

*Camp Education Society's
Dr.Arvind B. Telang Senior College of
Art, Commerce and Science
Nigdi Pune-44*

**Handbook of Code of Conduct for
Students, Principal, Teachers, Head of
department, Non-Teaching Staff and
College Governance**

**Dr. Prakash Patil
Principal**

CODE OF CONDUCT

Students:

Students Ordinance

O. 157. Maintenance of discipline and good conduct by students (Under section 87 and Section 39 (III) of the Poona University Act, 1974).

1. Every student, during term of the course, shall be under disciplinary jurisdiction of the Competent Authority which shall take appropriate action, in case of indiscipline, misconduct on part of the student.
2. Definitions :—In this Ordinance unless the context otherwise requires,
 - i. ‘Student’ means and includes a person who is enrolled as such by the University, Affiliated College or Recognized Institution, for receiving instructions and or qualifying for any degree or diploma or certificate of the University. Note :—This includes External Students also.
 - ii. ‘Institution’ means and includes University/Affiliated College/Recognized Institutions as the case may be, inclusive of Campus, Hostels, Play-grounds, Laboratory, Libraries, and Gymnasium thereof.
 - iii. ‘Competent Authority’ for the purposes of this ordinance means and includes Head of the Teaching Department of the University, Principal of the Affiliated College, Head of the Recognized Institution, for the concerned students as such other persons, vested with the authority by Vice-Chancellor for external students. Provided in respect of mis-conduct regarding University examination, Executive Council Shall only be Competent Authority.
3. Obligations of the Students : Every student, shall all times,
 - i. Conduct himself properly,
 - ii. Maintain proper behaviour,
 - iii. Observe strict discipline both within the campus of the Institution, Hostel and also outside, in Buses, Railways-Trains or at public places, or at picnic Educational Trips arranged by the Institution or at Play Grounds.
 - iv. Ensure that no act of this consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrepute.
4. Any act of a student which is contrary to the provisions of clause (3) Shall constitute misconduct and/or indiscipline, which terms shall mean and include, among others, any one or more of the acts jointly or severally, mentioned hereinafter, namely :
 - i. Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.

- ii. Habitual un-punctuality in attending lectures, practical's, tutorials, and other courses as may be prescribed.
- iii. Repeated absence from lectures, tutorials, practical's, and other courses as prescribed.
- iv. Occupation of any building such as, hostel room, residential quarter or such other accommodation in the premises owned or hired by the institution, without prior permissions from the Competent Authority.

1.The Ordinance has come into force w.e.f. 20.05.1988.

2 & 3. Clauses were deleted w.e.f. 28.07.1989.

- v. Permitting or conniving with any person not authorised to occupy any hostel-room, residential quarter, or any accommodation or any part thereof of the Institution.
- vi. Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts or information.
- vii. Obstruction to any student or group of students in his or their legitimate activities as such, whether in the classroom, laboratories, fields, play-grounds, gymnasium or places of social and cultural activity within the campus of the Institution.
- viii. Suppressing material information or supply of false information to the Institution, for seeking any privilege.
- ix. Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the Institution.
- x. Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the Institution.
- xi. Ragging, bullying or harassing any student in Institution or outside thereof.
- xii. Indulging in any act as would cause annoyance, embarrassment to any other student, or member of the authority of the Institution, to staff member or any member of the family of the staff.
- xiii. Indulging in any act of violence, assault, intimidation or threatening in the Institution or Hostels or outside thereof.
- xiv. Destroying or attempting to destroy or tamper with any official record or document of the Institution.
- xv. Conduct, unbecoming of the student, at any meeting or special functions or sports and cultural activities arranged by the Institutions or at any other public place.
- xvi. Stealing or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
- xvii. Instigating violence or participating in any violent demonstrations or violent agitation or violent strike in the Institution.
- xviii. Instigating or participating in any gherao of any official or staff member of the Institution.

