



**M.O.P. VAISHNAV COLLEGE FOR WOMEN
(AUTONOMOUS)**

(Affiliated to University of Madras, Re-accredited at 'A++' grade by NAAC)

CHENNAI – 34

**CODE OF CONDUCT FOR
STUDENTS
STAFF
GOVERNING BODY AND
ADMINISTRATION**



M. O. P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)
Chennai - 600 034, India.

CODE OF CONDUCT – STUDENTS

RULES AND REGULATIONS FOR THE STUDENTS

Attendance Requirement

Students must have 80% attendance to be permitted to take up end semester examination.

Condonation may be permitted if a student has 70% to 80% attendance. In case of **Medical Emergencies** (supported by sufficient evidence), condonation may be permitted for a student who has 65% attendance.

Students whose attendance falls between 70% to 80% due to participation in co-curricular, extracurricular, NCC may be permitted to take the examination on the recommendation of the Head of the Department / Faculty-in-Charge.

Students with less than 50% attendance will have to repeat the semester.

Leave Rules

All leave must be supported by leave letter.

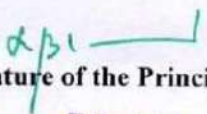
In cases of planned leave, leave letter must be submitted prior to availing leave.

In case of all other leave (medical and other emergencies), leave letter must be submitted on the date the student reports to the college.

All medical leave beyond 3 working days must be supported by a certificate from a registered medical practitioner.

Submission of medical certificate or other documentary evidence does not make the student automatically eligible for condonation of attendance.

The Decision of the Principal will be final in all matters relating to attendance and leave.


Signature of the Principal

Principal

M.O.P. Vaishnav College for Women
(Autonomous)
No. 20, IV Lane, Nungambakkam High Road
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STUDENT CODE OF CONDUCT

Being on time to college, maintaining required attendance and active participation in all college activities is mandatory.

- Students are required to get themselves updated regularly by reading notice boards, reading the hand-book and visiting the college website.
- Use of mobile phones inside the classrooms during class hours is strictly prohibited. Violation will lead to disciplinary action against the concerned student. Charging of mobile phones in college premises is not allowed.
- Charging of laptops in college premises is forbidden.
- Any form of ragging is a punishable offence
- All students are answerable to the Principal, faculty and other college authorities for their conduct and behaviour.

Rule for Issue of certificates / documents from the administrative office

- Students must apply for issue of certificates /documents (TC, Conduct, Bonafide etc.). Application letters must be addressed to the Principal.
- The office will require a minimum of 5 working days to process the application.
- No issues can be initiated in less than 48 hours

Note: Rules are subject to change at the discretion of the Management with the approval of Academic Council.

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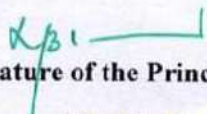


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CODE OF CONDUCT – STAFF

TERMS AND CONDITIONS OF SERVICES

1. The faculty member appointed to the respective Department shall serve as a temporary faculty till her qualifications are approved by the University of Madras.
2. The faculty member so appointed shall be placed on probation on completion of one year of service and approval of her qualifications by the University of Madras; or till such time her qualification is approved by the University of Madras.
3. During the temporary/ probation period, if the said faculty member wants to leave the service, she shall give one month's notice or one month's pay in lieu of notice.
4. The said faculty member shall continue to be a probationer till such time the Management decides to make her as a permanent faculty. For this purpose, the Management will review the performance of the faculty, and her commitment to the mission and goals of the Institution from time to time.
5. The College Management has the full authority to terminate her services at its sole discretion, after issuing 1 months' notice or 1 month's salary in lieu thereof in respect of probationary faculty members and 3 months' notice or 3 month's salary In lieu thereof in respect of confirmed faculty members who are not found compatible to the mission of the college.
6. The faculty member undertakes to fully abide by the leave rules and the code of conduct, copies of which have been received by her and to which she has fully submitted as an integral part of her contract of employment with the College.
7. The faculty member undertakes not to carry out any other trade, business, or activity which goes against her contract of employment with the College. She shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money/ donations, without any written authority either in the name of the College or for any College activity, or in any way tarnish the name and goodwill of the College.
8. The faculty member agrees to execute all the work assigned to her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the instructions of the superiors.
9. The faculty member shall actively associate, involve herself and participate in all the College activities and programmes, Irrespective of the Department she belongs to she shall motivate her students likewise to actively involve, associate and participate in the various programmes and activities of the College.
10. The faculty member shall not only confine her activities to the classroom teaching but


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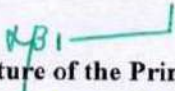


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- involve herself in all the efforts of the College in giving extra inputs to the students so as to make the students not only academically brilliant, but also confident, competent and fully developed personalities.
11. The faculty member shall not indulge in any organized anti-Institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
 12. The faculty member shall not directly apply for or seek another job except through the Secretary of the College.
 13. The faculty member shall report to the Management, if there is any criminal complaint, action/proceedings lodged against her in any Police station, Court or Forum. The faculty member shall not collect any money under any pretext from any one including students, except when she is specifically authorized by the Management in writing, such money shall be remitted forthwith.
 14. The faculty member shall abide by the code of conduct and leave rules enclosed with terms and conditions of services hereto.
 15. The College may, at any time, terminate the services of any probationary or confirmed faculty, If she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to her, insubordination, any form of political/anti-Institutional activity and/or breach of Code of Conduct, and/or does not abide by the leave rules.

