



Prabhu Shri RamchandraShikshanPrasarakMandalTondgaonSachalit
MatoshriShantabai Gote Arts, Commerce & Science College
Washim Dist. Washim

Affiliated to SantGadge Baba Amravati University Amravati

NAAC accredited 'B' Grade AISHE:C-43109

(Internal Quality Assurance Cell)
Code of Conduct (Handbooks)
For Various Stakeholders



Job Responsibilities & Code of Conduct For Governing Body.

Introduction:

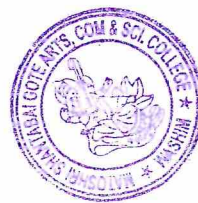
The college shall be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

1. Decisions and resolutions made by the Governing Body and Executive Body are obligatory.
2. The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
3. No property of college will be used for personal benefits
4. The members of the Governing Body can obtain service from the college employee as and when required.
5. Any member of Governing Body needs any primary information from Institute, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
6. If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
7. All shall mind that no person is greater than Institute.
8. The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
9. Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.
10. Overall development of College, Students & Staff.



Job Responsibilities & Code of Conduct for Associate Professor/Assistant Professor

1. Teaching and ensuring attendance of students as per University norms
2. Planning and implementation of instructions received from Head/Principal
3. Student's assessment and evaluation
4. Developing resource material for teaching and learning
5. Extension of services to the industry and community.
6. Continuing education activities
7. Curricular, Co-curricular and extracurricular activities.
8. Publication of research papers, articles & Books .
9. Participate in seminars /conferences /workshops.
10. Participation in department administration
11. Contribute to the activities sustaining accreditation of the institute
12. Examination work pertaining to College University such as organising supervision and assessment etc.
13. Arrangement for remedial coaching.
14. Teachers should be good counsellors and Facilitators .They should help ,guide ,encourage and assist the students to ensure that the Teaching- Learning Process is effective and successful.
15. Any other duties assigned by the Management and Principal from time to time.



Job Responsibilities & Code of Conduct for Non-Teaching Staff

1. Non Teaching staff working in the college office or departments should remain on duty during college hours.
2. Non Teaching Staff should wear the Uniform and always wear the identity badge during working hours.
3. Non-Teaching staff assigned to Laboratories should keep the lab clean .
4. Any loss or damage to any article in the lab or classroom should be reported to the HOD immediately.
5. Non Teaching Staff working in the Lab shall maintain a stock register for all the articles ,equipment's ,chemicals etc. It shall be submitted to the HOD and the Principal .
6. Non teaching staff should solve the queries related to admission, scholarship from time to time.
7. Non teaching staff will carry out their duties as instructed by the authorities to whom they are attached .



Job Responsibilities & Code of Conduct for Librarian

1. To prepare and issue of Library cards to students.
2. To follow up return of books issued to students and staff members.
3. To maintain fine collection register and instruct students to deposit the fine .
4. To display new arrivals by photocopy of the cover page of the books and journals.
5. To maintain the day wise records of visits of staff faculty members in library.
6. Display of cutting of newspapers on education /social matters on notice board.
7. To submit the list of books to the principal for further procurement .
8. To ensure discipline of the students in the library.
9. Regular undertaking binding of books which are damaged.
10. Overall development of Library.



Job Responsibilities & Code of Conduct for Examination Officer

- 1.To organize all works related to University and College level examinations such as preparation of supervision chart ,exam duties etc.
2. To correspond with university regarding university examinations, results of students ,students complaints regarding examinations.
- 3.To help students in of examination forms ,reevaluation & verification forms of students & submission to Parent University.
- 4.To obtain results of students and its distribution.
- 5.To send requirement of examination stationary to the Principal.
- 6.To send the program of proposed practical examination dates to university & get final programme of practical /oral examination.
- 7.To submit practical/internal marks to the Parent University.
- 8.Any other duties assigned by the Principal from time to time.



Job Responsibilities & Code of Conduct for Students.

1. Each student should behave sincerely in the college. He/She should behave politely with the teachers, on teaching staff members and the staff in the library & with the co-students. If the students have any problem they should meet the principal of the college or to their respective guardian teacher.
2. Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
3. Students should have park their vehicles in the place allotted to them.
4. Students should not wander in the college campus by bunking the classes and practical.
5. Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college.
6. Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
7. Students should not click photographs in the college campus & avoid the use of cell phone strictly.
8. Students are prohibited to scribble anything on the walls of the classrooms & of the toilet. If such thing happens students will be severely punished.
9. Students are strictly prohibited from bringing and such weapons in the college which would physically harm others.
10. Student should not damage the benches, tables, chairs, fans & lights in the classrooms as the things in the campus. If such a thing happens student will be severely punished & compensations should be taken from them.
11. Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
12. The rules of the office and the library are mandatory for each student.



23. Students should note that they have to take new admission every year.
24. Students should take the receipts of the fees paid from time to time to the concerned clerk .the fees once paid will not be returned.
- 25 Every student must complete average attendance of 75% in each semester .Students having low attendance will not be allowed to fill the examination form.
26. Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
27. Students should not bring radio ,cameras in the college and cell phone to be put on silent mode.
28. Ragging is strictly prohibited in the college premises and outside .Students indulging in it will be punished as the circular "UGC Regulation No.f-1-8/2006 (C PPII) 4th March 2008 .such students will be expelled from the college .Legal action will be taken against them.
- 29 Nobody should meet the student directly and they should enquire in the office before doing so.
30. It is the right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize distribution Ceremony in the college.
31. The students should themselves be present for taking the required certificates ,Hall-Ticket ,mark sheet ,LC/TC in the college.
32. If a student does not submit the required document in the college ,he/she will be responsible for his /her loss.
33. Dress code is compulsory for students according to the instruction of the college.



Job Responsibilities & Code of Conduct for Parents

1. The Parents should monitor the progress of their wards.
2. The Parents should always keep in touch with teachers and Principal for their wards.
3. As and when the institute calls for Parental meeting ,they should attend it without fail.

