

DUTIES & RESPONSIBILITIES OF STAFF, FUNCTIONS OF VARIOUS COMMITTEES & PROCEDURES



Objectives:

To increase our efficiency in our work and make our functioning cordial and smooth so as to achieve our goal to “Develop Entrepreneurs / Industry Leaders with integrity.”

Preamble:

The ‘Duties & Responsibilities of Staff, Functions of Various Committees & Procedures’ mentioned herein, shall come into effect from 1/7/2017 and shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Management at any time, by due notification.

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1. Roles and Responsibilities of Committees

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculties to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners / In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculties inviting their choice of preference of Committee. If the preference made by the faculties is found suitable by the team (Principal and HOD) they approve the same in consultation with the Director. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Director.

1.1. **Class Coordinator/Mentor:**

Objective: To help students in their pursuit of knowledge.

- i) To display the session plan and portion for Class Test I on the respective Notice Board/College Website.
- ii) To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.
- iii) Address students' queries.
- iv) Meeting the parents of students, especially defaulters.
- v) To inform the HOD about making alternate arrangement for lectures and practicals when a faculty is absent.
- vi) To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.
- vii) Collect information regarding weaker students* from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- viii) Identify good students and motivate them to excel.
- ix) Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- x) Any other duty the Director/ Principal may assign.

*Weaker student in terms of academic and personal problems

1.2. Literary Committee:

Objective: To develop and encourage literary skills.

Roles and Responsibilities

- i) To conduct competitions for literary events like debates, elocutions and so on within the college.
- ii) To display notices regarding inter and intra literary events.
- iii) To encourage students to attend literary events outside college.
- iv) Any other duties the Director / Principal may assign.

1.3. Attendance Committee:

Objective: To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and the performance and if so, to what degree.

A. Faculty's Role:

- i. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- ii. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
- iii. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively. Form AC1
- iv. After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated by encircling the letter 'A'. All such attendance shall be added and written under the extracurricular activities attendance column. To get the total attendance, the extracurricular attendance shall be added to the regular attendance. Then the percentage of attendance shall be calculated. Faculty shall grant this attendance, only if the students bring this to their notice well in advance in the prescribed format. Form AC2
- v. Submit the duly filled in attendance sheet at the end of each attendance period to the assigned lab assistants.
- vi. After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify if necessary within two days of display through 'Form AC3' brought by the student.
- vii. To encourage participation from students in College activities like NSS, NCC, Sport, Jash-n-Rizvi, Inter-collegiate and Annual day, 15% attendance shall be given for event coordinators and 10% to others, who participate, provided they submit necessary permissions granted by the concerned authorities for the same and fulfill 75% attendance criteria at the end of the semester in the concerned subject.
- viii. Any other duties the Director / Principal may assign.

B. Role of Attendance Committee:-

Objective: To maintain and display proper attendance records of students.

- i. The attendance periods for a semester shall be prepared in advance.
- ii. The subject teachers shall be intimated as to when and to whom the attendance sheets are to be submitted.
- iii. The attendance list shall be displayed within two days of receiving the attendance sheets.
- iv. Make Form C available to students and introduce changes within three days of display of the attendance list.
- v. Prepare the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians.
- vi. One copy of the Defaulters' List shall be handed over to the respective class mentor.
- vii. Prepare a subject -wise list of the final attendance, practical and lectures together and make it available on share-on for subject teachers' ready reference. (FORM AC4)
- viii. Any other duties the Director / Principal may assign.

C. Role of Class Mentors:

- i. To announce defaulters' names in the classroom and collect their signatures as well as the class representative's. (FORM AC5)
- ii. To meet parents/ guardians of students defaulting in less than 75% of heads and to explain the importance of attendance and other college activities and collect the undertaking from. (FORM AC6)

1.4. Time Table Committee:-

Objective : Smooth and efficient management of academic programme.

