

## **Code of Conduct**

### **PG Coordinator**

To assist Head of the Department in :

1. PG admission process
2. Theory and Lecture Time table preparation of PG all classes
3. Smooth conduct the daily academic activities of PG
4. Preparation and display/ circulation of notices regarding PG Departmental activities
5. Smooth working of Departmental Library (if any)
6. Setting up the time table
7. Ensuring that 100 % lectures and practicals are conducted as per the time table
8. Ensuring that required infrastructural facilities, equipment and recurring items are available for the PG courses
9. Ensuring that the safety and security measures are taken care of from the point of view of safety and security of students and staff
10. Making all possible efforts for 100% result and 100% placement of PG students course of the Department
11. Making sure that mentor-mentee system gets implemented successfully
12. Following up and completion of the submission of reports, documents requested by central office / IQAC/ Autonomy Cell
13. Following up with the smooth and effective working of LMS in the Department with the help of Departmental LMS Coordinator
14. In conduction of Continuous Internal Evaluation Process in the Autonomy
15. Following up of paper checking, marks entry, submission of marks to SPPU / Central office, correctly and in time
16. Preparation of the panel of external reviewer for theory paper setting, theory evaluation and practical examinations in consultation with the HOD.
17. Communicating with the panel as mentioned in point 16.
18. Confirming the submission of question papers set, evaluation of papers and submission of marks
19. Timely submission of the result

- 20.** Keeping the record of all the Departmental activities and submit the report to DIQAC
- 21.** Confirming the conduction of examinations, submission of marks related to common subjects such as Cyber Security, Human Rights and Skill Development
- 22.** Following up with the conduction of lectures, question paper submission and marks submission by the visiting teachers, if any
- 23.** Helping in the effective conduction of placement activity and career guidance workshops, with the help of Departmental Placement Coordinators
- 24.** Encouraging the students for their write-up for the in-house publications
- 25.** Any other duty / responsibility assigned by HOD / Chief Coordinator (PG) / Vice-Principal / Principal time to time.