

Samajshree Prashantdada Hiray Arts, Science and Commerce College, Nampur

Code of Conduct

1. Code of Conduct for Principal

1. Administrative Measures

- Correspondence
- Formation of Committees
- Admission
- Coordination between the College, the University and the Government
- Coordination between the Management and the College Employees
- Examination
- Accounts

2. Academic Measures

- Teaching and Research Facilitator
- NAAC/IQAC Related Works

3. Mentoring

❖ Roles and Responsibilities

Subject to the supervision and general control of the Management, being the Principal, an Executive and Academic Head of the College shall be responsible for the duties and responsibilities as follows:

- To look after the overall administration of the college.
- Correspondence relating to the curricular and administrative to be conveyed to the concerned employee and also to the University and Management authorities.
- Forming various committees for each academic year for the curricular, co-curricular, extra-curricular activities to be performed according to the instructions of the University, UGC, Government of Maharashtra through the inclusion of teachers and administrative staff in order to inculcate leadership qualities amongst them and to keep the academics intact and updated.
- Motivating students of the college not only for achieving the academic excellence but also for participating in various co-curricular activities, research oriented activities, extracurricular activities like debating, elocution, singing, dancing, acting, enacting and performing dramas in various College level, University level, State/ National / International level competitions and also provide them financial support through college.
- Admissions of the students and maintaining the discipline of the college. Observance of the Acts, Statutes, Ordinance, Rules and Regulations, Orders issued by the Government, UGC, University, and Joint Director.
- Along with this, any other work related to the college assigned by the Management in order to get the administration and academics of the college up to the mark.

- Maintenance of Assessment Reports of teachers and administrative staff as a part of the record to be mentioned in their Service Books timely for the smooth conduct of the administration and also for the benefit of the concerned employees.
- Academic growth of the college.
- Supervision of the examinations, paper setting, moderation and assessment of answer papers and some other examination work in coordination with the Exam CEO.
- Facilitating teaching, research, training programmes and other co-curricular activities to be performed throughout the academic year.
- Providing facilities demanded by any department of the college which comprises Teaching aids, laboratory tools, and other technical assistance time to time.
- Guiding in the planning and implementation of academic programmes such as Refresher / Orientation Courses, Seminars, Workshops, and other training programmes for the academic excellence and promotion of the teaching and non-teaching faculty organised by the University and the College.
- Working as a mentor of the teaching and non-teaching staff.
- Preparation of institutional development plan for every five years with the action plan in order to meet the future academic challenges.
- Guiding IQAC and NAAC coordinators for the preparation of assessment, accreditation and academic audit of the college.
- Starting new courses particularly skill-based courses for the students.
- Identification of avenues for the resource generation.
- Maintaining and updating college website giving all necessary/ mandatory disclosure of the college information.
- Adoption of ICT in Teaching-Learning and facilitating technical assistance to the faculty.
- Connecting college with societal needs through NSS, and also through organising various programmes at college level.
- Receipts, expenditure and maintenance of valid accounts.
- Observance or provisions of Account Codes.
- Starting up the aided and non-aided vocational courses according to the National Educational Policies in order to inculcate skills amongst students.

2. Code of Conduct for College Examination Officer (CEO):

College Examination Officer is an important statutory post formed applying the university guidelines. All sorts of examinations in the college will be governed by the CEO.

Procedure:

- CEO should work as Custodian and should accept the duties of the same.
- Should always be in contact with the concerned University departments and carry out the examination work.

- Follow all instructions given by the university examination department, maintain the records of the communications and carry out the work in prescribed time.
- Provide the necessary information and guidance to concerned authorities for conduct of examination.
- Assist and provide information to the students regarding all examination processes.
- Collect the information of students such as Name, Address, Contact no., email, etc. and maintain the records of the same. Should collect the information of Teaching and Non-Teaching Staff and maintain the records of the same.
- Make arrangements and follow ups for getting advance funds from university for conduction of examination and submit the audited statements of the examination bills in prescribed time period.
- Report the Academic and Examination Supervisor and Higher Authorities before and after each session of examination.
- Inform the higher authorities and the university regarding the malpractices and misconducts during examination in due course of time.
- Accept the stationary delivered by the university, maintain it and use it as and when required for examination purpose only and provide the utilization of the same to the university and higher authorities.
- Prepare a requirement for the examination work and produce it to the higher authorities.
- Take care of smooth functioning of theory examinations (Internal, Term End and University) and practical examinations (Internal, Term End and University).

