



Mahatma Gandhi Vidyamandir's
SMT. PUSHPATAI HIRAY ARTS, SCIENCE AND
COMMERCE MAHILA MAHAVIDYALAYA,
MALEGAON, CAMP



Affiliated to the Savitribai Phule Pune University, Pune
ID. No. PU/NS/ASC/039/1990
NAAC Reaccredited 'B' Grade

Internal Quality Assurance Cell (IQAC)
Code of Conduct (Handbooks)
For Various Stakeholder

Dr. Deepanjali Borase
IQAC, Co-ordinator

Dr. Devram G. Jadhav
Vice Principal

Dr. Sau. Ujjwala Deore
Principal

About College

Smt. Pushpatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya, Malegaon was established in June 1990. Bearing the Motto "Bahujan Hitay Bahujan Sukhay" 'education for masses and their well-being' and impart educational facility to the women students to attain empowerment of women. The college is affiliated to the University of Pune. The college got UGC recognition under section 2(f) in June 1990 and under section 12(b) in July 2002.

The College is situated in a campus of 3 acres in the well-developed area of city of Malegaon, the Manchester of Maharashtra. The college offers three under graduate programs and 03 post graduate programs. There are 3 streams - Arts, Science and Commerce with Mental, Moral and Social Sciences as a part of Arts stream. The college provides education in 6 subjects under science stream, 09 subjects under Arts and 04 under commerce stream. Geography is offered under both Arts and Science streams. 45 faculties are working at present. 20 of them are Ph.D., 08 are M. Phil and 08 are NET/SET passed. Two of the faculties are awarded with D. Litt. for their notable work in the field of Education. Three Faculties have secured Gold Medal at their M. Sc. Level. The qualified 40 teachers are permanent while 05 teachers are working on temporary basis. There are 30 lady teachers working at present out of 45. The students aspiring to acquire a B.A degree from the college have options of English, Marathi, Hindi, Music, Economics, History, Geography, Political science and Psychology as special subjects from the second year, while Botany, Chemistry, Mathematics & Statistics, Physics, Zoology and Geography are the choices available for the students of science stream. Accounting & Auditing, Costing, Business Administration, banking & finance, marketing management are the area of specialization provided to the students of commerce stream.

The College has provided an opportunity to cater the aspiring needs of the students by introducing PG courses in History and Marathi from academic year 2007-08 and in Music from academic year 2010-11 respectively. Further, the college is providing an opportunity to the students in the form of certificate course in "A Translation Proficiency in English" for all the BA students. Being an affiliated College, it has adopted the curriculum and syllabi drawn by the Savitribai Phule Pune University, Pune. Few of the faculty of the College have

been playing an important role in the form of BOS, faculty and academic council. One of our Faculties, Dr. Santosh Parchure, from our college have been appointed as The Director, Student Development Board at Savitribai Phule Pune University, Pune. The College regularly publishes its Annual Magazine, Prospectus and wall magazines. The organization of Annual Social Gathering, Seminars, Workshops, and Lecture Series helps in increasing the Quest of Excellence among the students. Remedial Coaching Classes are organized for slow learners especially for SC/ST/OBC and Minority students by the Department of Mathematics & Statistics, Commerce, English, Economics. The department of English screens movies based on plays and text at a best practice. The college has NSS unit including 200 students. Each year NSS volunteers participate in the extension activities to contribute to community development. The College has appointed a lady Director of Physical Education for coaching the sportswomen of the college. It has a large play ground to inculcate sports among the students for outdoor and athletic games. The sportswomen participate in intercollegiate, inter zonal and inter university level indoor and outdoor games like cricket, holly ball, korf ball, kabaddi, chess, badminton, kho-kho, table tennis baseball etc.

The faculty of the College creates strong and healthy atmosphere for the academic and personal growth of the students, records good results at College and University ranks. The College has been conducting various programs like debating; poetry recitation, Quiz contest, General Knowledge competition, and a state level one act play competition inculcate and provide an opportunity to student for developing their talent and potentials in the diverse areas. Last Year, College has organized a State Level Singing Competition to mark 90th Birth-Day of Smt. Pushpatai Hiray. A Three-tier structure of the college comprising Board of Trustees at the apex, Executive Committee, the governing body of the college and College Development Committee looks after the smooth conduct and day to day activities of the college. The College has constituted various academic committees and each faculty functions in one or more committees to ensure their participation in the academic planning and decision making.

