



# MAHARAJAH'S COLLEGE (AUTONOMOUS)

(Affiliated to Andhra University, Accredited by NAAC with 'B' Grade

Recognized by UGC under 2(f) and 12(B) sections) of the UGC Act 1956

Near Clock Tower, Vizianagaram – 535002

Estd. 1879

Phone No. 08922 – 222001 E-mail: [principalmrac@gmail.com](mailto:principalmrac@gmail.com) Website: [www.mracollegevzm.com](http://www.mracollegevzm.com)

---

## **CODE OF CONDUCT FOR FACULTY:**

1. All the staff of the college are required to adhere to the college timings and wear ID Cards.
2. All the staff required to apply for any kind of leave through prior permission of In-Charges of the departments. The In-Charges of the Departments are required to avail leave with prior permission from the Principal.
3. The staff, who are posted for the examination duties like invigilation, Valuation and scrutiny are required attend the duties without fail. However an exemption may be given for emergency cases with prior permission of the Chief Controller of Examinations or Controller of the Examination, if Chief Controller is on leave.
4. In-charges are required to depute a senior faculty from the department, in case of his/ her absence, to carry out tasks in the department level.
5. The In-charge of departments are required to nominate Academic Coordinator, Administrative Coordinator, Examination Member, Placement Member for smooth functioning of the department.
6. All the department are required to maintain and operate the attendance registers, Course Files and Subject Files time to time.
7. All the In-Charges of Science Departments are required to ensure that all the respective Lab manuals are to be prepared and updated.
8. All the faculty are required to follow the respective Academic Calendar.

In addition, Maharajah's college has Multiple committees for the ease of Administration with the involvement faculty from various departments. The Responsibilities and duties of these committees are mentioned below and the following links provides the committees and members along with their designation and roles

[Welcome to Maharajah's College \(Autonomous\), Vizianagaram \(mracollegevzm.com\)](http://www.mracollegevzm.com)

## **RESPONSIBILITIES AND DUTIES OF CONVENER AND COORDINATORS :**

### **Convener Academics and Responsibilities:**

1. The primary duty of Convener Academics is to assist the principal and for all activities related to academics related to academics, establishment and accreditations. The convener Academics shall be responsible for monitoring the following: Looking after the academic regulations of all the courses offered by the institution/ offered by the affiliating university.
2. Arranging the Board of Studies meetings of all the departments and process the files to be placed before the academic council for their approval and communicate the resolutions to concerned departments.
3. Monitoring all the academic Programme & teaching activities
4. preparation of Time- Tables
5. Monitoring the regular and effective conduction of classes by teaching faculty.
6. Adherence of academic rules by all teaching faculty
7. Follow up of evaluation system in its true spirit and maintain liason with Dean (Examination)/ controller of Examinations.
8. Ensure the transparency in the evaluation system.
9. Student feed back collection, Analysis and Proper action.
10. Looking after the functions of athe central library to enrich the reading habits of both students and faculty.
11. Maintain the attendance, leave records of the staff under his/ her control.
12. Make provisions for and Supervise academic counseling and correspond with parents regarding academic matters.
13. Planning and execution of faculty development Programme.
14. Monitoring the activities of Internal Quality Assurance Cell (IQAC).
15. Preparing regular academic reports for the Principal and Management.
16. Preparing the Annual Budget Proposals.
17. Participating and Contributing to the Committees constituted related to academic activities.
18. Be responsible to the principal for the conduct of his/ her work.
19. Carry out any other duties as assigned by the principal and the management.

**Internal Quality Assurance Cell (IQAC) -- Responsibilities:**

- 1) Organizing periodic assessment and accreditation of institutions, units, specific academic programs/projects of the educational institution.
- 2) Promoting the quality of teaching-learning and research in the education academic environment.
- 3) Stimulating areas like self-evaluation, accountability, autonomy, and innovations.
- 4) Assessing the quality of research studies, consultancy and training programs.
- 5) Procuring institutional information for internal quality assessment.
- 6) Responsible for all assessment process and activities related to accreditation process.
- 7) Practicing data validation and verification process and measuring the pre-qualifier scores.
- 8) Creating awareness among the members of the college administrative team and the members of the college management regarding the latest procedures in relation with the latest accreditation procedures.
- 9) Attending the external meetings related to accreditation and internal quality assurance.
- 10) Preparing AQAR, and all types of reports related to accreditations and internal quality assessment.
- 11) Support the college's guiding principles.
- 12) Carry out any other duties as assigned by the principal and the management