- xix. Violation of any of the Rules and Regulations of the Institutions or orders of the Competent Authority.
- xx. Gambling in any form in the Institution.
- xxi. Disorderly behaviour in any form or any act specifically forbidden by the Competent Authority.
- xxii. Refusal to appear to give evidence before Enquiry Officer appointed by the Competent Authority with respect to a charge against him.
- xxiii. Any act violating any provision of the Poona University Act, 1974, Statutes, Ordinances, Rules made thereunder.
- xxiv. Conviction, in the Court of Law for criminal offence, involving moral turpitude.
- xxv. Any other act not specifically mentioned hereto before which. whether by commission or omission, as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and/or indiscipline.

(5) The Competent Authority may impose any one or more of the following punishment/s on the students found guilty of misconduct, indiscipline, in proportion thereof:

- xxvi. Warning/Censure/Reprimand.
- xxvii. Fine not exceeding Rs. 300/-
- xxviii. Cancellation of the scholarship/award/prize/medal, awarded to the student by the concerned Institution, with prospective effect.
- xxix. Expulsion from the concerned Institution,
- xxx. Debarring from admission to a course or courses of study in the concerned Institution Debarring from appearing for examination or examinations, conducted by the Institution concerned, for a specific period, not exceeding five years.
- xxxi. Cancellation of the result of the student concerned in the examination of the concerned Institution, in which he has appeared.
- xxxii. Rustication from the Institution for the period, not exceeding five years.

6. If the Competent Authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in Clause No. 5, may itself or through other person/ persons, authorised by it, for this purpose, shall make enquiry, in following manner :

- xxxiii. Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
- xxxiv. Student charged shall be required within 15 days of the notice to submit his written representation about such charge/s.
- xxxv. If the student fails to submit his written representation within specified time limit, the enquiry may be held expert.
- xxxvi. If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.
- xxxvii. If the student charged, desires to see the relevant documents, such of the documents, as are being taken into consideration or are to be relied upon for

purposes of are proving the charge or charges, may at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub-clause (1) above is furnished to him.

- xxxviii. The student charged shall be required to produce documents, if any, in support of his defence. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.
- xxxix. Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceedings before the Enquiry Authority.
 - xl. Enquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reasons for such findings and submit the report along with proceedings to the Competent Authority.
 - xli. The Competent Authority on the basis of findings, shall pass such orders as it deems fit.

7. Provided procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances:—

- xlii. When the student charged admits the charges in writing.
- xliii. When the order of punishment is to be based on facts which have led to the conviction of the student charged, for the offence involving moral turpitude.
- xliv. When the student charged has absconded or for any other reasons it is impracticable to communicate with him.
- xliv. If in the opinion of the Competent Authority, a punishment or fine not exceeding Rs. 50/- or Reprimand Censure, Warning is sufficient.

(8) If the punishment of rustication is imposed on a student by Principal of the College/Head of the Institution/Head of the Teaching Department of such other person in whom the authority is vested by the Vice-Chancellor for external students, such a student shall be entitled to prefer an appeal to the Vice-Chancellor, if the punishment is imposed by the Vice Chancellor, student shall be entitled to prefer an appeal to the Executive Council of the University within thirty days of the receipt of the notice of the punishment.

(9) In respect of such student, Head of the Institution shall maintain record of the punishment.

(10) The Institution shall on each occasion of any punishment being imposed on any student, intimate by a letter, to be sent Under a Certificate of Posting, the fact of such imposition to the parent or guardian of such student on the address available in the college records.

(11) A copy of these rules shall be supplied to each student at the time of his admission to the Institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record of admission of the student.

(12) If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to concerned foreign embassy and department of external affairs.

Principal:

Rights of Principal

Rights and Duties of the Principal

Subject to the supervision and general control of the University/Governing Body, the Head of the University Department/Principal as an administrative and academic Head of the University Department/College shall be responsible for:

- (a) Academic growth of the University Department/College.
- (b) Participation in the teaching work, research, and training programmes of the University Department/College.
- (c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University Department/College, for academic competence of the Faculty Members.
- (d) Admission of students and maintenance of discipline of the University Department/College.
- (e) Management of University Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
- (f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (g) Observance of provisions of Accounts Code.
- (h) Correspondence relating to the administration of the University Department/College.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the University Department/College, and maintenance of records.
- (j) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.
- (k) Supervision of University Department/College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (l) Assessing reports of teachers and maintenance of Service Books.
- (m) Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.

