



W.K.B.S Mandal's

Dr. Suryakanta R. Ajmera M.C.A. College for Women, Deopur, Dhule. (M.S.)

(APPROVED BY : AICTE NEW DELHI, GOVT. OF MAHARASHTRA & AFFILIATED TO SNDT WOMEN UNIVERSITY MUMBAI)

Website - www.wkbsmcaawomens.com E-mail:ajmeramcaawomens@gmail.com

Ref.No.:

Date: / /

Job Responsibilities and Duties of HOD/Co-ordinator

1. Providing leadership in Post Graduate in their relevant field.
2. Research and research guidance.
3. Consultancy Services.
4. Teaching, including lab development and writing of books.
5. Students counseling.
6. Evaluations of tutorials, assignments, journals, answer papers.
7. Interaction with Industry.
8. Continuing education activities.
9. Organizing seminars, workshops for teachers and professionals.
10. Publishing papers in National and International Journals.
11. Industrial liaisoning to promote final placements.
12. Review of academic activities of the department periodically.
13. To prepare and display notices, mark sheets, attendance sheet etc
14. To send attendance records, letters regarding attendance, discipline and other activities with the help of teachers.
15. Any other duties assigned by the principal from time to time.
16. Organizing parents meets in association.


Principal
Principal
W.K.B.S.Mandal's
Dr.S.R. Ajmera
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• **Code of Conduct for Associate / Assistant Professor: -**



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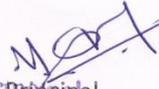
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Job Responsibilities of Associate Professor/Assistant Professor

1. Teaching and ensuring attendance of students as per University norms.
2. Planning and implementation of instructions received from Principal/Head.
3. Student's assessment and evaluation.
4. Developing resource material for teaching and learning.
5. Continuing education activities.
6. Extra-curricular and co-curricular activities.
7. Students counseling/mentoring scheme implementation.
8. R & D work on industrial problems and consultancy.
9. Liaison with parents and community.
10. Publication of research papers.
11. Participation in departmental administration.
12. Contribute to the activities sustaining accreditation of the institute.
13. Assist in final placement activities.
14. Examination work pertaining to College University such as organizing supervision and assessment.
15. Arrangement of remedial classes.
16. Upgrading of qualifications.
17. Any other duties assigned by the Management and Principal from time to time.


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Vidyanagari, Near Dutta Mandir, Deopur, Dhule - 424 005. (Maharashtra)
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• **Code of Conduct for System Administrator: -**



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Job Responsibilities of System Administrator

1. To maintain the network and PC's
2. To allocate Login and Passwords to students and staff.
3. To attend any complaints received from students and staff regarding PC or the network.
4. To maintain peripherals like scanners, printers etc. in serviceable condition all time.
5. To assist the management in procurement of hardware, software and equipments.
6. To ensure backup of critical information regularly and at specific intervals.
7. To maintain discipline in the lab and the server room.
8. To maintain Internet connectivity and take steps to prevent misuse.
9. To assist faculty member in conducting lab sessions of their students.
10. Any other duties assigned by the Principal/Head/Professor.

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• **Code of Conduct for Students: -**



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Code of conduct for students

1. Students must reach the lecture halls five minutes before the scheduled time.
2. Students are required to wear I-card inside the Campus from entry to exit.
3. Use of Cell phones is not allowed in classes/labs.
4. Students are allowed to avail the facility of library, Internet during free hours only.
5. Students should keep themselves informed by the latest updates on the notice boards/ E-mails.
6. Students can see the Answer sheets of Internal Exams. In case of discrepancy, respective faculty member should be approached.
7. The students are expected to observe the traffic rules- MV Act, specially 3 riders on a bike etc
8. Edible/Soft Drinks are not allowed during the teaching hours in class rooms.
9. Avoid misuse of dusters, chalks, and white board markers.
10. Avoid writing indecent remarks neither on the green/white boards nor on walls.
11. Care must be taken while using Institute's property e.g. furniture, computers, lab equipments, etc.
12. Students are expected to observe a decent dress code in college hours.


