

Shri Dattakrupa Shaikshanik & Krushi Gramvikas Pratishthan's
COLLEGE OF EDUCATION (B.ED & M.ED)
GHARGAON, TAL. SHRIGONDA, DIST. AHMEDNAGAR

Approved by NCTE, Recognised by
DHE (Govt. of Maharashtra),
Affiliated to Savitribai Phule Pune University



CODE OF CONDUCT

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ABOUT COLLEGE OF EDUCATION

Shri Dattakrupa Shaikshanik & Krushi Gramvikas Pratishthans College of Education Ghargaon was established in the year 2006. Shri. Dattatray Bhausahab Pansare is the founder president of the college. College is approved by All India National council for teacher education (NCTE) and affiliated to Savitribai Phule Pune University and recognized by Government of Maharashtra .

College has runs full time two years B.Ed. and M.ED Program .B.Ed. program comparing annual pattern & M.Ed. comparing 4 semester pattern offer by Savitribai Phule Pune University. COE seeks to attract the best students from diverse backgrounds and offer them an excellent educational experience. It offers more flexibility and choice to the students in the academic programs, an inviting and stimulating ambience for education and research, and a rich suite of extra- and co-curricular activities. Knowledge sessions, forum, Personality development, corporate social responsibility and career planning will be a part of the holistic development.

FEATURES OF THE COLLEGE:

- 1) Upgraded infrastructural facilities with well-equipped ICT classrooms
- 2) Qualified and experienced faculty as a teacher
- 3) Smart Classroom
- 4) Language lab facility
- 5) Digital Library Facility
- 6) Wi-Fi Campus
- 7) Alumni Foundation Registration
- 8) Regular Educational visits
- 9) Students driven cells and committees
- 10) Full Support for training and placement

Vision Mission Objectives and Values of College of Education

OUR VISIONS

- To Provide opportunities for broadening the experiences of student –teachers through various scholastic activities.
- To inspire a lifelong passion for learning amongst the students-teachers and teachers-educators.
- To help teachers trainees to become accomplished professionals in the field of education.
- To develop critical and rational thinking abilities amongst the student teachers.
- To develop strong self-esteem and high personal expectations in the student-teachers.
- To Sensitize student-teachers with life skills to help to tackle classroom related problems.

Mission

To lead the investment profession globally by promoting the highest standards of ethics education and professional excellence for The ultimate benefit of society.

Quality Policy

We at Shri Dattakrupa Shaikshanik & Krushi Gramvikas Pratishtans College of Education Ghargaonof educationare committed to impart quality education and Management to fulfill the needs of students overall development, along with expectation of students their guardian and society at large.

This is achieved through total involvement of trained, qualified and experienced staff and continuously interaction method complying with the quality system and continuously improving the process and overall system.

Objectives

Shri Dattakrupa Shaikshanik & Krushi Gramvikas Pratishthans College of Education
GhargaonAhmednagar

Aims to:

1. To promote excellence in education and create an effective human resource .
2. To infuse creative spirit among the learners and explore their talents and abilities.
3. To equip the students with the skill of learning communication self study and self analysis.
4. To promote innovative method of teaching learning and evaluation.
5. To enlighten students on different virtues and values of life there by creating morally and socially committed noble citizen.

Values

- **Teaching and Learning** - We are committed to provide innovative teaching learning environment.
- **Respect** – We acknowledge the value and dignity of all stakeholders of the college.
- **Student Focus** - We are committed to fostering the professional and personal growth of all students by adopting student centric learning approach.