CODE OF CONDUCT

1. Every faculty member shall discharge her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every faculty member shall update her knowledge and skill to equip herself professionally for the proper discharge of duties assigned to her.
3. Every faculty member shall conduct herself with absolute dignity and decorum in her dealings with the superiors, colleagues and students at all times.
4. The faculty member shall take prior permission before absenting herself from the duty.
5. The faculty shall get prior permission from the College Management before accepting any honorary or other assignment given to her by any external agency.
6. The faculty member shall not associate herself with any political party or take part in any other organizational activity, which is not in keeping with the duties and ethics of the teaching profession.
7. The faculty member shall not make any attempt to bring any political or outside pressure on her superior authorities in respect of service matters.
8. The faculty member shall not participate in any strike action or demonstration and /or


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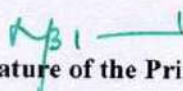
- indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. The faculty member shall not act in any manner that violates the norms of decency or morality in her conduct or behaviour inside and outside the College campus.
 10. The faculty member shall not incite, provoke or instigate any student or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
 11. The faculty member shall not by act or deeds degrade, harass, or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
 12. All faculty members in the service of the College shall at all times strive for academic excellence in the discharge of their duties and conduct themselves in a manner becoming of a perfect role model for others to emulate.
 13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and not subject to any appeal to any individual or forum.

LEAVE RULES FOR TEACHING STAFF

With effect from 1-07-2000

a. CASUAL LEAVE

- The total casual leave allowed to employees in an academic year is 12 days.
- Casual leave can be combined with Sunday/other notified/authorized holidays.
- Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time.
- **The period of absence under casual leave will be treated "on Duty" for all purposes.**
- Application for casual leave must contain the purpose for which the leave is requested/availed.
- Application for casual leave must invariably be submitted and sanction obtained before availing the leave. If, however, due to unavoidable circumstances, this is not possible, the leave application must be submitted immediately on re-joining duty.
- Casual leave cannot be claimed as a matter of right and sanction is linked to the exigencies of services.
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service.


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- The number of days remaining unavailed, under casual leave at the end of the year cannot be carried over to the next year.
- The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1-day Casual Leave for every part or full month served.

b. MATERNITY LEAVE

- Every confirmed Lady teaching staff will be eligible for maternity leave of a maximum of 60 days during her entire period of service for the First child only.
- Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the Management.
- If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the Management.

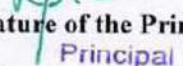
c. GENERAL CONDITIONS REGARDING LEAVE

- No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
- The staff shall make themselves available for duty/other work if required by the Management on notified/Government/weekly holidays.

PROBATION, PLACEMENT AND SENIORITY

a. Probation

- The appointment to any post is temporary for a period of two years. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years.
- In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.
- The rule of probation shall not apply to appointments made on temporary or contract or on hourly basis.


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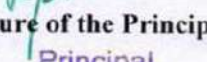
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FUNCTIONS OF A FACULTY ADVISOR

- I year faculty to coordinate for the admission details of the newly admitted batch, check the documents and create a data bank.
- Handing over the same to the Record room for safe keeping
- Submitting all the relevant documents to the various authorities like COE/ Office for the generation of
 - Register numbers
 - Login id and password
 - Data sheet
 - Photos of the I year students
 - ID cards
 - Checking of the correct spelling of the names as per XII Mark sheet, expansion of initials, DOB and father's details.
 - Language
 - Non-Major Elective / Advanced Tamil/ Basic Tamil
- To identify the Class Monitor, Asst. Class Monitor and club and Ministry student leaders.
- All faculties in charges to submit the attendance format to the record room for generation of subject's wise attendance registers.
- The Faculty in charge also must submit the attendance formats of the students during the semester for Soft skill courses, IA exams, fees payment, medical Check-ups etc.
- Class in charge to coordinate for the following
 - Registration of Non-Major Electives/Inter Disciplinary Electives /Choice Based Electives /Manoranjan club/Inter Disciplinary Certificate Programmes /Self Learning Courses/ online student cabinet elections.
 - Class assembly

