

**Internal Quality Assurance Cell
(IQAC)
Code of Conduct
(Handbooks)
For Various Stakeholders**



**INDRAPRASTHA NEW ARTS, COMMERCE AND
SCIENCE COLLEGE, WARDHA**

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A) Job Responsibilities and Duties of Professor /HOD

- 1) Providing leadership in both under graduate and postgraduate in relevant field of specialization
- 2) Consultancy services.
- 3) Teaching, laboratory development & writing of books.
- 4) Evaluations of tutorials, assignments, journals, answer papers.
- 5) Interaction with industry.
- 6) Continuing education activities.
- 7) Student's counselling.
- 8) Interaction with other institutions, Universities at state, national and international levels.
- 9) Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- 10) Publishing papers in national and international journals.
- 11) Review of academic activities of the department periodically.
- 12) To Maintain dead stock, consumable registers with the help of lab in-charge
- 13) To display notices, mark sheets, attendance sheets etc. pertaining to the students
- 14) To send SMS regarding attendance, discipline and other activities with the help of class teachers.
- 15) Organize parents meet in association with Teacher& Parent.
- 16) Involvement in curricular, co-curricular and extra-curricular activities.
- 17) Any other duties assigned by the Principal from time to time.




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B) 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 extra-curricular activities.
- 8) Publication of research papers, articles & Books
- 9) Participate in seminars/conferences/workshops.
- 10) Participation in departmental administration
- 11) Contribute to the activities sustaining accreditation of the institute.
- 12) Examination work pertaining to College University such as organizing supervision and assessment etc.
- 13) Arrangement of remedial coaching.
- 14) Upgrading of qualifications.
- 15) Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- 16) Any other duties assigned by the Management and Principal from time to time.




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C) Job Responsibilities of System Administrator

- 1) To maintain the network and PCs.
- 2) To attend complaints received from students and staff regarding PC or the Network.
- 3) To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- 4) To assist the management in procurement of hardware, software and equipment.
- 5) To maintain internet connectivity and take steps to prevent misuse.
- 6) Any other duties assigned by the Principal/Head/Professor

D) Job Responsibilities of Lab. Attendant.

- 1) To ensure safety of the students in the laboratory.
- 2) To draw the lab schedules for the students and display on the board.
- 3) To record and maintain the attendance of the students.
- 4) To ensure discipline of the students in the laboratory.
- 5) To conduct lab examination as and when required.
- 6) To assist the faculty member in conducting lab sessions of their students.
- 7) To maintain the dead stock /consumable/semi consumable registers of respective laboratories
- 8) Maintenance of all instruments/equipments in the respective laboratories.
- 9) To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
- 10) To check at least once in a week working of instruments & equipments under laboratory.
- 11) To prepare the requirement of consumables for the lab and place indent for the same.

E) Job Responsibilities of Non-Teaching Staff



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- 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 provided by the Management and always wear their identity badge during working hours.
- 3) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 4) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- 5) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- 6) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- 7) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

F) Job Responsibilities 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.
- 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 receive international journals & magazines and highlight important articles & news.
- 6) To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- 7) To maintain the day wise records of visits of staff faculty members in library.




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- 8) Display of cuttings of news papers on education /social matters on notice board
- 9) The list of requirement of books submits to the principal for further procurement.
- 10) To ensure discipline of the students in the library.
- 11) To effectively encourage faculty & student to use e-journals books keeping always in working condition.
- 12) Regularly under take binding of books which are damaged.
- 13) Any other matter assigned by Principal from time to time.

G) Job Responsibilities Of Placement Officer.

- 1) Prepare a data bank of potential industries for placements and keep updating.
- 2) Initiate MoUs with industries and organize recruitment process for placements.
- 3) Organize printing of placement Brochures/soft copies of information regarding students' placements.
- 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 (one year or more) and obtain inputs additional training/grooming of current students at least for their year.
- 6) Grooming the students for placements by organizing soft skill trainings.
- 7) Counselling of students regarding emerging areas of job opportunities.
- 8) Organize talks by experts to motivate students to seek job opportunities in emerging areas.
- 9) Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- 10) Any other duties assigned by the Principal from time to time.

H) Job Responsibilities of Office Superintendent




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- 1) Scrutinize Admission & Eligibility documents and registers of admission.
- 2) Supervise and maintain personal files of staff and faculty.
- 3) Maintaining P.F. account as the case may be.
- 4) Keeping discipline and work schedule of class IV employees.
- 5) Maintain casual leave register.
- 6) Maintain movement register for staff under office administration.
- 7) Organise printing of brochures and placement documents for the institute.
- 8) Assistant Principal in receiving guests and visiting dignitaries in a dignified manner
- 9) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 10) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 11) To maintain the records of scholarships of students.
- 12) To take care of biometric requirement.
- 13) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 14) Any other duties assigned by the principal from time to time

I) Job Responsibilities of Clerk Under O.S.