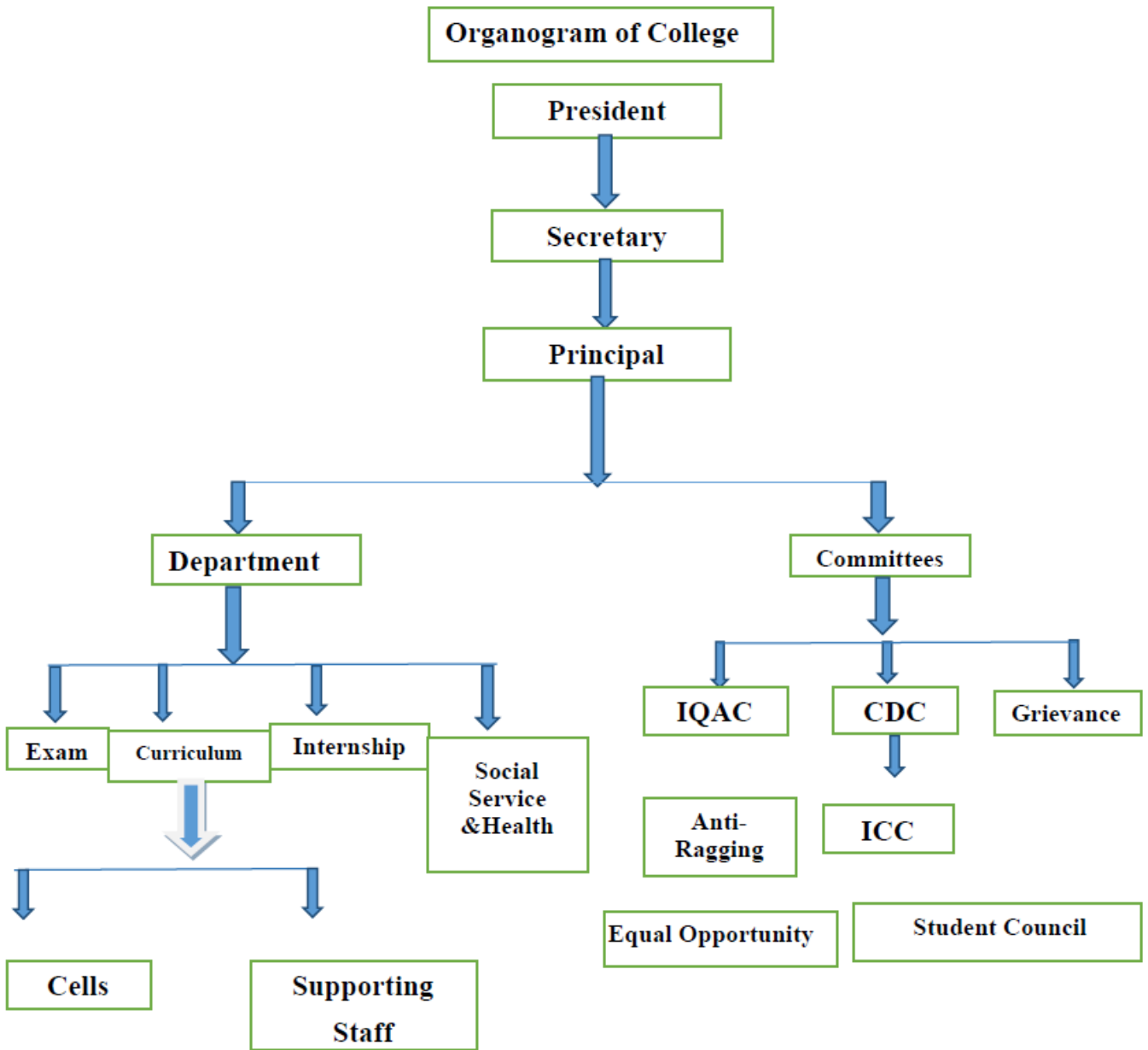
- **Community Development** - We commit to ourselves to working cooperatively for a community development and progress.
- **Healthy Environment** - College promotes healthy and safe environment which creates positive energy.

Programme Outcomes

- Apply knowledge of education theories and practices to solve education problems.
- Foster Analytical and critical thinking abilities for data-based decision making.
- Ability to develop Value based Leadership ability.
- Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of Education.
- Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team Environment

We are offering two year full time B.Ed and Post Graduate (M.Ed.) course in following disciplines namely :

- 1. Marathi**
- 2. Hindi**
- 3. English**
- 4. History**
- 5. Geography**
- 6. Science**
- 7. Maths**
- 8. Physics**
- 9. Chemistry**



Committees and their functions

The college has formed various bodies and committees as per the guidelines of UGC and SPPU. Table given below explains various bodies and their functions

College Development Committee:-

- ✓ As per the Maharashtra Public Universities Act 2016, A separate College Development Committee shall be formed.
- ✓ The College Development Committee shall meet at least two times in a year.
- ✓ Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal
- ✓ The College Development Committee shall,-
- ✓ Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- ✓ Decide about the overall teaching programmes or annual calendar of the college;
- ✓ Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- ✓ Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- ✓ Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- ✓ Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;

