

Karmaveer Shankarrao Kale Education Society's

### Sau. Sushilamai Kale Arts, Commerce & Science College, Gautamnagar

ISO - 9001-2015



#### Code of Conduct Monitoring Committee

The institute hereby constitutes a Code of Conduct Monitoring Committee to implement regulate and monitor the code of conduct of the institution. The committee has ensure that the institution obey the rules of the basic postulate of the Code of Conduct as prescribed by the UGC, State Government, University affiliated and so on.

Sr.No.	Particular	Name of the Staff	Designation
1.	In-charge Principal	Dr. Gursal Vijaya Nitin	Chairman
2.	Convener	Prof. Pote Vishal Chhabu	Member
3.	Bursar	Prof. Maind Vinod Baban	Member
4.	Representatives of HODs	Prof. More Pandurang Baburao	Member
5.	Representatives of Student Council	Prof. Kadam Umakant Bhagwatrao	Member
6.	Representatives of Assistant Professors	Prof. Jadhav Santosh Dnyandev	Member
7.	Representatives of Female Faculty members	Dr. Shinde Sunita Avinash	Member



# Karmaveer Shankarrao Kale Education Society's SAU. SUSHILAMAI KALE ARTS COMMERCE & SCIENCE COLLEGE,

GAUTAMNAGAR, POST-KOLPEWADI, TAL- KOPERGAON, DIST-AHMEDNAGAR, PIN-423601

## **Quality Manual & work Procedure**

Sr.	Name of the	Services Provided
No.	Department	
	Job Responsibilities of	<ol> <li>Academic growth of the College Department/College.</li> </ol>
01	Teaching Staff  Job Responsibilities and Duties of Principal	<ol> <li>Participation in the teaching work, research, and training programmes of the College Department/College.</li> </ol>
		3. Assisting in planning and implementation of academic programmes such as seminars, in service and other training programmes organized by the College Department/College, for academic competence of the Faculty Members.
		<ol> <li>Admission of students and maintenance of discipline of the College Department/College.</li> </ol>
		5. Management of College Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
		<ol> <li>Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.</li> </ol>
		7. Observance of provisions of Accounts Code.
		<ol> <li>Correspondence relating to the administration of the College Department/ College.</li> </ol>
		<ol> <li>Administration and supervision of curricular, co- curricular/extra-curricular or extramural activities, and welfare of the College Department/College, and maintenance of records.</li> </ol>
		<ol> <li>Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.</li> </ol>
		11. Supervision of College Department/College and C Examinations, setting of question papers, for the College Department/ College Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
		<ol> <li>Assessing reports of teachers and maintenance of Service Books.</li> </ol>
		3. Any other work relating to the University Department/College as may be assigned to him by the

Competent Authority from time to time.

S.S.K.A.C.S.College
Gautamnagar,Kolpewadi
Tal.Kopargaon,Dist.A.Nagar

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Sr. No.	Name of the Department	Services Provided
02	Job Responsibilities and Duties of HOD	Providing leadership in both under graduate and postgraduate in relevant field of specialization
		2) Consultancy services.
		3) Teaching, laboratory development & writing of books.
		<ol> <li>Evaluations of tutorials, assignments, journals, answer papers.</li> </ol>
		5) Interaction with industry.
		6) Continuing education activities.
		7) Student's counselling.
		<ol> <li>Interaction with other institutions, Universities at state, national and international levels.</li> </ol>
		<ol> <li>Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.</li> </ol>
		<ol> <li>Publishing papers in national and international journals.</li> </ol>
		<ol> <li>Review of academic activities of the department periodically.</li> </ol>
		12) To maintain dead stock, consumable registers with the help of lab in-charge
		13) To display notices, mark sheets, attendance sheets etc. pertaining to the students
		14) To send SMS regarding attendance, discipline and other activities with the help of class teachers.
		15) Organize parents meet in association with Teacher & Parent.
		16) Involvement in curricular, co-curricular and extra- curricular activities.
		17) Any other duties assigned by the Principal from time to time.
		18) Follow academic calendar



