

**Dr. Shivling Shivacharya Maharaj Pratishthan's College of Education,**

**Ahmepur. Dist:- Latur - 413515 (M.S.)**

# **CODE OF CONDUCT**

## **STAFF CODE OF CONDUCT**

### **Conduct rules for teaching and non-teaching Staff:**

1. The staff members are expected to be at their work place during the prescribed working hours.
2. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal.
3. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
4. The staff members shall not involve themselves in activities, not conducive to their work during the working hours.
5. The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Principal, tuitions can be undertaken.
6. Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
7. Staff members are prohibited from accepting valuable gifts in any form from the students / parents having business transactions with the college.

8. The perks received if any, for the good work from the management by the individual shall be treated as confidential.

9. The staff members shall not involve in political activities.

10. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.

11. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

### **Duties and Responsibilities of the Principal and other Staff:**

**Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.**

#### **1. Principal:**

He is the key person with a good vision, who works for the overall development of the college day and night.

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.

2. To take institute and faculty feedback and accordingly take the remedial actions.

3. To plan and take the necessary actions for improvement of college results and academics.

4. To promote institution interaction and research & development activity.

5. To conduct the periodical meetings with the faculties for effective administration of the college.
6. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
7. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the NCTE
8. To maintain good rapport with the public.
9. To give more attention to the grievances of students and staff.
10. To monitor campus drives to help the meritorious students in their job search.

## **2. Teacher:**

Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He / She is having the following responsibilities:

1. To follow all rules and regulations as laid down by the college which includes working time in the institute, signing of the muster, updating leaves, submission of tax documents, etc.
2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.

4. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
5. To organize/ co-ordinate/ attend various seminars/ workshops/ conferences/ faculty development programmes / training programs.
6. To participate proactively in any research and development activities conducted in the college.
7. To complete the work assigned to him in time
8. To perform other academic/administrative duties assigned by Head of the Principal / Management

### **3. Non-teaching - Technical staff:**

1. To provide secretarial support to the College Management and Principal.
2. To maintain general discipline,safety,cleanness of premises,etc.
3. To handle the student section,Establishment Section,Stores and Purchase section,maintenance related activities and Control of Centralized activities.
4. To ensure that documented Quality Management System is followed at various stages of administrative processes.
5. To execute the admission process and University Examination process of students.
6. To handle student grievance and taking remedial actions.
7. To execute attendance monitoring, salary payments to faculty & staff.

8. To handle of customer complaints and ensuring corrective actions.

9. To execute any other assignments given by Management and Principal.

## **GUIDELINES, RULES AND REGULATIONS OF THE CAMPUS**

### **Discipline and Decorum:**

1. Students should have formal attire and are not permitted to wear T-Shirts & Jeans. Students must follow the department dress code on Monday, Tuesday and Wednesday.
2. Wearing ID card is mandatory for all the students as long as they are in the college premises. They are not allowed to attend the classes and labs or appear for the examinations without the identity cards.
3. Students are not permitted to use mobiles in the college campus. However, students may use department phone in case of emergency. If any student is found carrying the cell phone in the campus, disciplinary action will be taken.
4. No student should get absent from the class without prior permission of the HOD. If a student is absent for three days continuously without reason/prior permission, disciplinary action will be taken. The Student must submit leave application in advance to the Principal, if he/she wants to go on leave for a day on some valid reason.
5. No musical gadgets shall be allowed in the college campus. If any student is found using such items, the items would be seized and severe disciplinary action will be initiated.

### **Assignments & Records Submission:**

The students are supposed to submit their records and Assignments given by the faculty concerned and get them corrected and graded in time. Late submission is not accepted.

**College Timings:**

The College commences at 10:20 a.m. and ends at 04:00 p.m. Students are not permitted to loiter out when the class work is in progress.

**Communication/Notice Boards:**

All Communication to parents and students will be done through WhatsApp Parent group and Student group. Students are also informed to see the College notice boards, department notice boards and Lab notice boards regularly.

**Undertaking from Students and Parents:**

Students and their parents / guardians should execute an undertaking in the prescribed format that they shall abide by all the rules and regulations of the college. Even before executing an undertaking, a student who has taken admission in this Institute shall be deemed to have agreed to the rules and regulations of the Institute as given in this handbook and also that may be framed from time to time.

**Punctuality:**

Students should be punctual to their classes. In case of coming late to the class, the student may be permitted to attend the class with the permission of their respective Teacher. If the student is a regular late comer, appropriate disciplinary action will be taken.

**Interaction with seniors:**

To curb the practice of ragging on the pretext of interaction, the junior students are instructed not to meet the seniors and engage in any sort of conversation. The students are instructed not to spend their time with the seniors even if they are known or related to them.

### **Bonafide Certificates:**

The Academic branch will issue bonafide certificates for bus passes and other purposes to the college students.

### **Original Certificates:**

The Original certificates of each student should be deposited with the college and the same will be returned after the completion of the course.

### **RAGGING FREE CAMPUS:**

Ragging is strictly banned / prohibited on campus. Any student found guilty would be dealt with severe punishments. All senior students of the college are aware of anti-ragging and are warned about ragging and the institution received a written undertaking. Students who misbehave with staff or other students are dealt seriously. Students involving in indecent acts like smoking, consuming liquor and involving in fights may be suspended up to one semester /academic year.

### **TRAINING & PLACEMENT:**

1.The organization's interaction is enhanced by coordinating frequent organization visits, planting training, and organizing organization relevance projects for students with the sole purpose of bridging the gap between the school and the education department.

2. Analyses the gap areas which need improvement and follow continuous re-engineering process.
3. Helps every student define his/her career interest through individual expert counseling.
4. Makes available updated database and job profile of the Institution and thus helps each student analyze and choose Institution of his interest.
5. Organizes and coordinates Campus Placement Program, to fulfill its commitment of a job to every aspirant.

**STUDENT ACTIVITIES:**

1. Annual Day
2. Extra-Curricular Events