

SETH HIRACHAND MUTHA COLLEGE of ARTS, COMMERCE & SCIENCE

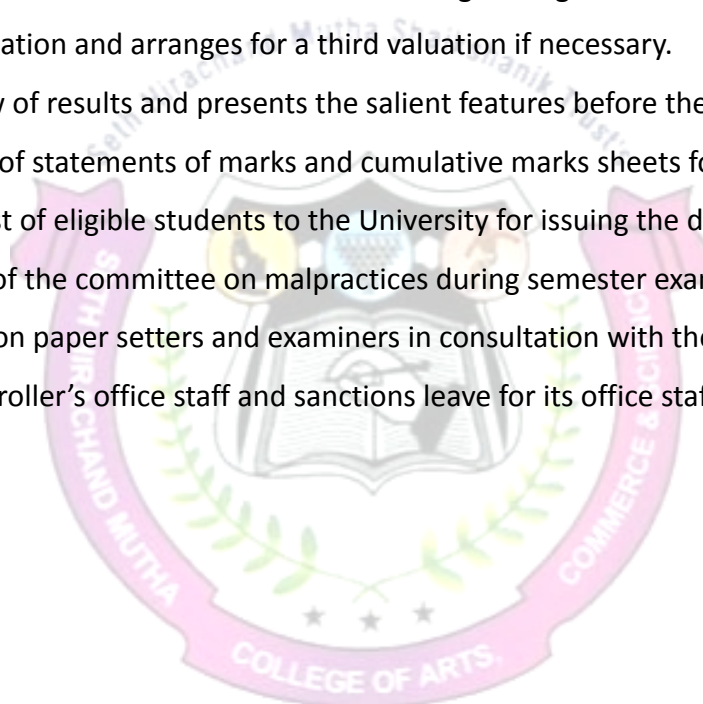
**Affiliated to University of Mumbai
NAAC Accredited with B Grade(2nd Cycle)**

CODE OF CONDUCT



CHAIRPERSON OF EXAMINATIONS

1. The chairperson of Examinations is appointed by the Principal of the college in consultation with the Management.
2. He gets the list of courses approved by the Academic Council for each semester from the HODs.
3. He Plans the semester examinations and declares the results on time. `
4. He gets the copy of the syllabus and question papers from the departments for Examinations
5. He calls for question papers and sends them for scrutiny and gets them printed.
6. He plans a detailed semester examination schedule and assigns invigilators.
7. He conducts central valuation and arranges for a third valuation if necessary.
8. He prepares an overview of results and presents the salient features before the award committee.
9. He arranges for printing of statements of marks and cumulative marks sheets for distribution.
10. He presents the final list of eligible students to the University for issuing the diploma/Degree.
11. He is the Co-convenor of the committee on malpractices during semester examinations.
13. He appoints the question paper setters and examiners in consultation with the Principal and HoDs.
15. He supervises the Controller's office staff and sanctions leave for its office staff.



IQAC COORDINATOR (IQAC OFFICE)

1. The IQAC office has a well-established structure with Computers, Xerox machine and other facilities. It has a data analyst, website assistant and Photographer cum secretarial assistant.
2. The IQAC Director / Coordinator organizes orientation programs for faculty, administrative staff and students.
3. He/She conducts student feedback on teachers, feedback on curricular aspects from students, alumni, parents, employers, general feedback on different aspects of the campus from students, alumni, parents, employers, performance-based evaluation for teachers as per the direction of UGC & university of Mumbai to provide valuable feedback for quality sustenance and improvement in teaching, learning and research experiences in the College.
4. He/She documents and reports various activities of the College for various higher education requirements.
5. A continuous follow up has been made on infrastructural resources of the college to assure adequate, appropriate and better facilities to assure conducive and enabling environment for teaching, learning and research.
6. He/She facilitates the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
7. He/She acts as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. He/She ensures the development of Quality Culture in the institution.
9. He/She develops quality benchmarks/parameters in various activities of the college.
10. He/She disseminates information on quality aspects.