3.Code of Conduct for NAAC Coordinator:

The role of the coordinator of the NAAC of the College is mediator between NAAC, and the college. The NAAC Coordinator Should...

- always be in contact with the NAAC office, Bangalore as well as MGV NAAC Chairman, and carry out the NAAC work of the college.
- Get the information from NAAC office, Bangalore as well as MGV NAAC Chairman and convey the same to college members.
- Prepare a team for collecting the criteria wise information from the various departments of the college.
- Assist in preparation of AQAR and Self Study Report of the college.
- Make contact with the NAAC Peer Team Chairman and Members.

- Inform the higher authorities (Principal, Vice-Principal) regarding the NAAC Peer Team visit.
- Prepare a detailed plan of NAAC Peer Team visit.
- Make necessary arrangement of NAAC Peer Team visit to college
- Submit the AQAR and SSR in prescribed time and submit the necessary fees.
- Maintain the records of MGV NAAC Team visits and fulfil the queries in due course of time.

4.Code of Conduct for IQAC:

❖ Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance.

- *The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.*
- For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

5.Code of Conduct for Staff:(In General)

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- Staff must ensure that they are dressed decently and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies for the development of the college and students.
- Staff should act in a professional and congenial manner with colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- Staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality during the conduct of examination and when handling sensitive information, unless asked to reveal the same by the authorized institutional authority.
- Staff should follow the instructions and directions issued by appropriate authorities.
- Staff should constructively contribute toward the development of the college and university.

- Staff should strictly adhere to the academic requirements of the institution and maintain the sanctity of academic environment.
- Staff shall extend their services for the welfare of the community & society at large.
- Staff should maintain proper records of their respective portfolio.
- Staff should make an effort for continuous self-development through training programs, workshops and research and development activities.

6.Code of Conduct for Teacher:

❖ Professional Ethics: Teacher should:

- Sign and use biometric in the institute on time
- Be well dressed and carry his /her identity card
- Not leave the college campus without authorization during duty hours
- Refrain from smoking or consuming gutkha and tobacco on campus
- Keep cell phone on silent mode while on campus and
- Wear helmet while riding a bike

❖ Punctuality in Communication: Teacher should:

- Respond everyday to queries and issues raised via email, WhatsApp and Facebook.
- Follow meeting notices and attend meetings on time.

❖ Teaching Strategies: Teacher should:

- Conduct theory and practicals as per schedule;
- Prepare teaching plan containing teaching points and related academic work, and submit it to the head of department and
- Maintain a teaching record and get it regularly verified from the HODs and institute principal.

❖ Learning Strategies: Teacher should:

- Utilize learning resources such as Power Point presentations, online lectures, audio–video lectures, charts, slides, specimens and models; and
- Regularly visit the library to update knowledge.

❖ Evaluation Strategies: Teacher should:

- Record student attendance regularly and get it verified from the HODs
- Conduct tests and tutorials, and allot home assignments
- Regularly assess practical record within schedule and
- Conduct internal examination as per university guidelines and communicate the result

❖ **Leave:** Teacher should:

- Obtain prior permission to avail of duty and casual leave
- Produce Certificate of Fitness to resume duty after sick leave

Curricular, Co-Curricular and Extracurricular Activities:

❖ **Curricular:** Teacher should:

- Engage in ICT assisted learning
- Develop modules for learning, activity based learning and experiential learning
- Encourage self-learning by students
- Offer remedial classes and bridge courses

❖ **Co-curricular:** Teacher should:

- Arrange group discussion, field visits, study tour, workshops and seminars
- Attend workshops, seminars and conferences
- Conduct research and regularly publish articles in reputed journals

❖ **Extracurricular:** Teacher should:

- Involve and motivate students to participate in social activities such as Blood Donation, Tree Plantation, Aids Awareness, Swachh Bharat Abhiyan, Gender Issue events, Anti-Raging initiatives, Special Guidance Scheme, Personality Development and Nirbhay Kanya Abhiyan etc.

7.Code of Conduct for Head of the Department:

HoD shall use various formats prescribed by IQAC and approved by Principal .

- At the end of semester, HoD shall take the completion report of syllabus from each Faculty
- After taking the subject choice, HoD shall allocate the subjects to each faculty within one week.
- Once teaching workload is assigned, each faculty shall prepare course file (if the subject is new) or update the course material. The file should be ready a week before the start of semester.
- The teaching plan for about 40 lectures and or more shall be prepared by each faculty without dates.