The College has a strong mechanism to measure the academic growth of the College. The Principal, Vice Principals and the OS (Office Superintendent) check the efficiency of the teaching and administrative staff respectively. The institution has provided a group insurance scheme for the students and staff. M. G. Vidyamandir's Staff Credit Society is helpful to the members of the staff to support the financial aids. Good healthy relationship

among the faculty encourages higher education. The various extracurricular activities like adult education and extra mural activities support the students by inculcating the value system among them. A teacher evaluation mechanism through self- appraisal is in practice continuously and the teacher feedback is obtained from the students and Alumni.

Vision

"To impart quality education for the all-round development of the women through excellence in knowledge, value education and to make women students globally competent and empowered"

Mission

"To impart educational facilities to the women and to conduct welfare schemes for tribal, economically and especially backward women students. To impart quality education to make women students globally competent, empowered and inculcate value system among them"

A) Job Responsibilities And Duties for the Principal

- 1) The principle should ensure that the development plans of the college, both long term and short term with respect to the academic programs are duly processed and implemented through relievant authorities, bodies, communities and its members.
- 2) It is the responsibility of the principal to ensure that the observance of the acts, statutes, ordinance regulations rules and orders issued there under by the university authorities and other regulatory bodies and the management, from time to time.
- 3) The principal has to assess the competence and effectiveness in the whole administrative plans and assignments. Administration of the academic programs of the college as well as the general administration of the college has to be under the purview of the principal.
- 4) As head of college, the principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
- 5) The principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the college.
- 6) With regard to disciplinary measures, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. in this regard he/she should take actions which should be impartial and he/she should maintain complete transparency.

- 7) The principal has a responsibility to deliver leadership, direction and co-ordination within the college.
- 8) The principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the college.

B) Job Responsibilities And Duties for the Vice Principal

- 1) He/She will work closely with the Principal on a daily basis to ensure the smooth overall operations of the college.
- 2) He/She will support various committees established in the college and provide them guidance and technical assistance.
- 3) He/She will look after for keeping and improving the learning environment in the college.
- 4) He/She will carry out his teaching work in the college.
- 5) He/She will develop rapport with the students and handle discipline issues in the college.
- 6) He/She will fill for the Principal in his/her absence.
- 7) He/She will resolve conflicts between students, teachers, parents or combinations of conflicts between various individuals.
- 8) He/She will assist in yearly teacher evaluations, in providing guidance to staff and students, and encouraging a positive climate in the college.
- 9) He/She will direct assemblies and other special gatherings of students' or events throughout the year.
- 10) He/She will assist the Principal, the OS, the Clerk and the teaching staff to prepare information demanded by the University or the Management time to time.
- 11) He/She will handle the logistical matters on behalf of the Principal.
- 12) He/She will serve as testing coordinators, training staff on procedures related to standardized assessment as well as accounting for testing materials.
- 13) He/She will play a greater role in ensuring the academic success of students, evaluating teachers and dealing with college-community relations.
- 14) He/She along with the Principal will review, approve or recommend modifications to new or existing programs and then submit their proposals to the Management.
- 15) He/She will look after the various records and keep them up-to-date with the help of the staff required for various purposes.
- 16) He/She will assume supervision on behalf of or in the absence of the Principal.
- 17) He/She will assist the Principal in the administration and provide leadership.
- 18) He / She will assist in the formulation of policies, organisational plans, goals and objectives in order to develop and maintain an educationally effective program.
- 19) He / She will assist the Principal in assigning different duties and responsibilities to the fellow professors associates and assistant professors as well as other teaching staff.
- 20) He / She will assume the responsibility of the attendance of students and discipline in the college campus.

- 21) He / She will follow the orders of the Principal and get the work properly done from supervisor and all teaching and non teaching staff.
- 22) He / She will maintain an effective positive working relationship with the staff.
- 23) He / She will keep watch on the activities going in the college as per schedule.
- 24) He / She will assist the Principal in arranging in-service workshops.
- 25) He / She will prepare and submit all reports as requested by the Principal in proper writing and or oral style and structure.
- 26) He / She will be knowledgeable of new educational trends.
- 27) He / She will complete all the additional assignments as directed by the Principal.
- 28) He / She will readily do all the works given by the Principal or the Management time to time.

