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(2.57 CGPA)



*Kinwat Education Society's*  
**Baliram Patil Arts, Commerce and  
Science College, Kinwat Dist. Nanded**

**::Code of Conduct::**

**By**

**Internal Quality Assurance Cell  
(IQAC)**

**::Editor::**

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**June-2020**

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**v Code of conduct for students :-**

- i) Students may register their names for admission.
- ii) Admission will be given on merit base.
- iii) The college identity and uniform is compulsory in the campus.
- iv) The identity card should be produced by the students if authorities demanded for inspection.
- v) All students should be punctual about cleanliness of the college campus.
- vi) Spitting is the punishable offence and strictly prohibited in the campus.
- vii) Use dust bins for throwing waste materials.
- viii) 75% attendance in the class room is compulsory. In case of attendance less than 75%, parents will be conveyed and preventive measures will be taken.
- ix) The smoking and use of any narcotic substances is strictly prohibited in the campus.
- x) The students found using drugs and alcoholic liquors, they will be dismissed from the college.
- xi) Drawing, writing, painting and sticking bills on the boards, walls and desks is forbidden in the college.
- xii) Mobiles are not permitted in the class rooms.
- xiii) Unnecessary conversations anywhere in the campus is prohibited.
- xiv) Students should read the notices regularly put on the notice board and follow them. They should convey the notices to their parents also

- xv) Any malpractice during the examinations will be prohibited and punishable according to Maharashtra University Act laid down by Swami Ramanand Teerth Marathwada University, Nanded
- xvi) The students should be maintain the silence during teaching hours in the class room.
- xvii) The students should avoid unnecessary moving in the college building during teaching hours.
- xviii) No students should leave the class room during lecture without the permission of the teachers.
- xix) If the students found guilty of using foul language (unofficial) or behaving rudely (wrong) towards the staff members, administrative and non-teaching staff or any authority, they will dismissed from the college with remarks.
- xx) Physical, verbal and any other harassment related to sex, gender, caste, religion, race, ethnicity, colours, national origin, handicap etc. by any students including boys and girls in the college premises is strictly prohibited. If found, it is punishable as per the law.
- xxi) Ragging is strictly prohibited inside the college campus. Those students who involved in Ragging, they will be dismissed from the college.

**v Students and laboratory :**

- i) Student should maintain the silence and discipline while doing the practicals in the laboratory.
- ii) Students must switch off their mobiles during practical work.
- iii) Students must use laboratory instruments in a proper manner.
- iv) The students may not play with laboratory instruments.
- v) On the completion of practical work, students may switch off the instruments properly.

- vi) The students should arrange the wooden stools / chairs etc. back in a proper place before leaving the laboratory.
- vii) The students must switch off the lights, fans and any other electrical devices properly on the completion of practical work in the laboratory.
- viii) The students should maintain the proper use of chemicals, water and any class work materials during the practical work.
- ix) The students should take care while handling the glass wares in the laboratory.

**v Students and library :**

- i) Reading room of college library remains open from 10.00 am to 5.00pm on every working day.
- ii) Every admitted student of the college may avail the library facilities.
- iii) Admission to reading room of the library is only on basis of college identity card.
- iv) Students can borrow textbooks, magazines, question paper sets etc. from the library on their identity card.
- v) Students shall return the book, study materials etc. issued from the library before leaving the reading room.
- vi) Any student found guilty of taking away the books of reading room to home shall be charged fine of Rs. 10/- per day
- vii) Indiscipline / misbehavior in reading room shall not be tolerated.
- viii) Students shall maintain silence strictly in reading room.

v **Code of professional ethics :-**

v **Teachers and their rights :-**

The teacher shall enjoy full civic and political rights as provided by the constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

**A) Code of conduct for teaching staff :-**

**a) Teacher and their responsibilities :-**

- i) Every teacher should conduct himself / herself in accordance with the ideal of profession.
- ii) A teacher should constantly under the scrutiny of the students and the society at large.
- iii) A teacher should be calm, patient and communicative.
- iv) A teacher should teach with complete devotion in the classroom.
- v) A teacher should perform their duties in the form of teaching, tutorials, practical's, seminars and research work with dedication.
- vi) A teacher should maintain active membership of professional organization and strive to improve education and profession through them.
- vii) A teacher should participate in extension, co-curricular and extracurricular activities, including the community service.
- viii) Teacher should manage their private affairs in a manner consistent with the dignity of the profession.
- ix) A teacher should maintain the attendance of the students.

