



# **Shri Ramswaroop Memorial Group of Professional Colleges, Lucknow**

## **Code of Professional Ethics**

**and**

## **Code of Conduct**

**for**

**Students, Teachers, Governing Council, Administrators**

**including**

**Director / Associate Directors / Registrar / HODs,**

**Administrative Staff and Other Employees**



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## **SHORT TITLE AND COMMENCEMENT**

1. This Code of conduct and code of professional ethics at Shri Ramswaroop Memorial Group of Professional Colleges (SRMGPC) is a collection of rules and regulations that include what is and what is not acceptable or expected behavior from the College Students, Teachers, Governing Body, and Administrators including Director, Dean (Academics), Associate Directors, HODs and support staff. It defines the VALUES of an organisation and provides to all employees the boundaries of their behaviour relative to their duties to the organisation. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization. The “Code of Conduct” has been prepared to make all to know the boundaries of rules and regulations and code of conduct that exist in the College. It is expected that everyone strictly adheres 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 desired.
2. These Orders shall come into force with effect from 01 November 2016.

## **GENERAL CODE OF ETHICS AND CODE OF CONDUCT**

3. **Introduction** To ensure that members of the campus community and the wider communities in which we operate have confidence in this College, it is imperative that our employees act, and be seen to act, with ethics and integrity. The Code of Ethics and Code of Conduct serve to communicate the expected ethical standards and standards of conduct required from all employees of the College. Many of the College employees are also bound by the Code of Ethics and Code of Conduct defined by Professional Societies/Bodies; how ever the College Codes have to be followed in true letter and spirit.
4. **Code of Ethics – an Overview** The College’s Code of Ethics is a statement of the ethical principles, values and behaviours to be applicable to all the members of Statutory Bodies of the College, the Director, Dean (Academics), Faculty Members (including Associate Directors, and HODs) and Staff members (including Administration and support staff). The Code of Ethics and



  
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Code of Conduct form part of the College's contract of employment with its employees, whether full-time, part-time, adjunct, honorary or casual appointees.

5. **Code of Conduct – an Overview** The Code of Conduct details the legal and ethical obligations and expectations from all members to act in accordance with the expressed standards of conduct, integrity and accountability contained in relevant College policies and Agreements.

### Code of Ethics

6. This **Code of Ethics** puts forward a set of general principles rather than detailed prescriptions. The **Code of Ethics** is based on three universal ethical principles. These are given in succeeding sub paragraphs:
7. **Equity, Tolerance and Diversity:** People are to be treated fairly – not discriminated against, abused or exploited. The opinions and expressions of all the employees should be given due space and there should be no abuse of power.
8. **Respect for People:** People should be treated as individuals with rights to be honoured and defended. Respect empowers others to claim their rights and to achieve their potential. Demonstrating respect for persons requires, for example, dealing with disagreements by reasoned argument rather than by using language (words, style and tone) that have the effect of inappropriately attacking or demeaning the listener.
9. **Personal and Professional Responsibility:** The principle of taking personal and professional responsibility requires not only that people avoid doing harm to others but also that they exhibit courteous behaviour, upholding the standards expected of all members of the College community as part of achieving a common good.
10. The Code of Ethics underpins a Code of Conduct that outlines the actions or procedures applicable to employees at the College.



  
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## Code of Conduct

### 11. The **Code of Conduct** underlines:

- (a) The rights of employees to be treated fairly and equitably in the workplace;
- (b) Avenues for resolving complaints or breaches of policies and Codes; and
- (c) The legal and ethical obligations and expectations of all employees to act in accordance with the expressed standards of conduct, integrity and accountability contained in relevant legislation.

12. The **Code of Conduct** does not and cannot cover every possible situation. In case one is not sure about their obligations in any particular circumstance, it would be better to seek clarifications with appropriate Authority of the College.

## Equity, Tolerance And Diversity

13. **Equity of access to employment and programs:** The College is committed to providing an environment of equal opportunity, free from discrimination, for existing and prospective employees in the pursuit of their academic and professional goals and the realization of their potential to contribute to the accomplishments of the College.

14. **Academic Freedom** The College recognizes and protects the concept and practice of academic freedom as essential to proper conduct of teaching and research in the campus. While Academic freedom is a right, it carries the duty to use the freedom in a manner consistent with responsibility and honesty.

15. **Harassment and Discrimination:** The College is committed to maintaining an environment where employees are valued, respected and able to realize their full potential. Harassment and discrimination in any form has no place in such a culture. In addition to College policies, the College is bound by legislations which make harassment and discrimination unlawful.