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• **Code of Conduct for Librarian: -**



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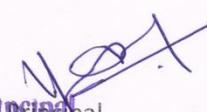
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Job Responsibilities of Librarian

1. To prepare and issue Library cards to students and staff.
2. To receive demand slips from students and issue book to students as per their demand and library rule.
3. To follow up return of books issued to students and staff members.
4. To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
5. To receive requisitions and issue and receive books from students, staff following complete procedure.
6. To receive International Journals and Magazines and highlight important articles, news.
7. To update and maintain files of paper cuttings.
8. To see that library is in a presentable and tidy condition at all time.
9. To attend to problems of staff members, if any, and redress the same promptly.
10. To maintain the day wise records of visits of students/staff faculty members in library.
11. To compile requirement of books and periodical periodically and submit to the principal for further procurement.
12. To take care of library automation and update the same from time to time.
13. To effectively encourage the students and staff to use e-journals-books keeping the IEL, IEEE always in working condition.
14. To carry out 100% annual verification prepare list of book which one outdated and damaged beyond use.
15. To regularly undertake binding of books which are damaged.
16. Any other matter assigned by Principal from time to time.


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• **Code of Conduct for Office Superintendent: -**



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Job Responsibilities of Office Superintendent

1. Scrutinize Admission and Eligibility documents and registers of admission.
2. Supervise and maintain personal files of staff and faculty.
3. Scrutinize attendance register of staff and put up to the Principal for his counter signature daily.
4. Maintain records of compensatory off and see that the same are avail in the subsequent week/month.
5. Maintain casual leave register.
6. Maintain movement register for staff under office administration.
7. Supervise daily reports received from all sections of the college.
8. Initiate disciplinary action whenever necessary on instruction of Principal.
9. Render/Guidance/Assistance to Accounts & other Sections whenever required/ask for.
10. Organize printing of brochures and placement documents for the institute.
11. Initiate and record all correspondence and put up the same to Principal/HOD.
12. Liaisoning with University DTE/ AICTE / Shikshan Shulka Samiti, and social Welfare Department on related matters.
13. Maintaining of the files duly numbered updated in all respects in a systematic format as per requirement.
14. He shall be responsible for all the matters assigned to establishment section, student section, stores section, maintenance section and security section.
15. To supervise control of admission section, he shall not deal with admission matter directly or indirectly.
16. General Discipline & Healthy relations maintained among the staff of institute.
17. To receive parents/Visitors/Students in a dignified and delightful manner so that nobody gets hurt and sort out problem in concern with HOD.
18. To see all the minor grievances of student in respect of administration, personal problems, if any sympathetically and sort out the same in time bound manner and always student happy of contained.
19. To take care of biometric requirements.
20. To collect attendance register and put up the same for security of principal.
21. Any other duties assigned by the principal from time to time.

Principal

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• **Code of Conduct for Accountant: -**

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Job Responsibilities of Accountant

1. To maintain account records pertaining to construction work.
2. To prepare documents for submission of six monthly and annual audit.
3. To prepare budget estimate of the college under guidance of Principal/HOD take periodical review of the same.
4. To keep up to date all the requirements and records for submission to Shikshan Shulka Samiti.
5. To verify bills for payment.
6. To check the monthly pay sheet.
7. To check the cashbook daily.
8. To fill E-TDS return.
9. To maintain all statutory books of accounts such as dead stock registers, ledgers, printing and attest the same every month.
10. To prepare all the records as required by the statutory auditors and present the same regularly to statutory auditors.
11. To control and check the advance register and ensure timely recovery of advances.
12. To receive record of fees collections from bank counter and maintain its record.
13. To notify and collect dues from students and ensure that all fees are collected in same academic year under guidance of Principal.
14. To reconciliation of bank statement and fees received.
15. To verifying bills for payment.
16. To maintain fee collection register.
17. To ensure writing a ledger by the cashier.
18. Follow up with social welfare office for balance fee payment receivable and transactions with branch for cheque clearance.
19. Any other duties assigned by Principal from time to time.


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• **Code of Conduct Junior Clerk: -**

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Job Responsibilities of Junior Clerk

1. To maintain all files pertaining to the office of the Principal.
2. To receive all correspondence pertaining to the office of the principal.
3. To circulate correspondence pertaining to the office of the principal.
4. To fix up appointment of staff, faculty and students with the principal.
5. To keep inward and outward register of correspondence of the office of the Principal.
6. To maintain consumable register and dead stock registers pertaining to the office of the principal.
7. To maintain records of snacks and tea provided to the visitors, guest and ensure prompt payment of the same.
8. To do secretarial work of the Principal.
9. To maintain record of Local Managing committee, Governing-body, and Academic Advisory Body and such other committees constituted by the Principal.
10. To supervise cleaning and maintenance of Principal's office and premises.
11. To supervise working of the attendants attached to the Principal's office.
12. Any other duties assigned by the Director and Superiors from time to time.


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