

## **Vijaygarh Jyotish Ray College (Code of Conduct) 2019-20**

### **JOB RESPONSIBILITIES OF IQAC COORDINATOR (Honorary)**

- (1) To coordinate the dissemination of information on various quality parameters of higher education
- (2) To coordinate the documentation of the various programmes / activities leading to quality improvement
- (3) To coordinate the quality-related activities of the institution
- (4) To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- (5) To coordinate the timely and efficient execution of the decisions of IQAC committee.

### **JOB RESPONSIBILITIES OF TEACHERS COUNCIL SECRETARY (Honorary)**

- (1) To distribute meeting agendas.
- (2) To distribute draft minutes from previous meeting with agenda.
- (3) To record minutes for all executive and council meetings.
- (4) To maintain a complete file of all approved minutes, agendas and reports/materials distributed to members at meetings.

### **JOB RESPONSIBILITIES OF PLACEMENT IN-CHARGE (Honorary)**

- (1) To develop a network with the local employers.
- (2) To prepare a databank of potential industries and maintain continuous update of the same.
- (3) To plan hiring events for students and initiate MOUs with industries.
- (4) To obtain a review and feedback about the strength and weakness from industries where students have already been placed.
- (5) To organise soft skill training for grooming of students.
- (6) To organise career counselling sessions for students to make them aware about emerging job opportunities.
- (7) To organise or co-ordinate talks or discussion by experts in order to motivate them for seeking job opportunities in emerging areas.

(8) To organise the printing of placement Brochures or soft copies of information about placement of students.

(9) To inform the faculty about the strength and weakness of students to ensure appropriate grooming activities for them.

(9) To accomplish any other duties assigned by the principal.

#### JOB RESPONSIBILITIES OF EXAMINATION IN-CHARGE (Honorary)

(1) To regulate and supervise all works related to University and college level examinations viz. preparation of invigilation duty list and appointment of senior invigilator in consultation with the Principal.

(2) To maintain regular correspondence and communication with University regarding University examination results or complaints regarding result.

(3) To organise and supervise filling up of examination verification forms of students and submission of the same to the University.

(4) To bring and distribute the result card or score cards of students.

(5) To send requisition for stationary goods required for university exam to University of Calcutta and maintain its updated records.

(6) To maintain the records of all passed out students of the institute.

(7) To send the proposed schedule for practical / oral examination to university and communicate with the university to get the final approved schedule of the exams.

(8) To submit marks to University of Calcutta.

(9) To arrange and organise rooms for University of Calcutta examination. To ensure proper seating arrangements and good ambience for the examinees.

(10) To accomplish any other duty assigned by the Principal.

#### JOB RESPONSIBILITIES OF THE CONVENOR, ANTI RAGGING CELL (Honorary)

(1) To publicize about the anti-ragging cell to all students.

(2) To ensure that students are aware of the prevalent directives and the actions that can be taken against those indulging in ragging;

#### JOB RESPONSIBILITIES OF THE CONVENOR, COMPETENCE BUILDING CELL (Honorary)

(1) To build a competent student who can face the modern world in a pragmatic way.

(2) To give special attention to students who can do debates, quizzes, construct models & posters, play music, act & dance and can do various other extra-curricular activities.

(3) To let students know about various competitions to be held outside the college in various educational institutes.

(4) To encourage students to grow their skills to perform better in their upcoming career.

**JOB RESPONSIBILITIES OF THE CONVENOR, GRIEVANCE REDRESSAL CELL  
(Honorary)**

(1) To look into the complaints lodged by any student, and judge its merit.

(2) It is also empowered to look into matters of harassment.

**JOB RESPONSIBILITIES OF THE CONVENOR, COUSSELLING CELL (Honorary)**

(1) The primary role is to assist clients in reaching their optimal level of psychosocial functioning through resolving negative patterns, prevention, rehabilitation, and improving quality of life.

(2) To monitor the problem of the students to adapt in the society, in the college in a rational way.

**JOB RESPONSIBILITIES OF THE CONVENOR, HEALTH & STUDENTS' WELFARE CELL (Honorary)**

(1) To help the students of our college to remain physically and mentally healthy.

(2) To organize awareness program for different health related issues like Thalassemia, etc.

**JOB RESPONSIBILITIES OF THE CONVENOR, PROMOTION AND FIXATION CELL:  
(Honorary)**

To monitor the promotion of the teacher under CAS and fixation of scale of the teachers.

**JOB RESPONSIBILITIES OF THE CONVENOR, SERVICE BOOK & SERVICE FILE CELL: (Honorary)**

To help to maintain the service book updated.

**JOB RESPONSIBILITIES OF THE CONVENOR, SC/ST CELL: (Honorary)**

(1) To groom students of these category for different jobs.

(2) To aware SC/ST students about different scholarships and grants.

**JOB RESPONSIBILITIES OF THE CONVENOR, WOMEN CELL: (Honorary)**

(1) To help maintain a harmonious atmosphere at the Institute.