16. **Sexual Harassment:** Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. The College has well defined policy for dealing with any case of sexual harassment.

17. **Lawful Obedience:** All members of the College must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with College policies.




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- 18. Confidentiality and Privacy:** All those employees who have access to official College documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual Concerned. In view of recent Supreme Court Constitutional Bench Judgment, the issue of Right to Privacy has assumed greater importance.
- 19. Safety and Health:** Every employee must be aware of their duty not to place the safety and health of others at risk by engaging in violence, aggression or bullying behaviour. The College encourages all employees to report such incidents that they witness to relevant authorities.
- 20. Complaints/Grievance Redressal:** Employees of this College are entitled to fair and equitable complaint procedures/grievance redressal mechanism. The College has a number of avenues for assistance with complaints and disputes, depending on their nature.

### Personal and Professional Responsibility


- 21. Public Comments** All the employees must not make any public comment on behalf of the College unless expressly authorized to do so.
- 22. Intellectual Property** IPR-related issues in India like patents, trademarks, copyrights and designs are governed by the Patents Act 1970 and Patent Rules 2003, Trademarks Act 1999 and the Trademarks Rules 2002, Indian Copyrights Act, 1957, Design Act 2000 and Rules 2001 respectively. Every employee who is involved in related issues, needs to follow them rigidly.
- 23. Social Media:** The College recognizes that social media is a term which encompasses the various activities that integrate technology, social interaction, and the construction of words, pictures, videos and audio. Therefore, individual employees of the College are obliged to:
- (a) be responsible for what they write;
  - (b) respect their audience, both visible and invisible; and
  - (c) respect copyright issues.
- 24. Fraud and Corruption:** Fraudulent and corrupt conduct generally involves behaviour that is deliberately dishonest or deceitful and involves the abuse of trust which leads to a person gaining a benefit from these types of actions. Examples include unauthorized use of College property, undeclared conflicts of interest, falsifying or manipulating research data, misrepresenting a person's involvement in research / projects, or making false claims of expenses or leave entitlements.



  
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- 25. Conflict of Interest** There is a need to identify any actual, potential or perceived conflict of interest between employees' personal interests or duties and obligations to the College.
- 26. Use of College Facilities and Equipment:** Members of the College are expected to use all College facilities and equipment efficiently, carefully and honestly. Resources should be used economically, secured against theft or misuse and waste needs to be avoided. These resources should not be used for personal purposes unless express permission has been granted in accordance with College policy.
- 27. Ethical Conduct of Research:** The College expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the College and other relevant funding bodies from time to time.
- 28. Outside Employment and Consultancy:** Professional and consultative work carried out by Faculty Members in their area of expertise may be of benefit to the College, the individual and the community, provided certain conditions are met. Professional and consultative work should be related to the work of the College and should not be in conflict with the interests of the College. Offering Consultancy is a privilege not a right and requires approval by the College.
- 29. Gifts or Benefits:** Faculty and Staff members should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place an employee under an obligation that may either directly or indirectly compromise or influence them in their official capacity.
- 30. Employment of Close Relatives:** The employment of relatives is only acceptable when the appointment is made in line with College policy regarding appointment of new employees. A member of staff should not take any direct part in the selection process for an appointment for which a family member is a candidate.
- 31. Professional Development:** All employees must maintain and develop knowledge and understanding of their area of expertise or professional field. They should continuously seek to improve work performance with an emphasis on quality skills. All employees should actively seek out ways to bring about improvements in their workplaces.



  
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**32. Dress Code:** College has laid down certain dress code for all the employees. They are expected to follow them. In case, due to certain reasons, any employee wants exemption from the dress code, it would be formally applied and approved.

**33. Breach of Code of Ethics and Code of Conduct** In case the above mentioned Codes are not followed, the College may initiate appropriate action depending upon the severity of the case. It may result in even termination from the service of the concerned employee.

### CODE OF PROFESSIONAL ETHICS FOR TEACHERS:

**34. Teachers and their Responsibilities:** Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- (a) Adhere to a responsible pattern of conduct and demeanour expected from them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Seek to make professional growth continuous through study and research;
- (d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (e) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (f) Perform their duties in the form of teaching, practical, seminar and research work conscientiously and with dedication;
- (g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (h) Participate in extension, co-curricular and extra-curricular activities including community service.



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**35. TEACHERS AND THE STUDENTS :** Teachers should:

- (a) Respect the right and dignity of the student in expressing his/her opinion;
- (b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical identity;
- (c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (d) Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare;
- (e) Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, whatsoever;
- (g) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (h) Aid students to develop an understanding of our national heritage and national goals; and
- (i) Refrain from inciting students against other students, colleagues or administration.

