

Gaurishankar Seva Samiti's
VIDNYAN MAHAVIDYALAYA, MALKAPUR

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Affiliated to the

Sant Gadge Baba Amravati University, Amravati



**CODE OF CONDUCT HANDBOOK FOR
VARIOUS STAKEHOLDERS**

A) Job Responsibilities and Duties of Professor /HOD

- 1) Organizing seminars, workshops, for teachers
- 2) Continuing education activities.
- 3) Teaching, laboratory development & writing of books.
- 4) Involvement in curricular, co-curricular and extra-curricular activities.
- 5) To Maintain dead stock, consumable registers with the help of lab in-charge
- 6) Publishing papers in national and international journals.
- 7) Evaluations of assignments, journals, answer papers.
- 8) Student's counselling.
- 9) To display notices for students.
- 10) To prepare question papers.
- 11) Review of academic activities of the department periodically.
- 12) Organize parents meet in association with Teacher& Parent.
- 13) Interaction with other Institutions and Universities.
- 14) Any other duties assigned by the Principal and IQAC Coordinator from time to time and according to rules and regulations of the Sant Gadge Baba Amravati University, Amravati

B) Job Responsibilities of Associate /Assistant Professor

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

C) Job Responsibilities of Lab. Attendant/Lab Assistant

- 1) To record and maintain the attendance of the students.
- 2) To assist the faculty member in conducting lab sessions of their students.
- 3) To prepare the requirement of consumables for the lab and place indent for the same.
- 4) Maintenance of all instruments/equipments in the respective laboratories.
- 5) To ensure safety of the students in the laboratory.
- 6) To maintain the dead stock /consumable/ registers of respective laboratories
- 7) To check at least once in a week working of instruments & equipments under laboratory.
- 8) To conduct lab examination as and when required.
- 9) To draw the lab schedules for the students and display on the board.
- 10) To ensure discipline of the students in the laboratory.
- 11) To carry out any other duties assigned by the faculty member/Head/IQAC Coordinator/Principal.

D) Job Responsibilities of Non-Teaching Staff

- 1) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- 2) Non-Teaching staff working in the College should remain on Duty according to Government and University Rules.
- 3) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 4) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff.
- 5) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.

E) Job Responsibilities of Librarian

- 1) Display of cuttings of newspapers on education /social matters on notice board
- 2) Regularly under take binding of books which are damaged.
- 3) To maintain the day wise records of visits of staff faculty members in library.
- 4) To prepare and issue of Library cards to students and staff.
- 5) To follow up return of books issued to students and staff members.
- 6) To maintain fine collection register and instruct students to deposit the fine.
- 7) To display new arrivals by photocopy of the cover page of the books and journals.
- 8) To compile back volumes of journals and periodicals and arrange for binding and stacking.
- 9) The list of requirement of books submits to the Principal for further procurement.
- 10) To ensure discipline of the students in the library.
- 11) To receive journals & magazines and highlight important articles & news.
- 12) To encourage faculty & student to use e-journals.
- 13) Any other matter assigned by Principal/IQAC Coordinator from time to time.

F) Job Responsibilities of Head Clerk

- 1) Maintaining P.F. account as the case may be.
- 2) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 3) Initiate and record all correspondence & put up the same to Principal /HOD.
- 4) To take care of biometric requirement.
- 5) To maintain the records of scholarships of students.
- 6) Scrutinize Admission & Eligibility documents and registers of admission.
- 7) Maintain casual leave register.
- 8) Supervise and maintain personal files of staff and faculty.
- 9) Keeping discipline and work schedule of class IV employees.
- 10) Any other duties assigned by the Principal from time to time
- 11) To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- 12) To Settlement of journey claims and advances.
- 13) To prepare TDS statement and submit to Chartered Accountant.
- 14) To file ETDS returns
- 15) To prepare budget estimate of the college under guidance of Principal
- 16) To check the cash book daily
- 17) To prepare documents for submission of six monthly and annual audit.
- 18) To check the monthly pay sheet
- 19) Allotment of Budgets to every department of the college.
- 20) To verify bills for payment.
- 21) Any other duties assigned by the Principal/IQAC Coordinator from time to time

