

**PONNAIYAH RAMAJAYAM INSTITUTION OF SCIENCE & TECHNOLOGY (PRIST)  
DEEMED TO BE UNIVERSITY**

**Code of conduct for Administrators, Faculty and Students**

The conduct of Students, Teachers, and staff including every member of Governing Body, and Administrators and support staff of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University is expected to be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

"Code of Conduct" has been prepared to make all the staff and students to know the rules and regulations and code of conduct that exist in the University. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.

**Code of conduct for students:**

**Preamble**


All students must abide by the rules and regulations of the University. The University authority may take disciplinary action if any student violates the University rules and regulations. Students are advised to adhere to the rules and regulations of the University and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules.

  
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## **General Rules and Regulations for Students**

### **Students shall behave with dignity and courtesy inside and outside the University.**

1. Students shall be found in decent active while in campus and representing the institution,elsewhere.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus representing the institution.
3. Usage of mobile phones during the teaching hours in Academic Departments is strictly prohibited.
4. **Students shall not entertain visitors** without prior permission in the campus.  
Students are expected to read notices/circulars displayed on the University notice board. Failure to read any notice/circular displayed shall not be accepted as a reason for failing to comply with the institutions.
5. Harmful habits such as Spitting, smoking and throwing bits of paper inside the campus must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
6. Possessing firecrackers of any kind in the hostel and University campus is strictly prohibited.
7. Use of smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the hostel or University campus is strictly prohibited.

  
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8. Scribbling on the desks or the black board or on the walls of the University and hostels strictly prohibited.
9. Students are forbidden from entering the University office during unspecified hours.
10. Students should be attentive to not to harm the reputation of the University or individual (fellow students and University staff) through social and electronic media.
11. Students should respect the University property. Collect Damage caused to the University property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
12. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
13. Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the Dean to circulate/display any kind of notice by any means without the written permission of the Dean. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the Dean.
14. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the University.
15. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.

  
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16. While attending University functions, the students will conduct themselves in such a way as to bring recognition/ honour to themselves and to the University.
17. Girls' students are not allowed to leave the Hostel premises after 8.00 pm. It can however be allowed for any valid reasons, on seeking prior permission of Hostel Warden.

*Signature*

## **Discipline and Conduct Rules for Students:**

### **(a) Level of Misconduct and Indiscipline**

**Level 1:**All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and/or any act which incites violence.

1. Gheraos, laying siege or staging demonstrations around the residence of any Officer of the University or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
2. Sexual harassment of any kind which shall also include:
  - i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
  - ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor and /or ragging in any form.

### **Level 2:**

1. Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
2. Furnishing false certificates or false information in any manner to the University.
3. Arousing communal, caste or regional feeling or creating disharmony among students.

  
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4. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the University in a way that would bring disrepute to the University.

  
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5. Use of abusive, defamatory or derogatory language against any staff member of the University.
6. Causing or colluding unauthorized entry of any person into the Campus or in the hostel and/or accommodating unauthorized guests or other persons in hostels.
7. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, gutkhas and smoking cigarettes in the Institute premises.
8. Damaging or defacing any property of the University.
9. Misusing University resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the University.
10. Harming reputation of the University or individual (fellow students and University staff) through social and electronic media.
11. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
12. Improper behavior while on tour or excursion.
13. Violation of security and safety rules notified by the University.
14. Any other offence under the law of land.
15. Any intimidation or insulting behavior towards a student, staff or faculty or any other person.
16. Any other act which may be considered by the institution's authorities to be an act of violation of discipline and conduct.

**Punishment for Violation of University Rules and Regulations:**

  
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The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.

#### **For Level 1 of Misconduct and Indiscipline**

1. Expulsion from the institute and/ or hostel.
2. Rustication up to four semester period and/or declaring the entire University Campus out of bounds.
3. Fine up to Rs. 20,000/- (In case of Ragging as per Supreme Court ruling)
4. Lodging of FIR with the Police.

#### **For Level 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations**

1. Admonition/ Reprimand and submission of bond or affidavit on Rs. 100/- stamp paper duly notarized.
2. Deduction of marks from Teacher Assessment Marks (Internal Marks).
3. Fine up to Rs. 10,000/- as recommended by the Discipline Committee after enquiry.
4. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
5. Withdrawal of any or all facilities available to a student as per University Rules (such as Scholarship/Fellowship, hostel etc.)
6. Suspension from the University for a Specific Period.

