

Marathwada Shikshan Prasarak Mandal's

**YESHWANTRAO CHAVAN ARTS, COMMARCE AND
SCIENCE COLLEGE, AMBAJOGAI**

INTERNAL QUALITY ASSURANCE CELL



HANDBOOK FOR THE CODE OF CONDUCT

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**Handbook for the Code of Conduct
(Students, Teachers, Administrators and Administrative Staff)**

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YESHWANTRAO CHAVAN ARTS, COMMARCE AND SCIENCE COLLEGE, AMBAJOGAI

INTRODUCTION :

The Code of Conduct Handbook is for students, teachers and administrator introduction teaching is the most noble profession and very important and crucial role in nation building. The teachers have all the time remained as role model for the students as well as the society in a developing our country India. Teacher has been playing an important role in shaping the character and career of the students. Other than this the noble character of a teacher has an all the time best impression in the society. All of these are expected to contribute long way to make our country an energetic and strong nation. All Faculties are expected to display a good behavior and character so that the students consider their teachers as their role model in their future. The code of conduct is intended as a guide to all the staff of Yashwantrao Chavan Mahavidyalaya, Ambajogai. The staff of the college is expected to follow the code of conduct within or representing the college. The college provides the underlying purpose is to ensure that the college provides a high quality service to the students and stakeholders. It takes in the requirement of the law and attempts to define the required levels of professionalism to ensure the well-being of the college. It has been drafted to comply with college politics and procedures. Code of Conduct has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the college. It is expected that all the teaching and non teaching staff and students should strictly adhere to the rules and regulations of Code of Conduct mentioned in this Handbook. The Principal and College Development Committee reserve the right to change or modify as per the situation.

All staff members are required to read this Code of Conduct and Code of Ethics carefully and consider the issues which it raises. The principal should also ensure that all staff are aware of the code's contents and Code of Ethics are fully briefed on its implications.

CODE OF CONDUCT FOR STUDENTS:

1. The students will monitor strict modesty in uniform.
2. The college students should take care of college property and should not involve in damaging the property of the college.
3. Admission will be cancelled if they behave against the rules.
4. Student should pay fees in the account section of the college and keep the receipt.
5. The students attendance for lectures, practical, tutorials, tests and examinations is as per the university norms at least **75 %** in the class is must. Strict action will be taken against the absent students number.
6. Insulting behaviour with students , teaching staff and non Teaching staff is an offence
7. Admission will be rejected to the students having misbehavior record in the examination or election for other activity in the college
8. Scribbling on the desks on the blackboard or on the walls of the college and hostel strictly prohibited.
9. Student should behave well with teaching and non-teaching staff of the college number
10. Student must observe the notices displayed on the notice board the college administrative will not be responsible if any e loss is required due to not observing the notice displayed on the notice board.
11. Student should not make any change in the document like-bonafide, TC or identity card provided by the college, it is an offence.
12. Possession of mobile phone during the teaching hours in academic departments is strictly prohibited.
13. Students should return the book on or before the due date and take care of library books and materials.
14. The student will find out if their attendance for lecture and practical is not satisfactory.
15. Speaking smoking and throwing cheat of papers in the college campus are strictly prohibited.
16. All vehicles should be parked in the allotted parking place vehicles found parked in authorized places shall be impounded.

CODE OF CONDUCT FOR TEACHERS:

1. The teaching faculty should sign the attendance muster and biometric.
2. Teaching staff must be punctual, sincere and regular in their approach.
3. The teaching faculty should follow the rules and regulations of the college as prevalent from time to time.
4. Teaching staff should be in uniform on the decided days.
5. Teaching faculty shall devote their time and their best efforts for the progress of the college.
6. Faculty should contribute to the vision, mission and goals of the college true engagement of working hours.
7. Teachers should perform the duties of citizenship, participate in community activities.
8. Every faculty in the college shall discharge his or her duties efficiently and diligently and shall conform to the rules and regulations.
9. Teaching staff employed in the college shall stay within the college during given hours and discharge their duties efficiently and diligently and maintain honesty, integrity, fairness and total quality management in all activities with mutual respect.
10. All teaching faculty of the college are responsible for protecting and taking reasonable steps to prevent the misuse of damage to the college assets.
11. Work to improve education in community and strengthen the community's moral and intellectual life.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF :

1. This code of conduct is intended as a guide of and help to all administrative staff it sets out standards of conduct which staff are expected to follow when within or representing the college this code is not exhaustive but is a return to assist staff and it is important that non-teaching staff or administrator should take advice and guidance if necessary.
2. The underlying purpose is to ensure that college provides a high quality service to its students and stakeholders in accordance with our mission statement and promote public confidence in the identity of the college. It take in requirement of the law and attempts to define.
3. The required levels of profession professionalism to ensure the wellbeing of college it staff and its students it has been drafted to come comply with college policies and procedures.
4. Administrative staff is requested to read this code of carefully and consider the issue which is raises to the principal should also ensure that all staff are aware of codes contents and are fully briefed on its implication.
5. Investigation of Aligarh breaches of this code will be covered under the college disciplinary procedures and related code of practice

CODE OF CONDUCT FOR PRINCIPAL:

(As per Government of Maharashtra, Higher & Technical Education Department

Government Resolution No. Misc-2018/C.R.56/18/UNI-1 dated 08 March, 2019)

The College Principal is the captain of the ship that dove the ship of the college in the right direction the Principal is the head authority of the college to create, mould and shape the college. The Principal is the moving spirit of the college that circulate blood in veins to conduct the college in a proper way and that is why Principal shoulder has to greater responsibility.

1. 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.
2. Conduct himself / herself with transparency, honesty, highest degree of ethics and decision making that is in the best interest of the college.
3. 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.
4. Promote the collaborative, shared and consultative work culture in the college paved way for innovative ideas.
5. Endeavour to promote a work culture and ethics that brings about quality professionalism, satisfaction and service to the Nation and Society.
6. Manage their private affairs in manner consistent with the dignity of the profession.
7. Discourage and not indulge in pleasure ISM and other non-ethical behavior in teaching and research.
8. Refrain from allowing consideration of caste, Creed, religion, race, gender and sex in their professional activities

CODE OF CONDUCT FOR MANAGEMENT :

(Governing body/College Development Committee)

(As per Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017))

Governing Body/ The College Development Committee shall,-

1. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
2. Overall Comprehensive Development Plan should be for the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
3. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
4. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
5. Prepare the Annual Financial Estimates (Budget) and financial statements of the college or institution and recommend the same to the management for approval.
- 6.
7. Decide about the overall Teaching Annual Calendar of the college.
8. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
9. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
10. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
11. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
12. Make recommendations regarding the students' and employees' welfare activities in the college or institution.
13. Discuss the reports of the Internal Quality Assurance Cell (IQAC) and make suitable recommendations.

14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
16. Recommend the distribution of different prizes, medals and awards to the students.
17. Prepare the Annual Report on the work done by committee for the year ending on the 30th June and submit the same to the management of college.
18. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

RULES FOR OFFICE SUPERINTENDENT (OS)

1. The Office Superintendent shall be in-charge of the college office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his office staff that shall be directly responsible to him with the prior approval of Superintendent.
2. It shall be the duty of the superintendent to maintain original Public Relations and to attend to give these of the members of the public and students and supply information through principal to government university E for University Grants Commission or management and superior authorities as per requirement it also it shall also be the duty to help the members of public to solve their difficulties concerning office To entertain complaints if any against the staff subordinate to him in the college
3. He shall convince the regular meetings of the office staff and laboratory assistant and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
4. He shall issue memo or reprimands to erring employees. He shall inspect muster of the administrative staff and take such action as he may deem fit in case of habitual latecomers or those who habitually remain absent, by issue warning in writing and recommending to the Principal to take the disciplinary action, in case the same employee shows no improvement.
5. He shall carry out the duties and responsibilities in just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
6. He shall be responsible for work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents etc. concerning his section.
7. The superintendent shall personally look into the court case concerning the college and obtain orders from the Principal wherever necessary.

LEAVE RULES :

1. Teaching and non-teaching faculty should get casual leaves, medical leaves and vacations as per rules of the college, the Government of Maharashtra and UGC.
2. Leave cannot be claimed as a matter of right.
3. Higher authority has power to refuse or sanction leave of any description.
4. The teaching staff is eligible for 8 (eight) days casual leave in a calendar year.
5. Written application will in advance is required for the grant of leave no teaching staff member shall live the place before getting intimation from the authority of the college.
6. The teaching staff is eligible for 180 days leave with full pay for Maternity purpose and professional behavior

CODE OF CONDUCT FOR DISCIPLINE :

1. The college staff should be uniform with ID.
2. The college staff is expected to be present in the college campus at least 10 minutes before the college beginning time.
3. The teaching staff should prepare Teaching Plan and ensure it, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the department or institution.