- 1.4.1 To prepare the class Timetable at the beginning of each semester (shall be done by respective department's Time table Committee).
- 1.4.2 To collect the following information from the HOD:
 - i) Workload distribution (Individual faculty's Workload in the department)
 - ii) Lab-wise subject allotment
 - iii) Assigning classrooms and tutorial rooms.
 - iv) Assigning common resources (classrooms, labs, tutorial rooms which are shared by other departments)
 - v) Department- specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).

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- 1.4.3 If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD and Principal.
- 1.4.4 To prepare the Academic Calendar and get it approved from the Principal.
- 1.4.5 To prepare a draft of class timetable after gathering information.
- 1.4.6 To prepare the class timetables in the pre-defined Excel Format.
- 1.4.7 To refer the class timetables, prepare the timetables of individual faculty and labs. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies. (Form TC1 & Form TC2)
- 1.4.8 To prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
- 1.4.9 To display the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library.
- 1.4.10 With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.
- 1.4.11 -A copy of academic calendar and all time tables are to be mailed to the Director.
- 1.4.12 To make the class timetables available in the Documentation Room for students' reference.
- 1.4.13 To gather the following information from Committee Conveners, HODs and the Principal in order to prepare Academic Calendar.
 - i) Term starting and ending dates.
 - ii) Public holidays
 - iii) Dates for Class test
 - iv) Dates for annual functions and festivals like Jash-n-Rizvi, Intercollegiate events and Annual Day etc.
 - v) Dates for for activities like Freshers' day, Traditional day, Friendship day, Saree and Tie day, Rose day, Teachers day, Farewell etc.
 - vi) Industrial Visits.
 - vii) Quality Improvement Programs (short term courses, conferences, seminars, symposia and so on).
 - viii) Term work submission dates.
- 1.4.14 To display the academic calendar for the information of students and staff. Also, a soft copy shall be made available on share on library and a hard copy shall be kept in the Documentation Room.
- 1.4.15 To prepare documents and annexures related to College Development Council Report(CDC), Mandatory disclosure etc. as per requirement of the University of Mumbai, UGC and Government under the guidance of the Principal.
- 1.4.16 Any other duties the Director / Principal may assign.

1.5. Cultural Committee:

Objective: to promote and arrange extracurricular activities to bring out the talents of students in performing arts.

Responsibilities:

The Cultural Committee shall be responsible for the following activities.

- a) All intra and inter-collegiate cultural events in the College.
- b) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- c) The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- d) Procedure to organize cultural events with regard:
 - i) To prepare the Annual Budget for various cultural events.
 - ii) To obtain formal permission from the College authorities to arrange programs.
 - iii) To decide the date, time and agenda of the programs.
 - iv) To inform members of staff and students about the events.
 - v) To arrange the venue and logistics (audio/video system, dais, podium etc.
 - vi) To invite the Chief Guests and other dignitaries and
 - vii) To arrange mementos for guests and gifts/certificates for the participants.

1.5.5 The committee shall display on the Notice Board/Website information about Events to be celebrated.

1.5.6 Events arranged for students in coordination with 'Students Cultural Committee' are

- a) Freshers' Day
- b) Teachers' Day
- c) Friendship Day
- d) Farewell
- e) Annual Day

1.5.7 Various programs arranged for staff are:

- a) Picnic
- b) Birthday celebration
- c) Felicitation of staff achievements
- d) Family get together (Form CC1)

1.5.8 The Cultural Committee shall also be responsible for organizing the following events.

- i) Orientation Program
- ii) Independence Day
- iii) Republic Day
- iv) Women's Day
- v) Founder's Day

1.5.9 Any other duties the Director / Principal may assign.

1.6. Sports Committee:

Objective : To provide healthy career and leisure time for every RIZVIANS.

Following are the responsibilities of the Sports Committee.