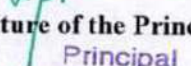

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- Students Achievements
- Accompanying the students to Library Visits, Educational Trips, Field Visits and Outreach Programmes
- Medical check-ups organised by the college
- Online faculty feedback and Institutional Feedback (III year Faculty).
- E form filling for semester exams.
- Semester and exam fees payment
- Issue of hall tickets after getting attestation from the HOD and checking the Nominal Roll
- Submission of the pending hall tickets along with the nominal roll to the Exam Committee.
- Submission of the Nominal Roll to the COE's office after distribution of hall tickets to all the students.
- Distribution of Semester wise marksheet, provisional degree Certificates, consolidated marksheet etc
- Distribution of Apollo shine Cards
- Distribution of internship letters and evaluation sheet (II Year Faculty).
- Name list of the students attending any programme
- To ensure that the students have completed the said number of community service hours before completion of their Degree programme.
- To check consolidated marks as received from the COE with other subject in charge and the HOD and to get the signatures from the students on the same.
- The class in charge must ensure that all the information and circulars received from the College office / decisions taken at the HOD meeting to reach the students at the appropriate time.
- The class in charge must maintain the following in a separate file.
 - Leave letters, on duty letters and records of Medical Certificates.
 - Class wise Inter Disciplinary Electives / Non-Major Electives /Inter Disciplinary Certificate Programme / Choice Based Elective subjects
 - Mentoring cards
 - PTA meeting Minutes
- Informing the students with respect to change in schedule/ time/ date if any, of NME/IDE/CBE and other subjects
- Follow up with the students who are found to be absent for more than three consecutive days
- The faculty advisor must also coordinate with the Guest faculty appointed for the conduct of the Choice Based Elective courses and core courses
 - Ensure attendance maintenance.
 - Ensure that the faculty is present on the scheduled dates and time for the classes


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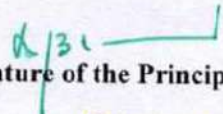


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- Coordinate for the QPs for the IA exams and evaluation of the same.
- Coordinate for all other internal components with respect to the subject.
- The class in charge must do the following, follow up of the students
 - Performance of the students in the IA exams
 - Lack of attendance
 - Status of Skill/ Inter Disciplinary Certificate Programmes /Environmental Studies /Value Education /Self Learning Courses.
 - To continuously follow with the sports and NCC students for timely submission of assignments and remedial coaching as and when required.
- The faculty advisor must also provide for the following
 - Academic counseling
 - Career progression, support and guidance
 - Emotional support
 - Mentoring
 - Acquainting the students with MOP Culture and rules of the college (I Year).
- Subject In charge: The subject In charge is supposed to maintain the following
 - Preparing a lesson plan
 - Discussing the giving a copy of the same to the students
 - Attendance records of the respective subject
 - Uploading the attendance in the intranet on a daily basis
 - Preparing the internal assessment Question Paper
 - Evaluation the Internal Assessment answer scripts
 - Uploading and checking of the IA marks
 - Conducting Internal component and Surprise Test, and if required Class test for the respective subjects
 - When on leave, submitting various activities to the HOD to occupy the class fruitfully during her absence.
 - Coordinating for guest Lectures.
 - Providing syllabus completion status to the HOD during the conduct of Academic Audit.

Participation in Academic Developments

- A faculty member should actively participate in curriculum preparation for new programmes/ modification of existing programmes.
- Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new


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methodology of teaching and evaluation.

- In order to be an effective faculty, she is required to update her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

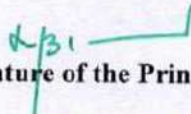
RESEARCH AND DEVELOPMENT

a. Academic research

- As research is an inherent component of faculty development, every faculty member shall take active efforts to make research contributions in her field of specialization.
- A faculty member should identify specific aspects relating to her area of specialization in which there is considerable scope for further working, so that she either do it by herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under her supervision.
- Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that she can guide effectively. In fact, this will help to develop contact with the industry.
- Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- Faculty members can act as research supervisor for other Universities only with the prior permission of the University. External research supervision will be permitted, only under special circumstances.

b. Research publications and books

- As research publications in refereed journals of international importance not only improve the individual's identity but also of the institution, every faculty member should strive to


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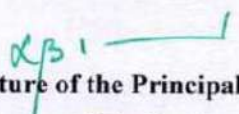
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bring out such quality publications.

- Faculty members should publish their research output only in UGC listed journals/Scopus indexed journals, and publications in non-refereed journals will not be recognized.
- Every faculty is expected to publish a minimum of 2 articles per year.
- Faculty members shall also strive to file patents if their research output is felt new and novel.
- Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations etc.

c. Sponsored and funded research projects

- An important source of financing and professional recognition to the Institution is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research
- Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects
- The effort of the faculty member must be to convert his/her creative idea. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.


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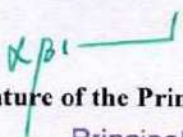
FACULTY AND PROFESSIONAL CAREER

- Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- Adherence to professional ethics, standards and values, whether supervised or unsupervised.

MENTORING

Monitoring of students' progress

- The faculty of any course is required to watch the attendance and academic performance of each student of her course and take necessary steps at her command to improve the student's progress. If her effort fails, the faculty member should bring it to the notice of the HOD and the Class Faculty so that the information can be sent to the parents/guardians.
- A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.


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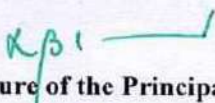
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MENTORING GUIDELINES

- Every staff has been allotted 35-40 students as mentees.
- The same mentor will continue to mentor the student for the remaining duration of her degree programme.
- Mentor must familiarize herself with the personal details of the mentee as given in the mentoring card (without getting too involved in the personal lives of the students)
- The mentor must
 - a. Provide Academic counseling – importance of regularity, punctuality, performance in tests and examinations.
 - b. Track the status of arrears if any.
 - c. Provide student with Career progression support & guidance
 - d. Provide Emotional support in issues arising in relation to college activities.
- In cases where the mentor finds that the student will require professional counseling she must report the same to the Principal through the HOD.
- Mentoring card must be kept in the parent department of the student and retrievable as & when required.
- Details of the mentoring session must be kept strictly confidential and shared only with the Principal through the HOD.
- The student can fill up the Achievements & participations as and when applicable. Mentor is required to verify correctness and accuracy by checking the relevant certificates.
- The Minutes of mentoring to be updated as and when mentoring sessions take place. There must be at least 2 mentoring sessions in every semester. Schedule for the same shall be sent from time to time.
- Additional mentoring sessions can be scheduled where needed.
- The academic card must be filled by student based on mark sheet and verified by mentor.