Sr.	Name of the	Services Provided
No.	Department	
03	Job Responsibilities of Associate Professor/	Teaching and ensuring attendance of students as per University norms
	Assistant Professor	<ol> <li>Planning and implementation of instructions received from Head/principal.</li> </ol>
		3) Student's assessment and evaluation.
		4) Developing resource material for teaching and learning.
		5) Extension of services to the industry and community.
		6) Continuing education activities.
		7) Curricular, Co-curricular and extra-curricular activities.
		8) Publication of research papers, articles & Books
		9) Participate in seminars/conferences/workshops.
		10) Participation in departmental administration
		11) Contribute to the activities sustaining accreditation of the institute.
		12)Examination work pertaining to College University such as organizing supervision and assessment etc.
		13) Arrangement of remedial coaching.
		14) Upgrading of qualifications.
		15) Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
		16) Any other duties assigned by the Management and Principal from time to time



Sr. No.	Name of the Department	Services Provided
04	Job Responsibilities of Examination Officer	<ol> <li>To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior super visors in consultation with principal.</li> </ol>
		<ol><li>To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.</li></ol>
		<ol> <li>To organize the filling of examination forms, revaluation &amp; verification forms of students &amp; submission to S.P.Pune University.</li> </ol>
		<ol> <li>To obtain results of students and its distribution.</li> </ol>
		<ol> <li>To send requirement of examination stationary to S.P.Pune University &amp; maintaining its up to date records.</li> </ol>
		<ol> <li>To arrange for online examinations as per schedule &amp; instructions of university</li> </ol>
		<ol><li>To maintain the records of all passed out students of this institute in a separate register also in a soft copy.</li></ol>
		<ol> <li>To send the program of proposed practical examinations dates to university &amp; get final programme of practical/oral examinations.</li> </ol>
		<ol><li>To submit term work /oral practical marks to S.P.Pune University &amp; time bound manner.</li></ol>
		<ol> <li>To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.</li> </ol>
		<ol> <li>To receive the examination stationery from Savitribai Phule Pune University, Pune &amp; keep in the strong room.</li> </ol>
		<ol> <li>Any other duties assigned by the Principal from time to time.</li> </ol>

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### **Quality Manual & work Procedure**

Sr. No.	Name of the Department	Services Provided
01	Job Responsibilities of Non-Teaching Staff	Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
		<ol> <li>Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.</li> </ol>
		3) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
		<ol> <li>Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.</li> </ol>
		5) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
		6) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
		7) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.



Sr.	Name of the	Services Provided
No.	Department	
02	Job Responsibilities of Lab. Attendant.	1) To ensure safety of the students in the laboratory.
		2) To draw the lab schedules for the students and display on the board.
		3) To record and maintain the attendance of the students.
		4) To ensure discipline of the students in the laboratory.
		5) To conduct lab examination as and when required.
		6) To assist the faculty member in conducting lab sessions of their students.
		7) To maintain the dead stock /consumable/semi consumable registers of respective laboratory.
		8) To Maintenance of all instruments/equipments in the respective laboratories.
		9) To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
		10)To check at least once in a week working of instruments & equipments under laboratory.
		To prepare the requirement of consumables for the lab and place indent for the same



#### Job Responsibilities of 03 1) To prepare and issue of Library cards to students and Librarian staff. 2) To follow up return of books issued to students and staff members. 3) To maintain fine collection register and instruct students to deposit the fine 4) To display new arrivals by photocopy of the cover page of the books and journals. 5) To receive international journals & magazines and highlight important articles & news. 6) To compile back volumes of journals and periodicals and arrange for binding and Stacking. 7) To maintain the day wise records of visits of staff faculty members in library. 8) Display of cuttings of newspapers on education /social matters on notice board 9) The list of requirement of books submits to the

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time.

principal for further procurement.

10) To ensure discipline of the students in the library.11) To effectively encourage faculty & student to use e-journals books keeping always in working condition.