- a) Coordination with Sports Director/in-charge
 - i) Keeping stock of previous and current years' sports goods.
 - ii) Ordering sports goods in consultation with the Principal and Director
 - iii) Arranging the venues for sports events in consultation with Principal and Director
- b) Coordination with the Director
 - i) Obtaining permission to hold sports events in the college campus or any other venue.
 - ii) To recommend students for permission to participate in the intra-or inter-college events.
 - iii) To recommend sanction for Entry/Registration Fees to participate in various sports events.
 - iv) To recommend attendance for the students who have taken active part in sports events.
- c) Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- d) Maintaining discipline in all events happening in and outside the college.
- e) Holding sports events for staff members.
- f) Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
- g) The schedule of events for the whole academic year shall be finalized well in advance in consultation with the Sports Committee.
- h) On working days, sports and games are to be held from 4 pm to 7pm. On non-working days, permission from the Director is necessary.
- i) Any other duties the Director / Principal may assign.

1.7. Unfair Means Committee:

Objective: To ensure honesty and fairness during examinations.

It shall be the responsibility of Senior Supervisors (University Exam/Class Test) to report in writing any malpractice or anomalies found during the examination to the Principal. The Principal, in turn, shall hand over the matter to the Unfair Means Committee of the college.

Role and Responsibilities of Unfair means C

- a) Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Principal
- b) The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- c) The Committee members shall make necessary enquires from Junior and Seniors Supervisors and other related witnesses.
- d) After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the University guidelines/norms.
- e) Any other duties the Director / Principal may assign.

1.8. Placement Committee:

Objective: To help students to prepare for placement interviews/ higher studies and help them to choose an appropriate organization.

1.8.1 Introduction: The Placement Committee shall organize Campus Placement Programs for various IT and non IT companies visiting our institute during the placement season. Usually it starts immediately after the Fourth (4th) Semester exams. It can be also organized later (Off Campus) in the same academic year, if other companies wish to come.

1.8.2 Roles and Responsibilities:

In the beginning, the convener of Placement Committee will call for a meeting and delegates the role and responsibilities to committee members. He/She shall also schedule the Placement Programme by allocating dates and timings of companies' visits. The copies of the same are distributed to all the members, Director and Principal. The Convener shall also prepare a budget for the Placement Cell.

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The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like Banking, Insurance, Retail, Hospitality, Communication sector, Finance sector etc and contacts H.R Managers of those firms under the guidance of the Convener. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students with the approval of the Director.

Following are the roles and responsibilities allocated to the members of the Placement Committee.

- i) **Registration:** Registration of the eligible students shall be done with the help of students.
- ii) **Display:** To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews.
- iii) **Scrolling Board:** To welcome the company delegates to RIZVI COLLEGE with the date and time.
- iv) **Assembly Hall:** To arrange the Assembly Hall for the pre-placement talk and company presentation i.e, sound system, L.C.D. projector, chairs, table etc.
- v) **Classrooms:** Classrooms are allotted for the aptitude test and group discussion. Table, papers, stationery, drinking water etc. shall be arranged.
- vi) **Interview Rooms:** Usually Seminar room is arranged for personal and technical interviews. Table, chairs, papers, stationary items etc. shall be kept ready.
- vii) **Final selection:** At the end of the selection activity, names of the short listed students shall be announced by company representatives.
- viii) **Breakfast, tea and lunch:** Based on the number of guests from the organizations, such arrangements shall be made. The menu is decided beforehand and intimated to Rizvi canteen. Timings are also specified. Food is served in the Board Room Dining Hall.
- ix) **Records:** Records of the lists of students placed, company name, branch and salary offered shall be maintained.
- x) **Data Updating:** Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc., shall also be maintained.
- xi) During the year, short meetings shall be held to communicate the **status on placement** and to discuss the comments made by the recruitment team on our students' performance.
- xii) Any other duties the Director / Principal may assign.