1. Statute 413 (B) (4) came into force w.e.f. 24.02.1984. 2. Statute 414 came into force w.e.f. 23.12.1981.

(n) Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.

(o) Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.

(p) Safe-guard the interests of teachers/non-teaching staff members and the Management.

(q) Timely submission of information/returns to different authority's viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

Teacher:

Rights of teacher

Rights and Duties of the Teacher

1. The teacher is the academic and ethical leader in the Classroom.
2. The teacher must complete the portion within the given time frame and submit a syllabus completion report to the HOD at the end of every term.
3. Every teacher must wear the College ID Card every day.
4. No student will be allowed to attend the class without the ID card and the teacher must ensure this.
5. The right to grant leave of absence to any student lies with the teacher.
6. Any student seeking extra ordinary leave from the classes should seek the permission of the teacher whose classes the student will be missing and it is the duty of the teacher to bring this to the notice of the HOD.
7. Each UG Teacher can organize up to a maximum of two guest lectures per subject taught (during the entire year) on topics related to his/her subject @ a remuneration of RS 1,000/- per guest during his /her own lecture; after adjusting the lecture timing with a colleague or after lecture hours. No prior permission for the same is to be taken. Intimation to the HOD two days prior to organization is required.
8. Each P.G teacher can organize up to a maximum of two guest lectures per term only. Remuneration of Rs 1500/- per lecture is sanctioned for the same. No prior permission of HOD is required. Intimation to HOD to be made at least 24 hrs prior to the same. Permission of HOD/ co-ordinator is required if the guest lecture will disrupt the academic schedule of other teachers. A further amount of Rs 200- can be

utilised for organizing a rose bud and refreshments for each guest lecture. Further conveyance amount of Rs 350/- will be reimbursed.

9. Subject experts invited by the Research Centres will be reimbursed an honorarium of Rs 1,500/- and local conveyance of Rs 350/-.
10. Every teacher must ensure that the students enrolled for his/her subject is in the subject students list forwarded by the college administration office are attending the lectures. No teacher should add or delete a name from the subject list. Any addition or deletion of name should be forwarded to the administration office via the HOD. No request for change in subject should be entertained after August.
11. Each Teacher is to teach at least 50% of the syllabus using ICT. The teacher may book the e-library, Multi- media rooms for the same in advance. Each department has been allotted a mobile LCD. The same is to be used.
12. Each teacher may use the theory classes to initiate debates and discussions on the subjects taught.
13. Quiz Competitions and role plays to be used wherever possible to add creativity to teaching and making learning fun.
14. Notes are strictly not to be dictated in the theory Classes. Notes may be circulated/ Put up on Moodle / Easy Class / Vriddhi software or put up on the Intranet Server of the Campus.
15. A teacher has to fill in the C.L form, get it signed by the head and submit the same to the Office Leave clerk. Teacher does not have to contact the Principal for Casual Leave. However procuring permission from the HOD is a must.

In case a teacher has to take a CL in an emergency, it is necessary to call/sms/ email the HOD about the absence from work. A sms should also be made to the clerk in charge of Maintenance of leave record, so that she can insert the CL mark in the muster. The CL form should be submitted within 2 days of such emergency leave.

16. No duty leave can be availed without the prior permission of the Principal. The teacher seeking duty leave should fill the duty leave form, get it signed by the HOD and meet the Principal with the same between 9.00 a.m. and 9.30 a.m/ 12.00 noon to 12.30 p.m. with the same. If the teacher is not able to meet the Principal between the above mentioned timings/ Principal is not available the teacher may leave the same on the Principals table and sms the principal about the same. If the D.L. is not to be sanctioned the Principal must intimate the teacher via sms/email within 24 hours. Failing which it will be assumed that the D.L has been sanctioned.
17. In case of medical leave the teacher must inform the leave maintaining Clerk, HOD and Principal via sms/email/ phone call. There is NO necessity of a family member bringing a note in writing. Upon re-joining duty the teacher must submit the medical certificate and fitness certificate.
18. Seminar/ Conference/ Workshop/ FDP/ Symposium fees will be reimbursed to the extent of 50% of the amount paid for registration provided no paper/poster is being

presented at the same. This amount will be reimbursed to a maximum extent of Rs 3,000 per year , per faculty member.