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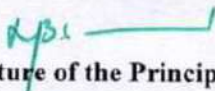


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- Mentoring sessions can be conducted on
 - a. First Saturdays of every month (HODs to allocate specific hours for mentoring in the timetable drawn up for that Saturday)
 - b. Between 12.40 pm to 1.00pm (Shift I)/1.00pm -1.15pm (Shift II) on any working day or
 - c. any other time in cases of emergency only.
- Report of mentoring session needs to be submitted to the Principal through the HOD at the end of every mentoring session. Report must contain
 - a. List of students not reported for mentoring with reasons
 - b. Students requiring additional mentoring/ counselling
 - c. Any other exceptional issues.

Note: Mentors are requested to be extremely professional in their approach to mentoring and avoid getting too personal with the students.

Mentoring cards of the passed-out batch of students to be given back to them along with Consolidated Mark Statement/ Provisional Degree Certificate


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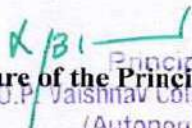
ROLES AND RESPONSIBILITIES OF MANAGEMENT AND STAFF

1. SECRETARY

Secretary is the Administrative Director of Work in the College and represents the Management. It is his duty to play a supportive role to the academic community headed by the Principal and complement their work appropriately. The Secretary has to keep in touch with the educational authorities and seek speedy solutions for administrative problems. He familiarises himself with all the GOs issued from time to time. He is a member of the Governing Body of the college. He also serves as a member of all important policy-making committees of the college.

Secretary

- appoints academic and administrative staff, whether permanent or temporary
- sanctions approval of the probationary period of the staff, confirmation of their appointment, promotion of the staff, and disciplinary action initiated against staff violating the code of conduct
- has authority over records pertaining to staff service, their salary, sanction of increment, provident fund, approval of loan, recovery of loan and closure and income tax, and all kinds of leaves except casual leave
- maintains the college properties and providing infrastructure facilities for a smooth functioning of all departments
- fulfils the requirements of the departments, offices and classrooms, telephones, electricity and water, stationery, Xerox machines, computer centre and legal matters
- mobilises funds from different sources for the development of the college
- is responsible for the purchase of all assets of the college
- Principal keeps the Secretary well informed of the various developments of the college.


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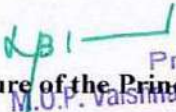
2. PRINCIPAL

Principal is the Academic Head and Executive Authority of the college. She is officially in charge of Shift I & II courses, UGC, Autonomy, and Examination matters. As the leader of the academic community of the institution, she provides a climate necessary for the intellectual pursuit of the staff and the students. She plays a vital role in motivating and inspiring the academic community towards excellence.

She is the Chairperson of Passing Board, Academic Council, and President of all the Associations in the college. She represents the college in all academic bodies like University Grants Commission and University Academic Council. She establishes clear channels of communication, conducts HoDs and Officials meetings periodically and facilitates interaction among officials forming an effective team with Vice-principal, Deans, CoE, HoDs and IQAC Co-ordinator. She delegates authority to respective officials to deliberate on matters such as reforms in curriculum, examination, teaching - learning methodology, general discipline including dress code and use of cell phone and bring it to discussion among officials and staff before implementation.

Principal

- upholds and upkeeps the ethos of inclusiveness in terms of imparting education in the institution.
- assures that the short-term and long-term development plans of the College, with regard to curricular and co-curricular programmes are duly formulated and enforced through relevant authorities, bodies, committees and its members.
- creates a conducive environment to encourage research, and thus promote research activities in the institution.


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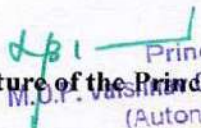


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- encourages the participation of all members in extra-curricular activities, campaigns and outreach programmes to ensure creating of multi-cultural awareness.
- nourishes and enforces meting equal treatment to all the members in the College to ensure there is no discriminatory and disparate practice at any level within the college.
- ensures that all members comply with acts, statutes, ordinances, regulations and other orders issued by the University authorities, other regulatory bodies and the Management, from time to time.
- monitors and maintains required alertness among all the members of the college so that the chances of incidents of discrimination, ragging, sexual harassment get ever minimized and ultimately eradicated.
- enforces discipline in the behavioural manifestation of all the members of the college and thus maintain a productive environment within the college.
- promotes and maintain harmonious relationships with the neighbouring community in order to ensure prosperity of the institution, its members and the community.