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2.Course File

The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. It also includes a continuous report of the evaluation of students' progress. The teaching faculty is expected to complete their course file and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester. The details required for the completion of the course file, along with the deadline and the source of data is as follows:

	Contents of the Course File	Time to Complete	Source
1	List of registered students	One week prior to the first day of instruction	Attendance Committee
2	Individual Time Table copy	One week prior to the first day of instruction or 3 days after display of final time table.	Time Table
3	Lecture Session Plan Display	3 days before the first day of instruction	
4	Lecture Session Plan Execution	Immediately after every lecture throughout the semester	-
5	Lecture plan or Brief Lecture Assignments/ Tutorial	At least one day before the lecture	
6	Attendance sheet of Lecture/ Practical/ Class Tests	One week prior to the first day of instruction	Attendance Committee
7	Journal Submission Record	Immediately after the submissions.	Attendance Committee
8	Progressive Term work Evaluation Sheet	Regularly updated after exam/Tutorial/Assignment/Class Test	
9	Faculty Report		

3. Laboratory

Objective: To help students to prove and confirm for themselves through experiments, what they learn in the classroom

3.1 Duties and responsibilities of the Laboratory In-charge

- a. To maintain the Dead Stock Register and Consumable Registers.
- b. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c. To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- d. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- e. To organize the laboratory for oral and practical examinations.
- f. To hold those responsible for any breakage / loss etc. and recover costs.
- g. To ensure the cleanliness of the lab and switch off all equipment after use.
- h. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
- i. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
- j. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - i. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - ii. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - iii. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

3.2 Duties and Responsibilities of Lab Assistants

- a. The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- b. Lab Assistants shall be available for maintenance and care of resources/services of the institute.

- c. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- d. Lab Assistants in coordination with Lab In-charge should display
 - i) List of Equipments/software with cost
 - ii) List of Experiments
 - iii) Lab Time Table
 - iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- e. Any other assignments as given by HOD/Principal/Director.

3.3 Duties and Responsibilities of Faculty in respect of Labs.

- a. Faculties conducting practicals/ projects shall be responsible for the respective labs during their practical hours.
- b. Faculties shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculties can suggest changes in these matters with the consent of the HOD.
- c. In order to prevent theft, faculty members are advised to take the following action.
 - i) Before starting the practicals/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
 - ii) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
 - iii) Students shall not be permitted to carry bags into the labs.
- d. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

4. Leave Application Procedure

LEAVE RULES AT A GLANCE

4.1 Procedure for obtaining Leave (Casual, DL, Earned, Vacation etc):

- 4.1.1 Principal is authorized to sanction leave up to 3 days after the HOD's recommendation. Director's sanction is required for leave for more than 3 days after the recommendation from the HOD and Principal.
- 4.1.2 Faculty Members who desire to avail of any kind of leave shall make alternate arrangement (Form B) with other members of the staff to carry out assigned academic and administrative responsibilities. Form B along with the leave card shall be put up to the concerned authority for the subsequent approvals. Once leave is sanctioned, Form B is to be submitted to the HOD and 'Leave Card' to Accounts Section.
- 4.1.3 In case of emergency leave, one shall inform respective HODs/Class Coordinators before 8.00 AM, who in turn shall communicate to the Accounts Section by 9.00 AM, failing which leave shall not be sanctioned. If the HOD/Coordinator is not available, they shall inform the Principal/ Director.
- 4.1.4 Vacation shall be availed of only after the official end of the instructional period subject to following conditions.
- a. Completion of term work evaluation/practical/oral
 - b. Handing over the term work /practical/oral marks to exam cell.
 - c. Staff shall be available for exam related duties both for Institute and University.
 - d. Contact address and phone number shall be given to the Office before proceeding on leave.
- 4.1.5 For Qualified Institutional Placement (QIP) related outdoor duty (Conferences, Seminars and Workshops etc.) the concerned faculty shall fill Form C in addition to Form B.
- 4.1.6 DL can be availed for only official work related to University, Institute and QIP.
- 4.1.7 **Centralized Assessment System (CAS):** Examiners shall report to CAS conducted by the University of Mumbai as per University guidelines, either in the College or outside. At a stretch, staff can go on CAS for 5 working days. Afterwards, they shall report to the College. Depending on the University requirement for assessment, extra ODs may be sanctioned by the Director on the recommendation of the HOD/Principal.