- 1) Checking website of Rashtrasanta Tukadoji Maharaj Nagpur University, Nagpur.
- 2) Maintaining of personal files of teaching and non teaching staff.
- 3) Maintenance of attendance registers of teaching and non teaching staff,
- 4) Maintenance of service books.
- 5) Maintaining leave record of staff.
- 6) Completion of attendance of faculty and nonteaching staff and forwarding the same to accounts section for preparation of payment.
- 7) Any other duties assigned by the Principal from time to time.




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J) Job Responsibilities of Accountant

- 1) To prepare budget estimate of the college under guidance of Principal
- 2) To prepare documents for submission of six monthly and annual audit.
- 3) Allotment of Budgets to every department of the college.
- 4) HOD/section heads take periodical review of the same.
- 5) To verify bills for payment
- 6) To check the monthly pay sheet
- 7) To check the cash book daily
- 8) To file E-TDS returns
- 9) To hold custody of receipt books and vouchers.
- 10) To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- 11) To control and check the advance register and ensure timely recovery of advances.
- 12) To Settlement of journey claims and advances.
- 13) To prepare TDS statement and submit to Chartered Accountant.
- 14) Any other duties assigned by the Principal from time to time

K) Job Responsibilities of Examination Incharge

- 1) To organize all works related to university and college level
- 2) examinations such as preparation of supervision chart, appointments of senior super
- 3) visors in consultation with principal.
- 4) To correspondence with university regarding university examinations, results of
- 5) students, students complaints regarding examinations.




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- 6) To organize the filling of examination forms, revaluation & verification forms of students & submission to Rashtrasanta Tukadoji Maharaj Nagpur University, Nagpur.
- 7) To obtain results of students and its distribution.
- 8) To send requirement of examination stationary to R.T. M Nagpur University & maintaining its up to date records.
- 9) To arrange for online examinations as per schedule & instructions of university
- 10) To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- 11) To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
- 12) To submit term work /oral practical marks to R.T. M Nagpur University & time bound manner.
- 13) To organize arrangement of furniture and numbering of examination seats for
- 14) University of Nagpur examinations.
- 15) To receive the examination stationery from R.T. M Nagpur University, Nagpur & keep in the strong room.
- 16) Any other duties assigned by the Principal from time to time.

L) NACSC Campus Code of Conduct For Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by
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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 for the class well -within time and fine will be levied on late comers. 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. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
5. Students having lab sessions in the forenoon or afternoon, have to report to the lab directly on time and they need not go to the class room.
6. In the events of Student seminars/project presentations etc., it is compulsory for all students to be present for the entire session.
7. Students can leave the campus during class hours only after getting a gate pass/permission from the Principal/ HoD/ the Class in-Charge and after making entry in the Gate Register maintained by the gate keeper.
8. All students shall leave the classes immediately after 4.15 p.m. No students shall wander or gather in veranda, corridor, and staircase etc. Do not spend much time in canteen etc.
9. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
10. Students shall come to the college in approved uniforms. Besides those who are in laboratories shall wear their respective aprons.
11. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD and any violation of this will attract a fine and repetition of this could result in suspension from the college.




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12. All the students are expected to attend all college functions in college uniform unless they are specified not to.
13. All students shall wear their well displayed identity cards, Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
14. Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary actions.
15. Students can bring their vehicles inside the campus at their own risk. College will not be responsible of any theft or damage of the vehicle.
16. Students are expected to maintain silence inside the college premises to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an act of indiscipline.
17. 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 interrupt the free movement.
18. 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.
19. Access to academic buildings beyond the college timing and on holidays without written permission from the concerned authority will be treated as a case of indiscipline.
20. All the students are advised to follow the NACSC Mobile phone policy and bring to the notice of the authorities about discipline violations, if any.
21. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.
22. Keep the campus neat and clean. Do not throw waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
23. Consumption of intoxicants / psychotropic substances in any form like smoking, chewing of tobacco, gums, pan masala etc. is strictly prohibited.




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24. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.
25. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Failing to obey these could result personal injuries or damage to property. Follow safety precautions near running 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.
26. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
27. Students are not permitted to distribute or display (both physically and electronically) materials such as notices, banners, etc. in the campus without the permission of the competent authorities.
28. 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.
29. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned heads of the department and the selection will be based on parameters such as academic performance, attendance, character and competence of the student in the proposed event for participation.
30. On duty leave applications will not be entertained beyond 10 working days per semester from the actual date.
31. During internal examinations of 3hrs period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy their seats 5 minutes before the commencement of the examination.
32. 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, and outside the college.




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33. Any form of ragging like harassing juniors & ill treating other fellow students 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.
34. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious case of offence and those students who get engaged in such activities would be punished severely by law.
35. Pay fees, mess bills etc. in advance or in time, which will avoid fines. No paid Fee is refundable at any circumstances.
36. 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.
37. In case of any instance of noncompliance of existing rules or any observed matter/behaviour that deviates from the vision and mission of NACSC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the consequence of an enquiry committee and further proceedings.

Fine policy of NACSC: The money collected from the students in the form of fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.


S.S. Petare
KAC Co-ordinator
New Arts, Commerce & Science
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Prof. Sandip Petare



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