

PANIGAON OM PRAKASH DINODIA COLLEGE
PANIGAON, LAKHIMPUR, ASSAM, 787052

NAAC Reaccredited 'B' Grade with CGPA-2.37

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**INTERNAL QUALITY ASSURANCE CELL
(IQAC)
CODE OF CONDUCT (Handbooks)
For Various Stakeholders**

A) Responsibilities and duties of HOD

1. Teaching and Evaluation
2. Organizing national ,state and local seminars and workshops.
3. Organizing Extension Activities
4. Organizing Awareness Programs
5. Publishing papers in national and international journals.
6. Organizing departmental seminar, Group discussion, sessional examination and evaluation of the same.
7. Participating in refresher, orientation, short term courses, seminars and workshops for professional development
8. Hanging notice to display attendance, sessional examination marks course plans, routines etc.
9. Evaluation of home assignments.
10. Student's counselling.
11. Contributing to the activities sustaining accreditation of the institute.
12. Organizing parents meet.
13. Conducting tutorial and remedial classes to weaker students.
14. Any other duties assigned by the Principal from time to time.

B) Duties of Associate Professors/Assistant Professors

- 1) Teaching, Evaluation and ensuring attendance of students as per University norms.
- 2) Planning and implementation of instructions received from Head/principal.
- 3) Student's assessment and evaluation.
- 4) Delivering resource materials to students.
- 5) Extension of services to the industry and community.
- 6) Participating in refresher, orientation, short term courses, seminars and workshops for professional development.
- 7) Engaging in Curricular, Co-curricular and extra-curricular activities.
- 8) Publication of research papers, articles & Books
- 9) Organize and Participating in seminars/conferences/workshops.
- 10) Participating in departmental functions.
- 11) Performing Examination works pertaining to College and University.
- 12) Arrangement of remedial and tutorial classes.
- 13) Upgrading of qualifications.
- 15) Guide to encourage and assist the students.
- 16) Any other duties assigned by IQAC, the Principal and the HOD from time to time.

D) Responsibilities of the Librarian

- 1) Prepares and issue of Library cards to students and staff.
- 2) Maintain book issues and book return register of students and staff members.
- 3) Maintains fine collection register and instruct students to deposit the fine.
- 4) Displays new arrivals by photocopy of the cover page of the books and journals.
- 5) Collects international journals & magazines and highlight important articles & news.
- 6) Compiles back volumes of journals and periodicals and arrange them for binding and stacking.

- 7) Maintains the day-wise records of visits of staff or faculty members in the library.
- 8) Displays the cuttings of news papers on educational/social matters.
- 9) Prepares and submits the list of requirement of books to the principal for further procurement.
- 10) Maintains discipline of the students in the library..
- 12) Regularly undertakes binding of books which are damaged.
- 13) Any other matter assigned by Principal from time to time.

E) Responsibilities of Clerk Under O.S.

- a) Maintaining of personal files of teaching and non teaching staff.
- b) Maintenance of attendance registers of teaching and non teaching staff,
- c) Maintenance of service books.
- d) Maintaining leave record of staff.
- e) Completion of attendance of faculty and non teaching staff and forwarding the
- f) Same to accounts section for preparation of payment.
- g) Examination form filled up.
- h) Maintenance of RTI
- i) Any other duties assigned by the Principal from time to time.

F) Responsibilities of the Accountant

- a. Prepares annual budget estimate of the college under guidance of the Principal.
- b. Prepares documents for submission of six monthly and annual audit.
- c. Allotment of Budgets to every department of the college.
- d. Verifying bills for payment
- e. Checking the monthly pay sheet.
- f. Checking the cash book daily
- g. To file TDS returns
- h. Holds custody of receipt books and vouchers.
- i. Prepares all the records as required for audit.
- j. Settlement of journey claims and advances.
- k. Any other duties assigned by the Principal from time to time.

L) Code of Conduct for Students

- a) She/he should strictly follow the rules of the college.
- b) Must maintain Uniform and Identity Card in the college campus as per prescribed by the authority.
- c) Students should keep their vehicles in the place allotted by the authority.
- d) Each student should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students
- e) Smoking, alcohol drinking, tobacco and & beetle leaf use are strictly prohibited in the college campus.
- f) Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet.
- g) Students should not damage the benches, tables, chairs, fans & lights in the classroom and other properties of the college.
- h) Students should not organize any function of their own without the permission of the authority.

- i) Students should not give complaint about the college on the newspaper and media.
- j) Student should always avoid caste and religion based unfair activities.
- k) Students should participate in the sports, cultural and other extra-curricular activities organised by the college.
- l) Students should attend at least 80% classes to be eligible to appear in the final examination.
- m) It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent in the classes, internal tests, sessional examinations, Group Discussion, Seminar etc.
- n) Students should take admission in the college by filling in the forms given by the college only.
- o) 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.
- p) Students will be enrolled in the Second semester only if their behaviour in the First semester is found good.
- q) Students should note that they have to take new admission every year.
- r) Students should collect the receipts of the fees paid by him in time from the concerned clerk. The fee is not refundable.
- s) Ragging is strictly prohibited in the college premises and outside and student should follow it. Otherwise he/she will be punished as per circular "UGC Regulation No.f-1-8/2006(C P PII) 4th March 2008
- t) Students should strictly follow the order hanging on the college Notice Board.
- u) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- v) It is the right of the Principal to occasionally organize or not to organize any function in the college.

G) Responsibilities of Examination Officer

- a. Conducts all Examination works related to university and college level.
- b. To correspondence with university regarding university examinations such as results, form fill-up, registration card, admit card and students complaints regarding examinations.
- c. To obtain results of students from University and distribution it to the students for information
- d. He/she assigns Examination duty to teachers as invigilators, Assistant officer-in-charge etc. .
- e. Deliver examination routine, date of form fill-up of the University by hanging them on the notice board.
- f. Organizes arrangement of furniture and numbering of examination seats for University of Dibrugarh examinations.
- g. Any other duties assigned by the Principal from time to time.

Coordinator
IQAC
Panigaon OPD College