

SSSS College of Commerce for Women
The Mall, Amritsar (Estd. 1993)
(Affiliated to Guru Nanak Dev University, Amritsar)

Manual on Code of Conduct

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COLLEGE PERSPECTIVE

Sant Singh Sukha Singh Group of Educational Institutions, popularly known as SSSS (Fouress) is a premier institution known for quality in education. Established in May 1893 by Sardar Sant Singh Rais as a primary school, it happens to be the oldest Sikh educational institution. It has grown from a primary school to a group of educational institutions consisting of five schools and two Colleges. The institution has a rich heritage of glorious achievements and accomplished excellence

SSSS College of Commerce for Women was established to mark the centenary celebrations of SSSS Khalsa School. The College is affiliated to Guru Nanak Dev University, Amritsar. It offers Seven courses viz. M.Com, B.Com (Pass Course), B.Com (Honours), B.Com (Financial Services), BCA, BSc. (Economics), BBA, Diploma in Computer Animation, Post Graduate Diploma in Web Designing and P.G. Diploma in GST. Being an exclusive Women College specializing in job oriented courses in commerce and allied subjects, it has created an appealing identity of its own by proving value based education with focus on developing professionals with qualities of head and heart.

VISION

SSSS College of Commerce for Women, The Mall, Amritsar is a pioneering institution in Commerce. It is committed to pursuing excellence through Innovation and Integrity. The unique strength of College lies in its guiding principles-Religiosity, Integrity, Transparency and Steadfastness and we encourage, endow and empower young women through skill oriented programmes relevant to regional and global dynamic employment market in an atmosphere radiant with professional work cultures and spiritual aura.

MISSION

The mission of the College is to create citizens equipped with knowledge, skills and values to build an inclusive, just and progressive society.

GOALS

Keeping in view our guiding principles RITS, the College strives to achieve the mission by

- Providing education at affordable fees
- Imparting in-depth knowledge, understanding and practical wisdom of the core subjects
- Cultivating and sensitizing about socio-economic environment
- Preparing the students to face challenges in day to day life
- Stimulating start-ups and innovative entrepreneurship initiatives in trade and commerce
- Empowering young girls in values and ethos

RULES FOR THE STUDENTS

The Prospectus is an important document. It must be read thoroughly and preserved by the students, to be constituted when in doubt, regarding the rules and regulations of the College and the eligibility conditions of GNDU examination.

1. The students are ambassador of the institution so they are expected to act in a mature and responsible way.
2. It is imperative that students carefully read the Moral Education Forum Manual describing social, moral, ethical values and guiding to evaluate right versus wrong.
3. Students should always carry their Identity Cards with them.
4. No student is allowed to go out of the College during College hours. In case of emergency permission of the Head of the concerned department must be taken.
5. No outsiders are allowed to meet the students without the prior permission of the Principal in the College during College hours.
6. The students are expected to dress up themselves smartly and sensibly. They are supposed to come in proper uniform on every Monday.
7. The students must consult College notice boards/websites for routine information.
8. The students are supposed to be punctual and regular. They should make it a point to reach the College and their class on time every day.
9. The Use of Mobile Phones in College campus is not allowed. However in case of emergency the student can use the office telephone.
10. Assembly in the Corridors, conversations and loud talk near the classrooms, College library and administration office is not allowed.
11. The Students are expected to attend all College Functions.
12. Students will not bring large sums of money, debit cards, jewelry or other valuable belongings with them as the College is not responsible for any loss of their articles.
13. Civic Ethics in the playground, wash rooms etc. should be observed.
14. Entrance Gate, Girls Common Room, Computer laboratory and areas of Wash Room are under CCTV surveillance.
15. The students are expected to immediately communicate to the College Office about any change in residential address/telephone number.
16. Students suffering from any of the contagious diseases are not allowed to attend College.
17. Any damage to College property shall invite disciplinary action.
18. Students need to obtain authorization from College authorities before recording any video within the College Campus.
19. Don't store or share recorded videos on personal social media handles without explicit permission from College authorities.
20. Ignorance of any rule will not be accepted as an excuse.

Note: The College reserves the right to take disciplinary action against the student in case of any kind of indiscipline on moral grounds.

COLLEGE TIMINGS

The following College timings shall be observed during the session:

1. First period starts at 8:40A.M.
2. Each period shall be of 45 minutes duration.

In case of inconvenience/ clash in time table, the students especially from the rural areas can put up an application for the same within 10 days of joining the College.

COLLEGE UNIFORM

On Monday: Summer Uniform is White dupatta, shirt and salwar or blue jeans and formal full sleeves white shirt.