C) Job Responsibilities And Duties for the Supervisor

- 1) He/She will provide direction for the development of the college keeping in touch with the university.
- 2) He/She will ensure quality standards by supervising, inspecting and evaluating the operations in the college
- 3) He/She will lead in professional development for the Principal, the teachers through programs, proposals, trainings, seminars and workshops.
- 4) He/She will provide a rich resource of exemplary coaching, training and apprenticeship for teachers and college administrators.
- 5) He/She will supervise the observations of the provisions of the education acts and regulations pertaining - approval of leave for teachers; holidays; considering and assessing of confidential reports of teachers.
- 6) He/She will deal with all the other matters of organisation, management and administration as may be referred to him/her by the college authority or the management.
- 7) He/She will observe the lectures of the teachers and keep the record of his observations.
- 8) He/She will observe teacher's classroom practices and provides feedback when requested by the Principal.
- 9) He/She will share and disseminates information with the Principal on current trends in teaching and learning.
- 10) He/She will co-ordinate various events or activities initiated by the internal or external departments, agencies and ministries.
- 11) He/She will interface with the general public and provides solutions to the problems, issues and concerns where necessary.

D) Job Responsibilities and Duties of Professors / the HODs

- 1) They will provide leadership in undergraduates in their relevant field of specialisation.
- 2) They will carry out consultancy services.

- 3) They will carry out the teaching work as per the curriculum, work for laboratory development and writing of books in their related subjects.
- 4) They will evaluate of tutorials, assignments, journals and answer papers in given time.
- 5) They will interact with industry.
- 6) They will continue educational activities.
- 7) They will participate in students counselling.
- 8) They will keep interaction with other institutions, universities at state, national and international levels.
- 9) They will organise seminar, workshops, summer schools and winter schools for teachers and professionals.
- 10) They will keep publishing papers in national and international journals time to time.
- 11) They will review of academic activities of the department periodically.
- 12) They will maintain dead stock, consumable registers with the help of lab in charge.
- 13) They will display notices, mark sheets, attendance sheets etc. pertaining to the students.
- 14) They will organise parents meet in association with teachers and parents.
- 15) They will involve actively in curricular co curricular and extracurricular activities.
- 16) They will send SMS regarding attendance discipline and other activities with the help of the class teacher.
- 17) They will actively participate in any other duties assigned to them by the principal from time to time.

E) Job Responsibilities of Professors, Associate Professor and Assistant Professors

- 1) They will carry out the teaching work as per the curriculum and also ensure the attendance of students as per university norms.
- 2) They will carry out the planning and implementation of instructions received from the HOD or the Principal.
- 3) They will assess and evaluate students.
- 4) They will develop resource material for teaching and learning.
- 5) They will work for the extension of services to the industry and community.
- 6) They will continue education activities.
- 7) They will carry out curricular, co-curricular and extra-curricular activities.

- 8) They will publish their articles, research papers and books time to time.
- 9) They will actively participate in seminar, conferences & workshops.
- 10) They will actively participate in departmental administration.
- 11) They will actively contribute to the activities sustaining accreditation of the institute.
- 12) They will carry out examination work pertaining to college and university such as organising, supervision and assessment etc.
- 13) They will arrange remedial coaching.
- 14) They will work for upgrading of their qualifications.
- 15) They will be good counselors and facilitators. They will help, guide, encourage and assist the students to ensure that the teaching-learning process is effective and successful.
- 16) They will readily do any other duties assigned by the management, the HOD and the Principal from time to time.

F) Job Responsibilities of System Administrators

- 1) They will maintain the network and PCs.
- 2) They will attend complaints received from students and staff regarding PCs and the network.
- 3) They will maintain peripherals like printers, scanners etc in serviceable conditions all time.
- 4) They will assist the management in procurement of hardware, software and equipments.
- 5) They will maintain internet connectivity and take steps to prevent misuse.
- 6) They will readily do any other duties assigned by the Principal, the HODs, Professors, other teaching staff and the management.

G) Job Responsibilities of Lab Attendants

- 1) They will ensure safety of the students in the laboratory.
- 2) They will draw the lab schedules for the students and display on the board.
- 3) They will record and maintain the attendance of the students.
- 4) They will ensure discipline of the students in the laboratory.
- 5) They will conduct Lab Examinations as and when required.
- 6) They will assist the faculty members in conducting lab sessions of their students.

- 7) They will maintain the dead stocks, consumable, semi-consumable registers of respective laboratories.
- 8) They will maintain all instruments or equipments in the respective laboratories.
- 9) They will carry out any other duties assigned by the faculty members or the Professor, HODs , the Principal & the Management.
- 10) They will prepare the requirement of consumables for the lab and place indent for the same.

H) Job Responsibilities of Non-Teaching Staff

- 1) The non-teaching staff working in the college office or departments will remain on duty during college hours.
- 2) They will wear the uniform provided by the management and always wear their identity badge during working hours.
- 3) The non-teaching staff assigned to laboratories will keep the laboratories clean.
- 4) They will report any loss or damage to any article in the lab or the classroom to the HOD in writing immediately.
- 5) The non-teaching staff working in the lab shall maintain the stock register for all the articles, equipments, chemicals etc. It shall be submitted to the HODs and the Principal at the end of each semester and obtain their signatures.
- 6) They will maintain a separate register for articles damaged by the students and if any money is collected from the students towards damages as per the directions of the HODs, they will hand over the amount to the college account staff for deposit in the college account.
- 7) They will carry out their duties as instructed by the authorities to whom they are attached.