- ✓ Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- ✓ Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- ✓ prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval ;
- ✓ formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- ✓ Make recommendations regarding the students' and employees' welfare activities in the college
- ✓ Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- ✓ Frame suitable admissions procedure for different programmes by following the statutory norms;
- ✓ plan major annual events in the college, such as annual day, sports events, cultural events, etc. recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- ✓ Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- ✓ Recommend the distribution of different prizes, medals and awards.
- ✓ Prepare the annual report on the work done by committee for the year ending and submit the same to the management of such college and the university;
- ✓ Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Internal Quality Assurance Cell (IQAC):

1. To form a IQAC as per guidelines of IQAC manual designed by NAAC.
2. To hold the meetings at regular interval as per the IQAC manual designed by NAAC.
3. IQAC Coordinator shall design the guidelines for bringing improvement in the academic and administrative section of the college. Such guidelines shall be prepared in consultation with the principal.
4. All teaching and non-teaching staff of the college shall follow the guidelines issued by IQAC Coordinator for performance enhancement of overall college.
5. To organise National and International Conferences/Seminars and workshops for students.
6. To organise Faculty Development Programs for teaching and non-teaching staff of the college
7. To design a mechanism for documentation of programs and various activities leading to quality improvement
8. To offer certifications and value added programs for students
9. To conduct academic and administrative audit for collage of education Programme
10. To promote research culture among all teaching staff.
11. To organise skill development programme for students
12. To get accreditation of the college before January 2020

Anti-Ragging Committee:

1. To display on website, college premises and in brochure that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished
2. To ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution
3. To fill anti-ragging affidavit on anti-ragging website -<http://www.antiragging.in/>
4. To divide each batch of fresher's into small groups and each such group shall be assigned to a member of staff (mentor)
5. To College shall provide proper induction programme and booklet at the time of admission
6. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging
7. To tighten security in the colleges premises

Internal Complaint Committee/Anti Sexual Harassment

Committee:

- To accept the grievance from women/girl student in writing
- To issue notice to respondent with all proofs and witnesses
- Initiate inquiry with no monetary settlement
- The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting in writing and defending her/his case
- Initiate action/punishment in case respondent found guilty such as written apology, warning, undergo counselling session, termination, rustication, heavy fine, withhold promotion etc.

Grievance Redressal Cell (GRC)

1. 1. Committee shall take in writing the grievance of the student
2. Grievance of the student may be related to admissions, fees, examination, hall ticket, physical facilities, refund etc.
3. 3. To ensure that students' grievances are handled within 3 working days and without any discrimination based on based on caste or creed, or gender or any other reason

SC/ST Cell:

- 1.To handle the queries, grievance of SC/ST and reservation category students related to academic, administrative and social problems
- 2.To Creating awareness of the schemes for the welfare of SC /ST/OBC/Minority community
3. Organise special sessions for remedial coaching, skill development etc. for category students

Other committees and their functions

Infrastructure & ICT Committee

1. To prepare IT and other equipment infrastructure requirement
2. To plan proper utilization of resources
3. To prepare proposal and send to approval with permission of Principal
4. To ensure that IT and other equipment infrastructure maintenance is carried out regularly.
5. To prepare the maintenance file with all record and also prepare maintenance register
6. To renew the licenses of the software on timely basis.
7. The committee shall conduct the meeting at the beginning of academic year and take requirement from staff regarding, computer hardware, software's, printers, additional infrastructure etc.

8. In case of new equipment purchase, the committee in consultation with the Principal, shall invite three quotations, prepare comparative plan and send for the approval to the management
9. In case of repair and maintenance, committee shall take the estimate from respective vendor or Annual Maintenance Contractor and get the work done.
10. A computer Lab technician shall look after day to day routine and maintenance activity of computer lab such as installation of antivirus, formatting of computer, network problem, printer problem and CCTV problem.
11. A computer Lab technician shall also look after biometric attendance system.
12. Maintenance work related to Website, Lift, CCTV, Smart classroom, ERP, Sanitary napkin vending machine shall be outsourced to respective supplier.
13. To provide lab facility on time to conduct online examination, campus recruitment, training etc. to faculty & students
14. To look after computer networking problem, printer problem and resolve the issues.
15. To generate the requirement for computer peripherals of the computer lab and give it to infrastructure committee
16. To maintain dead stock register of the computer lab.
17. To co-ordinate the development of college website with the vendor
18. To ensure that all NAAC related links and uploads are available on website.