12) Regularly under take binding of books which are

13) Any other matter assigned by Principal from time to



Sr.	Name of the	Services Provided
No.	Department	
04	Job Responsibilities of Office Superintendent	<ol> <li>Scrutinize Admission &amp; Eligibility documents and registers of admission.</li> </ol>
		<ol> <li>Supervise and maintain personal files of staff and faculty.</li> </ol>
		3) Maintaining P.F. account as the case may be.
		<ol> <li>Keeping discipline and work schedule of class IV employees.</li> </ol>
		5) Maintain casual leave register.
		<ol> <li>Maintain movement register for staff under office administration.</li> </ol>
		<ol> <li>Organise printing of brochures and placement documents for the institute.</li> </ol>
		<ol> <li>Assistant Principal in receiving guests and visiting dignitaries in a dignified manner.</li> </ol>
		<ol> <li>Initiate and record all correspondence &amp; put up the same to Principal /HOD &amp; section heads.</li> </ol>
		10)He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
		11)To maintain the records of scholarships of students.
		12) To take care of biometric requirement.
		13)He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
		14) Any other duties assigned by the principal from time to time



Sr. No.	Name of the Department	Services Provided
05	Job Responsibilities of Clerk	Checking website of Savitribai Phule Pune University,     Pune.
		2) Maintaining of personal files of teaching and non-teaching staff.
		<ol> <li>Maintenance of attendance registers of teaching and non- teaching staff,</li> </ol>
		4) Maintenance of service books.
		5) Maintaining leave record of staff.
		6) Completion of attendance of faculty and non-teaching staff and forwarding the sa me to accounts section for preparation of payment.
		<ol> <li>Any other duties assigned by the Principal from time to time.</li> </ol>



Sir. No.	Name of the Department	Services Provided
dis.	Job Rosponsibilities of Accountant	To propure budget estimate of the college under guidance of Principal
		2) To prepare documents for submission of six monthly and annual audit.
		<ol> <li>Allistment of Budgets to every department of the college.</li> </ol>
		<ol> <li>HOD/section heads take periodical review of the same.</li> </ol>
		5) To verify bills for payment
		6) To check the monthly pay sheet
		7) To check the cash book daily
		To file TDS returns
		<ol><li>To hold custody of receipt books and vouchers.</li></ol>
		10) To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
		11)To control and check the advance register and ensure timely recovery of advances.
		12) To Settlement of journey claims and advances.
		<ol> <li>To prepare TDS statement and submit to Chartered Accountant.</li> </ol>
		14) Any other duties assigned by the Principal from time to time.
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Sr. No.	Name of the Department	Services Provided
07	Security	Security of the buildings and this campus of the College.
08	Eligibility	Eligibility of students, Issue of Transfer Certificates, Migrations Certificates.
09	Admission	Admission and other work related to the U.G. students
10	Finance	Finance, Accounts & Audit
11	Peon	Cleaning the college campus as well as lecture hall & other departments.
		2. Attend the principal call.
		3. To give a college bell on time to time.
		4. Attend a phone call of college.
		5. To help all the departments for necessary work.
		6. Follow the instructions given by related work.
		7. Fallow the order given by principal, HODs & Professors.



#### **Environment Awareness**

29/06/2015

All the teaching, non-teaching staff and the students are hereby informed that the first and the last Saturday of every month will be observed as 'No Vehicle Day' in the college to avoid the pollution. It will be implemented from 01/07/2015. Therefore, no one will be allowed to park his /her any type of vehicle in the college campus.

Kamaveer Shankarao Kale Shankarao Society

#### **Independence Day Celebration**

13/08/2015

All the students of the college are hereby informed that they should present in the college on Saturday, 15 Aug. 2015 at 7:30 in the morning to celebrate the 68<sup>th</sup> Independence Day of our nation. Flag hoisting ceremony of our college will take place at 7:45 am. If they fail to do so, they will be charged with Rs.100 as a fine.

Karmaveer Shankarrao Kale Education Society

#### Dept. of Examination

#### Savitribai Phule Pune University, Pune

#### April/May 2015-16

F.Y./S.Y./ T.Y. B.A./B.Com./B.sc.