#### **General Guidelines for Implementation of Punishments**

  
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1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by the Discipline Committee or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself/herself.
2. If any student is found guilty of any activity of indiscipline by the Discipline Committee, one "Red Mark" will be marked against his / her profile. Further, if count of such red marks reaches 3 during his/her entire course duration, he/she will be automatically

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debarred from the campus placement and hostel if he/ she is a hosteller. Further, red marks may result in to expulsion from the University.


3. However, if a student improves his / her conduct, behaviour, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the Dean for expressing the red marks. If board is satisfied with the improvement, then the board may remove such red marks from the student's profile.
4. In case any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending inquiry by the concerned Committee.
5. The University should not be held responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the University-owned or leased property. Students should understand and explicitly agree to accept all risks of such losses or damages.

#### **Hostel Rules and Regulations:**


1. Student seeking to avail hostel facility has to note that hostel accommodation will only be allotted to studious students who believe in leading a Spartan life and remain disciplined. Every student, before room allotment in hostel shall give an undertaking with respect to the acceptance of rules and regulations, along with duly filled General Information form and Immunization Record.

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2. Rooms will be allotted on the basis of the criteria & procedure laid down by the authorities and under the sole Discretion of Director, Hostels from time to time. No change in room will be permitted during the session.
3. Hostellers must always keep their Hostel Identity Card in their possession.
4. Students are advised to be properly dressed during breakfast, lunch and dinner.
5. Hostel Fee, once paid will not be refunded except for the security amount. No hostel fee will be refunded in case of expulsion of any student from the hostel due to any kind of activities of indiscipline.
6. Students (Boarders) should not keep expensive article in their room. Authorities will not be responsible for any loss or theft of such items. Boarders will be held fully responsible for any loss or damage to the electric fitting, furniture and any other property in their room and hostel premises and one liable to compensate for the same.
7. It is the responsibility of the students to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors. Creating noisy or unruly scenes in Hostel or destroying academic ambience in any manner will also lead to instant expulsion from the hostel.
8. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the University hostel will be noted seriously by the University and disciplinary action will be taken against those found to be guilty.
9. Misuse of electricity, water and other facilities will be liable for penalty. Students are advised to switch off all electrical gadgets and save energy. Use of Room Heater, Water heater, Immersion Rod, Electric iron, Room coolers or any other electric

  
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- appliance (mobile phone charger and electric mosquito repellent is excluded from this list) in room is STRICTLY BANNED.
10. No student shall enter the kitchen or give instructions to the cooks or other servants. Complaints regarding food, service etc if any, may be brought to the notice of the Mess Manager / Warden.
  11. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any student, if found indulging in such practices, shall be asked to vacate the hostel without any notice.
  12. Students, while going out, should enter the time of leaving, purpose and proposed time of return in stipulated register. After returning, they should also enter the time of return in the same register.
  13. Day scholars or any outsiders should not be allowed inside hostel rooms. Any hosteller, found to be accompanied by a day scholar in hostel or facilitating a day scholar's stay, will be immediately asked to vacate the hostel. No boarder shall permit any other person to live in his/ her room.
  14. Students shall not entertain any beggars, vendors or any other persons inside the hostel premises.
  15. Coming late in the night after 10.00 pm (Boys Hostel) and 8.00 pm (for Girls Hostel) will be a violation of hostel rules. Over stay without prior sanction of warden will not be permitted. Defaulters will be dealt with strictly and habitual late comers may be asked to vacate the hostel
  16. During teaching hours of the respective Department, no student shall be allowed to remain in the hostel without the permission of Hostel Warden.

  
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17. No Backup electricity will be provided in the hostel when classes are running.

**RAGGING is a CRIMINAL offense. PRIST campus is a NO-RAGGING Zone**

It is mandatory for all students to fill the Anti-ragging Affidavit at the time of admission.

  
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## What constitutes Ragging?

**Ragging constitutes one or more of any of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student with rudeness
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

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8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Punishment for Culprits:**

University shall consider one or more of the following punishments for students involved in ragging -

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship 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 regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the University for period ranging from 1 to 4 semesters
9. Expulsion from the University and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)

12. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **Anti-Ragging Squad**

Several senior faculty members are nominated to the **Anti-Ragging Squad**. All students are encouraged to approach them without any hesitation in case of ragging.