Winter Uniform is Black Pullover/ Cardigan along with suit and dupatta or blue jeans and black jacket.

Other Days: Any decent dress during the rest of the week is allowed.

LIBRARY RULES

1. Students can have only two books issued at one time.
2. Books have to be returned within 15 days of the date of issue.
3. For delay in returning the book, a fine of Rs.2/- per day per book will be charged.
4. Damaged or torn out books shall have to be replaced by the student
5. Use of mobile phone is strictly prohibited in the library.

LEAVE RULES

1. A student should apply for leave from the College when it is absolutely necessary on a plain paper and submit it for sanction by Principal.
2. Nature and reason of leave and days on which it is required must be stated clearly in the leave application.
3. Leave application must be endorsed by father/guardian of the student.

Rules for Casual Leave:

1. All leave other than personal illness, or due to one's own marriage is regarded as casual.
2. A student will be allowed only 6 days' casual leave per semester. Even if leave beyond 6 days has been granted, excess leave will be automatically cancelled. Leave for part of the day will be counted as full day for the calculation of total leave. Sanctioning authority is the Principal.
3. For more than 3 days Medical leave shall be granted. In case of long, serious illness or any incident the Principal must be informed by parents of the wards along with a medical certificate on the day of its occurrence. It must be borne in mind that medical leave due to serious illness shall be considered towards Condonation on merit of the case. Routine Medical Leave/ Certificate shall not be entertained.

Rules for Duty Leave:

1. Duty leave is when a student is assigned any task by the College authorities whether inside the College premises or outside the city/state.
2. The recommending authorities are teachers' incharge.

Leave rules for student's own Marriage:

1. A student shall inform College office about her marriage in writing fifteen days in advance.
2. A student shall be granted 10 days marriage leave if the marriage ceremony takes place in Amritsar, 15 days if out of Amritsar.
3. A student proceeding on leave must submit an undertaking countersigned by the parents and the in-laws that she will remain regular in the class before and after the marriage leave and shall be considered at par with other students of the College for all purposes.
4. The Sanctioning authority is the Principal.

RULES FOR THE PARENTS/ GUARDIAN

1. The parents are required to go through the College Prospectus and the manual for Code of Conduct carefully to ensure that they understand the rules and regulations of the institute/College.
2. It is the responsibility of each parent/ guardian to
 - Know the performance of their ward in the Mid Semester test and regularity in the class-room from her ward.
 - Allow their wards to complete their studies and not to get them married in the middle of their studies.
 - Inform the College office about the marriage of the student in writing fifteen days in advance,
 - Know that no special leave for marriage except provided under rules is permitted that too only on submission of an undertaking from would be-in laws and husband.
 - Know that married students are required to follow all rules/dress code applicable to other students in the College.
3. The parents can see the Principal only between 11:00A.M and 2:00P.M. or ring up 0183-2221683 in case of any query.

CONDITIONS FOR ELIGIBILITY FOR UNIVERSITY EXAMINATION

1. Student should have attended at least 75% of lectures delivered in each subject.
2. Student should have obtained at least
 - i. 35% marks in each subject in Mid Semester Test.
 - ii. 35% marks in the aggregate of all subjects in Mid Semester Test.
 - iii. 30% marks in the aggregate of all subjects in the special test which the Principal of the College may hold at her discretion.

NOTE

- * In case a student fails to fulfil any of these conditions, she shall be **detained** from appearing in the final examination of GNDU. It is the responsibility of the student to apprise her parents of all rules and regulations.
- * Condonation of shortage of lectures upto 10% of lectures attended is Principal's discretion.
- * The student shall be promoted to the third semester only if she has passed at least 50% course papers of the first two semesters.
- * The student shall be promoted to the fifth semester only if she has passed at least 50% course papers of the first four semesters.
- * The student shall be promoted to sixth semester only if she has passed all the papers of the first semester. After a period of six semesters the student shall be given a period of two consecutive years to pass.

