



# Ramkrishna Mahavidyalaya

A Govt. Degree College Affiliated to Tripura University  
(UGC recognized and NAAC Accredited)

Kailashahar, Unakoti Tripura – 799 277

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Website: [rkmahavidyalaya.com](http://rkmahavidyalaya.com)

Date: 07/04/2016

## MEMO

This is to inform all concerned including non-teaching staffs and students of this institution that the “**Code of Conduct Committee**” of this institute has been formed with the following members:

1. Principal.....Convenor
2. DDO.....Member
3. T.C. Secretary.....Member
4. Office Superintendent.....Member
5. Dr. Indrajit Ray.....Member

This is to also notify that the present committee will continue their routine work until further order from the office of the undersigned.

Any kind of issues on work responsibility/ code of conduct of concerned stakeholders at any point of time as received by the committee will seat immediately to resolve the issue as early as possible or further refer to higher authority to resolve the matter.

This is for kind information of all concerned as well as for circulation too.

(Mr. Tapas Dasgupta)

Principal i/c

Ramkrishna Mahavidyalaya  
Kailashahar, Unakoti, Tripura

Principal-In-Charge  
R. K. Mahavidyalaya  
Kailashahar, Unakoti, Tripura.



# **Ramkrishna Mahavidyalaya**

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**Kailashahar, Unakoti, Tripura 799277 India**

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## **Code of Conduct/ Job Responsibility for Teaching &**

### **Non-Teaching Staffs**

#### **Job Responsibilities for Teaching Faculty**

- 1) To build leadership quality among students of under graduate level with specific subject interest
- 2) Student's counselling in the campus as well as off-campus.
- 3) Teaching, evaluations of tutorials, assignments, laboratory development & writing of books and papers in journals.
- 4) Continuous educational activities.
- 5) Student's assessment and evaluation.
- 6) Developing resource material for teaching and learning.
- 7) Organizing seminars, workshops, and other developmental programmes for teachers.
- 8) Review of academic activities of the department periodically.
- 9) Maintain stock registrar at the departmental level
- 10) Display notices, marks and other students related activities in the departmental notice boards
- 11) Organize parents meet in association with Teacher & Parent.
- 12) Participation of teachers in curricular, co-curricular and extra-curricular activities.
- 13) Remedial classes for slow learners
- 14) Participation in various Professional development courses
- 15) Active participation to the activities for better accreditation of the institute.
- 16) Any other duties assigned by the Principal from time to time for planning and implementation.

#### **Job responsibilities for Convener of Website and IT infrastructure**

1. To maintain the Internet facilities and PCs.
2. To attend complaints received from students and staff regarding PC or the Network.
3. To maintain IT Infrastructure
4. To assist the College authority in procurement of IT related equipments.

5. Upload necessary documents to the college website
6. Resolve website related issues by consulting with vendors
7. Any other duties assigned by the Principal

### **Job Responsibilities for Lab. Attendant**

1. To ensure safety of the students in the laboratory.
2. To display lab schedules for the students 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 assist students and faculties during lab sessions and examination as and when required.
6. To maintain lab stock book register of chemicals and other equipments
7. Maintenance of all instruments/equipments in the respective laboratories.
8. To check the workability of lab equipments time to time.
9. To prepare requisition for lab requirements.
10. To carry out any other duties assigned by the faculty members/ Principal.

### **Job Responsibilities for Non-Teaching Staff**


1. Non-Teaching staff working in the College should remain on Duty during College hours.
2. Non-Teaching staff should wear decent dress and keep id cards with them during working hours.
3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
4. Any damage or misplace to any article in the Lab or Class Room should be reported to the authority in writing/ verbally immediately.
5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all staffs.
6. For articles damaged by the students a separate register should be maintained and report to the authority for further course of action.
7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
8. To carry out any other duties assigned by the Principal.

## **Job Responsibilities for Librarian/ Library Assistant**

1. To issue Library cards to the students
2. To follow up return of books issued to students and staff members.
3. To maintain the day wise records of visits of students and staff members in library.
4. To compile back volumes of journals, books and periodicals and arrange for binding and Stacking.
5. To display new books by photocopy of the cover page of the books and others as well.
6. To maintain fine collection register and instruct the same to the stakeholders.
7. To ensure discipline of the students in the library.
8. The list of requirement of books submits to the principal for further procurement.
9. To maintain cleanliness in the library.
10. To carry out any other duties assigned by the Principal.

## **Job Responsibilities for Office Superintendent (O.S.)**

1. Examine Admission & Eligibility documents and proceed for admission.
2. Supervise and maintain service books of staff and faculty.
3. Keeping discipline and work schedule of class non-teaching employees.
4. Maintain casual leave register.
5. Maintain movement register for staff under office administration.
6. Instigate and record all correspondence & put up the same to Principal & section heads.
7. O.S. shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
8. To maintain the records of scholarships of students.
9. To take care of staffs attendance registrar
10. The staffs working under O.S. should obey the work assigned by the O.S.
11. Any other duties assigned by the principal from time to time

 4.03.18

Principal i/c

Ramkrishna Mahavidyalaya

Kailashahar, Tripura (U)

Principal-in-Charge  
R. K. Mahavidyalaya  
Kailashahar, Unakoti, Tripura.





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## Code of Conduct for Students

The Ramkrishna Mahavidyalaya, Kailashahar attaches great importance to discipline and the same must be scrupulously observed by all students. Failure to comply with any of the rule, regulations or requirements notified from time to time will lead to strict disciplinary action.

- Students must always wear college uniform and valid Identity Card issued by the college authority with their recent photograph affixed.
- Students must attend Lectures/ Tutorials/ Practical classes regularly. Minimum 75% attendance per term is necessary as per Guidelines.
- Students must be in their classes on time. Late comers may not be allowed to enter the classes unless any serious issues.
- Students must not do anything inside or outside the college that will in any way interfere with its orderly administration and discipline.
- Shouting, screaming, and calling out to one another in loud voices or engaging in loud conversation or discussion while walking down the corridors during class hours is strictly forbidden.
- There should be complete silence in the Library and students must follow library code of conduct.
- Students must take proper care of all the college property. Any damage done to the property of the college will be considered a punishable offense.
- Any damage happen to laboratory equipments and library books, may lead to library and laboratory code of conduct
- Use of informal and casual forms of talk, abusive and slang words is strictly forbidden.
- Use of dustbins to dispose of garbage and litter. Cleanliness of the campus must maintain by the students.
- Eating inside the Library or any of the classrooms is strictly prohibited.
- Use of mobile phones in college premises during class hours and exam hours is strictly forbidden.
- Smoking, Tobacco-Chewing, uses of Drugs, etc. are strictly prohibited in the college premises.
- No picnics, socials excursions, or tours shall be arranged without the prior written permission of the Principal. If students join an unofficial picnic or tour, the College shall not be responsible for anything that happens in the picnic or tour.
- Students must park their Vehicles in a college parking area in the campus.
- Ragging and sexual harassment with students in any form is strictly prohibited in the campus and if found guilty, may lead to disciplinary action or legal action.

Principal i/c  
15.12.2020  
Ramkrishna Mahavidyalaya  
Kailashahar, Unakoti, Tripura  
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