

Mittal Institute of Education

(Approved by NCTE, New Delhi & Affiliated to BU, Bhopal M.P.)

Opposite Bhopal Memorial Hospital & Research Center

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Institutional policies

For Students, Faculty and Staff

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1. Code of conduct for students

- Wear college uniform & Identity Card in the college.
- Attend the classes on time.
- Provide an application signed by parent /guardian for not coming to the college.
- Deposit fee installments on time .
- Deposit university fee for eligibility, enrolment, examination form fees on time.
- Provide email ID & 2 mobile numbers to the college and report of any change in it.
- Submit all assignments, CCE etc on time in hard copy.
- Appear in internal (Mid-term / PUT) examinations.
- Remain up-dated through BU (www.bubhopal.ac.in/) & college website.
- If availing library facility, return books on time & follow the rules as per norms.
- All the contacts to the college/Dept. must be made during working hours on working days.
- It is compulsory to attend revision classes.
- It is compulsory to attend revision of practical sessions & prepare practical files.
- Verbal / physical or any form of abuse towards fellow students/teachers /staff is strictly prohibited & liable to disciplinary action.
- Use of Mobile phones in the class is strictly prohibited & liable to disciplinary action.
- Any Damage to the institutional property is strictly prohibited & liable to disciplinary action.
- Wearing a helmet & putting on seatbelt is compulsory for two wheeler & four wheeler drivers respectively for gaining entry in the campus.
- The campus is a single use polythene free zone.

Discipline action/ Fine as per norms will be levied if the above terms and conditions are not fulfilled.

2. Maintaining discipline in the campus

The College is a community in which a large number of people live together. It is therefore essential that all members have due regard for the rights of others. The Principal/ Convener discipline committee looks after the disciplinary matters and problems arising from a breach of the Institute rules. The Institute rules are intended

to help preserve a happy and harmonious atmosphere for all those living and working in the College.

ATTENDANCE

The students should fulfill the minimum required attendance for every programme both theory and practical. Students failing to meet this prerequisite will not be eligible for certification at the end of the programmes.

As per the University guidelines prosecution of a regular course of study means attendance not less than 75% of the lectures delivered in each subject of the course of instruction for the examination and in practical work whatever prescribed. In case of any genuine reason, the student or his / her guardian must inform the concerned authorities in writing, the reason of absence in advance.

RAGGING

Ragging in any form is strictly forbidden by law. The students should not be found involved in ragging. India prohibition of Ragging Act 2011 has the following provision for action against Ragging. Ragging within or outside any educational institution is prohibited. Whosoever, directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction be punished with imprisonment for a term upto 2 years and/or penalty which may extend to ten thousand rupees. Any student convicted of an offence of ragging shall be dismissed from the educational institution for a period of five years from the date of order of such dismissal.

UNIFORM

To regulate discipline and uphold decorum, a prescribed dress code is to be observed by students, which requires that they be formally dressed while on campus. The student should compulsorily wear apron before entering the laboratories. No eatables are allowed inside the labs. Use of mobile phones are strictly prohibited in the class.

LIBRARY

The books are systematically arranged according to titles and subjects. The students are expected to follow the same during reference work. Use of mobile phones are strictly prohibited.

BEHAVIOUR

Students are expected to conduct themselves at all times in a manner that befits the image and standing of the institution.

ADHERENCE TO TIME SCHEDULE

The student should reach college in time and attend the lecture as per the time table given to them. The student should complete all the term work such as journals,

drawing sheets, workshop jobs or any other assignment as per scheduled. The students and parents should specially note that if the students fail to complete the term work regularly and to the entire satisfaction of the Head of the institute, he/she will not be allowed to appear in the University examination.

CONDUCT IN THE PREMISES

The student should note that he/she is answerable to the authorities of the institute not only for his/her conduct in the premises of the institute but also for his/her overall behavior outside the campus. It is an extremely serious offence to endanger the safety of other members of the College by tampering with fire-fighting equipment or the alarm system.

HOUSEKEEPING

The student should help in maintaining the buildings and the campus of the institute clean and tidy and maintain overall ambience.

PARKING OF VEHICLE

Students should park their vehicles only in the specified area.

INVOLVEMENT IN ANTI SOCIAL ACTIVITIES

Students should not participate in any political and antisocial activities. Strict disciplinary action shall be taken against such students.