Library Committee

- ✓ To receive requirements for new titles/books from Faculty & Students
- ✓ To procure new titles/books as per the requirement
- ✓ To procure new Learning Resources like Journals, magazines, E-Resources,
- ✓ To ensure optimal use of library collection by students & staff
- ✓ To strengthen the Digital Library
- ✓ To maintain proper records of library
- ✓ To organize various events and competitions related to library
- ✓ To renew the subscription of journals and magazines and periodicals.
- ✓ To recommended measures for upgrading the library facilities

Examination Committee

- ✓ Collect statistics on various subjects/papers and enrolment there in including roll numbers of students
- ✓ Arrange for paper setting by faculty & printing of Question Paper
- ✓ To finalize the schedules of internal examinations as per the academic calendar
- ✓ Prepare examination blocks, requisition invigilators and support staff
- ✓ To allocate supervision duties
- ✓ To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- ✓ To conduct the theory and online examination as per the schedule

- ✓ To calculate allowance due for invigilation/examination duty arrange for distribution of answer-books to the examiners.
- ✓ To receive the assessed answer-books along with statement of marks
- ✓ To enter marks into the merit register/arrange for Computerization of marks
- ✓ To consolidate marks-lists and prepare the results
- ✓ Look after punitive measures for adoption of unfair means in the examination

Placement Committee

- ✓ To collect and store bio-data of employable students and help them in getting jobs.
- ✓ Help students to explore new career options
- ✓ Make assessment of students efficiency & groom them for job they are fit provide career
- ✓ self-reliance among students

Cultural & Sports Committee

- ✓ To organise annual cultural and sports week competition
- ✓ To prepare the students for cultural competition outside the college
- ✓ To generate cultural and sports equipment requisition annually
- ✓ To arrange physical fitness programmes such as Yoga sessions
- ✓ To arrange competitive sports programmes
- ✓ To arrange mementos for guests and gifts/certificates for the participants
- ✓ To recommend to principal to provide facilities for indoor and outdoor games

- ✓ To organize annual social gathering with specific theme and prize distribution ceremony
- ✓ Preparing budget for proposed activities

Finance Committee

- ✓ To seek all major and minor expenditure proposals from different committees, analyze them, and forward a tentative budget to Governing Body in time
- ✓ Preparation of budget estimates in coordination with internal auditor
- ✓ To prepare a detailed plan of expenditure for day to day running of the Institution Preparation of expense sheet and relevant documents related to activity/event.
- ✓ To conduct the event audit and internal audit

CSR and Extension Activities Committee / Social Responsibility Cell to create awareness regarding social service among the students and other members of the college.

- ✓ To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.
- ✓ To organise relevant programs for benefit of society and students
- ✓ To invite speakers to talk on social, safety and environmental protection issues
- ✓ To sign MoU in the field of CSR and extension activities

Research Cell

- ✓ To organizing National and International Conferences, seminars
- ✓ Establishing linkages /MoU with other Colleges / Organizations for projects;
- ✓ To motivate faculty for publishing research paper
- ✓ To inculcate the concept of research among students & staff by arranging paper presentation competitions;
- ✓ To encourage publication of research articles by sending deserving entries to journals
- ✓ To publish proceedings of the conference

Alumni Association/ Alumni Cell

- ✓ To conduct regular meetings of Alumni Cell members
- ✓ To organise career guidance workshops, skill development sessions
college of education students
- ✓ To take review of syllabus and provide suggestions
- ✓ To conduct Alumni Meet and reconnect the alumni with current batch for interaction
and career guidance.
- ✓ To invite alumni on the campus for providing project guidance, summer and final
placement to the students
- ✓ To increase alumni registration and raise the financial contribution from alumni
- ✓ Secretary of Alumni Association must organize regular meeting of alumni cell and
maintain the documentation/record of alumni association

