

# SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

P. L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400 089. ☎ 9326063380 / 9326083775 ✉ sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.com

## DUTIES & RESPONSIBILITIES OF DEGREE PROGRAMME CO-ORDINATOR

- a) Plan and Organize lectures on regular basis.
- b) Provide necessary guidelines, assistance to the Teaching Staff.
- c) Suggest the names of Visiting Faculties for specialized subjects and of Guest Lectures and Corporate delegates to the Principal in advance.
- d) Monitor the faculty regularity and punctuality in attendance.
- e) Ensure that the Teaching staff attend their classes on time as per the Time Table given to them.
- f) Inter-act with the students of respective Class and get their Feedback about the Lectures on a continuous basis.
- g) Provide weekly report to the Principal about the performance of the Teaching Staff and about various activities conducted and planned.
- h) Arrange to conduct weekly Class Tests and arrange remedial classes for the academically weak students and expert guidance to the meritorious students.
- i) Discuss with the Principal to improve the standard of teaching methods, if so warranted, in any particular subject well in advance of respective semester examinations.
- j) Arrange Counseling /Seminars by Experts for the benefit of the Students.
- k) Arrange Parents meeting with the Teaching Staff to discuss about the performance, attendance, fee arrears, etc. and to keep a constant contact / inter-action between Parents and Teaching Staff for the benefit of the students with the prior permission of the Principal.
- l) Plan local / Inter State Industrial Visits well in advance with the Principal.
- m) Take necessary steps to improve the attendance of the students and intimate the parents of those students who remains absent continuously.
- n) Make the timetable for minimum two Prelims exams for Semester V & VI and inform the students in advance. You should also plan its result declaration and timetable for remedial coaching of failed students and after getting approval from the Principal.
- o) Inform the students, in the beginning of the academic year, about the University examination pattern and necessity of compulsorily attending the prelims and the inclusion of prelim marks as the part of internals.
- p) Attend any other duty assigned by the Principal of the College.



**Principal**

Sree Narayana Guru  
College of Commerce

P. L. Lokhande Marg,

Chembur, Mumbai - 400 089





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## Duties and Responsibilities of Assistant Professor

1. Faculties services will be governed by the provisions of the Mumbai University Act 1994 and the Status, Ordinance, Regulations and Rules of the University for the time being in force and the Rules of the Governing Body not inconsistent with Act, Statutes, Ordinances, Regulation and Rules of the University.
2. Faculties are required to co-operate and participate in skill development programme conducted by the College.
3. Faculty shall work exclusively for and in the interest of the Institution and undertake not to engage in any part-time work or engage in any other work, business, occupation or consultation of any kind or accept any employment without the consent of college authorities.
4. Faculties services should be to the satisfaction of the Management.
5. During the continuance of your employment or thereafter at any time, faculty shall not disclose, divulge or communicate to any person or persons whatsoever, any information of a secret or confidential nature relating to the work of the Institution.
6. Any misconduct, indiscipline, breach of any terms and conditions mentioned above shall make faculty liable to immediate removal from the services of the Institution.
7. Faculty will inform in writing to the institution about your change of residence address, if done.
8. If faculties wish to leave the job, you will have to give one month / 3 months for approved faculties notice or salary in lieu of notice. Your payment in lieu of notice period will however be subject to acceptance by the Institution.

**Principal**

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