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## **Code of conduct for Faculty Members (Teaching):**


### **Preamble**

Teaching is the highest Nobel profession and plays a very important role in nation building. Teachers have always been 'Role Model' for the students. In a developing nation like ours, a teacher has great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All these are expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following (the below mentioned) code of conduct is imperative for each faculty of PRIST Deemed to be University:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counselling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the best possible extent as medium of communication for such discussion.

  
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3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must Seek his future in teaching profession. A faculty member must display his / her

  
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dedication for the students will be felt by the hosts when classes are running.  
dedication is un-measurable and intangible but its impact can be felt.

4. A faculty member who is supposed to be a good thinker must evolve methodology to support the GRIMN Add on in PRIST of the institute. ~~RAGGING Zone~~  
It is mandatory for all students to fill the Anti-ragging Affidavit at the time of admission.
5. General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.
6. Faculty member should not enter into the arguments with students in front of everybody. He/She must, anyway, come forward to converse and communicate with the student about the outcomes which he may face, today or in future career, due to the indecent way of talking with the faculty members/ seniors etc.
7. Many a time, it happens that the student is not always at fault. So, faculty should communicate politely and respectfully so that a good rapport with students gets maintained.
8. Behaviour of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should come forward to prevent any act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.

10. Although, everybody has a right to look for his /her own career development. However faculty member should refrain during University hours from any such activity like preparing for competitive examinations to seek employment outside University and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the University.
11. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Such activities will entail a disciplinary action.
12. Except during the lunch hours, a faculty member must be present within the department and /or within the academic area of the University and must avoid holding private meetings with other staff member / faculty member during the Department working hours to discuss topics other than academics.
13. Behaviour of the faculty member with the fellow staff member / faculty member during the Department working hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the university authorities especially before the students.
14. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the University.

  
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## **Code of conduct for Governing Body (University Authorities such as Board of Management, Academic Council, etc.)**

### **Introduction**

The responsibilities of the Governing Body, as the entity controlling a large and prestigious University are onerous. The function of governance is to ensure that the organization fulfils its

overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Governing Body.

### **Objectives:**

The objectives of the Code of Conduct are:

- To set out decided pack of ethical ideologies.
- To endorse and preserve the confidence and faith in the BOM of University.
- To avert unethical practices.
- To endorse compliance with best management practices in all the activities of the University.

### **Conduct as Members:**

Members shall:

- Treat each other, University staff and students with professionalism, courtesy and respect.
- Not negatively influence other members.

  
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- Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.
- Act at all times honestly and in good faith.
- Have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.

  
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## **Responsibilities of Board of Management:**


The Board of Management shall be the principal organ of Management and principal executive body of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University and shall have the following powers, namely:

- i) To establish, on the advice of the Academic Council, Divisions / Cells / Centers / Departments/Faculties/ Schools for the academic work and functions of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the UGC, and statutory bodies concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University in consultation with the Academic Council;
- v) To provide for appointment of Visiting Fellows and Visiting Professors;
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee as per the Recruitment Rules of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University.
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and

  
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- aid in the establishment and support of Association, Institutions, Funds, Endowments, Trusts and conveyances calculated to benefit the staff and the students of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University;
- viii) To regulate and enforce discipline among the employees of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University and to take appropriate disciplinary action, wherever necessary;
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University.
- x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;
- xi) To approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xii) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv) To advise on the matters regarding acquisition, management and disposal of any immovable property on behalf of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University.
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University on such terms

  
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and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);

- xvi) To transfer or accept transfers of any movable or immovable property on behalf of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University;

Provided that the Board of Management shall not transfer or alter ownership in any matter whatsoever of any movable or immovable property of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University without the approval the Sponsoring Trust.

- xvii) To execute conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to PRIST or to be acquired for the purposes of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University;


- xviii) To issue appeals for funds for carrying out the objectives of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;

- xix) To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University, all expenses incidental to the raising of money and to repay and redeem the money borrowed.