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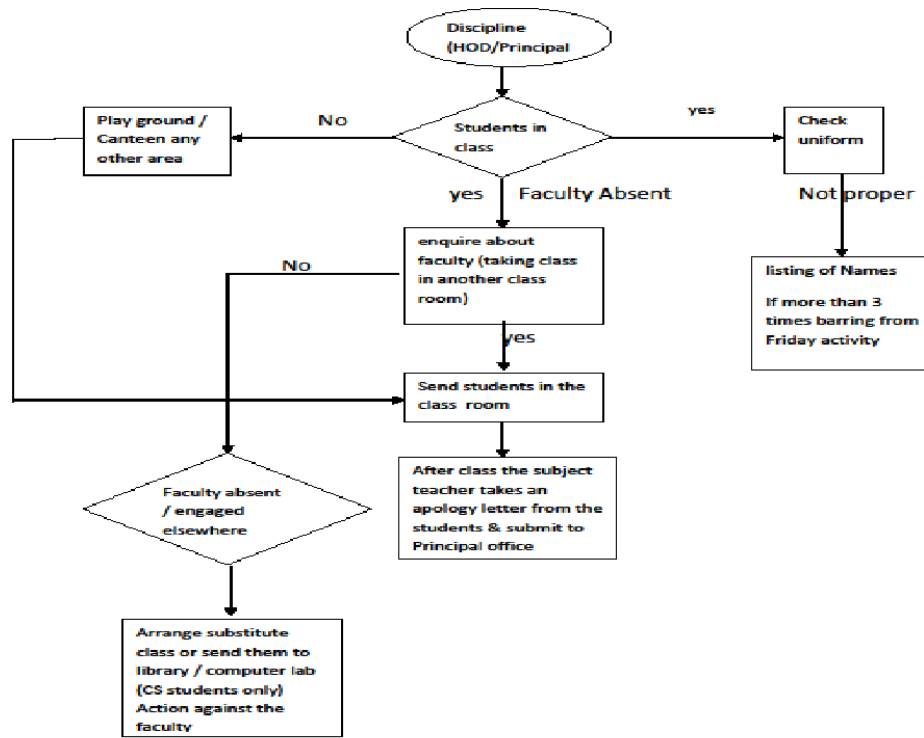
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Flow chart for Discipline (HOD/Principal)



Flow Chart for Maintaining Discipline

3. Guidelines For Prevention of “sexual misconduct” & Gender equality

In MIE class attendance is compulsory and thus parents are mandated to entrust their wards to our education system. As a result of this mandate, “trust” has evolved into the operative foundation of the relationship of students with their faculty. It is from this foundation that the duty of teachers to act as a fiduciary in their students' best interest and to create and maintain a safe environment for their students derives. *“Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.”*

For purposes of professional discipline, the MIE interprets the term “sexual misconduct” very broadly. Thus, in addition to criminal offenses where the victim may or may not be a student, the MIE considers sexual misconduct to include any act or conduct directed towards or with a child or a student of a romantic or sexual nature regardless of the age of the child or student, including any immoral, contact with the student as well as any verbal, non-verbal, written or electronic communication or physical activity designed to establish an immoral relationship, including but not limited to:

- a. sexual or romantic invitations;
- b. dating or soliciting dates;
- c. engaging in sexualized dialogue;
- d. making suggestive comments;
- e. exposure;
- f. self-disclosure of a sexual or erotic nature; and
- g. exchange of gifts with no educational purpose.

It is incumbent on all staff/faculty/students to safeguard the well-being of their students from dangers inside and outside the campus. Teachers must not only zealously guard against putting their needs before their students, but must also work to ensure that their colleagues conform to the appropriate standard of code of conduct. Faculties who ignore their responsibilities can be assured that their conduct will trigger discipline which in all likelihood will include the loss of employment and the suspension and/or revocation of their certification.

4. Policy & Guidelines for: Grooming & Dress Code Policy

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recipient, you are hereby notified that disclosure, copying, distribution or taking any actions in reliance on the contents of this document is strictly prohibited and may be unlawful. If you have received this document in error, please notify us immediately.

1. Purpose

To provide guidelines for personal grooming & clothing for senior management, Directors, Principals, HODs, faculty members and all remaining team members of the Mittal Group of Institutes, in Bhopal and any other branch or associated office of MIE.