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- 4.1.8 After completion of the CAS work, concerned faculty shall report the same to the Exam Cell and update the CAS Register.
- 4.1.9 Faculty may be sanctioned DL for external Oral/Practical exams for a maximum of 5 days, only after the instructional period in Rizvi. However, under special circumstances additional DL may be sanctioned by the Director on the recommendation of the HOD/ Principal.
- 4.1.10 Staff accompanying students for Industrial Visit shall take prior permission from the Director on the recommendation of the HOD/Principal.

5. Examination

Objective: To help the smooth conduct of exams in the Institute

5.1 Responsibility of the Principal

- 5.1.1 The Principal is the in-house Chief Conductor of University Examination.
- 5.1.2 To appoint Examination In-Charge (EI) in consultation with the Director.
- 5.1.3 To appoint Examination Committee in coordination with HODs and EI.
- 5.1.4 To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with EI.
- 5.1.5 To interact with University for exam related works.
- 5.1.6 To head Unfair Means Committee during examination.
- 5.1.7 To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and EI.

5.2 Responsibility of HODs:

- 5.2.1 To appoint coordinate with examination body for smooth conducting of examination.
- 5.2.2 To appoint internal, external examiners and moderators for practical /oral /written examination.
- 5.2.3 To monitor University practical/orals and other examination.
- 5.2.4 Member of Internal Flying Squad.
- 5.2.5 Any other duties the Director / Principal may assign.

5.3 Examination Committee

The Examination committee is an apex body of the Examination which is headed by Examinations In-Charge (EI) and shall be facilitated by three section viz., ***Examination, Record Maintenance and Administration.***

The main function of Examination Committee is:

- i) to conduct examinations and
- ii) to publish results and
- iii) to award certificates (provided by the University and Institute) to the students who pass the final examinations.

Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

- 5.3.1 The Examination In -charge (EI) is a faculty member (Associate Professor level) of the Institute and is appointed for a period of three years.
- 5.3.2 The Examination Committee shall function under the guidance of the Examination In-charge (EI).
- 5.3.3 The Committee shall comprise 5-6 members & for carrying out Class Tests and University Exams.
- 5.3.4 The Committee shall meet at least thrice in a semester and record minutes of the same and submit a copy to the Principal.
- 5.3.5 The EI shall follow the class test schedule as per the Academic Calendar.

5.4 Roles and Responsibilities of the Examination In-charge (EI)

- 5.4.1 Responsible for the due custody of the records pertaining to his/her work.
- 5.4.2 Shall have administrative control over the members working under him/her.
- 5.4.3 Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- 5.4.4 To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.
- 5.4.5 Any other duty/responsibility assigned by the Principal / Director

5.5 Class test

- 5.5.1 Class Test I shall be a compulsory written test of 2 hours duration of 75 marks. One paper per day shall be scheduled.
- 5.5.2 Class Test II of 25 marks can either be a written test, practical, oral or in any other form. The nature of the test shall be decided by the faculty with the approval of respective HODs and shall be informed to the students.
- 5.5.3 The Exam Committee - Class Tests:
 - i) Shall prepare Class Test Time-Table at least 2 weeks before the Class Tests and shall display it on the Notice Board/ Website (Staff/Students). It shall also put up a notice one week before the Class Tests, regarding details of submission of question papers to Senior Supervisors. A copy of the notice shall be kept in the Exam Cell.
 - ii) Shall display notice regarding rules for SS/JS (Annexure – EC1) and rules for students (Annexure – EC2). A copy of each shall be kept in the Examination cell.
 - iii) Shall display Block Arrangement and Supervision Duty List. One copy each shall be kept in the Exam Cell for ready reference. (Format EC1, Format EC2)