- xx) To draw and accept and make and endorse discount and negotiate Government of

India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;

- xxi) To maintain a fund to which shall be credited:
- (a) all money provided by the Central or State / UT Government(s)/ University Grants Commission;
  - (b) all fees and other charges received by Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University;
  - (c) all money received by Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University as grants, gifts, donations, benefactions, bequest or transfers and
  - (d) all money received by Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University in any other manner or from any other source;
- xxii) To open account or accounts of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University with any one or more scheduled banks and to lay down the procedure for operating the same;
- xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- xxiv) To invest the funds of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University or money entrusted to Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws; and to have the accounts audited every year ;

  
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- xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University and for that purpose to appoint such agent or agents as it may deem fit;
- xxvii) To provide building or buildings, premises, furniture, fittings, equipment's appliances and other facilities required for carrying on the work of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University.
- xxviii) To establish, maintain and manage residences for faculty and staff and hostels for the students of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University.
- xxix) To recognize and maintain control and supervision of hostels owned and managed by other agencies for the students of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University and to rescind such recognition;
- xxx) To appoint such committees for such purposes and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
- xxxi) To appoint in order to execute an instrument or transact any business of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University, any person as attorney of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University with such powers as it may deem fit
- xxxii) To appoint Auditor(s) for the ensuing year.
- xxxiii) To select an emblem and to have a common seal for Ponnaiyah Ramajayam Institution

  
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of Science & Technology (PRIST) Deemed to be University and to provide for the custody and use of such seal.

- xxxiv) To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University or any other person;
- xxxv) To conduct all administrative affairs of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University not otherwise specifically provided for.
- xxxvi) To take all necessary decisions for the smooth and efficient functioning of Ponnaiyah Ramajayam Institution of Science & Technology (PRIST) Deemed to be University.


#### **Responsibilities of Academic Council:**

The Academic Council shall have the following powers and duties, namely

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
- ii. To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- iii. To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- iv. To prescribe courses of study leading to degrees and diplomas of the Institution deemed to be university;
- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;

  
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- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix. To suggest measures for departmental co-ordination;
- x. To make recommendations to the Board of Management on:
  - a) Measures for improvement of standards of teaching research and training;
  - b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
  - c) To recommend to the Board of Management, the establishment or abolition of departments/centres; and
  - d) To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concession, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to by the Board of Management;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers and perform such other duties as may be

  
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conferred or imposed upon it by the Rules.

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**Code of conduct and responsibilities of Vice Chancellor / Pro-Vice Chancellor / Dean / Director / Registrar/ Finance and Accounts Officer**

The conduct of University administrators should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large. The Vice Chancellor / Pro-Vice Chancellor / Dean/ Director should:

- Comply with applicable governmental laws, rules, and regulations;
- Act with competence and strive to advance competence, both in self and in others;
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- Understand the University Vision, Mission and objectives and policies and contribute constructively to their ongoing evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain;
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties; and
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.


**Power and Duties of Vice Chancellor:**

**Responsibilities of Pro-Vice Chancellor:**

The Pro-Vice Chancellor shall -

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1. be the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;
2. ensure that quality in education and central academic services is maintained by the university;
3. be responsible for fostering intellectual interaction across the university and for ensuring that there is research and development and industry linkages;
4. ensure that the long-term and short-term development plans of the university and its colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;
5. monitor appointment of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or post-graduate centers;
6. accord approval to the appointments of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or withdraw the same in accordance with the procedure as prescribed in the Ordinances;
7. accord approvals to selection committees for appointment of teachers in the colleges as per the norms of the University Grants Commission and the Central Government;
8. recommend proposals to the BOM for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies,

  
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knowledge resource centre, academic services units, libraries, laboratories and museums in the university;

9. consider and recommend proposals to the BOM for creation of the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching employees and other posts required by the university, from the funds of the university and from the funds received from other funding agencies, and qualifications, experience and pay-scales for such posts;
10. be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilization;
11. be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field survey within geographical jurisdiction of the university;
12. be responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national and international institutions and scientific, industrial and commercial organizations;

#### **Responsibilities of Registrar:**

The Registrar shall,—


1. act as a Member-Secretary of the Board of Management, Academic Council and such other authorities, bodies and committees, as prescribed by or under the existing MoA of the University;
2. be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of

  
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aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;

3. be the custodian of the records, the common seal and such other property of the university as the Board of Management may, commit to his/her charge;
4. conduct elections to various authorities and bodies of the university as per the programme approved by the Vice-Chancellor;
5. prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;
6. receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
7. organise training and orientation of non-teaching employees in the university and affiliated colleges;
8. have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;
9. place before the Board of Management, a report of the development activities of the university every six months;
10. have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the university for submission to the State Government and other external agencies;
11. exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him/her, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

  
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11. exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him/her, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.