I) Job Responsibilities of Librarians

- 1) They will prepare and issue of library cards to students and staff.
- 2) They will follow up of return of books issued to students and staff members.
- 3) They will maintain fine collection register and instruct students to deposit the fine.
- 4) They will display news arrivals by photocopy of the cover page of the books and journals.
- 5) They will receive international journals and magazines and highlight important articles and news.

- 6) They will compile back volumes of journals and periodicals and arrange for binding and stacking.
- 7) They will maintain the day wise record of visits of staff faculty members in library.
- 8) They will display of cuttings of newspapers on education or social matters on notice board.
- 9) They will enlist the books required and submit to the Principal for further procurement.
- 10) They will ensure discipline of the students in the library.
- 11) They will effectively encourage faculty and students to use e-journals and always keep books in working condition.
- 12) They will regularly undertake binding of books which are damaged.
- 13) They will readily do any other matter for assignment by the Principal from time to time.

J) Job Responsibilities of the Office Superintendent

- 1) He/She will scrutinize admissions, eligibility documents and registers of admission.
- 2) He/She will supervise and maintain personal files of the staff and the faculty.
- 3) He/She will maintain PF accounts of the staff.
- 4) He/She will keep discipline and work schedule of class IV employees.
- 5) He/She will maintain the Casual Leave Register.
- 6) He/She will maintain the Movement Register for the staff under office administration.
- 7) He/She will organise printing of browsers and placement documents for the institute.
- 8) He/She will initiate and record all correspondence and put the same to Principal or HODs and Section heads.
- 9) He/She will be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 10) He/She will maintain the record of scholarships of students.
- 11) He/She will take care of biometric requirement.
- 12) He/She will be responsible for all the matters assigned to establishment section, student section, stores section, maintenance section and security section.
- 13) He/She will readily do any other duties assigned by the Principal & the Management from time to time.

K) Job Responsibilities of the Clerk Under O.S.

- 1) He/She will check websites of 'Savitribai Phule Pune University, Pune' time to time and inform the latest instructions to the OS and the other staff.
- 2) He/She will maintain personal files of teaching and non-teaching staff.
- 3) He/She will maintain attendance registers of teaching and non-teaching staff.
- 4) He/She will maintain the service books of all teaching and non-teaching staff.
- 5) He/She will maintain leave record of the staff.
- 6) He/She will complete the attendance of faculty and non-teaching staff and forward the same to accounts section for preparation of payment.
- 7) He/She will readily do any other duties as assigned by the Principal from time to time.

L) Job Responsibilities of the Accountant

- 1) He/She will prepare budget estimate of the college under the guidance of the Principal.
- 2) He/She will prepare documents for submission of Six-Monthly and Annual Audit.
- 3) He/She will carry out the work of the allotment of budgets to every department of the college.
- 4) He/She will take the periodical reviews from HODs or Section Heads time to time.
- 5) He/She will verify bills for payment.
- 6) He/She will check the monthly pay sheets.
- 7) He/She will check the cash book daily.
- 8) He/She will file TDS returns time to time.
- 9) He/She will hold custody of receipts, books and vouchers.
- 10) He/She will prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- 11) He/She will control and check the Advance Register and ensure timely recovery of advances.
- 12) He/She will work for the settlement of journey claims and advances.
- 13) He/She will prepare TDS statements and submit to the Chartered Accountant.
- 14) He/She will readily do any other duties assigned to him/her by the Principal, the OS from time to time.

M) Job Responsibilities of Examination Officer

- 1) He/She will organise all works related to university and college level examinations such as preparation of Supervision Charts, Appointments of Senior Supervisors in consultation with the Principal.
- 2) He/She will carry out the necessary correspondence with the university regarding university examinations, results of the students, students' complaints regarding examinations.
- 3) He/She will organise the filling of examination forms, evaluation, re-evaluation and verification forms of students and submission to Savitribai Phule Pune University, Pune.
- 4) He/She will obtain the result of students and distribute it.
- 5) He/She will prepare and send requirement of examination stationary to Savitribai Phule Pune University, Pune and maintain it's up-to-date records.
- 6) He/She will arrange online examinations as per schedule and instructions given by the university.
- 7) He/She will maintain the records of all passed out students of the institute in a separate register and also create and maintain a soft copy of it.
- 8) He/She will send the program of proposed practical examinations dates to the university and get final program of practicals and oral examinations.
- 9) He/She will submit term work and practical marks to Savitribai Phule Pune University, Pune in time bound manner.
- 10) He/She will organise arrangement of furniture and numbering of examination seats for university examinations as well as college level examinations.
- 11) He/She will receive the examination stationary from Savitribai Phule Pune university, Pune and keep it in the Strong Room with care and keep its record up-to-date.
- 12) He/She will readily do any other duties assigned to him/her by the Principal and HODs from time to time.