### **Controller of Examinations (COE) - Responsibilities:**

- 1) Developing and implementing strategies that make the present administrative system, in the area of Pre-examination works in well-structured, transparent, accountable, smooth and effective.
- 2) Developing and implementing strategies that make the present administrative system, in the area of Post-examination works in well-structured, transparent, accountable, smooth and effective.
- 3) Developing and implementing strategies that make the present administrative system, in the area of Conduct of Examination works in well-structured, transparent, accountable, smooth and effective.
- 4) Monitoring question paper/Question bank preparation and vetting/proof reading.
- 5) Preparation of budget and raising stationery requirements.
- 6) Scheduling of internal, external theory and lab examinations.
- 7) Issuing of examination notifications.
- 8) Monitoring the fee collection and issue of applications for eligible candidates.
- 9) Verification and correction of registered student data.
- 10) Generation and distribution of Hall-tickets.
- 11) Planning for conduct of examinations which includes identification of examination halls, invigilators, supporting staff and preparation of room planes etc.
- 12) Conduct of internal, external theory and lab examinations.
- 13) Conducting Project viva-voce examinations.
- 14) Packing, sealing and handing over of post examination material to university/autonomous section.
- 15) Handling the student malpractice cases.
- 16) Coding of answer scripts.
- 17) Conduct of spot valuations.
- 18) Preparation of results for the approval of results committee.
- 19) Publication of results.
- 20) Conduct of revaluation/recounting.
- 21) Preparation and issue of Marks memos.
- 22) Be responsible to Chief-controller of Examinations (principal) and Dean (Examinations) for the conduct of their work.
- 23) Support the guiding principles of autonomous examinations section of the college.
- 24) Any other duty as assigned by the authority or any other activity that is related to the examination works.

### **Career Guidance Cell (CGC) – Responsibilities :**

- 1) Providing necessary guidance and information to the students in shaping the future career and higher education.
- 2) Conducting an essential survey among the students on their career options.
- 3) Organizing programmes to create awareness about the importance of higher studies.
- 4) Organizing coaching classes for the professional courses like B.Ed., B.L., and Language Pandits and the regular master degree programmes etc.
- 5) Conducting orientation programmes for fresher students.
- 6) Organizing and offering various programmes on personality development, soft skills, communication skills, interview skills to enable the all-round development of individuals.
- 7) Organizing pre-placement training programmes to enable students to show case their skills during the interviews.
- 8) Conducting career counseling sessions regarding various competitive examinations with the help of senior faculty members of the institution.
- 9) Organizing various student interaction sessions or career counseling sessions on job proficiency with consultancy services.
- 10) Providing training to the students with eminent recourse persons from various sectors and esteemed institutions.
- 11) Coordinating with the Training and Placement Officer of the institution in organizing various training programmes pertaining to the job placements.
- 12) Be responsible to Principal and Convener (academics) for the conduct of their work.
- 13) Support the guiding principles of career guidance cell of the college.
- 14) Any other duty as assigned by the authority or any other activity that is related to the career guidance and career counseling.

## **Training and Placement Officer (TPO) - Responsibilities :**

- 1) To look after the training and placement activities of the students.
- 2) Providing training programs to the students of the campus in order to facilitate the students to get placed in the jobs in campus placements. In particular, arranging training programs for soft skills and interview facing skills for the students using institutional and external expertise.
- 3) Organizing the entrepreneurship workshops.
- 4) Boosting up student morale and counsel them before they undergo summer and final placement activities.
- 5) Organizing and monitoring the placement activities in coordination with Dean (Student Affairs) of the college.
- 6) Acting as institute-industry interface by maintaining a close liaison with industry for the placement of students
- 7) Organizing lectures from the professionals and industry.
- 8) Collecting feedback from the companies coming for placement.
- 9) Provide feedback to faculty members on placement activities.
- 10) Involving faculty members in pre-placement talk, and final placement of students.
- 11) Interact with students to keep them informed about the latest market trends and skills demands so that they can update themselves and prepare best for their career.
- 12) Arranging for interview facilities at the campus and written test halls.
- 13) Collecting appointment letters or corresponds to get them as soon as the interview is over.
- 14) Distributing appointment letters and collecting acceptance letters from the students and dispatch to employees.
- 15) Liaising towards the sister concern institutions to enhance the training procedures and improving placements of the students.
- 16) Be responsible to principal and Dean (student Affairs) for the conduct of his/her work.
- 17) Support the guiding principles of Training and Placement Cell.
- 18) Carry out any other duties as assigned by the principal and the management.