



## **Seshadripuram Evening Degree College**

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**NAAC Reaccredited 'B' Grade**

**INTERNAL QUALITY ASSURANCE CELL**

**CODE OF CONDUCT  
HAND BOOK  
2018-2019**

# **CODE OF CONDUCT**

- ❖ **Head of the Department**
- ❖ **Teaching Faculties**
- ❖ **Librarian**
- ❖ **Non-Teaching Faculties**
- ❖ **Accountant**
- ❖ **Examination and University Liaison officer**
- ❖ **Students**

## **Duties and Responsibilities:** **Head of the Department**

- ✓ Teaching.
- ✓ Developing resource material for teaching and learning.
- ✓ Publishing papers in National and International journals.
- ✓ Continuing education activities.
- ✓ Consultancy services.
- ✓ Provide leadership to under-graduate in the relevant field of specialization.
- ✓ Interaction with Industry.
- ✓ Evaluations of tutorials, assignments and answer papers.
- ✓ Interaction with other Institutions, Universities at State, National and International levels.
- ✓ Student counseling.
- ✓ Arrangement of remedial coaching.
- ✓ Create research environment in department.
- ✓ Organizing seminars, workshops and FDP.
- ✓ Review of academic activities of the department periodically.
- ✓ Involvement in curricular, co-curricular and extra-curricular activities.
- ✓ Any other duties assigned by the Principal from time to time.

## **Duties and Responsibilities:**

### **Teaching Faculties**

- ✓ Teaching.
- ✓ Ensuring attendance of students as per University norms.
- ✓ Student's assessment and evaluation.
- ✓ Developing resource material for teaching and learning.
- ✓ Extension of services to the Industry and Community.
- ✓ Publication of research papers, articles & Books.
- ✓ Participate in seminars/conferences/workshops.
- ✓ Upgrading of qualifications.
- ✓ Involvement in Curricular, Co-curricular and Extra-Curricular Activities.
- ✓ Participation in departmental administration.
- ✓ Contribute to the activities sustaining accreditation of the Institute.
- ✓ Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- ✓ Examination work pertaining to College and University.
- ✓ Planning and implementation of instructions received from Head/principal.

## **Duties and Responsibilities: Librarian**

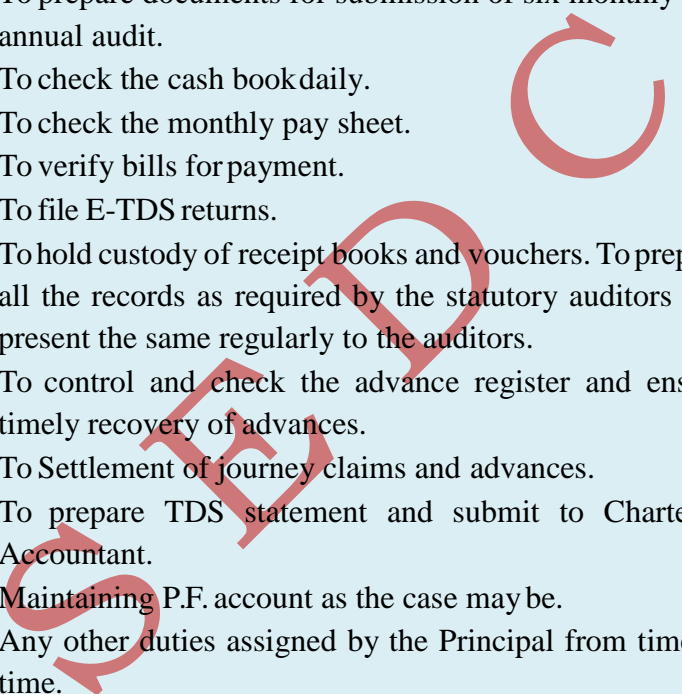
- ✓ To prepare and issue of Library cards to students and staff.
- ✓ To follow up return of books issued to students and staff.
- ✓ To display new arrivals by photocopy of the cover page of the books and journals.
- ✓ To receive international journals & magazines and highlight important articles & news.
- ✓ To maintain the day wise records of visits of staff and students in library.
- ✓ Display of cuttings of newspapers on education /social matters on notice board
- ✓ The list of requirement of books submits to the principal for further procurement.
- ✓ To ensure discipline of the students in the library.
- ✓ To effectively encourage faculty & student to use e-journals books keeping always in working condition.
- ✓ Periodically check the stock.
- ✓ Regularly under take binding of books which are damaged.
- ✓ Any other matter assigned by Principal from time to time.