11. He/She acts as a member of all the committees in the college to ensure quality standards to be evolved by the College (Governing Body, Academic Council, College development, Anti ragging, Placement Cell, WDC, Tobacco committee, HOD Meetings, student Council, Planning and Evaluation, Finance Committee, Examination committee, Curriculum Development Cell, etc.)
12. He/She finalizes and sends reports to NAAC/UGC and University.
13. He/She prepares Academic Calendar



HEAD/COORDINATOR OF THE DEPARTMENT

Code of conduct/ Nature of work/Directions/Guideline for the All Head of the Teaching Departments of Arts & Commerce faculty of the College.

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.
3. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
4. To manage the periods/Lectures & keep watching for smooth conducting.
5. Organize/take student feedback (Two times) after one month of commencement of the teaching and at the end of every semester, for knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organized under the chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
8. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
9. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal from time to time.
10. Each year, every teaching department of the college should establish "Students' Study Circle" of the students, by the students, for the students by constituting their Students' executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
11. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
12. Organize group discussion, debate competition, Subject Seminars by using PowerPoint Presentation for the students.
13. Use ICT adds maximum for teaching learning process.

14. Find out and make a list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, maintain all documental records of these additional classes also in academic diary.
 15. Organize “Industrial/Environmental study Tour” for the students & after the tour make an evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with a departmental document file.
 16. Organize guest lectures on various subjects for the students, with kind permission of the Principal.
 17. Organize student centric programs in the first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in the first session and other two programs in second session should be performed by every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.
 18. Whatever expenses of the programs/ events/activities will occur, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
 19. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
- Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be communicated from time to time communicated to the concerned Teacher/faculty/Head of the teaching department by the Principal.)
20. Provide the subject notes/question papers/study material etc. to the students.
 21. Redress the grievance of the students at department level & Counsel them need fully
 22. All teaching departments of Arts and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the ‘Consolidated Annual Report’ of all Programs/activities/events to the I.Q.A.C. in hard & soft copies.

CODE OF CONDUCT FOR THE COLLEGE STUDENTS

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Students joining the college are strictly bound by the Rules and Regulations of the college.
2. Students must attend lectures and tutorials according to the timetable on all working days of the College. Students should not be absent from lectures, tutorials and examinations without prior permission of the Principal. Students are warned that if their attendance at lectures and tutorials is unsatisfactory, their names may be struck off the college rolls/or may be detained from the examinations.
3. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal. No student shall communicate any information or write about matters dealing with the College in any manner to the Press or Media.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal
5. The College is not responsible for lost property. However, students may approach and inform the Vice Principal for the lost property to find out if it is deposited in the College Office.
6. Only urgent/important notice shall be read out in the classroom. It is the responsibility of the student to read the notice boards regularly for important announcements made by the College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
7. Ragging is an offense. Ragging is strictly prohibited in the college campus/premises.
8. Any student/students involved in such activities will be immediately expelled from the college.
9. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/Discipline & Ragging committee Coordinator.
10. Consuming Alcohol, Gutkha/ Chewing Tobacco And Smoking Is Strictly Prohibited In The Premises And Out Of The College.
11. Every student helps to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use a dust bin for garbage.

12. No student spite in college premises/campus or in class room.
13. College premises and all classrooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom.
14. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
15. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
16. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in the classroom without prior permission of the principal.
17. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
18. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
19. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
20. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, study room of library & computer lab. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
21. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
22. No function/program/ birth day in the college campus / class room without prior permission of the principal.
23. In case of any kind of problem or need of medical emergency in the college, students should report to the HOD/concerning teacher, who will help them solve their problem.
24. Each student should park his/her vehicle at the parking lot of the college.
25. Students are prohibited to use college names at any private or individual event. Violation may lead to permanently debarring such students from the college.
26. A student may not knowingly provide false information or make misrepresentations to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited

GOVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN UNIVERSITY SCHOOLS, UNIVERSITY DEPARTMENTS, CONDUCTED COLLEGES AND UNIVERSITY INSTITUTIONS

[FRAMED UNDER SECTION 72 (10) READ WITH SECTION 71 (20) OF THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016]

The teachers and their responsibilities:

Any person who takes teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

S.94. Code of Professional Ethics

(1) Teachers and their rights :

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

(2) The Code of Professional Ethics :

(a) The teachers and their responsibilities:

Any person who takes teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

adhere to a responsible pattern of conduct and demean or expect of him/her by his/her peers and the community.

manage his/her private affairs in a manner consistent with the dignity of the profession.

