

# Vijaygarh Jyotish Ray College

(Code of Conduct)

2018-19



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

- (1) To analyse admission and eligibility documents and admission register.
- (2) Inspection and maintenance of the personal files of staff and faculty.
- (3) Maintenance of P. F. accounts as per the case.
- (4) Maintaining discipline and proper work schedule of class IV employees.
- (5) Maintenance of the casual leave register.
- (6) Taking care of movement register for staff under office administration.
- (7) Supervise and arrange for the printing of Brochures and placement documents for the institute.
- (8) Setting up the recording 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) Maintaining scholarship record of students.
- (11) Taking care of biometric records.
- (12) Any other duties assigned by the principal must be accomplished by him from time to time.

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

- (1) REGULARLY Looking up the website of the University of Calcutta.
- (2) Looking after the personal files of teaching and non-teaching staff.
- (3) Taking care of the attendance registers of both teaching and non-teaching staff.
- (4) Maintenance of service books.
- (5) Maintaining the leave records of staff.
- (6) Forwarding the attendance sheet of faculty and nonteaching staff to accounts for preparation of payment.
- (7) Accomplishing other duties assigned by the principal.

### **JOB RESPONSIBILITIES OF ACCOUNTANT**

- (1) Preparing the budget of the college under principal's supervision.
- (2) Preparation of documents for submission of bi-annual and annual audits.
- (3) Allotting budgets to every department of the college.
- (4) Providing the HOD / Section heads with a periodical review of the same.
- (5) Verification of bills for payments.
- (6) Checking the monthly pay sheet and cashbook regularly.
- (7) Filing e-TDS returns.
- (8) To be the custodian of receipt books and vouchers.
- (9) Regular preparation and presentation of all records required by statutory auditors.
- (10) Controlling and checking of the advance register and ensuring timely recovery of advances.
- (11) To look after and settle journey claims and advances.
- (12) Preparation and submission of TDS statement to Chartered Accountant.
- (13) Accomplishing other duties assigned by the principal.

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

- (1) Preparation of a databank of potential industries and continuous updating of the same.
- (2) Organising the recruitment procedure for placement opportunities of students and initiating MOUs with industries.
- (3) To organise the printing of placement Brochures or soft copies of information about placement of students.
- (4) Obtaining a review and feedback about the strength and weakness from industries where students have already been placed.
- (5) Organising soft skill for grooming of students.
- (6) Organising students' counselling 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) Informing the faculty about the strength and weakness of students to ensure appropriate grooming activities for them.
- (9) Accomplishing any other duties assigned by the principal.

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

- (1) 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) Regular correspondence and communication with University regarding University examination results of students or their complaints and requires about examinations.
- (3) Organising and supervising filling up of examination revolution and verification forms of students and submitting the same to Calcutta University.
- (4) Obtaining and distributing students' results.
- (5) Sending requisition for examination stationary to University of Calcutta and maintenance of its updated records.
- (6) Maintaining or looking after the records of all passed out students of the institute in a separate register and also maintaining of the same
- (7) Sending the schedule of proposal for practical / oral examination dates, to university and receiving the final schedule for the same.
- (8) Marks submission of team work / oral practical marks to University of Calcutta.
- (9) Arrangement and organisation of furniture and numbering of examination seats for University of Calcutta examination.
- (10) Accomplishing any other duties assigned by the principal.

#### **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 classes and practical's.
- (3) Smoking, drinking or taking any kind of tobacco is strictly prohibited inside college campus.

- (4) Clicking photographs and using cell phones in class or during examination must be avoided.
- (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 must participate in sports and other cultural activities and extend their cooperation in such activities.
- (9) Use of electronic devices in the examination hall or using any other unfair means of pass 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 is tampered.
- (11) The principal has the right to allow or bar students from appearing in the examination; especially those who remain absent during lectures, internal exams, Term end Tests or show ill behaviour in college.
- (12) College will be providing an Identity Card to each student on which they have to stick their respective passport size photographs.
- (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 obtained by each student in each semester. Students with low attendance will be barred from filling in the examination form.
- (16) Students should regularly follow the institutions given on the college Notice board and try to obey those, also the student himself will be responsible for his / her loss.

- (17) Ragging is a punishable offence and it strictly prohibited in the college premises and students participating not an encouraging it will be punished as per circular *“UGC Regulation No. of 1-8-2006 CP PII” 4<sup>th</sup> March 2008 No. 170. Guilty students will be expelled from college and legal action will be taken against them.*
- (18) It is principal’s discretion to not to organise the annual social Gathering and Annual Prize Distribution Ceremony in the college.