7/1/2016

- 1. All the students appearing for exam should note that during the exam period they must be present 15 minutes before commencement of the paper.
- 2. They must keep hall ticket and identity card with them.
- 3. Use of mobile phone is strictly prohibited during the exam.
- 4. If the students are found with illegal study material, such as Xerox, notebook, etc. they will be expelled from exam. Hall.
- 5. Students will not be allowed to enter in exam hall after half an hour of the commencement of paper.

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#### **Republic Day Celebration**

21/01/2016

All the students of the college are hereby informed that they should present in the college on 26<sup>th</sup> January, 2016 at 7:30 in the morning to celebrate the Republic Day of our nation. Flag hoisting ceremony of our college will take place at 7:45 am. If they fail to do so, they will be charged with Rs.100 as a fine.

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23/2/2016

It is hereby informed to all the students that, in college premises identity card is the compulsory. Students without identity card will not be allowed to enter in the college campus.

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11/8/2016

It is hereby informed to all the students that, in college premises identity card is the compulsory. Students without identity card will not be allowed to enter in the college campus. Students without identity card will be charged Rs. 50 as fine.

Mobile handsets are also not allowed in the college campus, if found, students will be charged Rs. 500 as a fine.

Karmaveer Shankarrao Kale Education Society

23/9/2016

- 1. Without permission of College Principal, ex. Students are not allowed to enter in the college campus. Parents are also requested that without any permission of Principal, they are not allowed to meet their ward.
- 2. Regular attendance in lectures is compulsory, but it is found that some of the students are not attending the lectures regularly, such students will be punished.
- 3. 75% attendance is compulsory as per rules and regulations of Savitribai Phule Pune University. Students having below percentage are not allowed for exam.
- 4. Mobile handsets are also not allowed in the college campus, if found, students will be charged Rs. 500 as a fine.
- 5. It is hereby informed to all the students that, in college premises identity card is the compulsory. Students without identity card will not be allowed to enter in the college campus. Students without identity card will be charged Rs. 50 as fine.
- 6. Legal action will be taken against the students, who will not follow above rules.



19/8/2017

Mobile handsets are also not allowed in the college campus, if found, students will be charged Rs. 200 as a fine. College will not shoulder the responsibility for educational loss of the students.

Commerce & Commerce &

15/9/2017

Commuter students are hereby informed that, they must follow good manners while commuting daily. Their behavior must be polite while commuting. If they found guilty, facility of concession will be barred.

Kamaveer Shankarrao Kale Education Society

#### Department of Physical Education

6/01/2018

All the students of the college are hereby informed that, as usual, in the academic year 2017-18, interclass sports competitions have been organized between 9/01/2018 to 11/01/2018 and the schedule regarding the same has been pasted in the showcase. Inauguration function of the same will be on Tuesday, 9/01/2017 at 8:00 in the morning. Students must participate in the same in college dress-code and with identity card and must follow the rules and regulations during the sports days.

#### Rules:

- 1. The students, who do not pay importance to the framed rules will be punished strictly.
- 2. The lists of cricket team and Kabbadi team duly signed by the class-Teacher and the captain of the team with Rs.200 as fees should be submitted to the Dept. of Gymkhana.
- 3. All the team-captains should attend the college on Monday, 8/01/2017 at 11:00 in the morning while making lots.
- 4. For cricket match, the team should use its own bat.
- 5. The sports competitions will start sharp at 8:00 in the morning.
- 6. All the cricket-teams should get on the college ground on time, otherwise absent team will 'Bye' the present team.
- 7. In all sport events, umpire's decision will be final.
- 8. Students will not be allowed to participate the competitions without identity-card and dress-code.
- 9. Final rights in all sport-events have been given to the Department of Physical Education and Sports.

S.S.K.A.C.S.College
Gautamnagar,Kolnewarl
Tal.Kopargaon,Dist.A.Nagar

#### Notice for students

#### Discipline Committee

#### 11/08/2018

From the point of view of the discipline of the college, all the students are hereby informed to follow the following rules and regulation in the college campus.