- 19.Seminar/ Conference/ Workshop/ FDP/ Symposium fees will be reimbursed to the extent of 100% of the amount paid for registration provided a paper / poster is being presented at the same. The amount will be reimbursed to a maximum extent of Rs 5,000/- per year, per faculty member.
- 20.100% registration fee reimbursement and TA will be given for attending seminars and conferences related to New Syllabus/ Syllabus Restructuring.
- 21.For point 18 and 19 above , TA and DA will be given upon receipt of letter of Jt director/ sanctioning authority.
- 22.No teacher can accept any teaching assignment unrelated to college activity without the explicit sanction of the HOD.
- 23.Every teacher will co-operate and assist the HOD/ Convenors of Committees/ Principal/ Management and other administrative authorities to work for the betterment of the College.
- 24.Every teacher will maintain the required decorum in communication, behaviour and team work.
- 25.Failure to abide by any on the above will make the teacher liable for Non-compliance report.

Head of Department:

Rights and Duties of Heads

Rights and Duties of the Head/ Convenor of Committee

1. The HOD is responsible for the effective functioning of his/her Department.
2. No teacher can avail CL/ DL without taking permission/ intimating the HOD. In case the HOD wishes to avail of a CL/DL, he /she must take the prior permission of the Principal.
3. The HOD has to divide the workload amongst the colleagues in a just and fair manner. All efforts should be made to see that teachers are allotted subjects in keeping with their area of interest/ specialization. In case of conflict in division of papers, all efforts are to be made to resolve the conflict in an amicable manner.
4. Any extra workload should be divided equally amongst all the colleagues in the department including the HOD.
5. It is the responsibility of the HOD to see that the departmental Academic Calendar is submitted to be sanctioned to the IQAC on time. Once the academic Calendar is sanctioned and Compiled by the IQAC and the budget is sanctioned by the CDC, the HOD does not need to seek the permission of the Principal to execute the academic calendar of his department as per plan and budget sanctioned. The principal is to be intimated about the activities to be conducted 24-48 hours prior to the execution of

the activity depending upon the importance of the activity. The principal may be intimated about the same in person/ via sms/ via email depending upon the situation.

6. If the HOD wants the Principal to attend any function the same has to be mentioned explicitly to the Principal. In such a scenario the availability of the Principal is to be sought before finalizing the date of the activity.
7. It is the responsibility of the HOD to deliver the welcome address at all functions organized by the department. The HOD in his turn may delegate this responsibility to colleagues, whenever he deems fit. If the Principal is attending a function organized by a department, the Principal will be the President of the function and will deliver the Presidential remarks either after the guests have spoken or after the activity is completed. However in case any member of the management is present at a function of the college then He/ She will automatically be the designated President of the Function.
8. Information about important activities of the department/ College should be given to the members of the CDC via e mail/sms. However if the department wishes to invite a member of the CDC for the program, the invite is to be forwarded through the principal.
9. The HOD/ Convenor of Committee must submit an activity report in the required format to the IQAC within three days of the completion of any activity. The same should be sent via email to the IQAC email id : iqac@cesabt.ac.in
10. At least 80% of planned activities should be executed during the academic year.
11. Failure to execute any/all of the above will invite non-compliance process for the HOD/ Entire department/ Committee.
12. It is the responsibility of the HOD to conduct/get conducted a result analysis of the department and submit the same to the IQAC by September and March every year, in the required format.
13. Internal Administrative audit/ Parallel Heads
14. Every HOD works in tandem with an HOD of another department. These two HOD's together are known as Parallel Heads.
15. It is the responsibility of the two parallel heads, to visit each other's departments at least two times in a year after mutual consultation, to see whether all work is being carried out on schedule and all documents are being maintained properly.
16. The parallel heads have to verify and certify the work of the other departments.
17. Once Parallel heads are identified the same team will continue for two years.
18. Parallel heads may initiate joint activities between the two departments.
19. The Parallel heads team must invite at least one and maximum two external experts per year to conduct an external academic audit of the functioning of their departments.
20. An amount of Rs 1,000/- for one expert and Rs 2,000 for two experts may be utilized at the utmost. No permission for this activity needs to be taken from anyone. However the internal and external audit reports need to be signed by the Principal and submitted to IQAC

21.No HOD can accept any assignment academic or otherwise unrelated to the college activities without seeking specific permission of the Principal.