2. Commencement of Policy / Period of Operation

This policy is effective from 01/09/2016.
It replaces all other policies of MIE, if any, relating to the issue.

3. Scope

This policy covers the basic guidelines for -
A. Personal Grooming
B. Dress Code

3. Applicability

4.1 This policy is applicable to all existing (as mentioned in 1 (1 . 1) and new hiring of MIE executives of located at MIE's main campus, associated institutes, branch offices and any other associated places of work with effect from 1st Sep 2016.

4. Policy Description

Defined herewith is the grooming and dress code policy for male and female team

GROOMING GUIDELINES | Male Executives

Perfumes	Mild deodorant / perfume to be used. Avoid overpowering fragrances.
Hygiene	Maintain fresh breath at all times. Use of tobacco and related products strictly prohibited during work hours.
Grooming	Shaving daily or alternate days is a must. Stubble is not acceptable.
Grooming	Moustache to be neatly trimmed.
Grooming	French beard, Goatee, full beard to be neatly trimmed.
Grooming	Full beard can be grown only during break of minimum 7 days.
Hygiene	Well maintained & clean fingernails. Not exceeding the fingertips.
Accessories	Clear contact lens or, simple spectacles
Grooming	Natural shades of hair color are permissible.
Accessories	Permitted Accessories - cufflinks, tie-pins, watches, maximum of 2 rings, pocket-squares and ties. Avoid belts with flashy buckles.

GROOMING GUIDELINES | Female Executives

Perfume	Mild deodorant / perfume to be used. Avoid overpowering fragrances.
Hygiene	Maintain fresh breath at all times.
Makeup	Natural shades in facial makeup. Avoid use of eye-shadows, blushes, and flashy colors in daily routine.
Makeup	Loud colours in lipstick to be avoided during weekdays.
Grooming	Well-manicured & clean fingernails. Nail varnish if applied, to be regularly maintained. Very soft and subtle color of nail paints are acceptable.
Accessories	Clear contact lens or, simple spectacles.
Accessories	<p>Appropriate Accessories -</p> <ul style="list-style-type: none"> ● Ear Studs ● Professional Neckpieces ● Thin Gold Neck-chains ● Single Bracelet or Bangle ● Maximum of 2-3 rings ● Small/Medium Bindi ● Small Nosepins ● Simple Hair clutches, neat rubber bands or simple hairclips <p>Inappropriate Accessories</p> <ul style="list-style-type: none"> ● Dangling Earrings ● Flashy Neckpieces ● Bangles (creating jingle) ● Nose-rings ● Large bindis in flashy colors ● Flashy hair accessories or ornaments ● Flowers or gajras ● Flashy or loud brooches or saree pins ● Noisy and heavy anklets
Hygiene	No visible tattoos (unless pre-existing ,approved by the management)
Grooming	Natural shades of hair color are permissible

DRESS CODE | Male Executives

Attire Styles	Pattern Styles
<ul style="list-style-type: none"> ● Light colored formal shirts ● Dark colored trousers ● Trousers should always be darker than the shirt. ● Jackets or matched suits to be worn by all senior management executives during special occasions or external visits. ● Complete your appearance by wearing a tie/ cuff-links and or pocket square with a jacket. ● Black, brown or, tan color formal shoes ● Formal belts 	<ul style="list-style-type: none"> ● Preferred patterns for formal shirts - solid colors, pinstripes, or houndstooth. Very small and subtle checks may be worn during weekends. ● Trouser Specifics - formal trousers in subtle weaving patterns. Chinos and khakis maybe worn during weekends or field trips. Jeans, cargoes and over-worn trousers are not acceptable. ● Jackets - Jackets in subtle colors ranging from black to beige. Jackets should be of solid colors or subtle patterns like pinstripes, herringbone, houndstooth or windowpane. ● Socks to match either the trouser or, the shoe color. ● Belts should be of black or dark brown color with small buckles.
<p>Restricted on all days</p> <ul style="list-style-type: none"> ● Round neck T-Shirts or T-shirts with slogans ● Torn denims, cargoes or worn-out trousers. ● Open footwear for men - sandals, kolhapuris or any other open footwear. ● Sports shoes or canvas shoes maybe worn only during sports events or field trips. ● Shorts, Three fourths , Bermuda ● Ear studs for men 	