CODE OF CONDUCT AT EXAMINATION CENTRE

1. No examinee should either speak anything or talk to anyone within the examination hall. If any candidate wants to talk to the Centre Superintendent he/she must stand at his/her place, Centre Supdt. or Supervisor will heed to him/her.
2. Smoking is strictly prohibited in the Examination Hall. Neither any candidate is allowed to go outside and smoke.
3. During examination if any student makes noise or creates chaos, misbehaves in the examination hall or nearby examination hall, who will not pay attention to the orders of Centre Superintendent, or change his/her place with other candidate then seeing the seriousness of the scenario he /she can be expelled out of the centre and declared ineligible to take the exam. In case of any damage to the furniture in the examination hall the candidate will have to bear the loss.
4. On the first main page or any other page of the answer sheet the student must not mention the name of his/her College. Neither he/she has to give any clue/hint whether he/she is regular or private candidate.
5. Except the Question Paper no other paper etc. should be taken outside the examination hall or room.
6. Every examinee has to bring his/her own stationery as per rules. No one will borrow any sort of thing from another examinee. Anyone violating the rules or using unfair means shall be considered the defaulter.
7. Before starting writing the answers the candidates must check their pockets, desks and benches. If anyone finds any sort of objectionable material on his/her desk or under his/her seat that must be handed over to the Supervisor.
8. In the examination hall pager/mobile phone or any other modern electronic technique, which is helpful in the examination, cannot be carried. Examinee must not take purse, bag, geometry box etc. in the exam hall.
9. As per the guidelines Examinee will be considered ineligible to take the examination, in case he/she is found using any sort of inappropriate material given below:
Using any sort of paper, books or hand written material, notes which can be helpful to him/her, taking help of other examinee or helping him/her, cheating from any paper, book or handwritten slip, helping other candidate to cheat from his/her answer booklet, writing on any paper other than answer sheet during the examination, putting identification mark on the answer sheet with the purpose of disclosing his/her identity, use of abusive language, trying to contact with the examiner, use of paper, mobile phone or any other electronic technique.
10. If any examinee is found guilty of consciously planning the use of unfair means or any kind of misconduct during the examination he/she can be disqualified from appearing in the examination as per the University rules in this regard.

CODE OF ETHICS TO CHECK PLAGIARISM

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Use of others expressions/ ideas, whether quoted or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice.

Plagiarism includes the following practices:

1. Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism).
2. Presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet.
3. Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats.
4. Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal.
5. Theft of another student's notes.
6. Alteration or destruction of the work of other students.

Plagiarism may be of various kinds such as claiming another's paper as one's own, copying or paraphrasing substantial parts of another's work without due acknowledgement and claiming credit for another's research and so on. The College is committed to producing and promoting research of the high quality, devoid of plagiarism of any sort and other unethical practices while trying to allow academic freedom and innovative thinking. The College library is equipped with good quality journals, which provide a platform for quality research and writing for teachers and students. Emphasis is laid on the standard of research, original thought and expression. The teachers and students are informed of guidelines for publication in various journals, including those recognized by the UGC. The College instructs its teachers and students to abide by the required standards of integrity in their conduct of academic research and they have to conform to the following:

- No form of plagiarism is allowed in the College.
- Use of freely available software to catch instances of plagiarism during review.

Some of the websites/links available to detect the plagiarism are given below:

1. <https://plagiarismdetector.net>
2. www.paperrater.com
3. www.grammarly.com
4. www.duplichecker.com

GUIDANCE/ PLACEMENT CENTRE

For the purpose of Guidance/Career Counseling, a guidance centre has been established in the College. Its aims are:

1. To acquaint the students regarding career opportunities available after +2 and graduation.
2. To prepare the students for various entrance exams of various courses.
3. To motivate the students to avail the right opportunities at the right time.
4. To organise seminars for guidance and counselling purposes by inviting the experts from different fields.

RAGGING: PROHIBITION, PREVENTION AND PUNISHMENT

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are, therefore, directed to strictly desist from any kind of ragging.

Forms of Ragging:

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes her shame or embarrassment or danger to her life, etc.

Punishment for Participation in/or Abetment of Ragging:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any state/national event, youth festival, etc.
7. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
8. Expulsion from the institution and consequent debarring from admission to any other institution.
9. Fine up to Rs. 25,000/-

In case of any difficulty, the student can contact Anti Ragging Committee of the College.

Link: <https://sssscw.edu.in/anti-ragging/>

GRIEVANCE REDRESSAL CELL

To ensure transparency in institution and provide a mechanism for redressal of student's grievances an online Student's Grievance Redressal Portal as mentioned below has been created as per UGC Guidelines.

Link: <https://sssscw.org/grievance-redressal-cell/>

COMMITTEE FOR A PREVENTION OF SEXUAL HARASSMENT CELL (CPASH)

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 mandates all workplaces including Educational Institutions in India to constitute Internal Complaints Committees for preventing and redressing any complaints of sexual harassment at work place. To check any sexually determined behavior (whether directly or by implication) Internal Complaint Committee (ICC) has been constituted. Accordingly, to further strengthen, align and cultivate a secure and respectful atmosphere by proactively preventing and effectively addressing any cases of sexual harassment, the College has constituted Committee for Prevention and Addressing Sexual Harassment (CPASH). The primary objective of CPASH is to receive and redress any such complaints.