- x) A teacher should prepare a annual teaching plan of theory and practical syllabus.
- xi) A teacher should prepare a strategies for assessment and evaluation of their students.
- xii) A teacher should prepare and share the study materials for the students.
- xiii) A teacher should maintain the healthy relations with students so students can solve doubts without fear.
- xiv) A teacher should co-operate and assist in university and college examinations work.

**b) Teacher and students :-**

**Teachers should :-**

- i) Respect the rights and dignity of the student in expressing his/her opinion.
- ii) Deal justly and impartially with students regardless of their religious, caste, gender, political, economic, social and physical characteristics.
- iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- vi) Treat the students dignity and not behave in a vindictive manner towards any of them for any reason.
- vii) Pay attention to only the attainment of the student in the assessment of merit.

- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix) Aid students to develop an understanding of our national heritage and national goals and.
- x) Refrain from inciting students against other students, colleagues or administration.

**c) Teacher and colleagues :-**

**Teachers should :-**

- i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii) Speak respectfully of other teachers and render assistance for professional betterment;
- iii) Refrain from making unsubstantiated allegations colleagues to higher authorities and
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**d) Teachers and Non-Teaching staff :-**

- i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.



**B) Code of conduct for librarian and their staff :-**

- i) To Conduct the meetings of advisory committee, maintain their minutes and implement the decisions taken in the meeting.
- ii) To make available the reading room facility for the students.
- iii) To provide the browsing centre for staff and students.
- iv) To call the requirements from teaching faculty as and when change in curriculum and reference material.
- v) To maintain the visiting register of teaching staff.
- vi) To protect the books from various types of insects, pests etc.
- vii) To maintain the accession register.
- viii) To maintain issue return register of books and other materials.
- ix) To prepare the annual budget and proposals for the development of the library.
- x) To do the stock verification
- xi) To solve the problems of readers.
- xii) To deal other matters connected library.

**Library attendant job description :-**

**Job description :**

- i) Dusting of books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. (if needed)
- ii) Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any;
- iii) Assist in opening and closing of the library.
- iv) Manning the check point / property counter.

- v) Shelf rectification : putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, prepare the signage according to classification scheme followed by the library.
- vi) Arrangement of chairs, tables in respective units, sections and in the reading halls.
- vii) Assisting users in searching of books and periodicals.
- viii) Physical preparation of books, bound volumes of periodicals, newspapers and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book label, book pocket, book tag, due date slip and writing on the spine tags, if any;
- ix) Undertaking Xeroxing work, preparing sets of cyclostyled/ Xeroxed copies of sets sections to the stacks and other places.
- x) Shifting of books and periodicals, and documents in other media from respective sections to the stacks and other places.
- xi) Searching out the damaged books and periodicals, mending them and preparing them for binding.
- xii) Pasting of bar code labels and magnetic strips on books, periodicals etc.
- xiii) Collection of parcels from Rail, Road and Air etc.
- xiv) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Departments and Administration, Finance, dispatch, messengers job etc.)
- xv) All other such jobs as may be assigned from time to time.

**C) Code of conduct for administrative and supportive staff ( non-teaching staff)**

- i) They should involve in non-academic, financial and administrative activities of the college.
- ii) They should follow rules, regulation and duties governed by University Grants Commission , Swami Ramanand Teerth Marathwada University and college strictly.
- iii) They should prepare the proposal for different grants for the college and take the follow up of the proposals.
- iv) They should organize the management meetings, maintain the minutes and implement the decisions taken in the meeting.
- v) They should work to get affiliation for all courses of the college by submitting the proposals in time.

**Office Superintendent :-**

- i) The 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 subordinates who shall be directly responsible to him with the prior approval of superintendent.
- ii) He shall convene the regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
- iii) He shall issue memos, reprimands to erring employees. He shall inspect attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or

those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take the disciplinary action, in case, the same employee shows no improvement.