DRESS CODE | Female Executives

Attire Style	Pattern Style
<p>Indian</p> <ul style="list-style-type: none"> ● Kurta with salwar, churidar or straight trousers. ● Sarees <p>Western</p> <ul style="list-style-type: none"> ● Formal shirts/blouse ● Formal trousers ● Formal jackets <p>Shoes</p> <ul style="list-style-type: none"> ● Closed pumps or bellies ● Peep-toe shoes ● Low to medium heels ● Avoid open sandals with sparkles or swaroski. 	<ul style="list-style-type: none"> ● Neon Colors or very loud and large prints should be avoided. ● Suits or sarees should be professional without any sparkles, glitters or heavy embroidery. ● Banarasi and other festive sarees to be avoided. ● Preferable Suit Patterns - solid colors, pinstripes, small to medium scale prints, handloom prints, weaving patterns. ● Preferable Saree Patterns - Small to medium scale borders, small to medium scale prints, weaving patterns. ● Blouses/ Kurtas/ Tops- ● Necklines - high necklines, preferably collared. ● 3/4th or elbow length sleeves. ● Maximum 2-3 inches of gap between blouse and saree, properly covered with the drape. ● Western - same as men.
Restricted on all days	
<ul style="list-style-type: none"> ● Halter neck, off shoulder, low neckline. ● Less than 3/4th or above elbow sleeve length. ● Highly visible waist area in sarees. ● Blouses with low necklines or short sleeves and length. ● Sparkles, glitter and flashy embroideries. ● Round neck T-Shirts or T-shirts with slogans. ● Torn denims, cargoes or worn-out trousers. ● Open Sandals with sparkles or swaroski. 	

Adherence Policy

- Above listed policies and codes should be observed by all in accordance to the policy listed and orders advised from the Chairman Office and board of members.
- All senior management executives and HODs are responsible to maintain and monitor the above in their individual departments.
- Every department should appoint a male and female team member as the vigilance officer for the dress code policy; who in turn will maintain and monitor the advice and regulation in terms to grooming and dress code on a regular basis.
- Any team member who is found ignoring and violating the policies on a regular basis will be subject to action as per the management's discretion.

Please be advised that as teachers and faculty members we lead the front for our students as role models, and it becomes imperative that we maintain high levels of professionalism, decorum and modesty. Students learn subconsciously by observing their surroundings and are indirectly influenced by each and every action of their faculty members. It is important that we provide our students an atmosphere where they can be inspired to learn the nuances of everyday professionalism and decorum unconsciously through our influence, while we concentrate completely on their academic nurturing. "Lead by Example" is MIE's foundation in the policy formulation for grooming and dress code. We look forward to a positive acceptance and cooperation from all our team members in making this a successful move towards betterment of the institute and our students.

5 . Terms and conditions of employment

1. The appointment is a full time job and does not permit the employee to engage himself/herself in any outside consultancy professional activity, tuition and or such other activities either with or without remuneration, without the consent or written permission of the management.
2. The employee will be on probation for 6 months. On successful completion of probation period employee will be absorbed on permanent assignment provided he fulfills all other obligations of the institution.
3. The employee may be discharged at the end of the period of probation or in between probation period without assigning any reason thereof, if found unsuitable to the organization or necessary for the smooth function of the institution.
4. The employee will obtain permission from the management before taking admission/registering in any university institute for higher studies. He will always submit a copy of his application to this institute. If he applies for a job in any other organization. The institution reserves the right to grant permission on production of no dues from this institution or withhold it.
5. The services may be terminated with one months notice after the period of the probation provided that when such notice is not given, the institute after clearance from department/departments/library and accounts office, shall pay to him an amount equal to the salary for the period of notice.
6. The employee shall have to give one months notice before leaving the services of the institute after the period of probation and in the absence of such notice, he shall have to pay to the institute an amount equal to the salary in lieu of the period of notice.
7. The employee shall not take part in any strike/agitation nor support it directly or indirectly in matters connected with his services or that of any other employee of this institute. He shall not be a member or be associated with any political party or any organization which take part in politics or any political movement including election to an legislature or local authority/body.
8. The employee will abide by the code of conduct laid down by the management and his services shall be liable to termination at any time without any notice and without any payment on the following grounds.
 - (a) Incompetence
 - (b) Willful or persistent neglect of duty
 - (c) Mental & physical unfitness
 - (d) Breach of the code of conduct & terms of appointment
 - (e) Misconduct, disobedience, insubordination & indiscipline

- (f) Participation in subversive activities
 - (g) Convicted by the court of law
 - (h) Participating in action affecting adversely the name of the institute.
9. The employee shall have to do the academic work, examination work and other institutional (co-curricular and extra curricular) work assigned to them by the Director/Principal/HOD/Registrar/Supdt. of exam with honesty & integrity.
 10. The Chairman reserves the right to amend, modify or vary any of the above terms & condition of appointment in the best interest of the institution.