seek to make professional growth continuous through study and research, writing and decent conduct.

express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examination including supervision, invigilation and evaluation, and participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students :

The teacher shall

- I) respect the right and dignity of the student in expressing his/her opinion.
- ii) Ideal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv) encourage students to improve their attainments, develop their 66 personalities and at the same time contribute to community welfare.
- V) inculcate among students scientific, progressive and rational outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Vii) pay attention to only the attainment of the student in the assessment of merit.
- Viii) aid students to develop an understanding of our national heritage and national goals, and refrain from inciting students against other students, colleagues or administration.

c) Teachers and Colleagues:

The teachers shall always

- I) treat other members of the profession in the same manner as they themselves wish to be treated,
- ii) speak respectfully of other teachers and render assistance for professional betterment,
- iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
- v) be thoroughly social and humane, democratic and rational, towards other teachers, strive at any cost to remove and wash out the local tensions and controversies and disputes. believe in union and unity of the colleagues.

(d) Teachers and authorities:

The teachers shall

- i. discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. not undertake any other employment and commitment including private tuition and coaching classes; cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- iii) should adhere to the conditions of contract; give and expect due notice before a change of position is made; and refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and non-teaching employees :

The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.

The teachers should help in the function of a joint staff council covering both teachers and the non teaching employees.

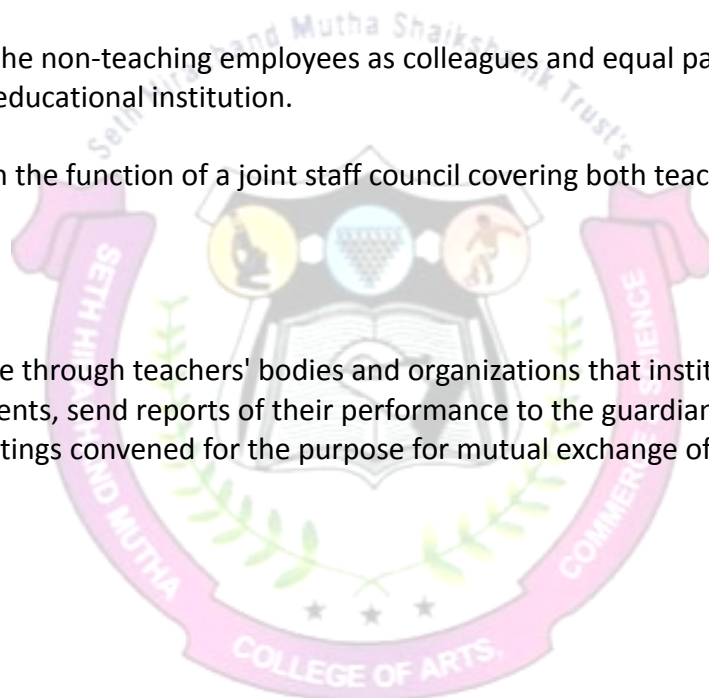
(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society:

The teachers shall

- i) recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii) work to improve education in the community and strengthen the community's moral and intellectual life.
- iii) be aware of social and economic problems and take part in such activities that would be conducive to the progress of society and hence the country as a whole.
- iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.



LIBRARIAN

1. He/She is overall in charge of the entire library.
2. He/She has to see that discipline is maintained in the library.
3. For any ordering of books or any item of furniture in the library, the Principal's consent is necessary.
4. He/She signs all bills and checks whether the books ordered were bought or not.
5. He/She has to check whether the functioning of the staff in the library is satisfactory. If there are complaints against any staff in the library, he has to call them and advise them. If they fail to correct themselves, he reports to the Principal or to the Secretary.
6. He/She submits all records to the IQAC office



