




Prabhu Shri Ramchandra Shikshan Prasarak Mandal Tondgaon Sachalit
Matoshri Shantabai Gote Arts, Commerce & Science College
Washim Dist. Washim


Affiliated to Sant Gadge Baba Amravati University Amravati

NAAC accredited 'B' Grade AISHE:C-43109

(Internal Quality Assurance Cell)
Code of Conduct (Handbooks)
For Various Stakeholders
(2018-2019)


Officiting Principal
Matoshri Shantabai Gote Arts
& Sci College Washim



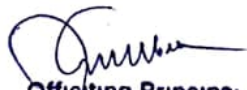

Co-ordinator
Internal Quality Assurance Cell
Matoshri Shantabai Gote
Arts, Commerce &
Science College, Washim

Job Responsibilities of Associate Professor /Assistant Professor


1. Teaching and ensuring attendance of students as per University norms
2. Planning and implementation of instructions received from Head/Principal
3. Student's assessment and evaluation
4. Developing resource material for teaching and learning
5. Extension of services to the industry and community.
6. Continuing education activities
7. Curricular, Co-curricular and extracurricular activities.
8. Publication of research papers, articles & Books .
9. Participate in seminars /conferences /workshops.
10. Participation in department administration
11. Contribute to the activities sustaining accreditation of the institute
12. Examination work pertaining to College University such as organising supervision and assessment etc.
13. Arrangement for remedial coaching.
14. Teachers should be good counsellors and Facilitators .They should help ,guide ,encourage and assist the students to ensure that the Teaching- Learning Process is effective and successful.
15. Any other duties assigned by the Management and Principal from time to time.

Job responsibilities of Non-Teaching Staff

1. Non Teaching staff working in the college office or departments should remain on duty during college hours.
2. Non Teaching Staff should wear the Uniform and always wear the identity badge during working hours.
3. Non-Teaching staff assigned to Laboratories should keep the lab clean .
4. Any loss or damage to any article in the lab or classroom should be reported to the HOD immediately.
5. Non Teaching Staff working in the Lab shall maintain a stock register for all the articles ,equipment's ,chemicals etc. It shall be submitted to the HOD and the Principal .
6. Non teaching staff should solve the queries related to admission, scholarship from time to time.


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7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

Job responsibilities of Librarian


1. To prepare and issue of Library cards to students.
2. To follow up return of books issued to students and staff members.
3. To maintain fine collection register and instruct students to deposit the fine.
4. To display new arrivals by photocopy of the cover page of the books and journals.
5. To maintain the day wise records of visits of staff faculty members in library.
6. Display of cutting of newspapers on education /social matters on notice board.
7. To submit the list of books to the principal for further procurement.
8. To ensure discipline of the students in the library.
9. Regular undertaking binding of books which are damaged.

Job responsibilities of Examination Officer

1. To organize all works related to University and College level examinations such as preparation of supervision chart, exam duties etc.
2. To correspond with university regarding university examinations, results of students, students complaints regarding examinations.
3. To help students in of examination forms, revaluation & verification forms of students & submission to Parent University.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to the Principal.
6. To send the program of proposed practical examination dates to university & get final programme of practical /oral examination.
7. To submit practical/internal marks to the Parent University.
8. Any other duties assigned by the Principal from time to time.

Code of conduct for students.

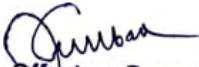
1. Each student should behave sincerely in the college. He/She should behave politely with the teachers, on teaching staff members and the staff in the library & with the co-students. If the students have any problem they should meet the principal of the college or their respective guardian teacher.
2. Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
3. Students should have park their vehicles in the place allotted to them.
4. Students should not wander in the college campus by bunking the classes and practical.


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5. Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college.
6. Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
7. Students should not click photographs in the college campus & avoid the use of cell phone strictly.
8. Students are prohibited to scribble anything on the walls of the classrooms & of the toilet. If such thing happens students will be severely punished.
9. Students are strictly prohibited from bringing and such weapons in the college which would physically harm others.
10. Student should not damage the benches, tables, chairs, fans & lights in the classrooms as the things in the campus. If such a thing happens student will be severely punished & compensations should be taken from them.
11. Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
12. The rules of the office and the library are mandatory for each student.
13. If the students have any prejudices about the college he/she should give complaint to the principal and should not give any complaint on their own to the newspaper and media.
14. No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
15. Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
16. At the time of examination electronics devices are strictly prohibited. Copying in the examination and using unfair means will be treated as an offence and necessary action will be taken on the student.
17. The original certificates given to the college by the students will not be returned to the students'. The students should keep the attested copies of them before taking admission.
18. Action will be taken against students if it is found that they have made changes in the documents on their own.
19. Students will not be allowed to found any board or associations without the permission of the principal.
20. It is right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal test, Term -End Examination and behave badly in the college.
21. Student should take admission in the college by filling in the form given by the college only.


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22. Each student will be given an Identity card by the college .Student should stick a passport size photograph on it. He should show it if asked by the teachers, officers and administrative staff.

23.Students should note that they have to take new admission every year.

24.Students should take the receipts of the fees paid from time to time to the concerned clerk .the fees once paid will not be returned.

25 Every student must complete average attendance of 75% in each semester .Students having low attendance will not be allowed to fill the examination form.

26.Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.

27.Students should not bring radio ,cameras in the college and cell phone to be put on silent mode.

28. Ragging is strictly prohibited in the college premises and outside .Students indulging in it will be punished as the circular "UGC Regulation No.f-1-8/2006 (C PPII) 4th

March 2008 .such students will be expelled from the college .Legal action will be taken against them.

29 Nobody should meet the student directly and they should enquire in the office before doing so.

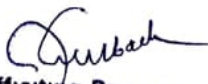
30. It sit he right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize distribution Ceremony in the college.

31The students should themselves be present for taking the required certificates ,Hall-Ticket ,mark sheet ,LC/TC in the college.


32.If a student does not submit the required document in the college ,he/she will be responsible fro his /her loss.

33.Dress code is compulsory fro students according to the instruction of the college.

Students should strictly follow all the above rules as well as any other rules made by the college from time to time.


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