**36. TEACHERS AND COLLEAGUES :** Teachers should:

- (a) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (b) Speak respectfully of other teachers and render assistance for professional betterment;
- (c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**37. TEACHERS AND AUTHORITIES :** Teachers should:

- (a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through the College Bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (c) Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand;
- (d) Co-operate through the College in the formulation of policies of the other institutions;



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- (e) Co-operate with the authorities for the betterment of the College keeping in view the interest in conformity with dignity of the profession;
- (f) Should adhere to the conditions of contract;
- (g) Give and expect due notice before a change of position is made; and
- (h) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### 38. TEACHERS AND NON-TEACHING STAFF:

- (a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.
- (b) Teachers should help in the function of staff-matters of the non-teaching staff.


### 39. TEACHERS AND GUARDIANS : Teachers should :

- (a) Teachers need to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### 40. TEACHERS AND SOCIETY : Teachers should:

- (a) Recognize that education is a public service and strive to keep the society informed of the educational programmes which are being provided;
- (b) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (c) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (e) Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups and actively work for National Integration.




  
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**CODE OF CONDUCT FOR STUDENTS:**

41. This Code shall apply to all kinds of conduct of students that occurs on the College premises and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.
42. There is College dress code for students. All the students must wear the same with College identity card inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to disciplinary action.
43. Every student will maintain proper discipline, integrity and dignity in the College Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the College.
44. In case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the College, by mistake or deliberately, the College will have all the rights to recover the damages caused by him/her and impose monetary fine on him/her, and in case of non payment, College may take any action against him/her.
45. He/she will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the college premises. In case he/she is found indulging in any of the above the College may take any legal action against him/her.
46. Day scholar is not allowed to stay in the College hostel(s) without written permissions and authorization of the warden and senior authorities of the College. In case he/she is found in the Hostel Premises, he/she will be liable to pay fine as decided by the College.
47. His/her participation in any Dharna / Pradarshan / Strike can lead to strict disciplinary action against him/her including his/her rustication from the College.
48. During his/her future visits on any educational/industrial tour or extracurricular activity if he/she sustains any injury or suffer any accident, SRMGPC will not be responsible for the same.



  
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49. He/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the College from time to time and in case of any default by him/her, the College can take action against him/her including cancellation of his/her admission and debarring his/her entry in the College Campus, Library, Sports Grounds, Mess, Canteen, Reception, Labs, Workshops etc.

### **CODE OF CONDUCT FOR GOVERNING COUNCIL**

50. The College will be managed by a regularly constituted Governing Council. The composition, functions and other conditions pertaining to the Governing Council shall be as prescribed.
51. Members of the Governing Council should uphold the ideals enshrined in the College's Handbook of Human Values and Professional Ethics.
52. The members of Governing Council should maintain their character, transparency, mannerisms and good image.
53. All members of the Governing Council should keep in mind that no person is greater than College.
54. The Governing Council should receive all communication in writing from the Head of Institution i.e. the Director and in the same way the Governing Body will reciprocate.
55. The Governing Council should respect other members' opinions and give them a chance to express themselves and if necessary, permit them to register contradictory opinions.
56. No property of Society will be used for personal benefits.

### **CODE OF CONDUCT FOR DIRECTOR:**


57. The Director shall be the Principal academic and executive officer of the College and shall be responsible for the proper administration of the College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the College.
58. He will provide leadership, guidance and help in implementation and monitoring all the academic activities and to conduct periodical and End Semester Examination as prescribed by the University.





59. He shall be responsible for maintaining discipline and order among faculty, staff and students.
60. Subject to the budgetary provisions made for the specific purpose, he shall monitor the expenditure in accordance with the procedure as may be laid down by the Governing Council from time to time.
61. Delegate such powers as he may deem necessary to any other staff/faculty of the College.
62. In addition to the above, the Director shall:
- (a) Provide inspirational and motivational value-based academic and executive leadership to the College through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
  - (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the College;
  - (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
  - (d) Promote the collaborative, shared and consultative work culture in the College, paving way for innovative thinking and ideas;
  - (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
  - (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
63. The Director shall uphold values accepted by the College as Integrity, Honesty, Respect, Innovation, Excellence, Service, Hospitality, Freedom of Thought and Expression.
64. Decisions taken by him with the consent of the Executive Director must have the intention of the benefit of the College, its students, staff, and others with an interest in it, and must be taken with a view to safeguarding the College's financial health.