### **Responsibilities of Dean of the Faculty:**

The Dean of the faculty shall -

1. be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers within his faculty. He shall work directly under the superintendence, direction and control of the Vice-Chancellor;
2. be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;
3. facilitate the creation of a learner-centric environment conducive for quality education;
4. arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
5. ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
6. ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;
7. be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;

  
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9. co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
10. be responsible for development of quality culture in higher education;
11. prepare Annual Quality Assurance Report of programmes within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;
12. be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;
13. interact with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavors;
14. recommend to the Board of Management proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;
15. recommend to the Board of Management through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;
16. control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;

  
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17. recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;
18. recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;
19. recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in under-graduate departments in colleges, autonomous Colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;
20. recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;
21. be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;
22. be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Board of Management and the Board of Examinations and Evaluation in respect of his faculty;

  
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23. be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;
24. enquire into any malpractices committed in any academic programmes in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;
25. render necessary assistance for redressal of grievances of the students in the faculty;
26. prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;
27. prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;
28. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor or Pro-Vice-Chancellor from time to time.


### **Responsibilities of the Controller of Examinations:**

The Controller of Examination shall -

1. be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;
2. be the Member-Secretary of the Board of Examinations and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;

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3. be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
4. evolve and implement in consultation with the Board of Examinations, processes for proper and smooth conduction of examinations and evaluation;
5. prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations;
6. arrange for printing of question papers;
7. postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-Chancellor;
8. take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and/or evaluation, found guilty of malpractices in relation to the examinations and evaluation;
9. review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations;
10. strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within fifteen days and in case of delay, prepare a detailed report outlining the reasons;
11. take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations;


  
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12. implement decisions taken by the various university authorities, connected with the examination and evaluation process;
13. implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programmes;
14. organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduction of examinations, tests and evaluation ;
15. ensure innovative and effective use of information and communication technology in the entire process of the conduction of examinations and evaluation;
16. arrange for proper assessment of performance of candidates at the examinations and process the results;
17. ensure that answer books for all degree examinations are assessed through the central assessment system;
18. ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;
19. carry out all other duties and functions assigned to him by the Board of Examinations;
20. undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations, and to ensure that the objects of the university are accomplished;

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21. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

  
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### Responsibilities of Director of Lifelong Learning and Extension

- (1) The Director of Lifelong Learning and Extension shall be a full time salaried officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications, experience, emoluments and terms and conditions of service of the Director of Lifelong Learning and Extension shall be as recommended by the University Grants Commission and adopted by the State Government.
- (3) The Director of Lifelong Learning and Extension shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.
- (4) The appointment shall be for a term of five years or till the age of superannuation, whichever is earlier and he shall be eligible for reappointment in the manner provided in subsection (3) for only one more term of five years in the university in which he is serving.
- (5) The Director of Lifelong Learning and Extension shall be the *ex-officio* head of the Department of Lifelong Learning and Extension.
- (6) The Director of Lifelong Learning and Extension shall,—
  - (a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;
  - (b) promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;
  - (c) organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;
  - (d) organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;
  - (e) organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;
  - (f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;
  - (g) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board for Lifelong Learning and Extension;
  - (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

  
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## Responsibilities of the Director of Students' Development

- (a) (1) The Director of Students' Development shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of ten years and desired exposure in the field of extra-curricular and extension activities. He shall work directly under the superintendence, directions and control of the Vice-Chancellor.
- (2) The emoluments, tenure, and terms and conditions of service shall be as prescribed by the Statutes
- (3) The Director of Students' Development shall,—
- (a) work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;
  - (b) conduct leadership training programmes for students;
  - (c) ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;
  - (d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;
  - (e) look into the grievances and general welfare of the students;
  - (f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;
  - (g) organize cultural and recreational activities jointly with regional, national and international bodies;
  - (h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;
  - (i) organize university, state, national and international level competitions, skills development workshops and interactive programmes in various fields for the students;
  - (j) train the students for state, national and international level competitions in various cultural activities;
  - (k) conduct elections to the University Students' Council;
  - (l) to prepare the report of the Board of Students' Development to be submitted before the Senate ;
  - (m) undertake any other task assigned to him by the university authorities to carry out objectives of the Board of Students' Development;
  - (n) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

  
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(b) (1) the Director of National Service Scheme shall be nominated by the Vice-Chancellor from amongst the teachers having minimum aggregate teaching experience of ten years, experience of at least three years as NSS Programme Officer and desired exposure in the field of National Service Scheme activities.

(2) The emoluments tenure and terms and conditions of service shall be as pre-scribed by the Statutes.