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- iv) Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers drawing boards, trays, threads etc.) is made available.
- v) Shall prepare a file containing the following documents, which shall be kept in the Exam Cell.
- Attendance Sheets (Format C - supervision duty record).
 - Answer Sheets handed over to teachers (Format D - collection of class test answer book record).
 - Duty swapping form (Format E - alternative arrangement of exam duties if any)

5.6 University Oral/Practical Exams:

- 5.6.1 The respective HODs shall submit names of minimum of 2 and maximum of 5 Internal and External Examiners for each subject to the EI.
- 5.6.2 The HODs shall be responsible for finalizing the dates of exams, preparing the Time-Table and sending a copy of the same to the Exam Cell for display. Subsequently the Exam Cell shall make necessary arrangements.
- 5.6.3 The HODs shall ensure that the External Examiner is punctual.
- 5.6.4 If External Examiner is found to be not competent or habitually coming late, he/she may not be included in the future Examination Panel.
- 5.6.5 At the end of the Practical/Oral exam, the Internal Examiner shall ensure that the External Examiners' attendance is marked, certificate is issued and remuneration is paid. For this, the internal Examiner shall approach the Exam Cell.
- 5.6.6 The Internal Examiner shall hand over the completed oral/practical evaluation sheets on the same day to the Exam Cell.
- 5.6.7 Each faculty shall submit to the Exam Cell the term work sheets with the signature of the Principal. This shall be done at least 2 days in advance of the advised date announced by the University.
- 5.6.8 It is the duty of faculty to ensure that they complete first our college assessment (Practical/Oral) before committing to dates as an External Examiner elsewhere.
- 5.6.9 No faculty is allowed to be an External Examiner before the official end of term as announced by University of Mumbai. No leave (any kind) shall be sanctioned for this purpose.
- 5.6.10 Each Faculty member shall enter the Oral / Practical marks into the software available with the Exam Cell. This shall be completed before the assigned date of the University of Mumbai. A printout of the same shall be taken by the Exam Cell which shall be verified and signed by the concerned faculty.

5.6 Term Work

- a) The properly filled and signed Term Work sheets shall be submitted by each faculty to the Exam Cell before the date advised by the University.
- b) The Term Work marks shall be entered by faculty into the software available in the Exam Cell. This has to be completed before the assigned date by the University. A printout of the same shall be taken by the Exam Cell. After due verification, the faculty member shall sign on the Term work / Oral / Practical sheets.

5.8 University Exams

- 5.8.1 The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
- 5.8.2 The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time. Students shall make the payment of required examination fees and receipt shall be produced to the Exam Cell.
- 5.8.3 The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University of Mumbai.
- 5.8.4 The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- 5.8.5 Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the format provided.
- 5.8.6 The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice Board/College Website.
- 5.8.7 The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- 5.8.8 The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of supervisors. A report of same shall be submitted to the Principal.

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- 5.8.9 The respective HODs shall submit names of 5 Examiners for assessment and moderation for each subject to the EI.
- 5.8.10 The Exam cell in consultation with the EI shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- 5.8.11 The EI shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- 5.8.12 The EI along with Exam Cell shall be in touch with the University for obtaining necessary approvals on time.
- 5.8.13 All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of the same shall be sent to the respective HODs.
- 5.8.14 Under the guidance of the EI, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal and Director.

5.9 Revaluation:

- 5.9.1 After declaration of results, the Exam Cell shall display notice inviting students who desire a photocopy/revaluation of their answer sheets.
- 5.9.2 Accordingly, students shall apply for the revaluation/photocopy to the Exam Cell. But before applying for same, they shall pay the revaluation/photocopying fees. Subsequently, the Exam Cell shall issue the forms on the production of the fee receipt.
- 5.9.3 The duly filled in form shall be submitted to the Exam Cell along with the receipt.
- 5.9.4 In case of First and Final years, the Exam Cell shall send forms along with the payment to the University.
- 5.9.5 In the case of FY and SY, the Exam Cell shall initiate the revaluation process internally.
- 5.9.6 The result of re-valuation (for FY & SY) shall be put up on the Notice Board/College Website. For TY, the students shall receive the result directly from the University.
- 5.9.7 Students who are ineligible to attend the next class and have applied for re-valuation, can seek admission to the next class by paying prescribed fee , before declaration of the result of revaluation. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of the revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the College or any part of the same shall not be refunded.