In case the matter involves any student, the following will also be the members of above mentioned committee i.e. President, Vice- President, Joint Secretary of Student Council.

Link: <https://sssscw.edu.in/committee-for-prevention-and-addressing-sexual-harassment-cpash/>

COMPLAINT AGAINST CASTE DISCRIMINATION

To ensure that no official / faculty member indulge in any kind of discrimination against any community or category of students, the following link has been created on the College website for lodging the complaints regarding Caste Discrimination.

Link: <https://sssscw.org/caste-discrimination/>

GENERAL RULES FOR TEACHING STAFF

SSSS College of Commerce is committed to provide quality education to make the just and progressive society. The prestige of the College has been built persistently over the years of sustained excellence. Cooperation from the staff and students to uphold the legacy and values of the institution is, therefore, sought at all times. The College expects exemplary behaviour from all members. The SSSSian teachers are expected to observe the following in this regard.

1. Every teacher must be sincere to her work. Personal interest is subordinate to the institutional interest.
2. Every teacher must be punctual. Make it a point to reach College and your class on time every day.
3. Leave should be availed after getting it sanctioned. However, in case of emergency teacher can report her leave in the College before 8:15 AM preferably to the concerned Head of Department or the Principal. The applications must reach the office on the same day. Application for more than two day's leave will be forwarded to the Director's Office.
4. Use of mobile phone is restricted to staff room only, that too when absolutely necessary. Please make sure that the phone is switched off during official meetings/functions etc. Refrain from playing games or texting on the mobiles and gossiping during College hours.
5. Simplicity is the hall mark of SSSS.
Dress up appropriately and decently. All teachers must wear white uniform (Salwar-Kameez-Dupatta) every Monday. Teachers are not allowed to wear western dresses, sleeveless/ mega sleeves, churidars/parallels etc. Hair must be tied up.
6. Be positive, impartial and patient. Keep the students at respectable distance. Do not indulge in loose talk with students. Avoid using harsh language with the students. If the situation demands any sort of strict action against a student, kindly forward the matter to the Principal.
7. Conduct yourself appropriately and win appreciation from students, colleagues and seniors.
8. Teaching is an art. So, while teaching ensure to kindle love for learning among students.
9. Learning is a continuous process. So keep learning.

GENERAL RULES FOR NON-TEACHING STAFF

1. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
2. No employee shall except in accordance with any general or special order of the Principal or Managing Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
3. Every employee shall observe the scheduled hours of working.
4. Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission of the Principal.
5. No employee shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the College.

PROFESSIONAL CODE OF CONDUCT

Powers and functions of the Principal of affiliated Colleges as per GNDU norms laid in GNDU Calendar 1999 volume 3 page 131

The Principal shall have all powers and unfettered discretion in all matters, consistent with the rules framed by competent authority, pertaining to internal administration of the College which shall comprise of the following functions:

1. Distribution of work amongst the staff.
2. Admission , promotion and detention of the student;
3. Grant of fee concessions and award of stipends to deserving students;
4. Imposition of fines and remissions thereof;
5. Disciplinary action and imposition of penalties etc;
6. All expenditure out of Amalgamated Fund and other students' funds;
7. Appointment and dismissal of servants, peons and laboratory assistants, bearers, etc;
8. Grant of leave to the staff;
9. Organization of all extra curricular activities;
10. Temporary appointment of teaching staff up to a period of three months to meet emergency against post provided in budget for the year.

Conduct Ordinances for Teaching Staff in affiliated Colleges as per GNDU norms laid in GNDU Calendar 1999 volume 4 page 27:

- i. No employee shall take part in, subscribe to in aid of or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of Indian Union, or to disturb public peace.
- ii. No employee shall stand for elections to Parliament / State Legislature or Local Bodies without the prior permission of the Managing Committee.
- iii. No employee shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
- iv. No employee shall in any manner criticize adversely in public the administrative actions of the Managing Committee of his College.
- v. No employee shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
- vi. No employee shall, except with the previous sanction of the Managing Committee, engage, directly or indirectly, in any trade, occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be more than one hour a day, will be necessary.

No employee shall appear in an examination without obtaining prior permission of the Principal. Provided that a teacher may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that his /her official duties do not thereby suffer, but he shall not undertake or shall discontinue such work if so directed by the Principal of his College, and in case of the Principal, if so directed by the Managing Committee.

Provided that no permission shall be necessary for the examination work of this University or other Indian Universities for which additional emoluments are expected, the previous permission of the Managing Committee shall be necessary.