Code of Discipline for all staff

Working Hours: The working hours for College are as follows

Monday to Saturday: 10.00 am To 5:00pm

- 1) Uniform and I-card: All staff should wear uniform on every Tuesday and Friday. Formal dress code is compulsory for all staff other than Tuesday and Friday. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her.
- 2) Reporting on duty upon arrival: Every day staff members are required to register their attendance in the Attendance Muster.
- 3) Late arrival: Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 5 Minutes delay is permissible. For 3 late arrivals half day leave is considered.
- 4) Leaving the campus before time: In general, staff members are not allowed to leave the campus before the official working hours. Only in exception cases, staff members are allowed to leave early with permission of Principal of the college.
- 5) On Duty leave: The Duty leave is sanctioned by principal. The form, duly approved and signed by Principal should be submitted in college office for records. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days.
- 6) All staff should sign the muster daily.
- 7) It is mandatory for all staff to submit tax documents etc.

- 8) No staff shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
- 9) No staff should use college asset for their personal use.
- 10) All staff must take sincere efforts interest in the welfare of students, college and society
- 11) No staff shall communicate or write any information related to college to social media or press without prior permission of college authorities.

Code of Conduct for Students

We at college of education focused on:

- ✓ Discipline
- ✓ Code of Conduct
- ✓ Participation in Academics, Co-curricular, Extra -Curricular Activities All

students must remember following Do's and Don'ts. They are -

1. Be prepare for rigorous schedule of academic inputs, projects, assignments, presentations, examination and other activities planned throughout the year.
2. Follow disciplined culture with supportive behaviour.
3. Students are expected to follow academic time table.
4. Produce valid reason for absence from the college.
5. All students shall abide to all the university rules and regulations as noted fromtime to time.
6. Attending college organised formal functions, seminars, lectures is mandatory.
7. Student's character should be descent.

8. All students shall abide to all university rules and regulations as notified from time to time.
9. Students must carry their Identity cards every day when on campus and produce it on demand by any authorities of the College.
10. Attendance: Attendance of every student is mandatory and students must have minimum attendance of 75% per subject per semester.
11. Dress Code: Students must wear uniform of the college on specified days (Monday, Wednesday and Saturday) during various programmes organized by the college and casual wear on Tuesday and Thursday.
12. Misbehavior, habitual late coming, disobedience, absenteeism, consumption of drugs, Smoking, chewing of pan masala , alcohol in the premises, malpractices, cheating in the exam and such indecent activities unbecoming of a management student shall attract strict disciplinary action.
13. Ragging of any sort is strictly prohibited and will be dealt with seriously as per the provisions of the Maharashtra Ragging Prohibition Act 1999.
14. Absence from tests/examination/tutorials and non-submission of assignments in time will make a student ineligible for internal assessment.
15. Students should keep themselves abreast of day to day activities of the College and abide by all communications put up on the notice board. Students must read the notices carefully, check email and Whats App regularly.
16. Disrespect to guests, faculty and office staff will be considered as an act of indiscipline.
17. Causing any kind of damage to the College property, library books, periodicals, computers and other equipment, writing graffiti on the walls of the campus, benches or anywhere is an act of indiscipline. Such acts will attract severe punishments and students will have to bear the losses.

Library Rules

1. Library timing is 10.00 a.m. to 5:00 p.m. from Monday to Saturday.
2. Students must handle the books carefully.
3. The readers are required to maintain silence and discipline in the library.
4. The library will remain closed on general and national holidays.
5. Students must fill the name, class, and Roll No. and In and Out time in 'Student Entry Register' kept at the entrance of the Library.
6. Chairs and Tables should not be disturbed from their position.
7. Use of mobile phone is prohibited in the Library.
8. Students must always carry their College Identity Card with them while using the library facility. They have to show the same whenever asked by the library staff.
9. Download of any undesirable e-resources shall not be allowed and punishable if rule is violated.
10. Library Staff is not responsible for the loss of personal belongings of the students/faculty members.
11. The Library Attendants/Librarian at the entrance is authorized to examine all books/ Material passing into or out of the Library.
12. Every student will be issued only 4 books at a time for a maximum period of 7 days.
13. On expiry of the period, if student fails to return the book (s) will have to pay fine of Rs. 2/-per day for a week. The amount of fine can be varied from time to time at the discretion of the principal
14. Previous years question papers, Magazines/Journals, books in the reference section will be issued in the library only against depositing of identity Card.