(3) The Director of National Service Scheme shall,—

(i) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;

(ii) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;

(iii) train the students for State, National and International competition;

(iv) undertake any other task assigned to him by the State National Service Scheme co-ordinator and the university authorities to carry out the objectives of National Service Scheme;

(v) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro Vice-Chancellor, from time to time.

### **Responsibilities of the Director of Sports and Physical Education**

24. (1) The Director of Sports and Physical Education shall be a full time salaried officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications and experience for the purpose of selection of the Director of Sports and Physical Education shall be such as may be specified by the State Government, by an order published in the Official Gazette.

(3) The Director of Sports and Physical Education shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The appointment of the Director of Sports and Physical Education shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Sports and Physical Education shall,—

  
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- (a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
- (b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;
- (c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;
- (d) organize university level competitions, sports skill development camps in various sports on the university campus;
- (e) train students for regional, national and international competitions in various sports;
- (f) to prepare the report of the Board of Sports and Physical education to be submitted before the Senate;
- (g) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;
- (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

### **Responsibilities of Director, Knowledge Resource Centre**

Director, Knowledge Resource Centre shall –

1. be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
2. be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;
3. evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;
4. cause periodic verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;


  
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5. be responsible for the development, modernization, up keeping and management of university Knowledge Resource Center;
6. render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Off-Campus of the university;
7. render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;
8. conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;
9. create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
10. undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
11. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.


### **Responsibilities of Finance Officer:**

The Finance Officer shall,—

1. exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;

  
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2. hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;
3. ensure that the limits fixed by the university for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
4. keep watch on the state of the cash and bank balances and investments;
5. ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice-Chancellor on the methods to be employed in this regard;
6. perform the duties as per the MOA of the university;
7. get the accounts of the university audited, regularly;
8. ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;
9. propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non-vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;
10. propose to the Registrar that explanation be called from any non-academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized

  
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expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;

11. call for, from any office, centre, laboratory, conducted college, department of the university or university institution; any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;
12. maintain the minutes of the meetings of the Finance Committee;
13. be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates(budget), statement of accounts and audit reports, to the Finance Committee and to the Board of Management;
14. prepare financial reports as required by the various authorities or bodies of the university, University Grants Commission and any such body providing funds to the university;
15. exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice- Chancellor and Pro-Vice-Chancellor, from time to time.

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## **Code of conduct and responsibilities for Heads of Departments:**

### **Academics**

- To monitor and conduct academic activities of the department.
- To take a stock of all stakeholders feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of the department results and academic performance.

### **Administration:**


- To maintain discipline and enforce rules as laid down by the University, in the department.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- To conduct regular meetings with teaching and non-teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- To execute any other work assigned by the Vice Chancellor / Pro-Vice Chancellor.

### **Finance:**


- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

## **Code of conduct and responsibilities of Administrative staff / Support staff**

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment

  
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2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the University.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow University policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the University and, where appropriate and agreed, will be based on the objectives of the University Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.
9. **Confidentiality** Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to

  
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discuss issues of particularly sensitive matters within the University community which could cause distress to institute staff, students or parents.

10. **Professional Behaviour :** Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- endeavoring to assist the University to achieve its strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- respect for University property;
- maintaining the image of the University through standards of dress, general courtesy, correct use of University stationery, etc.;
- taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere in the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;
- being familiar with communication channels and Institute procedures applicable to both students and staff;

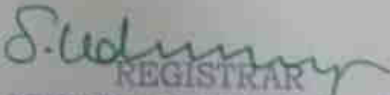
  
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- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

**Disciplinary Rules:**

The following are examples of behaviour which the University finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the University.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the University
- Racial offences, racial insults or racial discrimination against students, other staff or visitors to the University.
- Theft of University money or property and of money or property of colleagues or visitors to the University. Removal from University premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of Institute property or of property belonging to other staff or visitors to the University.

  
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- Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the University.
- Any wilful act which could result in actionable negligence for compensation against the University.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the University into disrepute or which seriously undermines confidence in the employee.

**The following are examples of behaviour which could lead to formal disciplinary warnings.**

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.

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- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances, such behaviour may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the University or affects confidence in the employee. Such conduct may be regarded as gross misconduct

### **Responsibilities of Deputy Registrar and Equivalent Cadres**

1. The Deputy Registrar, in charge of Section/Unit /Department, shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Assistant Registrar, Superintendent/Head-Clerk. etc. who shall be directly responsible to him.
2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.