5.10 Responsibility of Faculties with regard to examination:

Every faculty member is expected to assist the Exam Committee for the smooth conduct of examinations, like providing assistance in invigilation, contacting paper setters, expediting evaluation work, tabulating results, etc.

5.11 Responsibility of Internal Flying Squad:

- 5.11.1 Making surprise visits to examination blocks to ensure smooth and fair conduction of examinations.
- 5.11.2 Reporting irregularities/ anomalies, if any, to the Principal.
- 5.11.3 Any other assignments as given by HOD/Principal/Director.

6. Staff Discipline:

***Objective** : To ensure mutual respect and freedom for everyone and be role models to student community.*

1. Reporting for duties on time:

- a. College working hours are, normally from 9 a.m. to 5 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 8 a.m to 4 p.m or 10 a.m to 6 p.m timing or any other as directed by HOD/Principal/Director.
- b. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
- c. Anyone coming late / leaving early for more than 10 minutes on 3 occasions in a month shall lose half-day Casual Leave. Repeated late comers shall be liable for disciplinary action.
- d. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal/Director and register his/her absence (i.e. OUT and IN timing).

2. Staff members shall compulsorily wear College ID while in the College premises. They shall also ensure that the students wear their IDs.

3. Staff members shall compulsorily submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

4. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.

5. Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.

As per the University rules, use of mobile phone in the College premises by the students is prohibited. However taking into consideration the necessity of use of mobile phones today, the College strictly prohibits its use in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of College building. If a student found violating this norm, the faculty/staff shall report the matter to the Discipline Committee which shall initiate action by imposing a fine of Rs. 500/-

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6. All faculty members are advised to wear decent clothes. Clothes like sleeveless tops, T-shirts, jeans, caps, etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
7. Internal guides of projects are required to pay surprise visits to sites for out-house projects (without the knowledge of students) to ensure students' attendance. Regular contacts with Industry Guides shall be maintained. Internal project guides shall obtain a confidential report of the student/group along with evaluation of the project report from the Industry/External project guide.
8. Faculty members are requested not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
9. Before the instructional day starts, faculty shall collect their respective lab/ staff room keys from the key board which is in the central office and they shall be deposited back when they leave the College premises.
10. Faculty shall communicate to each other and students only in English. However, to explain a point better, other languages may be used occasionally.
11. As a security measure, members of the staff who come in four wheelers and require to park them inside the College campus, shall give their names and the registration number of the vehicle to the security Supervisor.
12. Faculty members may photocopy up to 20 pages for academic purposes. Course file material may be photocopied with the permission of the concerned HOD. Details of the photocopying shall be entered in the register book kept in the Documentation Room.. Library books and text books shall not be photocopied. Form A: Permission form for Photocopies

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7. LIBRARY

Objective : To collect, organize and disseminate print and electronic information to the academic community of the Institution , to enhance and support the research activity of the Institution and to act as Learning Resource Centre.

1. Library Membership / Borrowing Books:

To become a member, the following documents are to be submitted in the library:

- Copy of Appointment Letter
- 1 passport size photograph
- Employee ID (to be collected from the Accounts Department)

Members will be issued a 'Library Card' which is valid till he/she is an employee of the college.

2. Timings

Session	Days	Timings
Academic	Monday to Friday	8.00 am to 6.00 pm
	Saturday	9.00 am to 4.00 pm
	Monday to Friday	9.00 am to 5.00 pm
	Monday to Friday	9.00 am to 5.00 pm
	Saturday	9.00 am to 4.00 pm
Library Closure		
Holidays	All Sundays and Public Holidays.	