3. VICE-PRINCIPAL

Vice-Principal is deeply involved in administrative tasks and is responsible for carrying out the decisions of Principal. The VP works out the year planner for the academic year in consultation with Principal, interacts with teachers, students, parents and other stakeholders, deals with disciplinary issues and motivates students to turn away from negative behaviours and encourage positive actions. The VP is also responsible for maintaining discipline on the campus and ensures the schedule of the college is followed strictly. Further, she acts as an active member of various college committees and oversees all non-curriculum areas and holistic education by ensuring strategic planning and efficient management of resources – human and materials. The VP also leads a team of administrative officials to achieve excellence in college


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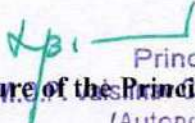


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administration and operational support. The following are some key areas wherein the VP assists Principal - strategic planning and resource management, organization and administration of college programmes, matters concerning human resources, logistics and general administration, security and emergency planning for the college, management of student affairs including strategic planning for placement & training, scholarship matters of students as well as administration of student programmes and establishment of knowledge management structures and systems.

Vice-Principal

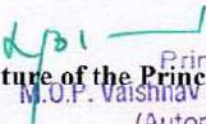
- plays critical role in managing the programmes of the college on daily basis and enables staff and students to follow them,
- ensures smooth running of college by coordinating various programs, timelines, facility usage and agendas,
- assists the administration of the college by Principal and the system and ensures that each classroom is engaged with committed teacher and receptive students,
- sets clear standards for student and staff achievement,
- maintains and oversees the system for collecting and tracking data on college progress toward achievement of goals,
- liaises with parents and facilitates the awareness of parents about college matters and their involvement in support of college and extracurricular activities,
- gives presentations to the students and teachers, parents and other external stakeholders on college culture and academics,
- develops and facilitates professional development of faculty and support staff,
- maintains accurate student attendance and discipline records,
- administers disciplinary measures as appropriate after evidence-based breaches in discipline have been observed and due process followed,
- develops staff policies and student handbook/calendar,


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- oversees and administers college policies regarding student conduct and discipline,
- becomes the point of contact for students at risk who require crisis intervention,
- observes and mentors teaching and non-teaching staff, whenever necessary,
- supports teachers to create and sustain classroom management systems,
- facilitates teachers' focus on student assessment and evaluation,
- sanctions medical leave and on-duty leave,
- takes care of the registration of Repeaters and Re-test takers,
- liaises with Government officials on matters of train and bus passes for students,
- regulates and advises students on study tours, and concessional train ticketing,
- solves proactively problems/concerns identified by teachers and the trouble areas of college administration or logistics,
- plans short-term and long-term strategic goals for the college,
- performs other related duties as required and assigned by Principal,
- ensures a safe and secure environment in which students are responsible for their behaviour and which creates high morale among all stakeholders,
- notifies authorities regarding violence, vandalism, discipline and similar issues,
- establishes a professional rapport with students and staff that engenders respect,
- adheres to the most stringent ethical and professional standards in order to serve as role model for students and college personnel,
- notifies authorities, appropriate personnel and agencies when there is evidence or suspicion of substance abuse, sexual abuse, etc.,
- takes care of the health, safety, and welfare of students in the college
- oversees the maintenance of and ensures confidentiality of all records, conversations, and information regarding each student,


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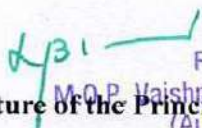
- convenes Disciplinary Committee meetings and malpractice related meetings,
- organises Parent-Teacher Meet and arranges to address the issues raised by parents, and prepares action-taken report,
- makes announcements over the PA system,
- issues/reissues student ID, arranges for the issue of certificates such as bona fide, fee structure, attendance, etc., and
- monitors the cancellation of classes, oversees attendance, regularity, punctuality of the teaching staff and reports the same to Principal.

4. DEAN OF ACADEMICS

Dean of Academics looks after all matters concerning curriculum development and academic excellence. Dean of Academics assists Principal in maintaining high academic standards of the college. The dean work as a team in designing and implementing systems and structures that ensure academic rigor on the campus.

Dean of Academics

- maintains the academic excellence
- develops and finalises templates for restructured curriculum, especially syllabi for both curricular and co-curricular activities
- ensures implementation of minimum academic credit requirements during the academic year for all departments
- administers the choice of inter-departmental electives and non-major electives and allocates students to various courses as per their choices based on the eligibility requirements given by the departments
- registers the grievances of students regarding valuation of test papers, assignments and to take necessary steps for redressal
- is a member of the committee on Malpractices during semester examinations
- coordinates academic programmes and promote inter departmental academic collaboration


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- facilitates the conduct of seminars, workshops, conferences, endowment lectures in the departments
- encourages and coordinates research activities in different departments
- ensures the submission of syllabi by the various boards of studies in proper format that are to be presented in Academic Council meetings
- is member of important committees such as UGC committee
- helps Principal in the preparation of Agenda for Officials / HoDs meeting and to record the minutes, and
- prepares the ceremonial procession list as per protocol during college programmes such as Graduation Day

5. DEAN OF STUDENTS

Dean of Students has been mandated to look after the welfare of students and their socio-cultural formation.

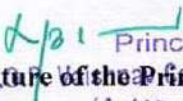
The Dean aims at:

- providing students with platforms wherein they exhibit their talents by participating and organizing programmes involving extra/co-curricular activities and develop their leadership and organizational skills,
- creating space for them to represent genuine needs of students on the campus, and
- supporting organizing of important student-related programmes.