Code of Conduct of College Library for the students of the College

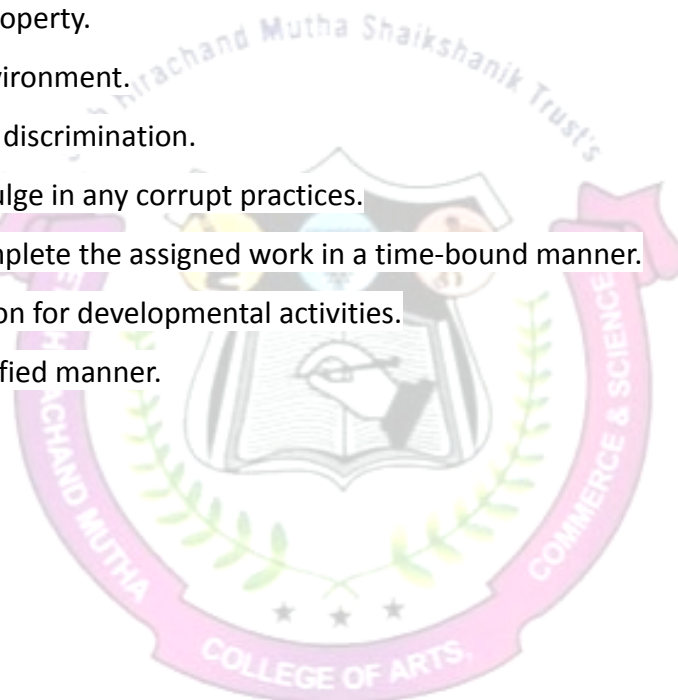
1. Every staff / student of the college is eligible for membership of the Library.
2. Every student must carry a library card while visiting the library.
3. If the library card is misplaced by the student, he/she is liable to pay a fine of **rs. /** to get a duplicate library card.
4. Silence must be observed in the library.
5. Personal belongings are not allowed inside the Library.
6. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerned student/s.
7. All students should sign the entry register of the Library, before entering.
8. Students must handle the book/s very carefully. . If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
9. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non-return of books issued to him/her.
10. members/students are not permitted to underline write in, folding / tearing of pages defaced books in any way whatsoever. The borrowed book should be returned on or before the due date, if not, an overdue charge of **rs.-/** per day for students will be collected.
11. If the due date falls on holidays, return can be done on the following working day without fine.
12. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of **rs. /-**
13. All final year students should return their library token and library book based on the library circular and obtain "no due certificate" from the library for getting a hall ticket of university examination.
14. Students can use a well equipped library/ study room **from ----a.m. to ---- p.m.** with kind permission of the principal/librarian.
15. Students can avail the facility of the study circle provided by the college only with the prior permission of the principal.

16. College/Institution is providing library facilities for the senior citizens from the nearby locality of the institution. A separate table is reserved for the senior citizen/s and teacher/s student/s should refrain himself/herself/themselves from sitting on those reserved tables.
17. Student/s & teacher/s can also avail the library facility of Kamladevi college, Vithalwadi as our College has signed a MOU of library exchange program with Kamladevi College, Vithalwadi



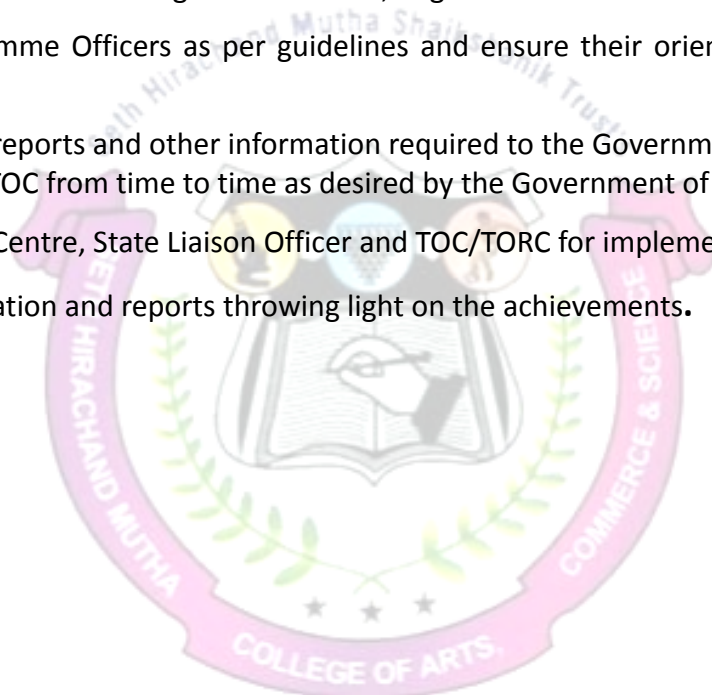
Administrative/ Support staff would

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.
12. support the administration for developmental activities.
13. raise the issues in a dignified manner.