UNPROFESSIONAL BEHAVIOUR:

1. Physical violence actual or threaten to the staff or visitor to the college is offensive.
2. Any form of physical or verbal violence towards students.
3. Sexual offence, sexual insult or sexual discrimination against student or the staff or visitor to the college is offensive.
4. Gross neglect of duties and responsibilities are offensive
5. Wristle offences racial insult for racial discrimination against students other staff for visitors to the college.

CODE OF CONDUCT FOR FACULTY :

1. All the staff member should follow the rules and regulations of the college as prevalent from time to time.
2. All staff should devote their time and their best efforts for the progress of college and Institute.
3. Staff should contribute to the vision mission and goals of the college through engagement of working hours.
4. Every staff employed in the college shall stay within the college during office hours and discharge his or her duties efficiently and diligently and maintain honesty integrity fairness fraternity and total quality management in all activities with mutual respect.
5. All staff of the college are responsible for protecting and taking responsibilities setups to prevent the misuse of or damage to the college assets including all kinds of physical assets movable and immovable property.
6. Staff must attend all functions of the college as per the instructions of principal Vice Principal of the college.
7. Staff should work in cooperation and collaborative manner with other through academic and administrative activities to achieve institutional goals.
8. All college staff should maintain the confidentiality regarding the college's affairs and affairs of its constituents and should not to divulge, directly or indirectly any information of confidential nature either to the member of the public or of the college's staff, unless compelled to do so by judicial or other authority or unless instructed to do so by the Principal in the discharge of his or her duties.

CODE OF ETHICS :

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 compatibility 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.

1. Dignity by treating Students by care and kindness.
2. Respect by mutual respect, trust and confidentiality.
3. Loyalty to the college by punctual and reliable in all duties.
4. He/she should adhere strictly to the official resumption closing time.
5. Integrity by being honest in words and action.
6. Bringing supportive and co-operate with the college staff.
7. Creating and maintaining with strong relationship with Proper interaction with students and the college Staff.
8. He/she must respect and maintain the hierarchy by academic administration.

CODE OF CONDUCT FOR CLASSROOM TEACHING :

1. The faculty should use ICT for effective delivery of the lectures.
2. Free the faculty should encourage students asking doubts questions and their problems.
3. The faculty should take care of slow learners pay special attention to their needs in remedial coaching classes.
4. The faculty should engage the complete lecture and should not leave the class earlier
5. Faculty should motivate the students and bring out the creativity or originality in the students and should make themselves available for doubt clearance.
6. Tests and tutorials must conduct regularly.
7. Every teaching staff demonstrates a high standard in teaching and learning.
8. To encourage the colleagues to take up Research Projects from different agencies.
9. Teacher should engage students in learning process.
10. Maintaining records continuous evaluation system.
11. Teacher's cell phones must be on silent mode while teaching in the class.
12. Teachers should attend department Academic Association meetings, seminar conference and college functions etc.
13. Teachers should accept the rules and regulations of the college and respect to the constituted authorities.
14. Teacher should be good counselor they should help guide encourage and assist the students to ensure that the teaching learning process become effective and successful.
15. Role model for including the virtues of self-reliance national consciousness human and democratic values among students.
16. Faculty members are expected to develop healthy relationship with parents or guardians of the students in order to achieve not only the border objectives of education but also to the progress of the college.
17. Faculty should not enter into the argument with students in front of other students.
18. Students may not always wrong so faculty should communicate politely and respectful so that Good report should go with the students in such situations give respect to command respect should be followed.

CODE OF CONDUCT FOR CONTINUOUS ASSESSMENT :

1. The faculty should prepare the teaching plan and approved it by HOD.
2. The teaching plan should be maintained as per prescribed format.
3. The faculty members must strive to prepare themselves academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
4. Once the subject or paper is allotted to the faculty should prepare lecture wise lesson plan.
5. Every faculty member should maintain academic Record Book.
6. The faculty should get the feedback from students and act the teaching appropriately.
7. The faculty should interact with Head of Departments and inform him about the habitable of scientist slow learners students objectionable behavior etc.
8. Teacher should remain in the campus till the end of the college hours

ABOUT CELL PHONE :

1. The College allows staff to use cell phone in the college campus.
2. Keep mobiles on silent mode in the college campus.
3. Don't use your phone to record or photo of confidential information of the college.
4. Don't download inappropriate illegal material using college internet connection or Wi-Fi of the college.