  
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**CODE OF CONDUCT FOR REGISTRAR**

65. The Registrar shall be responsible for the due custody of the record documents and the common seal of the College.
66. He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.
67. The Registrar shall also
- Conduct the official correspondence on behalf of the authorities of the College;
  - Issue notice for convening meetings of the Authorities of the College and all Committees and Sub Committees appointed by College;
  - Arrange filling of Enrolment forms of newly admitted students and submit to the University.
  - Arrange filling of Examination forms of students in every semester and upload to the university website.
  - Arrange Scholarship/Fee re-imbursement to the eligible students of all categories (SC/ST/OBC/Minority/General/PMSSS) under various schemes of state and Central Govt.
  - Be responsible for removing grievances of students for all the matters related to the University and fee & scholarship matters (except results).
  - Facilitate for compensation in lieu of demise of Student/earning parent from Chhatra Kalyan Nidhi of Dr. APJ Abdul Kalam Technical University, Lucknow.
  - Process Extension of Approval (EOA) from All India Council of Technical Education (AICTE), every year.
  - Process Extension of Affiliation from affiliating University, i.e. Dr APJ Abdul Kalam Technical University, Lucknow on annual basis.
  - He will also be responsible for any type of inspection conducted by AICTE / AKTU or any Govt. Agency.
68. The Registrar shall also perform such other duties as required from time to time by the authorities.
69. The Registrar shall uphold values accepted by the College as Integrity, Honesty, Respect, Innovation, Excellence, Service, Hospitality, Freedom of Thought and Expression



  
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### CODE OF CONDUCT FOR ASSOCIATE DIRECTOR

70. The Associate Director shall be nominated amongst the senior faculty of the respective domain by the Director.

71. He / she shall be responsible for :

- (a) Guiding the HODs for the preparation of justified teaching work load distribution for the teachers of their department.
- (b) Ensure implementation and monitoring of all the academic activities as per the guidelines of the College.
- (c) Counselling the Faculty members in case need arises from the feedback.
- (d) Periodic monitoring and reviewing the development of academics throughout the semester.

### CODE OF CONDUCT FOR HOD

72. It shall be the duty of the Head of a Department to see that the decisions of the Director are faithfully carried out.

73. He / she shall be responsible for :

- (a) Preparation of Course Allotment/Load Chart, Time Tables for all the teachers of his department.
- (b) Recommending to the Library, the list of books, journals and magazines to be purchased.
- (c) Conducting all the theory course work, laboratory work, project and other related work and supervising the faculty to prepare lesson plan, course file and all related academic documents for each course properly.
- (d) Monitoring course coverage and academic schedule to run as per the academic calendar through periodic review meetings.
- (e) To maintain Overall good behaviour and discipline among faculty, staff and department.
- (f) Arranging co-curricular activities and all activities related to the professional bodies in the department.
- (g) Arranging expert lectures, conducting seminars, workshops etc. in the department.
- (h) Up-keeping laboratories and ensuring all equipments in working conditions.

74. Act with competence and strive to advance competence, both in self and in others;

75. Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;



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76. Understand the College Vision, Mission and objectives and policies and contribute constructively to their ongoing evaluation and reformulation; Evolve Department Vision & Mission aligned with the College Vision & Mission and implement it.
77. Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain;
78. Refuse to accept any gift, favour, 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
79. Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

#### **CODE OF CONDUCT FOR DEAN (ACADEMICS)**

80. Dean (Academics) shall be nominated amongst the senior faculty of the College by the Director.
81. The roles and responsibilities of Dean (Academics) are broadly divided into two heads: Academic Planning and Academic Monitoring. Dean is expected to ensure the adherence of uniform and standard academic policies/procedures in all the departments.
82. He / she shall be responsible for :
  - (a) Preparation of Academic Calendar;
  - (b) Formulation of Academic Policies;
  - (c) Receiving, processing and maintaining all the records related to the academic program curricula (syllabus);
  - (d) Course Management: Coordinating preparation of course allotment, time-tables and course files;
  - (e) Issuing necessary guidelines and instructions (by acting as a platform of communication with faculty and the departments) related to academic matters, internal assessment and preparation of effective course material by the faculty;
  - (f) Conduction of Review Meetings to monitor progress of syllabus coverage and timely conduction of internal assessments;
  - (g) Conduction of feedback of students.



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(h) In addition, perform all such other academic works, assigned by the Director.