G) Job Responsibilities of Senior and Junior Clerk under Head Clerk

- 1) Maintaining of personal files of teaching and non teaching staff.
- 2) Checking website of Sant Gadge Baba Amravati University, Joint Director, Higher Education Amravati. Various mails of College and NAAC.
- 3) Maintaining leave record of staff.
- 4) Maintenance of attendance registers of teaching and nonteaching staff,
- 5) Maintenance of service books.
- 6) Any other duties assigned by the Principal/IQAC Coordinator from time to time.

H) Job Responsibilities of Examination Officer

- 1) To send requirement of examination stationary to Sant Gadge Baba Amravati University, Amravati & maintaining its up to date records.
- 2) To correspondence with University regarding University Examinations, results of students, students complaints regarding examinations.
- 3) To organize arrangement furniture and numbering of examination seats for Sant Gadge Baba Amravati University, Amravati.
- 4) To organize the filling of examination forms, revaluation & verification forms of students & submission to Sant Gadge Baba Amravati University, Amravati.
- 5) To receive the examination stationery from Sant Gadge Baba Amravati University, Amravati & keep in the strong room.
- 6) To obtain results of students and its distribution.
- 7) To organize all works related to University and college level examinations such as preparation of supervision chart, appointments of senior supervisors to send marks to University in consultation with Principal.
- 8) Any other duties assigned by the Principal from time to time.

I) Code of Conduct for Students

- 1) 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.
- 2) Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
- 3) If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.
- 4) Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
- 5) The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
- 6) The Principal has the right to give admission or cancel it at any moment.
- 7) Nobody should meet the Student directly and they should enquire in the office before doing so.
- 8) Every student must complete average attendance of 75% in each semester. Students having low attendance will not be allowed to fill the examination form.
- 9) Students will not be allowed to found any board or associations without the permission of the Principal.
- 10) Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- 11) Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.

- 12) Students should take admission in the college by filling in the form given by the college only.
- 13) At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
- 14) Students should note that they have to take new admission every year.
- 15) Each student will be given an Identity card by the college. If the Identity card is lost student can obtain another I-card by paying amount fixed by college
- 16) Action will be taken against students if it's found that they have made changes in any document on their own.
- 17) The original certificates given to the college by the students will not be returned to the students' .The students should keep the attested copies of them before taking admission.
- 18) If the students have any prejudices about the college he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and Media.
- 19) Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the HOD/Principal of the college/TG.
- 20) Students should not click photographs in the college campus & avoid the use of cell phone strictly.

- 21) Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
- 22) Students are strictly prohibited from making noise in the college campus communicating in the Class room and standing in the porch of the college.
- 23) Identity Card is compulsory for each student in college campus.
- 24) Students should not wander in the college campus by bunking the classes and Practicals
- 25) Students should have park their vehicles in the place allotted to them.
- 26) Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
- 27) Smoking, drinking and chewing 'Guttkha' is strictly prohibited in the college campus.
- 28) Students should not organize picnic on their own without the permission of the Principal.
- 29) Students are prohibited from bringing any such weapons in the college which would physically harm others.
- 30) Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
- 31) The rules of the office and the library are mandatory for each student.

J) Gender Discrimination and Allied Harassment:

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

K) Code of conduct for Governing Body (CDC)

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- 1) The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- 2) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- 3) Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- 4) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- 5) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- 6) The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

L) Professional Relationship

- 1) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- 2) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- 3) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- 4) The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

M) Principal

College Principal should:

- 1) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- 2) Conduct himself/herself with transparency, fairness, 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, paving way for innovative thinking and ideas;
- 5) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- 6) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- 7) Manage their private affairs in a manner consistent with the dignity of the profession;
- 8) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- 9) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- 10) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

N) Director of Physical Education

Director of Physical Education should:

- 1) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- 2) Manage their private affairs in a manner consistent with the dignity of the profession;
- 3) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research; Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 Page 55 of 60
- 4) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- 5) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.