- IQAC and HoD shall take the review of course file and teaching plan one week before the start of semester.
- Based on the academic calendar provided by IQAC. HoD shall prepare the customized academic calendar which may include the information about guest lecturers, seminar, workshop, placement activity, industrial visits, the events organized by student's association etc.
- HoD shall prepare the time table one week before the start of semester and the approval of IQAC and Principal should be taken.
- HoD shall appoint the class teacher.
- The teaching learning process should start from the first day of the commencement of semester.
- The class teacher shall initiate the process of registration of students in the department from the first day of semester.
- The project allotment shall be done to the students in the third week from the starting of semester.
- Any grievance shall be brought to the notice of the Principal through IQAC for necessary action.
- On the last day of each week a weekly attendance report shall be prepared and sent to the Principal through IQAC.
- IQAC shall take meeting of each department on monthly basis (Friday of first week) to take the review of teaching learning process and the minutes of meeting should be sent to the Principal.
- The result analysis shall be done immediately after the declaration of result by University and should be sent to the Principal through IQAC
- HoD shall send the event report on the next day of conduction in prescribed format to the Principal through IQAC
- HoD shall send the summary of events conducted at the end of each month to the Principal through IQAC

- HoD shall take the students feedback (online/offline) after completion of First unit and before the end of semester
- HoD shall send the summary of feedback to the Principal through IQAC for necessary action
- HoD should send the proposals for attending workshops conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal.
- HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals.
- HoD shall prepare API (Annual appraisal of Teaching and non-teaching staff) at the end of Second semester and submit to the Principal through IQAC.

8.Code of Conduct for Students:(On Campus)

- Students are expected to maintain the highest standards of discipline and dignified behaviour inside and outside the campus. They shall abide by the rules and regulations of the institute and should act in a manner that maintains the discipline and honour of the institute.
- Students shall wear their identity cards. Identity badge is a public document and any teaching or non-teaching staff shall have the right to examine it.
- Students are expected to use the classrooms, library or the demarcate areas of the academic building for independent study. They shall not occupy staircases, corridors, and other passages meant for movement of people.
- Students are expected to maintain silence in the academic buildings. Deviant behaviour such as hooting, whistling, loitering etc. will be punishable.
- Students must maintain the cleanliness of the campus and should dispose waste in waste paper baskets only.

9.Code of Conduct for the Library:

❖ Circulation Section

Circulation Section carries out the important function in library because it is the first contact point for students, faculty and other users of the library. The effective functioning of Circulation Desk/Counter has impact on the user.

Major Activities of this Section are:

1. Issue and returns of information resources (Books)
2. Registration of new members in library module of software
3. Maintenance of “Circulation Module” of Library Management Software
4. Maintenance and updation of all data related to library users

5. Sending Reminders to users having overdue documents
6. Library Orientations/Information about access
7. Help the users for accessing OPAC
8. Inter Library Loan Service
9. Attending the User problems for effective interpretation of library rules and regulations
10. Managing Circulation Counter activities during Weekends

❖ **Issue/Return Procedure**

Issue/Return of library materials is the routine activity of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

Issuing the Book

- Quick look on the book for any damage or torn pages
- Make sure that the user writes his/her member ID and signs on the Book card
- Enter details into Book Issue module of software
- Insert the book card in Students Issue Card/ tray
- Handover the books to the user

Receiving the books

- Quick look on the book for any damage or torn pages
- Check Due dates for necessary action
- Receive the book in circulation module of software
- Draw 'Students Issue Card' of students from cabinet and sign in the received column on Book Card
- Send the books to stack for shelving

10.Code of Conduct for Department of Sports:

- Only approved equipment may be used in the building and the Sports Committee reserves the right to refuse equipment considered unsuitable.
- The Sports Committee reserves the right to refuse admission to any person refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to other customers.
- Individuals will be held responsible for any damage caused to building property during their hire.
- No food or drink shall be consumed in the sports room or in the changing rooms.
- The students shall not use the facilities for any purposes other than that specified on the application form.

- The students shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.
- Physical Director along with the students shall ensure that all areas are cleared before locking the college gates.
- The students shall also ensure to follow the rules and the regulation for the safety of members of the college and all the other users of the sports centre.

❖ **Supervision:**

- Physical Director is available in Sports Centre from 7.30 AM to 12.30 PM to assist the smooth running of the centre.
- Physical Director should be present at all times while students/staff are using the facilities.
- Before leaving, each group shall ensure that sports kits are returned to appropriate storage points.