### **CODE OF CONDUCT FOR CONTROLLER OF EXAMINATION**

**83.** Controller of Examination (COE) shall be In-charge of the Examination Cell. COE would be responsible for:

- (a) Conduct weekly quizzes centrally throughout the semester.
- (b) Conduct Pre-End Semester Exam centrally at the end of each semester by issuing exam schedule of all the courses running in the college.
- (c) Conduct End Semester Exams in accordance with the schedule issued by Dr. APJ Abdul Kalam Technical University, Lucknow twice in the year after each semester.
- (d) Complete data analytics based on student university results downloaded from university website etc. It includes detail analysis of result of students – Semester, Year, Batch wise, Faculty wise, Backpaper (COP) wise for all the courses. Based on it, COE declares the meritorious students list, and issue certificate of merit to the students.
- (e) Based on Result Analysis, a summary has to be prepared by COE showing students performance in comparison with last three years and the same is to be put up to the Director/Management of the college for information.

**84.** The responsibility of students' welfare in relation with exam issues, correspondence / liaisoning with AKTU to get the errors corrected in the result, maintaining the records of material received/procured and consumed in university end sem exams.

**85.** COE will be responsible for coordinating concern departments for internal assessment of all students like weekly quizzes, pre-end sem exams etc. which are centrally conducted in the college.

**86.** Responsibility of issuing marksheets to the students after receiving from the university after each and every semester exam also lies with COE.

**87.** Printing and procurement of answer copies for internal assessment in coordination with Head, Central Store, as per college policy.

**88.** COE will be responsible for issue of exam copies to the departments and collects the evaluated copies and will maintain complete record of issued/consumed copies data during each semester.



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89. COE will also be responsible for conduct of third party competitive examination in online/offline mode as per MOU/consent signed.

**CODE OF CONDUCT FOR CONTROLLER OF STUDENT ACADEMIC AFFAIRS (COSAA)**

90. Controller of Student Academic Affairs (COSAA) shall be nominated amongst the senior faculty of the College by the Director. He/ She shall be responsible for management of ERP of the college as well as university. The details of roles/responsibilities shall be as under:

- (a) As a part of Central Planning, COSAA will be responsible for dividing students into different classes and groups and create batches of regular and elective subjects.
- (b) Creating setup on ERP at the start of each semester which includes mapping of subjects, students and faculty members.
- (c) COSAA will be responsible for generation of Progress Report of Students and publishing it into the students login. He/She will also be responsible for providing technical assistance to the students in some technical glitch like reset passwords or any other technical help in ERP operations.

91. COSAA will be responsible for creating the complete setup on AMS (AKTU-ERP) for uploading attendance and sessional marks.

92. Generating various reports like Short Attendance of students, marks updation by Faculty etc.

93. Uploading / maintaining records of Special leaves/ Medical leaves for the students.


94. Printing/Distribution of Attendance Register from ERP will also be done through COSAA.

95. COSAA will be the custodian of Adminstrating Login of College SMS portal. All SMS will be send with the help of COSAA.

96. COSAA will also look after the technical issues related to ERP for faculty members also. It includes any issue related to uploading of Attendance/ Internal Marks etc.

97. Coordinate in uploading the sessional marks on AKTU ERP and ensure the authentication, printing and binding of award sheets and finally its submission to the AKTU.




  
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**CODE OF CONDUCT FOR SR. ACCOUNTS OFFICER / ACCOUNTS OFFICER**

98. Sr. Accounts Officer/Accounts Officer shall be appointed by the Management Committee of College.
99. The Sr. Accounts Officer/Accounts Officer shall exercise general supervision over the funds of the College and shall advise it as regards to its financial policy and perform such other financial functions as may be prescribed.
100. He will be responsible for:
- Preparation of annual accounts and the budget of the College. He shall maintain proper accounts of income received from all sources and expenditure under various heads.
  - Keep a constant watch on the state of the cash, re-payment of loans and advances and bank balances and on the investments;
  - Monitor the expenditure under the various heads under the provision of the annual financial budget approved by the Management Board.
  - Preparation of annual statement of accounts including the balance sheet in such form as may be prescribed by the Management Board/Chairman.
  - Arrange the audit of accounts by a Chartered Accountant.
  - Custodians of all the financial records.
  - Collection of Fee from the students and issue of notices regarding timely deposition of fee as when required.
  - Responsible for maintaining fee records of every student (ERP based) and working out list of fee defaulters to inform Management / HoD.
  - Responsible for processing of Scholarships/Fee re-imbursement received from different Govt. agencies (like PMSSS, AICTE etc.) to College directly.
  - Approval of college fee structure for all the courses run by SRMGPC through Fee Fixation Committee, based on UP State Govt. Policy.

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 Prof. (Col.) R. K. Jaiswal  
 Director  
 Shri Ramkrishna Memorial Group of Professional Colleges, Lucknow