22.The head must ensure that all students who have opted for a change in subject combinations; information about the same is forwarded to the administrative office with the signature of the HOD latest by August end. No subject change will be entertained after the month of August.

23.Sanction of Expenditure awaiting budgetary sanction:

Every UG department having specialization may spend an amount of RS 3,000/- p.a for extra and co-curricular activities awaiting the sanctioning of the budget, provided that no amount from such amount is spent on refreshments.

Every UG department without specialization may spend an amount of RS 2,000/- p.a for extra and co-curricular activities awaiting the sanctioning of the budget, provided that no amount from such amount is spent on refreshments

Every PG department may spend an amount of RS 3,000/- p.a for extra and co-curricular activities awaiting the sanctioning of the budget, provided that no amount from such amount is spent on refreshments.

Refreshment Expenditure for Practical Examination:

- Where the practical is conducted without any external examiner and the practical is for one day an amount of Rs 200 per day is allowable.
- Where the practical is conducted with one external examiner and the practical is for half a day an amount of Rs 200 per subject is acceptable.
- Where the practical is conducted with one external examiner and the practical is for a full day an amount of Rs 500 per subject per day is acceptable.
- Where the practical is conducted with two external examiners and the practical is for a full day an amount of Rs 700 per subject per day is acceptable.

Non-Teaching Staff:

Policy Support Staff

Code of Conduct --- Support Staff/ Non Teaching Staff

Non Teaching Staff **Code of Conduct** outlines management's expectations regarding employees' behaviour towards their seniors, supervisors colleagues, students and overall organization.

Personal:

- All are free to express their views and feedback regarding work and systems.
- All support staff must wear the uniform on all working days. They must compulsorily wear the Identity Card at all times on the campus.
- All Support staff must be computer literate. Every staff must hold at least one computer certification upon appointment. In case computer non qualified staffs is appointed, he must obtain a certification within one year of appointment. Failing which his/her services are liable to be terminated.
- All should complete their duties efficiently and in a timely manner.
- All should be punctual when coming to and leaving from work.
- All should fulfill their job duties with integrity and respect toward colleagues, stakeholders and the community.

Work and Behaviour

- All must show professionalism in the college
- All should respect their colleagues.
- Support staff is urged to respect the professionalism of academic employees and fellow support staff members and to refrain from behaviour that would prevent others from fulfilling their duties, for example, by failing to order books or repair equipment
- They should maintain the work culture and environment of the college.
- All must comply with environmental, safety and fair dealing laws.
- All should treat the college property with respect and care and should demonstrate a concern for the appropriate use and maintenance of all equipment provided by the college.
- Ensure that college services such as photocopying and postage are used only for college purposes
- Kindly refrain from spending unnecessary time on the college computer.
- Any work assigned by the Head of Department , Principal and any other authority of the college will be willingly accepted and effectively executed on time.
- Examination duty and NSS duty is mandatory for all support staff
- Interdepartmental transfers will be accepted willingly as and when proposed by the authorities.
- All support staff must attend Development Programs and training workshop to update themselves.

Concessions:

- All non teaching staff members who wish to further their qualification will be provided 50% fee concession.
- All non teaching staff members whose children are admitted in the campus schools and colleges, are eligible for 50% fee concession.

Leave Procedure:

- All support staff must get the casual leave sanctioned from their respective heads before proceeding on leave.
- The casual leave form must be submitted to the college leave clerk before proceeding on leave.
- In case of emergency casual leave the support staff must intimate the head as well as the leave clerk through the message/email/ Whatsapp.
- Upon return from emergency casual leave the support staff must forward the casual leave form to the college office within two days of re-joining.
- No support staff can avail any duty leave without the explicit permission of the higher authority.