(2) To enable women to pursue their work with dignity and reassurance.

(3) To raise awareness on gender equality issues.

**JOB RESPONSIBILITIES OF THE CONVENOR, DISCIPLINARY CELL: (Honorary)**

To monitor the disciplinary procedures on students.

**JOB RESPONSIBILITIES OF THE CONVENOR, INFORMATION & PUBLIC RELATIONS CELL: (Honorary)**

Is responsible for media-coverage and all information related activities of all round development of students.

## CODE OF CONDUCT FOR STUDENTS

- (1) STUDENTS MUST CARRY THEIR Identity cards in the college campus.
- (2) Students should not loiter around in the college campus ignoring and bunking theory and practical classes.
- (3) Drinking alcoholic beverages, smoking or taking any kind of tobacco is strictly prohibited inside college campus.
- (4) Clicking photographs and using cell phones in class or during examination is strictly prohibited.
- (5) Scribbling on the walls of the classroom and toilet is strictly prohibited.
- (6) Any kind of damage to the benches, tables, chairs, fans and lights in classroom and college campus will not be tolerated and will be considered as a punishable offence.
- (7) No student is allowed to participate in any activity against college; and any unfair activities based on caste, creed, religion and gender is severely condemned.
- (8) Students are encouraged to participate in sports, cultural activities and all sorts of student related competitions, on and off campus.
- (9) Use of electronic devices in the examination hall or using any other unfair means during the examination will be treated as a punishable offence.
- (10) Students will be held responsible and necessary action will be taken against the student in case any of their documents, which are submitted to the college authority, is tampered.
- (11) The Principal has the right to allow or stop students from appearing in the examination; especially those who remain absent during lectures, internal exams, End Term Tests or show ill behaviour in college.
- (12) College will be providing an Identity Card to each student on which they have to paste their own passport size photograph.
- (13) Students have to display their I-Card whenever asked by teachers, or any administrative staff; failing which they will have to pay a certain fine to the authority. In case the I-Card is lost, they can obtain another one by applying for it and paying the required sum of money.
- (14) It should be noted by students that they have to take new admission every year.
- (15) An average of 60% attendance has to be maintained by each student in each semester. Failing which students will be barred from filling in the examination form.
- (16) Students should regularly follow the instructions given in the college Notice board and try to obey those.

(17) Students should not carry valuable items or jewellery. The student will be responsible for his / her possessions.

(18) Ragging is a punishable offence and it is strictly prohibited in the college premises and students participating or encouraging will be punished as per circular "UGC Regulation No. of 1-8-2006 CP PII" 4th March 2008 No. 170. Guilty students will be expelled from college and legal action will be taken against them.

(19) It is the Principal's discretion to organise the annual social Gathering and Annual Prize Distribution Ceremony in the college.

#### **JOB RESPONSIBILITIES OF OFFICE HEAD CLERK**

(1) To analyse admission and eligibility documents and admission register.

(2) To inspect and maintain the personal files of staff and faculty.

(3) To maintain P. F. accounts as per the case.

(4) To maintain discipline and proper work schedule of class IV employees.

(5) To maintain the casual leave register.

(6) To take care of movement register for staff under office administration.

(7) To supervise and arrange for the printing of Brochures and placement documents for the institute.

(8) To keep record of all correspondence and submitting the same to the principal / HOD and section heads.

(9) To care of all matters assigned to establishment section, students' section, stores, and maintenance and security sections.

(10) To maintain scholarship record of students.

(11) To take care of biometric records.

(12) To do any other duties assigned by the principal from time to time.

#### **JOB RESPONSIBILITIES OF CLERK UNDER HEAD CLERK**

(1) To regularly look up the website of the University of Calcutta.

(2) To look after the personal files of teaching and non-teaching staff.

(3) To take care of the attendance registers of both teaching and non-teaching staff.

(4) To maintain service books.

(5) To maintain the leave records of staff.

(6) To forward the attendance sheet of faculty and nonteaching staff to accounts for preparation of payment.

(7) To accomplish other duties assigned by the principal.

#### **JOB RESPONSIBILITIES OF ACCOUNTANT**

- (1) To prepare the budget of the college under the Principal's supervision.
- (2) To prepare documents for submission of bi-annual and annual audits.
- (3) To allot budgets to every department of the college.
- (4) To providing the HOD / Section heads with a periodical review of the same.
- (5) To verify the bills before payments.
- (6) To check the monthly pay sheet and cashbook regularly.
- (7) To file up e-TDS returns.
- (8) To be the custodian of receipt books and vouchers.
- (9) To regularly prepare and present all records required by statutory auditors.
- (10) To control and check the advance register and ensuring timely recovery of advances.
- (11) To look after and settle journey claims and advances.
- (12) To prepare and submit TDS statement to Chartered Accountant.
- (13) To accomplish other duties assigned by the Principal.