❖ **Responsibilities of Physical Director:**

- Ensure the safe opening and closure of the centre
- To encourage and train the students in different sports and games
- Conduct college level sports meet
- Participate in outdoor sports meets
- To ensure the smooth operation of the sports centre
- Procuring and Maintenance of sports equipment
- To maintain the stock registers related to sports equipment

11.Code of Conduct for the NSS Officer:

- Yearly plan of action to be prepared at the commencement of the session.
- Programmes to be conducted should be stated in the annual college calendar.
- All programmes to be planned with prior permission of the management /Principal.
- The record of the meetings/programmes conducted must be maintained meticulously.
- The record should be maintained in the form of photographs, news paper cutting, list of the students, book of minutes etc.
- The Programme report should be submitted to the IQAC office regularly.

12.Code of Conduct for Student Development Officer:

- In the beginning of the new academic year proposal for newly appointed Student Development Officer must be sent to University if required.
- In the beginning of the Academic Year student development department has to submit proposals for various schemes to S.P.P.U. Pune like:
 - Karmaveer Bhaurao Patil Earn & Learn Scheme
 - Nirbhay Kanya Abhiyaan
 - Career Guidance Scheme
 - Students related seminar/workshop/camps etc.
 - Youth Festivals
- Notice has to be published on the General Notice Board for participation of students in Earn & Learn Scheme.
- The forms for the participation should be collected and sorted for the needy and economically backward students.
- To implement such a scheme in the college Bank officials must be contacted to open a bank account suitable for scholarship and other work for college students.
- To distribute the work amongst the selected students and pay remuneration to them as per university rules.
- In the beginning of first semester Students Development Cell, Students Grievances Redressal Cell and Anti-Ragging Committee has to be formulated with proper consultation and orders of the Principal of the college.
- To implement the schemes, which are sanctioned by the SPPU, Pune.
- At the end of the Academic Year in the month of March, all financial aspects must be cleared and audited statements must be prepared for the University Audit.
 - ❖ Department of Student development undertakes the following prominent activities:
 - Anti-ragging Cell
 - Nirbhay Kanya Abhiyan
 - Soft Skill Programme
 - Career Guidance Scheme
 - Students related seminar/workshop/camps etc.
 - Youth Festivals

❖ **Role and Responsibilities of SDO:**

- SDO will motivate the students to participate in various events, competitions, programmes, etc. to develop their overall skills.
- SDO will act as a facilitator to the students to help them in extra-curricular and co-curricular activities.
- SDO will act as a mediator between the students and the college and university officials.
- SDO will maintain a good contact between students and higher authorities.
- SDO will inform the students about the university scholarship schemes.
- SDO will choose the needy and economically backward students for earn while learn scheme.

SDO will assist the Principal of the college for formulation of various committees and cells related with students such as Student Development Cell, Student Grievance Redressal Cell, Anti-Ragging Committee.

13.Code of Conduct for Anti Ragging Committee:

MGV's SPH, Arts, Science College, Nampur has a duly constituted AntiRagging Committee which will work for prevention of ragging in the college and will spread anti- ragging campaign in the student community. This cell follows the UGC norms as detailed in the following website: (<https://icar.org.in/files/edu/UGC-regulation-ragging.pdf>)

The major functions of the committee are as follows:

- To take all necessary measures for prevention of ragging inside the Campus
- To publicize to all students the prevalent directives and the actions that can be taken against ragging.
- To Conduct workshops against ragging menace and orient the students.

❖ **Implementation of Anti-ragging**

An anti-ragging committee is formed by the staff council. The names and phone numbers of the members are displayed at prominent location in the college.

Anti-ragging warnings are displayed at prominent locations in the college.

An anti-ragging undertaking is taken from the students at the time of admission.

Committee members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process
- iv. Withholding results.

- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Cancellation of admission.
- vii. Rustication from the institution for period ranging from one to four semesters.
- viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment

14.Code of Conduct for Prevention of Sexual Harassment:

MGV's Arts, Science & Commerce College has a duly constituted anti sexual harassment cell which follows the UGC norms as detailed in the following website:

(https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition_1.pdf)

❖ Functions of the Cell

- To provide a neutral, confidential and supportive environment for members of the campus community
- To advise complainants of the informal and formal means of resolution as specified by the Cell
- To ensure the fair and timely resolution of sexual harassment complaints
- To provide information regarding counseling and support services on our campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment

❖ Complaint Mechanism Procedure to file /report a complaint:

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be forwarded to the higher authority.
- If the case comes under the purview of the Cell, an enquiry committee will be set up.
- The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.