N) Code of Conduct for Students

- 1) Each student will behave sincerely in the college. She will behave politely with the teachers, non-teaching staff members and the staff in the library and laboratory and with co-students. If the students have any problem, they will meet the Principal or the Vice Principal of the college.
- 2) Each student in the college will be in uniform and carry Identity Card in college campus.
- 3) Students will park their vehicles in the place allotted to them.

- 4) Students will not wander in the college campus by bunking the classes and practicals.
- 5) Students will always keep in mind that smoking, drinking and chewing gutkha, tobacco and beetal leaf is strictly prohibited in the college campus.
- 6) Students will not throw any kind of clutter in college campus.
- 7) Students will not click photographs in college campus and avoid the use of mobile phones strictly.
- 8) Students will not bring any such weapons in the college which would physically harm others.
- 9) Students will not scribble anything on the walls of the classrooms, of the toilets. If such a thing happens students will be severely punished.
- 10) Students will not damage the benches, tables, chairs, fans and lights in the classrooms as well as the things in the campus. If such a thing happens students will be severely punished and compensation should be taken from them.
- 11) Students will not make noise in the college campus, communicate in the reading rooms and stand in the porch of the college.
- 12) The students will follow the rules of the office and the library as they are mandatory for each student.
- 13) Students will not organise picnics on their own without the permission of the Principals and the Vice Principal.
- 14) If the student have any prejudices about the college, she will complain to the Principal and will not give any complaint of her own to newspapers and media.
- 15) No student will participate in any activity against the college and the society and will avoid caste and religion based unfair activities.
- 16) Students will participate in the sports cultural and other extra curricular activities and co-operate for good things.
- 17) Students will not bring any kind of electronic devices in the examination hall during examination. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the students.
- 18) The original transfer certificate or leaving certificate submitted in the college by the students will not be returned to the students in any condition. Therefore they should keep the attested copies of them before taking admission.
- 19) The students will not make any changes in the documents of their own. If it is found necessary action will be taken against them.
- 20) Students will not be allowed to found any board or association without the permission of the Principal.

- 21) 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 examinations and behave badly in the college.
- 22) Students will take admission in the college by filling in the forms given by the college only.
- 23) Each student will be given an Identity Card by the college. Students 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 rupees 50/-. If the identity card is lost, the student can obtain another Identity Card by paying rupees 250/-.
- 24) Students will be enrolled in the Second Semester only if their behaviour in the First Semester is good.
- 25) Students will note that they have to take new admission every year.
- 26) Students will take the receipt of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned in any case.
- 27) Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
- 28) Students will strictly adhere to all the instructions written on the college notice board. Otherwise the students themselves will be responsible for the loss.
- 29) Roaming in the college campus during the lecture time for behaving improperly will be treated as an offence.
- 30) Students will not bring radio, cameras and cell phones in the college.
- 31) Bringing a dummy person as a parent in the college is an offence.
- 32) The students will keep in mind that the Principal has the right to give admission or cancel it at any moment without giving any reason.
- 33) Students will not indulge in ragging. It is strictly prohibited in the college premises and outside. If found, students will be punished as per circular UGC regulation number f-1-8/2006(C P PII) 4th March 2008 No. 170. Such students will be expelled from the college and legal action will be taken against them.
- 34) Students will not be allowed to change the faculty for any cause.
- 35) Students will not meet directly to anybody out of the college staff. The outsiders coming in college will take the permission from college officials and meet students only after receiving permission.
- 36) Students will keep in mind that it is the right of the Principal to occasionally organise or not to organise the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.

- 37) The students will themselves be present for taking the required certificates, hall tickets, mark sheets, L.C. / T.C. in the college and will not send their relative for this purpose.
- 38) If a student does not submit the required documents in the college, she will be responsible for her loss.
- 39) Dress code is compulsory for the students of senior college according to the order of the institution.

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



Dr. Deepanjali Borase
IQAC, Co-ordinator

Dr. Devram G. Jadhav
Vice Principal

Dr. Sau. Ujjwala Deore
Principal