6. Leave rules for the employees

1. Leave of any kind cannot be claimed as a right of any employee. It is a privilege extended to the employee by the employer. Absence from duty without prior sanction shall be treated as leave without pay.
2. During probation time, no leave will be admissible.
3. An employee is entitled twelve days of Casual Leave per academic year i e one day CL per month which can be accumulated to a maximum of 4 days after which it will lapse.(Accounting from 01 Aug to 31 Jul)
4. Application for Casual Leave must be received one day in advance. Leave application to be routed through respective HOD to principal who is sanctioning authority. In exceptional cases leave may be availed on the day of intimation itself for which telephonic sanction to be obtained from sanctioning authority.
5. The Director may sanction duty leave to any employee deputed anywhere for institutional work/valuation/external examiner/tech paper presentation/short courses/conferences/symposium.
6. All the record of leave sanctioned will be maintained by the office of the registrar. The HOD's of department are advised to keep record for their scrutiny.
7. The leave application must be supported by alternate arrangement of classes and of the institutional duties duly forwarded by Heads of the department who shall be responsible to ensure that all the classes are engaged properly as per the time table.
8. Temporary employee or part-time employee is not authorized any leave.
9. All non-teaching employees shall be non-vocational and will not be entitled for any vocational leave or semester breaks.
10. All members of faculty will be categorized as vocational staff and shall be entitled for two semester breaks after each semester for 6 days.
11. If coming late by more than 15 minutes in a day one day absent will be marked after there days joining late on duty.

7. Duties of receptionist

1. Attend to all visitors of college & respond to their queries with a smile.
2. Maintain IN/OUT signatures register for staff.
3. Always ensure the following;
 - Promptness
 - Courtesy
 - Alertness and
 - Confidence
4. Don't keep people waiting.
5. Always welcome a Guest to College with a smile.
6. Follow telephone etiquettes while talking on phone.
7. Don't be rude & impatience to outsiders visiting our college.
8. Always use right & soft vocabulary i.e thank you, I agree with you, your are right, I can do it, I appreciate.
9. Have a note pad & pencil handy to take down important messages.
10. Maintain DAK IN/OUT register.
11. Maintain FIRST AID BOX & give FIRST AID to students.
12. Maintain Mobile Numbers directory of all our college employees.
13. Don't pass our college information to any outsider/unknown person.

8 Duties of peon

1. He will carry documents from one table to another as ordered by faculty/staff.
2. He will assist in organizing any function of the college.
3. He will be responsible for opening/closing of all class rooms under him.
4. He will ensure all lights & fans are switched off and all windows are closed before locking all classrooms.
5. He will ensure furniture is well laid out in class rooms before start of the class and furniture is dust free.
6. He will provide drinking water to teachers & students.
7. He will maintain laboratories & keep it clean & dust free at all times.
8. He will assist clerks in safe keeping of all college documents.
9. He will clean all rooms under him once a week to ensure No Jales in room and all glasses are neat clean & shining.
10. In case of any breakage of furniture/electric point he will get it repaired through carpenter/electrician of our college.
11. He will assist in college publicity outside college campus.
12. He will carryout any other task assigned to him by Director/Principal/Registrar of the college.

9 Duties of librarian

1. He will ensure library is kept neat & clean at all times.
2. He will ensure availability of all Newspapers & Magazines in the library.
3. He will be responsible to take on charge all New Books purchased on Library stock ledger.
4. He will ensure Digital Library is functional at all times.
5. He will maintain a proper record of issue & receipt of books from library.
6. He will ensure availability of Technical Journals in Library as per AICT/University norms.
7. He along with Principal will ensure availability of all course books in library.
8. He will ensure books are kept in library subject wise and as per their numbers for easy location & identification.
9. He will repair & bind the books if they are torn during use.
10. He will be responsible for cutting & Pasting college news publicity items in a file.
11. He will be responsible for sale of old newspapers every quarter.
12. He will give library clearance to all students & teachers at end of term/semester.
13. He will fine students if books are kept more than duration authorized to them.
14. He will arrange annual stock taking of library once a year .

