

यत्र नार्यस्तु शिक्षयन्ते रमन्ते तत्र देवताः ।



**M.L. & G.E. Society's**

**DR. (SOW.) I.B.P. MAHILA KALA MAHAVIDYALAYA, AURANGABAD**

**Estd. June 1970**

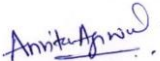
**Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**NAAC Reaccredited "B" Grade**


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**Handbook of "Code of Conduct" for students, teachers, governing body,  
administration including Vice Chancellor / Director / Principal /Officials  
and support staff**

  
Co-ordinator  
IQAC  
Dr. Sow. I.B.P. Mahila  
Kala Mahavidyalaya  
AURANGABAD

**Dr.Anvita Agrawal  
(IQAC Co-ordinator)**

  
**PRINCIPAL  
Dr.Sow. I.B.P. Mahila  
Mahavidyalaya  
AURANGABAD.**

**Principal**

**A) Job Responsibilities and Duties of Professor /HOD**

- 1) To provide leadership for UG and PG in the specialization fields.
- 2) To provide services of consultancy.
- 3) Writing books to teach and develop laboratory.
- 4) To evaluate answer sheets, internal assignments.
- 5) Develop industrial interactions.
- 6) Take up educational activities regularly.
- 7) Organize counseling for students.
- 8) Promote State, National and International interactions with University and Colleges.
- 9) Conduct various workshops, seminars and summer winter activities for lecturers and others.
- 10) Research paper publication in international & national journals.
- 11) Periodic recheck of departmental activities.
- 12) Maintenance of useful registers and dead stock.
- 13) Displaying of attendance, mark sheets and notices.
- 14) Conduct parent meeting.
- 15) To indulge in co-curricular and extracurricular activities.
- 16) Perform duties allotted by the Principal.

**B) Job Responsibilities of Associate Professor/Assistant Professor**

- 1) Teaching and ensuring attendance of students in accordance with University calendar.
- 2) To follow planning and implementation of instructions received from management & Principal.
- 3) Assessment and evaluation work of internal examination.
- 4) Develop resource material for teaching and learning.
- 5) Extension of services to the industry and community as required by the Institution and the University.
- 6) Regularly conduct education and related activities.
- 7) Curricular, Co-curricular and extra-curricular activities.
- 8) Publication of research papers, articles & books for own development of teaching.

- 9) Participate in seminars/conferences/workshops organized by various bodies.
- 10) Participation in departmental administration and institutional work.
- 11) Contribute to the activities sustaining accreditation of the Institute.
- 12) Examination work pertaining to College and University.
- 13) Arrangement of remedial coaching and bridge courses.
- 14) Upgrading of qualifications.
- 15) Teachers should be good counselors and facilitators for the students.
- 16) Perform any other duties assigned by the Management and Principal from time to time.

**C) 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 working of instruments & equipments of laboratory at least once in a week.
- 11) To prepare the requirement of consumables for the lab and place indent for the same.

**D) Job Responsibilities of Non-Teaching Staff**

- 1) Should stay in office during College hours.
- 2) Put on official uniform and identity card.
- 3) Maintenance of clean laboratories.
- 4) Non-teaching laboratory assistant is to report about the damages if any to the Head.
- 5) Maintain a lab register, with laboratory articles and equipments and term wise evaluation and submission of them.
- 6) A register containing the amount collected due to damaged articles by the students is to be maintained and handed over to the Account Officer.
- 7) To follow the instructions of the related higher authorities.

**E) Job Responsibilities of Librarian**

- 1) Preparation of library card for students & teachers.
- 2) Update and maintain record of books issued.
- 3) Maintain record of student's fine & give instructions.
- 4) A photocopy of new arrivals of books and journals to be displayed.
- 5) To focus valued news and articles and maintain international journals and articles.
- 6) Arrangement and compilation of back dated journals and periodicals for binding.
- 7) Maintain record of daily visit of staff members to library.
- 8) Display of cuttings of news papers on education /social matters on notice board regularly.
- 9) Collect the list of requirement of books from staff and submit it to the Principal for further procurement.
- 10) To ensure discipline of the students in the library.
- 11) To encourage & facilitate faculty student to use e-journals.
- 12) Regularly undertake binding of books.
- 13) Any other matter assigned by Principal from time to time.