3. Loan period:

Category	Issue Limit (of Documents)	Period of loan
Faculty	10	One Semester
Faculty pursuing higher education	15	One Semester
Visiting Faculty	05	One Semester
Non-teaching Staff	05	One Semester
Non-teaching staff pursuing higher Education	10	One Semester

4. **Services Offered:**

Besides the basic borrowing facilities, library offer services such as:

Online Catalog (Web OPAC)	Reservation / Renewals of documents
Reference & Information	Inter-library loan
Information Alert	Internet Access, Database Search
Newspaper Clippings	Access to IIT library, Mumbai staff and students.
Article Indexing	Reprography (Xerox Facility for Staff and students as copyright norms.

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5. **Rules and Regulations for Library:**

- a. Members shall keep their personal belongings such as bags, files, folders, notebooks, text books, CDs, pen drives etc. on the shelves outside before entering the Library.
- b. Silence shall be observed in all areas of the Library and therefore it shall not be used for group discussions.
- c. Mobile phones shall be switched off or kept on silent/vibrator mode before entering the Library.
- d. Library books are not meant to be written in, either with pen or pencil nor should students fold any page or part of a page. During the rainy season, users shall take extra care to protect them from rain and mildew.

6. **Borrowing:**

- a. WebOPAC (Library Catalog) can be searched online to find out the availability of the book.
- b. Rizvi Library uses an Automated Circulation System (LibSuite Enterprise) in which all the transactions are recorded against a bar-coded label.
- c. Books, periodicals, CDs, old question papers, project reports, syllabus copies etc. can be borrowed and duly returned at the issue counter.
- d. Reference Books [are not allowed for home issue.
- e. Users are requested to check books for quality before issuing getting them.

7. **Lost books / Library cards:**

- a. If a book is mutilated or lost, the user shall replace it with a new book or pay thrice the amount of the original price of the book along with the over due charges if any.
- b. If a reader's ticket is lost, the Library shall be informed immediately. In genuine cases, a duplicate card may be issued on payment of Rs. 50/-.

8. **Guidelines for using the WebOPAC:**

- a. Log on to "Online Library" to access the Library Catalog online.
- b. Enter the "Barcode No." mentioned on the library card in the field 'Membership Code' and press Submit.
- c. Initiate a search in the field "Enter the string" using:
 - i. Any of the selection criteria from Global, Title and Author and o Any / ALL of the media – Book, CD ROM, Periodical, Project Reports.
- d. After viewing the results, click on the title of the book for detailed information on the relevant topic.
- e. Set a password for your account by filling in the details on the "Change Password" link.

9. **Reservations:**

- Books and other Library material can be reserved by logging on to the WebOPAC. Reservations may be placed on issued items only.

10. **Renewals:**

- Books and other Library material can be renewed for the original loan period, provided there is no demand or reservation on the same. No books shall be reissued without presenting them physically.

11. **Digital Library**

RIZVI Library has installed a CD-Server which is accessible to everyone in the college premises after a valid log-in.

Digital library hosts the following:

- a. CDs of:
 - i) Conferences and Seminars
 - ii) Presentation and Communication
 - iii) Competitive Examinations
 - iv) Selected Books and periodicals

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- b. Publications of
 - i. Information Technology
 - ii. Computers a
 - iii. Electronics and Telecommunications Departments

- c. Publications Repository of:
 - i. Information Technology
 - ii. Computers
 - iii. Electronics and Telecommunication Departments

- d. Old Question Papers and
- e. Project Reports Documentation

12. Access to the British Library:

RIZVI is a member of British Library. Users willing to access this library are required to carry a letter from the Institute's office and submit to British Library.

13. Database Access

DELNET (Developing Library Network): DELNET is a bibliographic database. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible. Users willing to make use of this facility will be provided access in the library only.