Functions of the NSS Programme Coordinator

- (a) To assist and guide the NSS units for implementation of NSS Programmes at college level.
- (b) To help in organizing camps, training and orientation programmes for the NSS group leaders and Programme Officers.
- (c) To visit the NSS Units for monitoring and evaluation.
- (d) To ensure implementation of NSS Regular Activities and Special Camping Programme.
- (e) To ensure timely release of grants.
- (f) To submit reports and returns to Programme Adviser, Regional Center and State Liaison Cell.
- (g) To select new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- (h) To submit half yearly reports and other information required to the Government of India, Regional Center, State Liaison Officer and TOC from time to time as desired by the Government of India.
- (i) To liaise with Regional Centre, State Liaison Officer and TOC/TORC for implementation of NSS Programme.
- (j) To bring out the publication and reports throwing light on the achievements.



CODE AND CONDUCT FOR NSS VOLUNTEERS

1. All volunteers shall work under the guidance of the group leader nominated by the Programme Officer.
2. They shall make themselves worthy of the confidence and co- operation of the group/ community leadership.
3. They shall scrupulously avoid entering into any controversial issue.
4. They keep a day-to-day record of their activities / experience in the pages of the diary and submit the same to the group leader / programme officer for periodic guidance and record.
5. They should submit the diary by 30th January every year to the Programme officer for filling in the report cards.
6. The volunteers are not allowed to work independently in any project on their own. They should work in the agency / Village / Slum, approved / adopted area by the college NSS Unit.
7. The maximum credit in terms of hours of work in campus projects which includes orientation, attending meetings and campus activities will be 20 hours.
8. In case of any controversial issue such as selection of volunteers for Special camps or any project, the policy decided by the Programme officer/ Principal of the college for selection, will be binding on all the volunteers.
9. Volunteers should carry their NSS diary and NSS badge with them while working in the project and it should be shown to the competent authority as and when demanded.

CODE OF ETHICS FOR ALUMNI

1. The Alumni of the institution are required to participate in the development of the institution.
2. Recognize and identify the role of Alumni as important stakeholders in the continuing quest to provide excellence in education by way of academic and technical collaborations.
3. To provide academic and professional interaction and networking and act as a facilitator in matters of career opportunities, placement, coaching, expert lectures etc.
4. To enrich the physical and socio-cultural environment of the campus.
5. To create Endowment/Corpus fund for research/academic, faculty and student development and other purposes.
6. To organize socio-cultural events and interactions between Alumni and the stakeholders of the Institution.
7. To provide opportunities for community service/charitable work and to act as goodwill ambassadors of the institute.
8. To promote afforestation and other eco-friendly activities for the benefit of the institute.
9. And to secure any other objective(s) that the General Body may prescribe from time to time with a view to ensuring a meaningful role to be placed by the Alumni.
10. Alumni are requested to register for the membership of the college Alumni Association.
11. In addition to the above, the Alumni members are to abide by the Bylaws laid in for the formation and functioning of the Alumni Association of the University.
12. Last, but not the least, the Alumni member should always behave and conduct himself/herself with utmost dignity and integrity at their place of work and strive to keep the name of the institute high always.

Code of conduct/ Nature of work/Directions/ Guideline for the Coordinators /Directors/ Conveners of N.S.S./N.C.C./ Library/Sport/Cultural & all College Committees.

1. All Co-coordinators/Directors herewith informed that prepare yearly “Plan of Action” at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students’ centric programs/activities/efforts according to planned programs/activities, by using their innovative ideas.
2. Whatever expenses of the programs/ events/activities will occur, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
3. It is also expected that every Dept./Cell/Committee should organize a meeting with concerned committee members for Why, How, Where, for whom, by whom, under the chairmanship of the Principal/ IQAC Coordinator, before the program. And the ‘Minutes Book’ of each meeting must be maintained by the Coordinator/Head in proper manner.
4. For creating & maintaining quality among the students, as well as keeping record for NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.
5. And it is necessary for all to submit the month wise reports of the organized program/activity/event to the Principal/ I.Q.A.C. at the end of every month in hard copy. Also submit the ‘Consolidated Annual Report’ of all Programs/activities/events to the I.Q.A.C. in hard & soft copies.
6. If any directed or planned Program/activity/event could not be organized/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell./committee must submit the cause/s in ‘written form’ with name & duly signed to the Principal.
7. Coordinator/Head/Director/Convener should not organize any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organized under the chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
8. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
9. Whatever expenses of the programs/ events/activities will occur, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
10. Keep all documental records of the Programs/activities/meetings (just as: -Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