Dean of Students directly reports to the Principal and gets her proposals and budget for the programmes approved. Further, she is a member of various decision making bodies where she represents students' interests and welfare.

Dean of Students

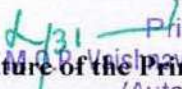
- plans and conducts Student Cabinet elections
- facilitates formation and conduct of Students Cabinet Meetings,


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- plans and allots money for Students Cabinet Activities,
- enables Students Cabinet to plan and execute the cultural competition, Jhankar, conducted at the inter-department and inter-collegiate levels,
- organizes and monitors all cultural, co-curricular and extracurricular activities of students,
- approves and monitors the participation of the students in inter-collegiate cultural programmes,
- scrutinizes and signs notices and posters related to students activities before being put up in common notice boards,
- forwards OD attendance for students who participate in various student related activities
- organises trainings, workshops and seminars on matters of students welfare and personality development,
- looks into day-to-day problems/needs of students (other than academic)

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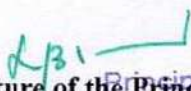
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6. IQAC COORDINATOR

The aim of the Internal Quality Assurance Cell is to plan, guide and monitor Quality Assurance (QA) and Quality Enhancement (QE) activities of the college. IQAC channelizes and systematizes the efforts and measures of the institution towards academic excellence. IQAC Coordinator ensures that the quality parameters are in place to promote excellence in all the programs of M.O.P. Vaishnav College.

The IQAC Coordinator:

- develops and ensures the application of quality benchmarks/parameters for the various academic and administrative activities of the college,
- arranges for feedback and suggestions from students, parents and other stakeholders on quality-related institutional processes,
- disseminates information on the various quality parameters of Higher Education,
- organizes inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles,
- prepares Annual Quality Assurance Report (AQAR) of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance bodies (NAAC, UGC, NIRF etc.,) in the prescribed format,
- plans, oversees and coordinates Value Added Programs to be offered in every semester for the students of all the streams in the college,
- constitutes extended IQAC Forum with members outside the college as required by NAAC,
- acts as a member of the committees - Academic Council, Passing Board and Curriculum and Restructuring committee and officials and HOD's meetings to ensure quality/standards,
- conducts periodically Academic Audit to check the existing standards of teaching, learning and evaluation and recommends curricular changes to Departments,


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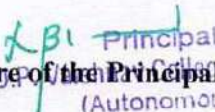
- develops institutional database for the purpose of maintaining and enhancing the institutional quality, and
- plans and organizes training programmes for students, faculty and non-teaching staff

7. CONTROLLER OF EXAMINATIONS

Controller of Examinations is appointed by Secretary of the college in consultation with the Management. She is responsible for all matters concerning the conduct of examinations and publication of results.

Controller of Examinations

- gets the list of courses approved by the Academic Council for each semester from HODs
- conducts the semester examinations and declares the results on time
- arranges to get the copy of the syllabi as and when they are revised and approved in academic council
- appoints the question paper setters and examiners in consultation with the Principal and HODs
- obtains question papers from Departments and calls for question papers from other external question papers setters, sends them for scrutiny and gets them ready for Examinations
- plans detailed semester examination schedule and assigns invigilators
- conducts central valuation and arranges for third valuation, if necessary
- prepares an overview of results and presents the salient features before the Passing Board
- arranges for printing of statements of marks and cumulative marks sheets for distribution
- prepares the final list of eligible candidates for Degrees


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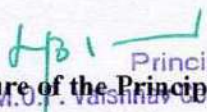
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- acts as the co-convenor of the committee on malpractices during semester examinations
- prepares the budget for the Controller of Examination office and gets it approved by Principal
- approves the payment of remuneration to the question paper setters and the examiners, and
- supervises the Controller of Examination office staff and sanctions leave for its office staff.

8. HEAD OF DEPARTMENT

HoDs are appointed by Secretary of the college in consultation with the Principal. HoDs are members of Boards of Studies, question paper scrutiny board and UG & PG valuation boards. HoDs perform the following functions:

- preparing the total workload of the Department as per norms each semester,
- preparing time table for each semester in consultation with members of the staff,
- taking care of day-to-day administration of the academic work of the department,
- forwarding CL, ML and OD of teaching staff to Principal and ensure the work adjustment,
- generating lists of books to be purchased and forwarding to Principal for purchase,
- initiating steps for the upkeep and maintenance of scientific equipment, if relevant, once a year, with the prior approval of Principal,
- preparing a list of equipment (not in working condition and beyond repair) to be discarded,
- monitoring the Department Club activities, guest lectures and participation of students in academic activities organised by other Institutions,
- forwarding the students' educational tour or field visit plan to Principal,


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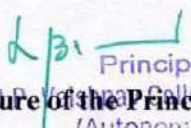
- issuing letter of certification and consent to students for training programme/project work,
- maintaining discipline among department students and monitor the absentees and late comers,
- suggesting names of experts to be members of the Boards of Studies and external examiners for various subjects to Controller of Examinations,
- undertaking steps for the revision of UG and PG syllabi,
- scrutinizing the semester examination question papers,
- presenting, as a member of the Academic Council, the report of the Board of studies
- presenting the views of department staff and her own views on academic matters and students' academic requirements to Principal, and
- submitting, as a nodal officer, academic records to IQAC office.

