

S. D. Arts & Shah B. R. Commerce College

MANSA-382845, Dist. : Gandhinagar (N.Guj.) India

Managed by Sarvodaya Higher Education Society - Mansa.

Established Year : 1959 - 1960
email : sdbrcollegemansa@gmail.com
D.P. Zone : 91 College Code : 75



No. : (02763) 270191, 270132
website : www.mansacollege.org
Guj. Uni. Center Code : 28 College Code : 038

Out ward No. :

Date : / / 20

PROFESSIONAL CODE SUGGESTED BY STATUTORY BODIES

• Administration:

The college is headed by Hon. President, Vice President, Secretary and Executive Council. The Principal coordinates with the college management and performs his duties as the Institutional Head. The various committees are formed such as IQAC, NCC, NSS, Udisha, CWDC for the smooth functioning of the institution.

(1) Duties and Responsibilities of the Principal:

The Principal, being the Institutional Head, is responsible for the internal management as well as administration of the college. In the absence of the Principal, the Vice Principal performs the duties and carries responsibilities of the Principal.

Administrative Functions of the Principal:

The Principal monitors the Teaching and Non-Teaching Staff and aims at holistic development of the students, organizes academic activities like seminars and Guest Lectures and utilizes Grants of the Funding Agencies as per their guidelines.

Appointments:

- The Principal follows the Appointment norms of the Government and employs Visiting Faculty as the need may be.
- The Principal internally transfers the Faculty from one committee to another.

Leave:

- The Principal sanctions all kinds of leaves except Study Leave. In sanctioning Leave, the Principal follows the guidelines of Higher Education Department, Government of Gujarat and UGC.
- The Principal sanctions the Casual Leave and Duty Leave to Teaching and Non-Teaching Staff.

Increment:

- The Principal sanctions increments to the Teaching and Non-Teaching Staff as per the State Government rules.
- The Principal manages to monthly payment of the Visiting Faculty.

Updating Service Book:

- The Principal makes requisite entries in the Service Book of the Teaching and Non-Teaching Staff.

Formation of Committees:

- The Principal forms and makes even alterations in various committees such as Saptadhara, Udisha, CWDC and others.

Financial Functions:

- The Principal forward the proposal of Temporary Advance from GPF of faculty.
- The Principal proposes for various grants/plans and submits utilization certificate to the Funding Agencies.
- The Principal responsibly purchases equipment, books and other items after deliberations with the Purchase Committee.

Refund:

- The Principal refunds the fees or decides on the fines of the students.

Non-recurring Contingent Charges:

- The Principal makes provisions for sanctioning Non-recurrent contingent charges.

Periodic Review of Stocks:

- Generally, on 31st March, Annual Review of Stocks and other assets is conducted.

Distribution of Budget Allotments:

- The Principal distributes Budget to various committees.

Preparation of the Budget Proposal:

- Preparation of UGC Plan—including identification of needs and utilization of grants is done by the Principal.

Endowed Scholarships, Prizes and Medals:

- The Principal sanctions endowed scholarships, prizes and medals to students.

Promotion and Detention of Students:

- The Principal takes final decision on class promotions and detentions of students in accordance with University regulations and Government rules.
- The Principal declares institutional holiday and compensates it for a working day in the course of the academic year.
- The Principal makes payment to Guest Speakers and invited personalities.

(2) Duties and Responsibilities of the Vice Principal:

- The Vice Principal would provide a helping hand to the Principal for the smooth functioning of the college.
- Along with regular teaching, the Vice Principal supervises the institution in order to help the Principal.
- The Vice Principal attends the delegation of Academic and Administrative field.
- The Vice Principal would act as Principal in absence of the Principal.

(3) Duties and Responsibilities of Accountant:

- Timely submission of Audit Reports to various Funding Agencies.
- Timely disposal of queries related to Audit Reports.
- Member in Purchase Committee.
- Member in Planning Board.
- Conducts and manages various accounts of the college.
- Conducts verification of various Audit Reports.

(4) Library Rules:

- At a time, a student is permitted to borrow two books, but more than two books can be issued to career-oriented students.
- The identity card is mandatorily produced by the student on the basis of which the books are issued.
- The student is allowed to keep the books for the stipulated time so that the books can be circulated widely among other students.
- Fines are charged to students who fail in timely return of the books and receipts are issued to the students for fines.

(5) Function of College Committees and Departments:

- Under the chairmanship of the Principal, various college committees are formed with the coordinator and the members.
- The committees devise an annual plan in the beginning of the academic year and works accordingly.
- Regular Academic Reports and Audit Reports are submitted to various funding authorities like KCG and UGC.
- At the end of the academic year, the IQAC collects the Annual Report of each of the committees.
- On the basis of Minutes and performance, the IQAC analyzes the committees.
- Academic Plan is made by every department and executed accordingly.
- Departmental activities are planned well in advance including Guest Lecture and Seminars, Feedback System and submission of Annual Reports to IQAC.

(6) IQAC:

- The IQAC works in accordance with the guidelines issued by UGC and NAAC.
- The chief objective of the IQAC is the promotion of quality in the institution.
- Conducting regular meetings, submission of proposal to UGC and NAAC for seminars, study of New NAAC Guidelines, implementation of schemes and other activities, providing guidance to faculty, timely submission of AQAR are among the chief functions of the IQAC.
- The IQAC is a monitoring committee that is concerned with every developmental aspect of the institution.

The institution follows the University and the State Level Bodies as follow:

https://financedepartment.gujarat.gov.in/Documents/Rule-Eng_4_2014-2-13_662.pdf

Gujarat University Handbook

Commissionerate of Higher Education, Govt. of Gujarat

<http://egyan.org.in/public/frmAboutUS.aspx>