ANTI RAGGING

Ragging:

Prohibition, Prevention and Punishment

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

Forms of Ragging:

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

Punishment for Participation in/or Abatement of Ragging :

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25,000/-



WDC Committee

- 1.To create and develop a congenial environment for women employees (including teaching, support staff, and contractual as well as daily wages employees) and students (rural, urban, specially-abled, underprivileged, marginalized), allowing them to reach their full potential.
- 2.To undertake the awareness programmes on gender sensitization, women's rights and women empowerment in university campuses and colleges.
- 3.To sensitize the students towards the special needs of all genders
- 4.To develop equitable opportunities for the educational avenues for women
- 5.To build a gender sensitive and inclusive campus
- 6.To address concerns of gender discrimination and recommend measures and policies for gender parity at the University
- 7.To prevent sexual harassment at workplace (colleges and university campuses)
- 8.To undertake surveys or action research projects, if necessary, pertaining to women (rural, urban, specially-abled, underprivileged, marginalized) in the society.
- 9.To conduct gender audit / safety audit on regular basis



PLACEMENT CELL OFFICER

1. He/ She collects the data from students.
2. He/She Develops the students to meet the Industries recruitment process.
3. To motivate students to develop Technical knowledge and soft skills in terms of career planning, goal setting.
4. He/She provide placement training & Aiming to Place the maximum number of students through campus & off-campus interviews conducted by the top companies
5. He/She organizes off campus and on-campus recruitment
6. Notifying the students about Pre-Placement Activities, Job Opportunities and Campus Selections through Notice Boards, Placement Portal and College Website.
7. He/ She builds contact with industries and employers and invites them for campus recruitment.
8. To organize special lectures by industrialists.
9. To conduct training programs & To do post placement analysis and take remedial measures for non-selected students.
10. Conducting Career Guidance Sessions.
11. Collecting Feedback from the Recruiters and Students.
12. Empower students with life-long, career decision-making skills.
13. Providing resources and activities to facilitate the career-planning process.

THE PRINCIPAL

The Principal is the Academic Director of Work in the college, and is the executive authority of the college. As the leader of the academic community of the institution, he should provide a climate necessary for the intellectual pursuit of the staff and the students. He has to play a vital role in motivating and inspiring the academic community towards excellence. His administration must be governed by Ignatian discernment, emotional maturity, team work, mutual trust and inner freedom that does not seek any personal goals.

He supervises all the academic programmes of the college and keeps the Secretary informed of all matters of general and financial administration. He represents the college in all academic bodies like the University Grants Commission, the University

The Principal has the following functions in the college: day-to-day administration of the college; planning and executing all academic programmes; supervision of the teaching and non-teaching staff; allotment of work to the teaching and non-teaching staff in consultation with the management, drawing up the calendar and timetable; curriculum and research; attendance of staff and students; allotment of classrooms; facilitating co-curricular activities and extension services; admission of students; maintaining student and staff discipline; administering scholarships and helping poor students; UGC work; examinations and President of all the Associations in the college.

It is the duty of the Principal to establish clear channels of communication and facilitate interaction. The IQAC Director / Coordinator, the Vice-Principals and the Heads of Departments will assist him/her to form an effective team. Delegation of authority with responsibility together with accountability should mark the style of his administration.



I/C Principal

The I/C Principal of the Courses takes the place of the Principal in all the day-to-day academic and administrative programmes.

He supervises the teaching and non-teaching staff in all that concerns their work – attendance, assignment of work, casual leave, internal tests, invigilation and discipline.

He directly controls the activities of all the students: attendance, assignments, leave of absence, leave on duty, medical leave, functions, internal tests, prizes and medals, results of the exams, meeting parents of weak students, absence without leave and general discipline.

He keeps the Principal informed of all matters pertaining to the Courses and gets his clearance whenever necessary in academic matters. The Principal is the overall executive authority of the all programmes