15. Library cards are non-transferable, meaning thereby no issue will be made to a student against the library card of any other student.
16. Important Notices and information regarding the Library will be notified on the Library Notice Board.
17. The loss of Library card should be reported immediately to the librarian.
18. In case loss of books, it should be immediately reported to the Librarian with an application. The decision of appropriate fine will be decided by authorities.
19. All library books must be returned after the course or program is completed and within the due date fixed by the college from time to time. The passing certificates and mark sheets will not be given without the clearance and No Dues Certificate from the librarian.

COMPUTER LAB RULES

1. Students are NOT allowed to enter computer lab without ID cards
2. Students are NOT allowed to enter with footwear is not allowed in computerlab.
3. Students should write their details like Name, Class, In-Out time in the registers and when they enter the computer lab or leave the computer lab.
4. Student should familiarize themselves with computer lab timings and rules and regulations displayed on the notice boards from time to time.
5. Use of mobile phone is strictly prohibited in the computer lab
6. Chatting, playing games is not allowed in the computer lab are not allowed to work in the computer lab during the lecture timing

7. Students are NOT allowed to carry any kind of eatables, water bottles and any other belongings in the computer lab.
8. Students will logoff the terminal before they leave the terminal.
9. The computer lab is expected to be used only for academic purpose. Visiting internet sites that are unethical and NOT for academic purposes are strictly prohibited.
10. Portable media such as CD/DVD/portable hard disk are allowed in the lab.

Duties and Responsibilities of the Principal

Principal:-

Academic:

- ✓ To provide academic and administrative leadership and guidance to teaching and non-teaching staff
- ✓ To monitor and conduct academic activities of the college under the guidance of the management.
- ✓ To take college and faculty feedback and accordingly take the remedial actions.
- ✓ To plan and take the necessary actions for improvement of college results and academics
- ✓ To promote industry institution interaction and research & development activity.

Administration:

- ✓ To conduct the periodical meetings of the faculties for effective administration of the college.
- ✓ To ensure compliance of all statutory obligations of NCTE, University and other relevant bodies
- ✓ To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- ✓ To collage recruitment of non-teaching staff & teaching staff as per rules laiddown by Savitribai Phule Pune University.
- ✓ To seek permission of management for financial matters, policy developmentand program evaluation.
- ✓ To sanction the leave of the staff as per the norms.
- ✓ To communicate with SPPU, DHE, NCTE and for compliance.
- ✓ To monitor, manage and evaluate administration of the institution, organize meetings of and College Development Committee and maintain minutes of the meeting.
- ✓ To execute any other work assigned by the management.

Finance

- ✓ To recommend allocation of budget for the departments as requested by the Head of Departments COE.
- ✓ To authorize for cash advances for urgent purchases required in the college.
- ✓ To ensure that all financial transactions are conducted as per the norms.

Duties of Professor, Associate Professors & Assistant

Professors:

- ✓ To understand the objectives and quality policy of the college
- ✓ To teach the course as per the teaching plan to the students
- ✓ To conduct the lectures as per the time table slot. If any faculty found not taking lectures regularly without informing authorities then disciplinary action will be taken against such faculty.
- ✓ All faculty members should be punctual and regular for every lecture.
- ✓ Every teacher is a full-time teacher of the College and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays
- ✓ No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
- ✓ To work sincerely to execute all duties towards academics which include planning and conduct of lectures and orals, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
- ✓ To use innovative teaching aids and adopt innovative teaching –learning methodologies.
- ✓ To counsel and mentor the students and conduct extra lectures/ revision lectures for slow learners.
- ✓ To organize/ coordinate/ attend various seminars/ workshops/ FDPs/ training programs.