CODE OF CONDUCT AND RESPONSIBILITIES OF NSS PROGRAM OFFICER

1. The functions of Program Officer is to help the students to plan, implement and evaluate the activities of NSS volunteers
2. To prepare orientation program for NSS volunteers and explain them the concept of social service.
3. The Program Officer should motivate students and explain the values and philosophy of NSS.
4. To motivate the rural youth of the college.
5. Prepare budget for camp and equipment.
6. Any other duties/ works assigned from time to time.

RESPONCIBILITIES OF NCC LIEUTINANT :

1. To prepare Annual NCC activities plan.
2. NCC in-charge is the mediator of Maharashtra Battalion and the college.
3. Every year enrollment is open to all students who satisfy slandered or physical fitness.
4. He is responsible for filling the enrollment from Camp from annual attendance etcetera
5. To organize different activities through cadets like Blood Donation Camp, Tree Plantation Campus Cleaning and Government Activities etc.
6. To Organizes Training for cadets.
7. To find out best cadets from the Battalion.
8. To prepare the candidates for the RD parade camp
9. Students counseling, prepare for competitive examination like NDA, IMA. etc.
10. To celebrate Republic Day and arrange parade on 26th January in the college.
11. To celebrate Independent Day and arrange parade on 25th August in the college.
12. To take feedback every year from NCC students.
13. In-charge should prepare Annual Budget for NCC camp.
14. Any other duties or works assigned by the principal.

CODE OF CONDUCT AND RESPONSIBILITIES OF LIBRARIAN

1. To maintain books/ reference books/journals/ CDs etc.
2. To make documentation of every book.
3. To make discipline and culture in the library.
4. He will be responsible for issue of books to students, academic staff and other visiting personalities.
5. Librarian will render necessary information to the students, academician and visitors to the college.
6. He will submit proposals for purchase of books and study materials to the competent authority.
7. The Librarian shall have the power to issue warnings and reprimands to the students and teaching staff if necessary.

LABORATORY ASSISTANT :

Laboratory is essential part of the college it should be very rich. Laboratory is a soul and sensitive part of the science college so that laboratory staff should be very punctual in there works. Needful apparatus or equipments, software, linkages must be done in time.

Rules for the Library Staff

1. To report to In-charge of laboratory about misbehaviour inside the laboratory.
2. To assist student and teachers in conducting practicles and experiments
3. To maintain dead stock register and consumable materials and to undertake physical stock verification of laboratory materials.
4. To report about breakages or losses in laboratory to his superior.
5. To assist the Head of the Department in purchase and procurement of laboratory equipments.
6. To render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instrument, chemical and other materials within the outside the laboratory.
7. To supervise the work of laboratory attendance working under him.
8. To assist the In-charge of laboratory in a routine administrative matters and to ensure that the laboratory faculties are not misused by any person.
9. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendant.
10. To clean laboratory and to keep laboratory materials including apparatus, chemicals and equipments in proper places.

DATA PROTECTION:

1. It is the responsibility of all employees to ensure the collage's compliance with the Data Protection Act. All college data should be secured and should not be given or share to anyone without permission of the principal. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it.
2. All the college staff should maintain the security of all computerized databases of information on individuals, whether they are staff, student or member of general public. Staff should refer any curious to the Principals.

CODE OF PROFESSIONAL ETHICS:

• TEACHERS AND THEIR RESPONSIBILITIES

Teaching faculty have the responsibility of their society teacher should add of good behaviour with the students. Teacher's character and behaviour are very important because it is a role model to the students. Students are always adopting some qualities from their teachers, so that the teachers are the role models before the college students as well as society. Those who accepted teaching as a profession all of them should behave in such a way that this profession is ideal one. Primarily, the teacher works to prepare the good student for the society. Hence each teacher should see that there is a no mismatch between his principles and practices. The most need for this profession requires that the teacher should be calm, patient and communicated by temperament and sociable in disposition.

Teachers Should:

1. Participate in Extension co-curricular and extra-curricular activities including community services.
2. Assist in carrying out functions related to educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and College examinations, including supervision, invigilation and evaluation.
3. A teacher should perform their duties with dedication in the form of teaching, tutorial, practical, workshop, Seminar and research work conscientiously.
4. To make professional growth continuous through study and research.
5. Express free and Frank opinion by participation at professional meetings, seminars and conferences etc. towards the contribution of knowledge.


PRINCIPAL
Yeshwantrao Chavan College
Ambajogai