No employee in an affiliated College shall write a guide or a help book or cheap notes. She/He shall follow the procedure laid down by the University in case he intends to publish any work.

vii. An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.

viii. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.

ix. No employee shall be a member, representative or office bearer, of any association representing or purporting to represent teachers or any class of teaching profession unless such association satisfies the following conditions:

- its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees, as the case may be;
- it is not in any way connected with any political party or organization or does not engage in any political activity.

General

x. (i) Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

(ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/ Managing Committee of his College, subject to such conditions as may be laid down by the University.

(iii) If a teacher, who is assigned an examination duty, either by the Local Controller of examination (Co-ordinator) or the University Office, fails to perform the same, he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action, under the rules.

(iv) No employee in College shall apply for any other job, post or scholarship without previous sanction of the Principal of his College or in case of the Principal, without the previous sanction of the Managing Committee. Provided persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.

(v) Save in exceptional circumstances, no employee shall absent himself from duties without having first obtained the permission of the authority provided in the leave Ordinances.

(vi) No employee shall take part in any activity which in the judgment of Principal is calculated to lead to indiscipline in the College.

xi. Consequent upon conversion of the Regulations into Ordinances relating to service and Conduct of Teachers of Non-Government Affiliated Colleges by the Syndicate vide its Resolution No. 31 dated 12.4.1975 and subsequently approved by the Senate on 13.7.1975; any act done or any action taken under the Regulations till date of conversion shall be deemed to have been done or taken and validated under the Ordinances as if this Ordinances was in force from 25.10.1970.

FUNCTIONS OF GOVERNING BODIES

For Managing Committee

1. To manage and administer the College and other institutions and to propagate the aims and objects of the society.
2. To appoint, to remove or to accept resignation of any office bearer or any member.
3. To construct, protect the building, furniture and other equipments of the College.
4. To abide by the rules and regulation of the affiliating University/ State or Central/ Govt./UGC or any other Govt. Organization imparting education or giving grants to the educational institutions which may be sent to the College from time to time regarding the management etc.
5. To do such acts as are in the interest of the College.
6. To take all such decisions which are necessary for the management of all the institutions.

For Office Bearers

President

1. The President shall preside over all meetings of the Managing Committee.
2. He shall guide and advise the Committee in its working.
3. He shall give decisions on every kind of point of order.
4. He can instruct the Hony. Secretary to call a meeting or can himself call a meeting of the Managing Committee at special occasions or in an emergency.

Vice President

The Vice President shall preside over the meeting of the Managing Committee in the absence of the President and enjoys all powers of the President. In case both the President and Vice President are unable to attend a meeting, a member present in the meeting can be requested to preside over the meeting if the quorum is complete.

Honorary Secretary

1. He shall be the Executive Head of the College.
2. He shall manage the property of the society under advice and guidance of the Managing Committee and shall be responsible to the Managing Committee for its upkeep.
3. He shall receive all grants from the Govt. in the name of the College and shall deposit them in the College accounts within 24 hours.
4. He shall call meetings of the Committee in consultation with the President and issue notices for the meetings.
5. He shall get the College accounts audited from the Chartered Accountant every year and present the same to Committee for information.

6. He shall record minutes of the meetings in the proceeding book and get them confirmed from the Managing Committee in the next meeting.
7. He shall execute resolutions passed by the Managing Committee.
8. He shall maintain the accounts of the Managing Committee as prescribed under the Rules.
9. He shall look after the day to day working of the College and shall provide guidance to the Principal in its working and in the maintenance of the building and equipment etc.
10. He shall grant leave to the teaching staff exceeding 15 days and less than 60 days and to non-teaching staff exceeding 10 days and less than 20 days.
11. To correspond with the Department of Education/UGC/University to take such decisions as are necessary in anticipation of the approval of the Managing Committee.

For Principal

The duties of a Principal shall be:

1. To function as the executive head of the College and exercise general control over its working.
2. To coordinate the activities of the teaching departments in the College with a view of maintaining the academic standards at the level prescribed by the University.
3. To ensure wholesome teacher-student relations and to promote the welfare of the students within available resources of the College.
4. To endeavor, through curricular, co-curricular and extra-curricular activities, to make the College responsive to the needs and requirements of the community it serves.
5. To create healthy interest among the students and their parents/guardians in the growth and development of the College. The Principal shall also be expected to participate in the teaching at the College.
6. The amalgamated fund of the College shall be utilized by the Principal in accordance with the ordinances contained in Part-A ChapterXV(v) of the Calendar Vol. III