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3. He shall issue warnings and reprimand to erring employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
4. He shall inspect periodically and after every fifteen days, the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually are main absent by issuing warnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.
5. He shall have to maintain and review the annual confidential reports of the officers and employees directly working under him, review the confidential/assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money his section spends. He shall submit periodical returns and reports, and must prepare budget for his section every year and place it for the approval of the appropriate authority.
6. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government, U.G.C., Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.

  
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7. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
8. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, deeds etc. concerning his section.
9. Deputy Registrar must personally look into the court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the Registrar informed about the cases and obtain his orders wherever necessary.
10. Any other work assigned to him by the officers of the University from time to time.

#### **Responsibilities of Estate Engineer:**

1. The University Engineer shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.
2. The University Engineer shall assist the Registrar/Deputy Registrar and shall be under the control of the Registrar
3. In exercise of his powers as University Engineer, he shall be responsible for the entire construction work of the University building.
4. He shall assist the Registrar or any other officer responsible for calling Building Committee meeting and meetings related to the Committee and preparing minutes of the same.
5. He shall be responsible for the entire maintenance of the university buildings, calling quotations, preparing blue prints etc. and overall responsible for the entire staff working under him.

  
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6. He shall be responsible for the work for which payment is made on his recommendation. He should submit the account of projects undertaken storing the material and for the upkeep of stores/University Buildings etc.

7. He should inspect all the buildings periodically and submit his report to the Registrar/Vice Chancellor regarding state of building state of buildings repairs, modifications, water proofing/electrical fittings and fixtures and shall supervise construction/repair work as and when undertaken.

8. He will have all powers, duties and responsibilities as the Deputy Registrar stated above of respect of the staff working under him.


**Responsibilities of Public Relations Officer:**

1. Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.

2. He shall be responsible to ensure that the information relating to the University is disseminated. He shall have to coordinate the provision of media for communication purposes, publicising of social events, academic achievements of the University as concurred by the Registrar.

3. He shall have to maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination and admission rules.

4. He shall have to forward information about the views and reaction of the community on the various University decisions, feedback to review its existing programme and plan for the future. He should keep liaison with institutions of academic/research Govt. research and development organisations or similar institution and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.

  
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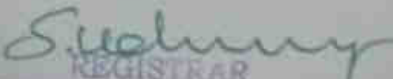
5. He shall have acquaintance with printing techniques.
6. He shall assist the Vice-Chancellor/Registrar in calling and organizing press conferences as and when required by the Vice-Chancellor/Executive Council.
7. The Public Relations Officer shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.

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### **Responsibilities of Assistant Registrar and Equivalent cadres:**

1. The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned section; and where the Assistant Registrar is working as a Head of the Section, he shall have the powers and responsibilities analogous to the powers assigned to the Deputy Registrar above.
2. He shall be in charge of the units/sections and shall be responsible for their normal and smooth working.
3. He shall look after day-to-day work of the Section/Unit of which he is in charge as per the instructions from the higher authorities from time to time.
4. He shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.
5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
6. He shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.
7. He shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filing procedure.

  
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8. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
10. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item(s) for consideration of the Executive Council/Academic Council or for other authorities/bodies of the University.
11. He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
12. He shall exercise constant vigilance, which is sign of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviours of the staff.
13. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.
14. He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.

  
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15. He shall hold meeting every fortnight with section officers/Assistant Section Officers to discuss the arrears of work, procedural knot-point and other problems, which create bottlenecks in the quick disposal of cases of his Unit/Department.

16. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.

17. Any other work assigned to him from time to time.

  
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### **Responsibilities of Superintendent, Supervisor and Equivalent Cadres :**


1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.
3. To mark and to distribute the letters in the name of dealing assistants.
4. To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./Officer of the Director of Education/Universities etc.
5. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.
6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.
7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Assistant Registrar and/or/Deputy Registrar, as the case may be.
8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.

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9. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
10. To inspect the racks and tables of assistants and/or senior assistants working under him and satisfy himself that no papers or files have been overlooked and that there are no odd receipts or bills lying undisposed off.
11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
12. To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.