10 Duties of lab assistant

1. Maintain following documents with each laboratory as per ISO 9001:2008 norms.
 - (a) Stock Register - L/F/05
 - (b) Time Table - L/F/01
 - (c) Attendance Register - L/F/02
 - (d) Weekly/Monthly Lab. Report - L/F/03
 - (e) University Practical Report - L/F/04
2. He will ensure that laboratory equipments are kept neat & clean always.
3. He will ensure laboratory equipments are serviceable at all times.
4. He will ensure Gas, Lights & water are always available.
5. He will project procurement of expendable stores well in advance.
6. He will ensure glass equipments are handled with care. If broken get it replaced by one who broke it immediately.
7. Proper care & regular maintenance of all laboratory equipment will give them long life.

8. Charts & projects prepared by students are displayed well or kept safely for future reference.
9. Always update laboratory stock register both for expendable & non expendable stores separately.

11. Duties of security guards

1. Be courteous to all visitors of college.
2. Always wear neat & clean dress and look smart.
3. Give salute & respect to all officials of the college.
4. Ensure no unauthorized person enters the college campus.
5. Maintain a register to record all arrival/departure of persons visiting college.
6. Maintain all Bus IN/OUT timings & strength of students/staff travelling in it.
7. Maintain a register to record all stores move IN/OUT record with proper gate-pass.
8. Carryout proper handing/taking over of duties & stores held on charge and sign in the register.
9. Don't leave your post without reliever on duty and without handing over duty to other guard.
10. Don't pass any information of our college/ staff to any outsider/unknown person.
11. In case of accident/fire/incident immediately inform the Director/Principal/Registrar.
12. Don't allow students to move out of college during college hours without written permission from Principal/Director.
13. Attend to telephone at reception during college off hours.
14. Assist in proper parking of two/four wheel vehicles in college campus.
15. Ensure at night all security lights are functional.
16. During night keep moving up & down Inside College & keep blowing whistle.
17. Be honest & perform your duty with sincerity & honesty without any self interest or disloyalty.

12 Duties of admission cell

1. Open separate file for each new student joining the college with following documents in original.
 - (a) Provisional registration form
 - (b) Original HSCE (10)
 - (c) Original HSSC (10+2)
 - (d) Transfer Certificate

- (e) Migration Certificate
 - (f) Cast/OBC Certificate
 - (g) Domicile certificate for out of state students
 - (h) Character certificate
 - (i) Income Certificate of parents.
2. Maintain register for all visitors giving their details & phone No.
 3. Ensure college website is updated & functional.
 4. Prepare & publish Good College PROSPECTUS (Cost can be recovered from students and given free to agents)
 5. Admission cell to be made functional on Sundays.
 6. Give latest telephone No's for enquiring (ensure all old ones are functional).
 7. Publicity in schools & coaching institutions.
 8. Arrange publicity as under;
 - (a) Hoardings at Bus stand & railway stations.
 - (b) Publish college activities every week/fortnightly
 - (c) College Diary/booklet to students after major exam in school.
 9. Our college students are our ambassadors exploit them by attending to their petty problems.
 10. Send teachers to outstation for publicity for 3-4 days/week.
 11. Arrange vehicle for admission cell to pickup students to visit college.
 12. Prepare 10 sets of college CD & Boucher highlighting college goodies, fees structure & Scholarship for covering students seeking new admission.
 13. Prepare out of station tour plan for teachers & maintain a file for their visit feedback.

13 Duties of a faculty

1. Maintain daily attendance of students in class you teach.
2. Teach & maintain discipline of students in class and within college campus.
3. Regularly do carrier guidance & counseling to all students.
4. Ensure students follow college code of conduct religiously.
5. Motivate students to set their personal goals and achieve them.
6. Check wearing of correct college uniform daily.
7. Regularly give personality development tips to students.
8. Talk to parents/guardians for poor attendance/short fall in student attendance.
9. Plan & ensure completion of course syllabus well in time.
10. Dedicate extra time for revision & week students coaching.
11. Arrange mock test of your subject monthly.
12. Arrange Guest Lecture from outside guest faculty.
13. Take initiative & extra pains to improve exam results.

