workshops, awareness programs and group discussion.
- ❖ Participating in refresher, orientation programs, short term courses, seminars and workshops for professional development.
- ❖ Interaction with other institutions and universities.
- ❖ Organizing parents meetings in association with faculties.
- ❖ To maintain department stock, registers, quotations and department related files.
- ❖ To display the instructions in Notice boards, mark sheets and attendance sheets.
- ❖ Involvement in academic and non-academic extra-curricular activities.

Responsibility of the Associate Professors/Assistant Professors

- ❖ Teaching, Evaluation and ensuring attendance of students as per University norms.
- ❖ Planning and implementing the instructions received from Principal.

- ❖ Students' assessment and evaluation.
- ❖ Delivering resource materials to students.
- ❖ Participating in refresher, orientation, short term courses, seminars and workshops for professional development.
- ❖ Engaging in academic and non-academic extra-curricular activities.
- ❖ Publication of articles, research papers and books
- ❖ Organizing and participating in seminars or Conferences or workshops.
- ❖ Participating in departmental functions.
- ❖ Arrangement of remedial and tutorial classes.
- ❖ Upgrading of qualifications.
- ❖ Guiding and encouraging the students.
- ❖ Any other duties assigned by the Principal, IQAC, and the HOD from time to time.

Responsibility of the Librarian

- ❖ Maintaining book issuance and return register of students and staff members.
- ❖ Collecting National and International journals, magazines and highlighting articles & news.
- ❖ Compiles back volumes of journals and periodicals and arrange them for binding and stacking.
- ❖ Maintains the day-wise records of visits of staff or faculty members in the library.
- ❖ Prepares and submits the list of requirement of books to the principal for further procurement.
- ❖ Maintaining silence and discipline of the students in the library.
- ❖ Regularly taking care of damaged books by binding them.
- ❖ Any other works assigned by the Principal.

Responsibility of the Clerk

- ❖ Maintaining personal files of Teaching and non teaching staff.
- ❖ Maintaining registers of Teaching and non teaching staff
- ❖ Maintaining Service records.
- ❖ Maintaining leave records of faculties.
- ❖ Completing the attendance of teaching and non teaching staff and forwarding the details to the accounts section for preparation of payment.

- ❖ Maintaining RTI
- ❖ Any other works given by the Principal.

Responsibility of the Accountant

- ❖ Preparing annual budget estimation of the college under guidance of the Principal.
- ❖ Preparing documents for the submission of audit.
- ❖ Budget allotment to every department of the college.
- ❖ Verifying bills for payment
- ❖ Checking the monthly pay sheet.
- ❖ Checking the cash book daily.
- ❖ To file TDS returns.
- ❖ Holds responsibility of receipt books and vouchers.
- ❖ Prepares all the records as required for audit.
- ❖ Settlement of claims and advances.
- ❖ Any other duties assigned by the Principal.

Responsibility of the Controller of Examination

- ❖ Conducting all Examination works related to college level.
- ❖ To take care of generating register number, admit card, preparing exam schedule, obtaining the question papers from question paper setters, conducting term and semester examination and the publishing of results.
- ❖ To attend the complaints raised by students regarding examinations and valuation.
- ❖ He assigns Examination duty to teachers as invigilators.
- ❖ Any other works assigned by the Principal from time to time.