9. ACADEMIC STAFF

Every teacher is appointed by Secretary of the College. The teacher performs the duty as per the workload allotted by HoD, and is expected to fully cooperate with the HoD and other faculty members, participate in efficient functioning of the department and demonstrate the required team spirit for the good of the students and of the institution. The teacher should be systematic in scheduling the classes, tests and remedial education sufficiently ahead of the summative evaluation such that the leave requirements do not impede with the complete teaching-learning process. Teachers are expected to adopt technology in teaching-learning and evaluation activities. They are ambassadors of the management and therefore, guide all the students to attain the stated goals of the institution.

Academic staff

- teaches using appropriate and innovative teaching strategies,

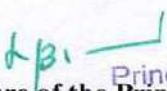

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- facilitates learning through functional lesson plans of activities and appropriate, adequate and updated instructional materials,
- monitors and evaluates students' progress and undertakes activities to improve performance indicators,
- maintains updated record of students' progress and scores regularly,
- supervises curricular and co-curricular projects and activities,
- mentors, counsels and guides students,
- maintains harmonious relationship with fellow teachers and other personnel as well as with parents and other stakeholders,
- undertakes and contributes to the research and publication activities of the department,
- is actively involved in practical/project/library work/any additional responsibilities delegated by Principal / HoD,
- constantly endeavours in updating knowledge and delivery strategies in tune with the changing time and needs,
- is available on the campus during college working hours (and over and above) and reports to the authority as and when required,
- is present with the students for all the college functions,
- arranges for guest lectures, field visits, seminars whenever useful and needed in consultation with HoD,
- reports to class on time and does not leave the classes before scheduled time or cancel classes without informing HoD/Principal,
- maintains the attendance records of his/her students,
- admits students who come late to the class with a warning but does not grant attendance,
- submits academic records to IQAC office through HoD,
- takes semester examinations/internal tests/invigilation work seriously and checks malpractice,


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- abstains from misleading the students by speech or otherwise to activities deemed objectionable and thus, does not run the risk of dereliction of duty.

10. LIBRARIAN

Librarian is the overall in-charge of efficient functioning of library and responsible for providing support to academic departments. Library is the storehouse of knowledge where all staff and students are encouraged to visit on regular basis and make use of the reading and study materials towards realizing their academic needs.

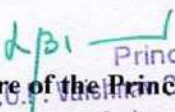
The Librarian is expected to:

- select, develop, catalogue and classify library resources
- answer readers' enquiries,
- place the library systems and computers for use by the stakeholders,
- management of staff, including training and/or supervisory duties.

The Librarian liaises with academic staff, ensures that library services meet the needs of staff and students, especially those with disabilities, manages budgets and resources, supports research and learning, develops IT facilities, and assists readers to use the facilities for teaching-learning and research activities.

In addition, the Librarian

- ensures conducive atmosphere for staff and students to study and refer to books and journals by maintaining complete silence
- obtains the consent of Principal to place order for books or any item of furniture to library
- forwards all bills and checks for the necessary items and books purchased
- monitors the duties of library staff and guides them to deliver the goods in the service for staff and community in making use of all facilities available in the library
- reports to Principal in case of dereliction of duty by library staff even after guidance and warning, and


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- submits all relevant and cumulative records to IQAC office for the purpose of NAAC, NIRF, etc.

11. PHYSICAL DIRECTRESS

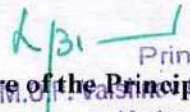
Physical Directress is appointed by Secretary of the College. She is the overall in charge of all activities related to sports and games in the college. She directs her associates, namely the Coaches, to train all sportswomen to perform to their maximum extent possible.

Physical Directress

- is the official manager of all college games and sports teams,
- prepares the annual requirement for sports and games and presents to Principal,
- looks after the grounds and equipment meant for sports and games,
- proposes plans for the development of sports and games to the Principal,
- organizes inter-departmental, inter-collegiate and inter-university, tournaments in consultation with the Principal,
- conducts Sports Day with the help of staff members and students,
- arranges for the coaching of players,
- accompanies the players and athletes whenever they go for different tournaments and sports meet, and
- submits all relevant and cumulative records to IQAC office for the purpose of NAAC, NIRF, etc.

12. PLACEMENT CELL COORDINATOR

The Placement Cell Coordinator is appointed by the Secretary in consultation with the Principal. The single-point assignment entrusted to her is to enhance employment


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drive among all outgoing students of the college. She takes all necessary steps to provide career services to students, network with employers, plan hiring events and screen potential candidates. Training the students adequately makes them competent to face the interview board and get placed. It is her responsibility to keep in touch with probable and potential job recruiting sectors and invite them for campus placement. The Placement Cell Coordinator


- collects the data related to the academics of students,
- registers potential students and creates the registry ready for training and placement activities,
- imparts placement related training to all the registered outgoing students,
- organizes off-campus and on-campus recruitment,
- builds contact with industries and employers and invites them for campus recruitment,
- maintains contact with industries,
- organizes special lectures by industrialists, and
- creates a pool of network within the College comprising Student and Faculty Coordinators for career-based trainings and programmes.