## **Duties and Responsibilities:**

### **Non-Teaching Faculties**

- ✓ Non-Teaching staff working in the College office or departments should remain on duty during college hours.
- ✓ Maintenance of attendance registers of teaching and non-teaching staff,
- ✓ Scrutinize Admission & Eligibility documents and registers of admission.
- ✓ Supervise and maintain personal files of staff and faculty.
- ✓ To take care of biometric requirement.
- ✓ Maintain movement register for staff under office administration.
- ✓ Maintaining leave record and the service books of staff.
- ✓ Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.
- ✓ Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- ✓ Responsible for all the matters assigned to establishment section, student s section, stores section, maintenance section and security section.
- ✓ To maintain the records of scholarships of students.
- ✓ Checking websites of university and college trust.
- ✓ Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
- ✓ Any other duties assigned by the Principal from time to time.

## **Duties and Responsibilities:** **Accountant**

- ✓ To prepare budget estimate of the college under the guidance of Principal.
  - ✓ To prepare documents for submission of six monthly and annual audit.
  - ✓ To check the cash book daily.
  - ✓ To check the monthly pay sheet.
  - ✓ To verify bills for payment.
  - ✓ To file E-TDS returns.
  - ✓ To hold custody of receipt books and vouchers. To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
  - ✓ To control and check the advance register and ensure timely recovery of advances.
  - ✓ To Settlement of journey claims and advances.
  - ✓ To prepare TDS statement and submit to Chartered Accountant.
  - ✓ Maintaining P.F. account as the case may be.
  - ✓ Any other duties assigned by the Principal from time to time.
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## **Duties and Responsibilities:**

### **Examination and University Liaison officer**

- ✓ To organize all works related to university and college level examinations such as preparation of supervision chart in consultation with principal.
- ✓ To correspondence with university regarding university examinations, results of students, student complaints regarding examinations.
- ✓ To obtain results of students and its distribution.
- ✓ To send requirement of examination stationery to University & maintaining its up to date records.
- ✓ To arrange for online examinations as per schedule & instructions of university
- ✓ To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- ✓ To organize arrangement of furniture and numbering of examination seats for University examinations.
- ✓ To receive the examination stationery from University, & keep in the strong room.
- ✓ Any other duties assigned by the Principal from time to time.



## **Duties and Responsibilities:**

### **Students**

- ✓ Students should take admission in the college by filling in the form given by the college only.
- ✓ Action will be taken against students if it's found that they have made changes in any document on their own.
- ✓ Each student will be given an Identity card by the college. Student should stick a passport size photograph on it. He should show it if asked by the teachers, officers and administrative staff. Otherwise they will have to pay a fine of Rs.50/-If the Identity card is lost student can obtain another Id-card by paying Rs.250/-.
- ✓ **Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.**
- ✓ Students will be enrolled in the Second semester only if their behavior in the First semester is good.
- ✓ Students should note that they have to take new admission every year.
- ✓ Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
- ✓ Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-

students. If the students have any problem they should meet the principal or the vice-principal of the college.

- ✓ Dress code and Identity Card is compulsory for each student in college campus.
- ✓ Students should not wander in the college campus by bunking the classes.
- ✓ Smoking, drinking Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
- ✓ Students should not click photographs in the college campus & avoid the use of cell phone strictly.
- ✓ Students are prohibited from bringing any such weapons in the college which would physically harm others.
- ✓ Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
- ✓ Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
- ✓ Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- ✓ No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
- ✓ The rules of the office and the library are mandatory for each student.

- ✓ Bringing a dummy person as a parent in the college is an offence.
- ✓ Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- ✓ Every student must complete average attendance of 75% in each semester. Students having low attendance will not be allowed to fill the examination form.
- ✓ It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.
- ✓ At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
- ✓ Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.

**Students should strictly follow all the above rules as well as any other rules made by the college from time to time.**

**PROF. N.S. SATISH**  
**Principal**