- iv) It shall be the duty for the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Principal to Government, University, University Grants Commission, Management and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
- v) He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- vi) He shall be responsible for the 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.
- vii) The Superintendent shall personally look into the court cases concerning the college and obtain orders from Principal wherever necessary.

The superintendent shall mark and distribute the letter in the name of deputy assistant or to Heads of Department in the college.

He shall exercise check and follow up letter received from the Government, University Grant Commission, University, Management etc.

- viii) He shall draft notes and deal independently cased which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to higher authority i.e. the Principal and give interim replies.
- ix) The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned
- x) The Superintendent shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Principal. He shall sign letters issued from the college office of routine nature.
- xi) The superintendent shall be responsible of examination work pertaining to Degree College in the overall supervision of the Principal.
- xii) Any other work assigned to the superintendent by the Principal from time to time.

**Accountant :**

- i) The Accountant shall inform periodically the financial position of the college to the Principal of the college, examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Department in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.

- ii) He shall attend to all the Government scrutiny, inspections and audit.
- iii) He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and regulations made in the behalf and monitor the finances of the college as per directions of the and place before the Committee the financial position of the college such as its receipts, payments, Government grants and balance time to time.
- iv) He shall scrutinize all bills of expenditure maintain cash-book, ledger, bank pass-book. He shall watch of the expenditure and receipts of fees, Government grants in time.
- v) If there is no post of Superintendent in the College or if the Superintendent proceeds on leave, the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- vi) The accountant shall carry out any other work entrusted to him by the Principal or superintendent from time to time.

### **Head Clerk**

- i) Head Clerk shall perform the duties may be assigned to him from time to time by the Principal and the Superintendent .
- ii) He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposals and shall look after the day to day work in the office of which he is as per the instructions received from the higher authorities from time to time.
- iii) He shall ensure and maintain proper co-ordination and follow up with the other departments or sections of the college.

- iv) He shall be responsible for smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- v) He shall train the members of his department and provide guidance to all.
- vi) He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to superintendent with clear and specific comments.
- vii) He shall keep exhaustive and self-contained notes of important papers passed down and keep their movements till final disposal and also consider the proceeding of the work.
- viii) He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the college, regular and orderly behavior of the staff under him. He shall record verbal orderly discussions, orders and instructions which shall be attested by the superior officials present.
- ix) He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- x) He shall inspect the racks and tables of Assistants working under him and satisfy himself that no paper on files have been overlooked and that there are no old receipts or bills laying indisposed off.
- xi) He shall submit notes or drafts for approval of the authorities through the superintendent.

- xii) He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- xiii) He shall recover grants due to the Government etc. and shall prepare the requirement of furniture, office equipments, stationery etc. with the consultation of the Higher Authority.
- xiv) He shall be responsible for the examination of Junior college unit with overall supervision of superintendent
- xv) If the post of Accountant does not exist in the College, the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be
- xvi) He shall attend to any other work assigned to him from time to time by the Higher Authorities.

**Laboratory Assistant :**

- i) The Laboratory Assistant shall work total working hours assigned per day.
- ii) Weekly planning and execution of class-wise practical's and activities in consultation with science teachers.
- iii) Guidance for the students to conduct Practicals and activities.
- iv) Maintenance of attendance register of the students attending the Practical work.
- v) To assist science teacher in Science Exhibition, Science Club, Eco Club or any other work related to science projects and activities.
- vi) Procurement of materials / equipment for laboratory as per norms in consultation with respective Science Teacher and Head of the institution.
- vii) Maintenance of consumable and non-consumable registers and register of breakage's.



- viii) Maintenance of Laboratory equipments, labeling and arranging equipments and specimens in proper order.
- ix) Maintenance of science charts, maps, models, teaching aids and maintaining teaching aids register used by the science Teacher with the help of Lab Attendant if any.
- x) Cause to maintain the lab equipment neat and tidy if required by painting which are prone for rusting through Lab Attendant / Multitask.
- xi) Collecting of specimen as suggested by the teachers with the help of Lab. Attendant / Multitasking staff.
- xii) To ensure that laboratories have been provided with a) Adequate safety equipments and b) Has a first aid box having required medicines etc.
- xiii) Inform the students about the various precautions to be taken specially while handling dangerous chemicals and the resultant dangerous reactions.
- xiv) Supervision for theory paper to be excluded in the case however practical examinations of science subject duties of supervision is to be included.
- xv) Any other duties assigned by the head of the institution in exigency subject to they are free from lab work.