21. HEAD OF ADMINISTRATION

The Head of Administration is appointed by the Secretary of the college in consultation with the Principal. She is responsible for the effective functioning of administrative staff assigned to college office and deployed in various capacities.

Head of Administration

- plans and assigns administrative work of the office to persons suitable for the job,
- keeps track of communications from UGC, University, Government and other officials and bring it to the notice of respective officials of the college,


Signature of the Principal

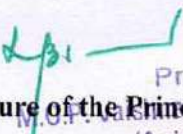
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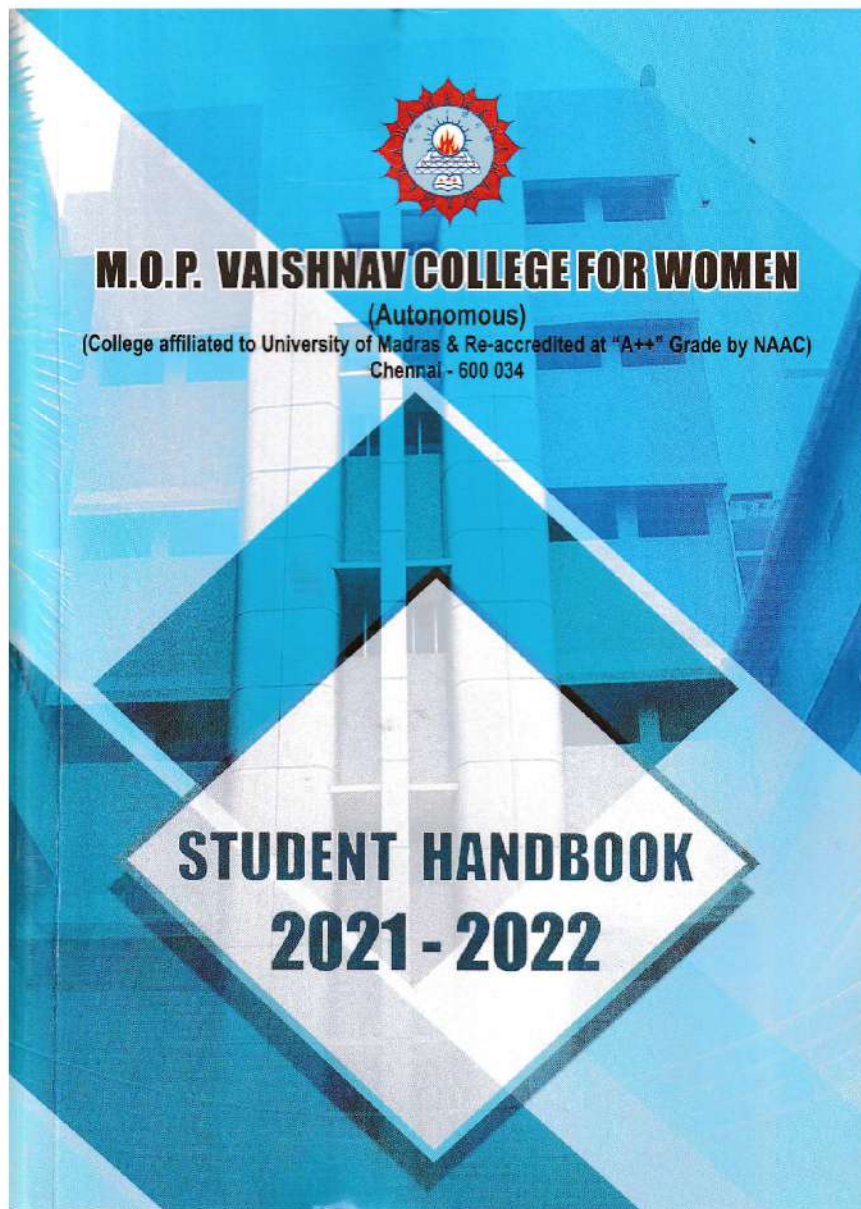
- ensures the maintenance of all the records of staff and students,
- enables the students get their scholarships and necessary testimonials, and
- makes arrangements to look after VIPs and guests who come to visit the college or Secretary/Principal.


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STUDENT CODE OF CONDUCT

Being on time to college, maintaining required attendance and active participation in all college activities is mandatory.

- Students are required to get themselves updated regularly by reading notice boards, reading the hand-book and visiting the college website.
- Use of mobile phones inside the classrooms during class hours is strictly prohibited. Violation will lead to disciplinary action against the concerned student. Charging of mobile phones in college premises is not allowed.
- Charging of laptops in college premises is forbidden.
- Any form of ragging is a punishable offence
- All students are answerable to the Principal, faculty and other college authorities for their conduct and behaviour.

RULES FOR ISSUE OF CERTIFICATES / DOCUMENTS FROM THE ADMINISTRATIVE OFFICE

- Students must apply for issue of certificates /documents (TC,Conduct, Bonafide etc.).
Application letters must be addressed to the Principal.
- The office will require a minimum of 5 working days to process the application.
- No issues can be initiated in less than 48 hours

Note: Rules are subject to change at the discretion of the Management with the approval of Academic Council.



Student Code of Conduct Through a Street Play.

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