### **Responsibilities of Personal Assistant:**

1. The Personal Assistant shall be responsible to the Officer under whom he is working.
2. He/ She shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
3. He/ She shall perform the duties and responsibilities assigned to him/her by the concerned Officer from time to time.
4. He/ She shall maintain programme sheets of his/her officer, prepare drafts of meeting and correspondence of routine nature. He/ She shall organized plan and follow tour programme of his officer. He/ She shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and dispatch it promptly to relevant section. He/ She shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He/ She shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

  
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### **Responsibilities of Head Clerk/Assistant Superintendent and Equivalent Cadres**

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.
4. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
7. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar.
8. To maintain calendar of periodical returns for incoming and outgoing, separately.
9. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.


### **Responsibilities of Senior Clerk/Junior Clerk and Equivalent Cadres**

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through PA's Stenographers/ Secretaries.

  
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2. To acknowledge letters received.
3. To submit documents to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a notebook to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required, issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.


  
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13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.

14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

**Responsibilities of Deputy Accountant:**

1. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence with State/Central Government/U.G.C. and other higher authorities with the assistance of the Assistant Accountant.
3. To ensure proper attendance of staff working under him.

  
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4. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
5. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
6. To recover grants due to the University from the outside bodies including State and Central Government.
7. To report to the Assistant Registrar (Finance and Accounts)/ Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the department/Sections which are attached to him.
8. To attend to such other works assigned to him with the approval of the Finance Officer.

#### **Responsibilities of Assistant Accountant**

1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.
2. To prepare periodic accounts of funds entrusted to him and to assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.
3. To maintain books of accounts, payment register and funds entrusted to him.
4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L. I. C. Premium from the salary of individual employee.
5. To attend to routine correspondence with Banks and other Departments.
6. To supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.

  
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7. To attend to such other work as may be assigned to him with the approval of the Deputy Registrar (Finance and Accounts), from time to time.

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### **Responsibilities of Accounts Clerk**

1. To write various books of accounts such as ledger salary register, income tax register.
2. To ensure filing of vouchers and papers.
3. To prepare bills for payment.
4. To prepare various returns.
5. To report to the Assistant Accountant/Deputy Accountant about any mistakes noticed by him in books of accounts.
6. To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts)/Accountant, from time to time.

### **Responsibilities of Garden Superintendent**

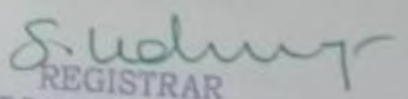
1. The Garden Superintendent shall be under the direct control of the Administrative Co-ordinator or Registrar as the case may be.
2. He shall be responsible for maintenance and development of garden. He shall also supervise the work of Males and other persons working under him and shall exercise such power as he may deem fit to regulate the working of the staff working under him by obtaining directions from the Registrar/Administrative Coordinator.

### **Responsibilities of Receptionist**

1. The Receptionist shall work under the direct control of the Public Relations Officer or Deputy Registrar/Assistant Registrar as the case may be.
2. He/She shall have to receive the guests, visitors, members of the various organisations and student community etc. and guide them to the proper sections to meet their requirements.

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3. He / She shall be well acquainted with exam. Dates, various programmes of the University meetings, University publications and announcement of result etc.

  
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4. He / She shall perform such other duties and responsibilities as may be assigned to him by the concerned Officer from time to time.

5. He / She shall display on the notice-board important notice, circulars etc. received from the various section.

### **Responsibilities of Telephone Operator:**

1. To operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board. Follow up the payment of telephone bills. Maintain records of the outward calls attended.

2. To ensure that no unofficial local/trunk calls are made without prior permission of the Registrar/Deputy Registrar and without prior payment of requisite charges.

3. Any other work as assigned by the concerned officer from time to time.

### **Responsibilities Laboratory Assistants**

1. To assist students and teachers in conducting practical and experiments.

2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.

3. To assist In charge of Laboratory in purchase and procurement of laboratory materials.

4. To supervise the work of laboratory attendants working under him.

5. To assist the In-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.

6. To report about breakages/losses in laboratory, to his superiors.

7. To report to In-charge of laboratory about misbehaviours inside the laboratory.

  
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8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.


9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

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## Responsibilities Laboratory Attendants

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the Laboratory.

  
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### **Responsibilities of Peons:**

1. To open windows etc. in morning and switch on fans and lights to close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. Operate cyclostyling machine, if he could operate that, wherever necessary.
9. Carry out any other work of similar nature which the Officer in charge /Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
10. Serve drinking water to employees and to visitors, when required.

  
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11. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
12. Any other work as may be assigned to him by the concerned officer from time to time
13. Peon shall also have to attend to the duties assigned to him.

  
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