**F) Job Responsibilities of Office Superintendent**

- 1) Supervise admission procedure, collect admission and eligibility documents.
- 2) Maintain personal files of staff and faculty.
- 3) Maintaining P.F. account, casual leave register, movement register for teaching and non-teaching staff.
- 4) Keeping discipline and work schedule of class IV employees.
- 5) Organize printing of stationary for the Institute.
- 6) Assist Principal in receiving guests and visiting dignitaries in a dignified manner.
- 7) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 8) Responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 9) To maintain the records of scholarships of students.
- 10) To maintain record of biometric.
- 11) Take responsibility of all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 12) All other duties assigned by the Principal from time to time

**G) Job Responsibilities of Clerk Under O.S.**

- 1) Check website of Dr.Babasaheb Ambedkar Marathwada University, Aurangabad.

- 2) Maintaining and updating of personal files of teaching and non teaching staff.
- 3) Maintenance of attendance registers, service books, leave record of teaching and non teaching staff.
- 4) Completion of attendance of faculty and non teaching staff and forwarding the same to accounts section for preparation of payment.
- 5) All other duties assigned by the Principal from time to time.

**H) 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 Budget 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 ETDS 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) Any other duties assigned by the Principal from time to time

**I) Job Responsibilities of Examination Officer**

- 1) To organize all work related to University and College level examinations such as preparation of supervision chart, appointment of senior supervisors in consultation with Principal.
- 2) To obtain results of students and its distribution.
- 3) To send requirement of examination stationary to Dr.Babasaheb Ambedkar Marathwada University, Aurangabad & maintain up to date records.
- 4) To maintain the record of all passed out students of this institute in a separate register and also in soft copy.
- 5) To send the program of proposed practical examination dates to University get finalized. programme of practical/oral examinations.
- 6) To submit term work /oral practical marks to Dr.Babasaheb Ambedkar Marathwada University, Aurangabad & time bound manner.

- 7) To organize arrangement of furniture and numbering of examination seats for Dr.Babasaheb Ambedkar Marathwada University, Aurangabad examinations.
- 8) To receive the examination stationery from Dr.Babasaheb Ambedkar Marathwada University, Aurangabad & keep in the strong room.
- 9) Any other duties assigned by the Principal from time to time.

**J) Code of Conduct for Students**

- 13) Every student should maintain good behavior with everyone in the institute. If any complaint, student should talk to principal.
- 14) Wearing of college uniform and Identify card is mandatory.
- 15) Student should follow the discipline of parking their vehicles.
- 16) Roaming here and there and bunking classes is not allowed.
- 17) Any kind of alcoholic intake inside the campus is strictly prohibited.
- 18) Intake of Paan and tobacco is not allowed in the campus of the college.
- 19) Use of mobiles and selfies is not allowed.
- 20) Harmful weapons are not allowed in the campus.
- 21) Students are liable for punishment for spoiling walls of the institute by scribbling anywhere.
- 22) A student will be punished and fined for damaging property or infrastructure of the institute.
- 23) Making noise, disturbing or wandering inside the corridors is prohibited.
- 24) Every student should follow the rules of library and office.
- 25) Unless permitted by the principal, students should not arrange any kind of visits or picnics on their own.
- 26) Students having complaint should communicate to the principal or teacher without taking any action.
- 27) No student should entertain or support any caste or religion.
- 28) Participation in various curricular activities of the institute is expected.
- 29) Misconduct or following any unfair means in the exam is liable for punishment.
- 30) Every student is supposed to submit original certificates to the institute and keep attested copies with them.
- 31) Action will be taken against students if it's found that they have made changes in any document on their own.
- 32) Students will not be allowed to form any board or associations without the permission of the principal.
- 33) It is the right of the Principal to allow or forbid the students from appearing in the

examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.

- 34) Students should take admission in the college by filling in the form given by the college only.
- 35) 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.
- 36) A student only with good behavior is promoted to next semester.
- 37) Seeking admission every year is mandatory.
- 38) Fees paid by the students while not be returned.
- 39) 75% of attendance is mandatory for every student in each semester.
- 40) College instructions, communications through message mail and notices are to be strictly followed by the students.
- 41) Misbehavior and movement in the campus at the time of lectures is an offence.
- 42) Carrying of mobile and other entertainment aids is an offence.
- 43) Bringing a dummy person as a parent in the college is an offence.
- 44) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- 45) Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
- 46) Change of stream after admission by the students is prohibited.
- 47) A visitor should seek permission from the office to meet the student.
- 48) Annual gatherings and Annual prize distribution programmes.
- 49) Self presence of students is compulsory at the time of collection of his documents (personal).
- 50) A student is liable for loss for non-submission of documents in the institution.
- 51) Strictly follow dress code instructions.