**Peon , Attendant, etc.**

- i) Attending the bell of principal and other officers.
- ii) Ensuring that sitting arrangements in the principal, faculty, office, boys room, ladies room is hygienic and clean before the commencement of college hours.
- iii) Ensuring that visitors lounge/ places that clean and in order before the commencement of college hours.

- iv) Bringing and serving water, beverages and lunch to the principal and also to the visitors if so desired by the principal.
- v) Carrying files and dak etc. to the principal /college concerned in the office as well as in the principal / faculty residence.
- vi) Going on tour with the principal, faculties and students or otherwise as directed.
- vii) Distribution of dak in different college related offices.
- viii) Operating and maintaining photocopier machine.
- ix) Preparing sets as directed.
- x) Any other related work assigned by principal, Office Superintendent and other officers (vice principal and IQAC co-coordinator).
- xi) Any other duties assigned by the head of the institution in exigency subject to they are free from lab work.

### **Watchmen**

- i) Ensuring the safety of building and other government property.
- ii) Ensuring the safety and security of vehicles of the principal, faculty, staff and public kept in the college office premises.
- iii) Any other work assigned.

**D) Code of conduct for vice principal :-**

- i) Vice principal should prepare academic calendar and time-table of the college and monitor the same.
- ii) Vice principal should monitor the academic work of B.A., B.Com and B.Sc. classes.
- iii) Vice principal should carry out the work related to administration of the college assigned by the principal time to time.
- iv) Vice principal should solve the problems of teachers, non-teaching staff and students.
- v) Vice principal should assist to the principal in administration, academic and other activities of the college.
- vi) Vice principal should organize annual gatherings, NSS camps and prize distribution functions in consultation with the principal.
- vii) Vice principal should involve in all issues related to examination.
- viii) Vice principal should take initiate for the arrangement of guest lectures on various academic and social issues.
- ix) Vice principal should maintain and verify student attendance and daily teaching reports of the faculties.
- x) Vice principal should works as the In-charge principal in absence of the principal.

**E) Code of conduct for principal :**

- i) 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.
- ii) Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- iii) Act as steward of the colleges assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
- iv) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- v) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- vi) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- vii) Manage their private affairs in a manner consistent with the dignity of the profession.
- viii) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research.
- ix) Participate in extension, co-curricular and extra- curricular activities, including the community service.
- x) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

### **“Sexual Harassment of Women at college campus act ”**

Reference : Sexual harassment of women at work place (prevention, prohibition and redressal) Act-2013 of Maharashtra Government.

- i) An unwanted conduct with sexual behavior (act) against women's will is an offence by the law.
- ii) It is the responsibility of the college to constitute (set up) an internal complaints prevention committee.
- iii) Complaint of sexual harassment on college campus, can be forwarded to this committee.
- iv) This law is applicable to both organized and un-organized sectors.
- v) If the employees are less than ten in number, they can file their complaints to the district complaints prevention committee.
- vi) It is the responsibility of the committee to create awareness about the law in the college.
- vii) To take education under the safe and healthy environment is the right of every student.

**References :**

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- 2) An Educational Employees Discipline, Leave and Travel.
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- 4) The Maharashtra Public University, Act : 2016, Editor- Sudhakar Mankar, M. Atul Publications Kolhapur (2017).
- 5) The Gazettee of India, University Grants Commission Notification, New Delhi, 18<sup>th</sup> July, 2018.
- 6) Higher and Technical Education Department, Government of Maharashtra Resolution, 8 March, 2019.
- 7) Order, Academic Section, Swami Ramanand Teerth Marathwada University, Nanded, 26 March, 2019.
- 8) Circular, Directorate of Education, Government of Goa, 21 August, 2014.
- 9) Code of Conduct, Published by Dayanand Science College, Latur-2020.
- 10) Sexual harassment of Women at work place (prevention, prohibition and redressal) Act, 2013, by Women Commission, Maharashtra State, Mumbai.