Disputes and their Resoultion

- All are expected to avoid any conflicts, personal, financial or otherwise that might hinder their capability or willingness to perform their duties.
- All non teaching staff should avoid offending, participating in serious disputes and disrupting the workplace.
- In case of any disputes it should be sorted out with the help of the direct authority, and if solution is not forthcoming from the direct authority then only principal may be approached.

Interaction with students.

- Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students in any context.
- All should strive actively to avoid conflict between themselves and any student.
- Refrain from physical intervention to resolve a conflict between students.

- In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and report the incident to the administrative or departmental head.

College Governance:

Camp Education Society's

Dr. Arvind B. Telang College of Arts. Science & Commerce, Nigdi, Pune-411044.

Statutes of the Internal Quality Assurance Cell

The Statutes define the Duties and Rights and Responsibilities of the IQAC. As follows:

(a) There shall be an Internal Quality Assurance Cell in the college to plan, guide and monitor quality assurance and quality enhancement of curricular, co-curricular and extracurricular activities of the entire college.

(b) The Internal Quality Assurance Cell shall consist of the following members:

- Principal/Vice Principal as Chairperson;
- IQAC coordinator
- College Teachers
- Librarian
- Physical Education Director
- College examination Officer
- UGC planning and development officer
- Conveners of Important Committees
- Office Superintendent
- Experts from Academic institution/ Industry.
- CDC/LMC representative.

(c) Functioning of IQAC: All major decisions of the college will be routed through the IQAC. The Internal Quality Assurance Cell shall meet as many times as necessary to do the tasks assigned to it .The minimum quorum for an IQAC meeting is 04

members. No IQAC meeting can be held without at least one of the following being present:

1. Coordinator IQAC/ Secretary IQAC
2. Principal/Vice Principal

1. The IQAC will circulate the notice and agenda of its meeting at least 4 days prior to the meeting to all Teaching and non teaching members. A notice and agenda circulated on the teaching and non-teaching whats app group is an acceptable circulation of notice and agenda. In very urgent cases these four days may be reduced to two. However the explicit permission of the Principal is required for the same.
2. Non-attendance of any member at two consecutive meetings of the IQAC shall make the member eligible for non- compliance process. However whether to execute the same will be the discretion of the Principal and the Co-coordinator IQAC.
3. In case a non IQAC member wishes to contribute to an item on the agenda, he/she may forward his suggestions in writing to any member of IQAC for inclusion in the discussion on the item. In case a non IQAC member wishes to attend a particular IQAC meeting, he/she may do so with the prior permission of the IQAC coordinator / Principal.

The Duties, Responsibilities and Rights of Internal Quality Assurance Cell shall be:

- It is the duty of the IQAC to call a meeting at the beginning of the year to finalize the Academic Calendar for the college on the basis of the Departmental Academic Calendar received.
- The IQAC shall set the Parallel heads team at the first meeting of the IQAC, if the same is not already in place. (For further details of Parallel heads , refer to rights duties and responsibilities of heads point no 13)
- To maintain a record of all the activities forwarded by the various departments.
- To institutionalize the best practices.
- To organize inter-institutional and intra-institutional workshops and seminars on quality related themes and promotion of quality circles;
- To organise feedback from students, teachers, non-teaching employees, management, parents and other stakeholders on quality-related institutional processes;
- To take required action on feedback so received.

- To verify and certify the self- appraisal reports of the teaching and non- teaching staff.
- The IQAC shall address the grievances of the staff, if any with the help of Grievance Redressal Committee.
- To create an exclusive window on the official website to regularly report on its activities as well as for hosting the annual quality assurance report;
- To prepare the annual quality assurance report of the college based on the quality parameters or assessment criteria of NAAC
- To get The Annual Quality Assurance Report approved by the Management.
- The IQAC shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.
- The IQAC may visit any department with a prior notice of five days to verify any document/ activity reported.
- The Chairperson /Coordinator of IQAC in consultation with other members of the IQAC can issue a Non Conformance Report (NCR)** for repeated noncompliance of protocol/process/ quality standards.

** (A non-conformancereport documents the details of anon-conformance identified in a quality audit or other process review. The objective of thereport is to make an unambiguous, defensible, clear and concisedefinition of the problem so that corrective action can and will be initiated by management. The non-conformance report includes who, what, where, when.)