14. Give weekly assignment to student & check its corrections.
15. Put study material for students on college website.
16. Download from internet latest study material of your subject and give it to students.
17. Ensure all equipments in laboratory are serviceable and expendable stores are always available well in advance.
18. Ensure in laboratory glass equipment are handled with case and if broken replaced by person responsible to break it.
19. Establish tutor guardian relationship and counsel student & their parents/guardian from time to time.
20. Assist HOD in documentation of students.
21. Arrange students visit to industry.
22. If unable to come to college inform HOD & Principal well in advance to make alternate arrangement for your class.
23. Ensure class room furniture is not spoiled/broken by students.
24. Ensure lights & fans are switched off after class is over.
25. Perform additional duties as received from HOD/Principal.

14 Duties of HOD

1. Making of detailed time table for each class.
2. Alternate arrangement of a teacher in class in absence of a teacher.
3. Weekly review from all teachers on tutor guardian activities.
4. Review & forwarding weekly/monthly progress report from all teachers to Principal.
5. Monitor completion of syllabus by all teachers well in time.
6. Organizing week students additional coaching.
7. Organize personality development for students by arranging group discussion, mock interview, leadership qualities & team work in students.
8. Arrange visit of students to industry.
9. Arrange external speakers for guest lectures.
10. Ensure semester exam forms are filled well in time by all students.
11. Ensure registration forms are filled well in time by all students.
12. Tie-up with external for conduct of practical exam.
13. Arrange internal written & practical exam before university exams.
14. Maintain record of internal seasonal marks & forward to university timely.
15. Ensure serviceability of all equipment & apparatus held in laboratory.
16. Demand in advance for all expendable stores of laboratory.
17. Ensure students pay their fees before they set in any exam internal/external.

18. Maintain & update all university results (as per TR of university) of all students of their branch.
19. Perform any additional duties as received from Principal/Director.

15 Duties of principal

1. Recruitment of good teachers to fill existing vacancies.
2. Arrange guest speakers & seminar for all students.
3. Arrange industrial training & factory visit/tour for students.
4. Preparation & execution of academic calendar.
5. Ensure all documentation as per **ISO norms** by all departments.
6. Discipline among students & staff & no incidence of ragging in college.
7. Responsible for preparation & smooth conduct of various inspections stutory bodies
8. Maintenance of each student Admission file from enrollment in college till they leave the college.
9. Admission of students to fill 100% college quota in each branch.
10. Ensure fees is paid by all students before they appear for any exam.
11. Ensure timely filling of following forms by all students.
 - (a) Registration form
 - (b) Admission form
 - (c) Exam. Form
12. Organizing additional classes for week students.
13. Arrange fresher-day party for New Students & farewell party for final year students.
14. Ensure publication of college Magazine with participation by one & all.
15. Regular checking of lesson plan for all teachers.
16. Review & update monthly teaching progress report by all teachers.
17. Review monthly progress by teachers on parent tutor guardian activities.
18. Monitor & maintain all semester results and counsel students for their weaknesses.
19. Sanction leave to all teaching staff working under them.
20. Smooth conduct of al internal exam & practical exam.
21. Tie-up with external for practical exam.
22. Ensure all student documents are well stored in record room.
23. Perform the duties of exam centre superintendent for university exams.
24. Maintain up-to-date university results of all students.
25. Maintenance of our college **WEB Site** up-to-date at all times.

16 Duties of registrar

1. Command & control of all Non-teaching staff to include peons, safai wala, gardener, plumber, carpenter, lab. Assistant etc.
2. Cleanliness of college campus & working of safai staff.
3. Daily running & maintenance of water, electricity & generator.
4. Repair & maintenance of all furniture & fixtures.
5. Monitor attendance & leave of all non-teaching staff.
6. College building repair & maintenance.
7. Security of college & deputation of security guards.
8. Control movement of all buses & Van of college.
9. Issue of Railway Concession forms to all students.
10. Preparation & issue of I-Cards and dress to students.
11. Maintenance & repair of all laboratory stores.
12. Procurement of expendable stores for laboratories.
13. Process Scholarship for all ST/SC/OBC students.
14. Timely issue of I-Cards & dress to all students.
15. Assist & Co-ordinate any central function in the college.
16. Streamline working of all branches & formulate their SOPs.
17. Ensure all stores are taken on charge & their annual stock taking is carried out.

IQAC FLOW CHART