- ✓ To actively participate and take initiative in all activities of college such as co-curricular and extra curricular activities
- ✓ To participate proactively in research and development activities such as book publication, consultancy, publish research papers etc.
- ✓ Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority
- ✓ To perform other academic/ administrative duties assigned by Head of the Department /IQAC and Principal of the college.
- ✓ Submit the course files to Principal and IQAC for checking

Duties and Responsibilities of Non-Teaching staff

Jr.Clerk:

- ✓ To provide secretarial support to the trust & the Principal.
- ✓ To check the websites of the competent authority such as NCTE/DHE/SPPU on regular basis.
- ✓ To submit the annual report of the college to the Savitribai Phule Pune University.
- ✓ To follow the rules regulations of NCTE/DHE/SPPU designed for higher educational college.
- ✓ To ensure that the student's original documents are kept safe and returned to students after student pass out from the college.
- ✓ To execute the admission process, scholarship form filling process and University Examination process of students as per the guidelines issued by competent authority

- ✓ To put regular and reminder notices on the websites regarding administrative matters related to students, documents, scholarships, examination and fees of the students.
- ✓ To conduct installation of new equipment's and maintenance of existing equipment's.
- ✓ To handle student grievance and taking remedial actions.
- ✓ To supervise and execute attendance monitoring, salary payments to faculty & staff.
- ✓ To maintain general discipline, safety, cleanliness of premises, dress code etc.

Accountant:

- ✓ To Manage all accounting transactions
- ✓ To Handle monthly, quarterly and annual closings
- ✓ To Reconcile accounts payable and receivable
- ✓ To Ensure timely bank payments
- ✓ To Compute taxes and prepare tax returns
- ✓ To Manage balance sheets and profit/loss statements
- ✓ Audit financial transactions and documents
- ✓ To Reinforce financial data confidentiality and conduct database backups when necessary
- ✓ To maintain the record of all financial transaction in accounts fil
- ✓ To record all daily transactions in Tally Enterprise Resource Planning, (ERP) software.
- ✓ To do all academic and administrative expenses with permission of principal.

- ✓ To conduct internal audit at regular internal and external audit at the end of academic year and give all necessary and required information to Chartered Accountant for preparation of audit report.
- ✓ To regularly disburse the salaries of all teaching and non-teaching staff salary.
- ✓ To maintain proper record of income tax paid, provident fund and health policy.
- ✓ To maintain the dead stock register and maintenance register.
- ✓ To Comply with financial policies and regulations

Librarian:

- ✓ To implement all library rules as defined by the management.
- ✓ To formulate vision ,mission and objectives of library
- ✓ Librarian is responsible for overall functioning of the library
- ✓ To procure books, daily newspapers, journals, magazines, videos, CD's
- ✓ e books , online resources etc. recommended by faculty members
- ✓ To renew the subscription of journals and magazines and periodicals and memberships related to library.

Computer Lab Assistant:

- ✓ To plan proper utilization of IT resources
- ✓ To prepare proposal and send to approval with permission of Principal
- ✓ To ensure that IT and other equipment infrastructure maintenance is carried out regularly.
- ✓ To prepare the maintenance file with all record and also prepare maintenance register

- ✓ The committee shall conduct the meeting at the beginning of academic year and take requirement from staff regarding, computer hardware, software's, printers, additional infrastructure etc.
- ✓ In case of new equipment purchase, the committee in consultation with the Principal shall invite three quotations, prepare comparative plan and send for the approval to the management
- ✓ In case of repair and maintenance, committee shall take the estimate from respective vendor or Annual Maintenance Contractor and get the work done.
- ✓ A computer Lab technician shall look after day to day routine and maintenance activity of computer lab such as installation of antivirus, formatting of computer, network problem, printer problem and CCTV problem.
- ✓ To renew software license at regular interval
- ✓ To maintain and regularly update dead stock register of computer lab
- ✓ To look after computer networking
- ✓ Problem, printer problem and resolve the issues.
- ✓ To generate the requirement for computer peripherals of the computer lab and give it to infrastructure committee
- ✓ To maintain dead stock register of the computer lab.
- ✓ To co-ordinate the development of college website with the vendor
- ✓ To ensure that all NAAC related links and uploads are available on website.

Peons:

- ✓ To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
- ✓ To maintain cleanliness of classrooms, faculty room, seminar hall, principal room, whole premises etc.
- ✓ To carry files from one desk to other as per instructions of faculty members and clerks.
- ✓ To operate and maintain photocopy machine
- ✓ To do work related to pantry such as prepare tea/coffee etc. and keep it clean.
- ✓ To do the work assigned by principal
- ✓ teaching and other clerical staff in the office
- ✓ To make the arrangements of the meetings
- ✓ To provide tea/coffee/refreshment to the guests and all employees in the office
- ✓ To attend the bell of the Principal the college