- 1. The boys students, those who use cycles to attend the college regularly, should note that they should park their cycles properly on the given place.
- 2. Instead of parking their cycles anywhere, they should park their cycles at the left side of the college building.
- 3. The girl students, those who use cycles to attend the college regularly, should note that they should park their cycles properly on the given place.
- 4. Instead of parking their cycles anywhere, they should park their cycles at the right side of the college building. If their cycles are found anywhere in the college campus, they will be fined.
- 5. The students are informed not to celebrate their birthday in the college premises and should note that they are not allowed to bring any edible substances such as chocolates etc.
- 6. Use of dustbins is compulsory.
- 7. Use of mobile phones is strictly prohibited in the college premises.
- 8. Students if found with any such above mentioned things, will be punished severely.

Each of the students should cooperate the college body to keep the campus clean, green and beautiful.

Kamaveer Shankarrao Kale Education Society

Principal
S.S.K.A.C.S.College
Gautamnagar,Kolpewadi

#### **Republic Day Celebration**

25/01/2019

All the students of the college are hereby informed that they should present in the college on Saturday, 26<sup>th</sup> January, 2019 at 7:30 in the morning to celebrate the Republic Day of our nation. Flag hoisting ceremony of our college will take place at 7:45 am. If they fail to do so, they will be charged with Rs.100 as a fine.



#### Holiday Notice

#### 18/02/2019

All the students of the college are hereby informed that the college will remain closed on Tuesday, 19/02/2019 on account of Shivjayanti.

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## Notice for students Dept. of Examination

#### 15/03/2019

- 1.Students appearing for examination should note that, they will not be allowed to enter the examination hall without hall-ticket and identity-card.
- 2. During examination period, they are not allowed to use mobile handsets in examination hall. If they found using the same in examination, will be fined with Rs.100.
- 3. Students should take care of their necessary material such as bags, mobiles etc. If lost, college will not be responsible for the same.
- 4. Students, if found guilty, in the examination hall will be driven out of the hall immediately.
- 5. If the student found copying in the examination, copy case will be filed against him/her as per the rules and regulations of Savitribai Phule Pune University, Pune.
- 6. Students, those submit their papers before the given time, should get out of the college without making any disturbance.
- 7. Discipline should be observed and maintained throughout the examination period.
- 8. Students are not allowed to go out of the hall before the ending of the first hour of the given period.
- 9. Students of Commerce and Geography should bring their own equipment such as rubber, pencil, calculator etc. to avoid interchanging of the same that cause disturbance in the examination hall.

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Principal
S.S.K.A.C.S.College
Gautamnagar,Kolpewadi

# Notice for students Discipline Committee

24/08/2019

All the students of the college are hereby informed that dress-code of the college is compulsory for all and they must dress properly whenever they are in college premises. They should note well that identity card is mandatory for everyone and it must be present by the student whenever he/she is asked for the same. If they fail to do so, they will be fined with Rs.10 per day.

Karmaveer Shankarrao Kale Education Society

#### Discipline Committee

15/01/2020

All the students of the college are hereby informed that they should present in the college on Saturday, 18/01/2020 at 8:30 in the morning to celebrate the Death Anniversary programme of Late Sau. Sushilamai Kale. For the above mentioned programme, your presence is compulsory.

Karmaveer Shankarrao Kale Education Society

Notice for Annual Day celebration

20/01/2020

All the students of the college are hereby informed that the college is going to organize a Sari Day for girls and Traditional Day for the boys in the college on Wednesday, 22/01/2020. Students, who want to participate in the same should get their names registered to Prof. Dr. Sau. Sunita Shinde, Dr. Sanjay Deokar, Prof. Miss Abak on or before 21/01/2020

Students are allowed to perform different activities such as cutting jokes, poetry reading, draramatic presentation, one-act play, fashion show, ramp-walk etc. They are not allowed to bring any tool for villainous activity. If they found guilty, will be punished.

Dept. of Culcural Activities

Karmaveer
Shankarrao Kale
Education Society