



Bhartiya Rashtriya Shikshan Sanstha Lohara Sanchalit

**Shankarrao Jawale-Patil Mahavidyalaya,
Lohara Dist. Osmanabad(M.S.)**

Internal Quality Assurance Cell

(IQAC)



HAND BOOK

	CODE OF CONDUCT

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CHAPTER I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classroom and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student breaking rule will be punished. Students are strictly prohibited to bring and park four-wheeler i.e., cars in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary actions will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents.
- Guarding of the students and with the written consent of the management.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.

- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with him/ her college and campus I-card every day while attending lectures and appearing for various examinations.
- The student should take his/her Identity Card from the Office.
- The student should collect his/her I-card within 15 days from the date of admission.
- The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented by the student. Without I- card the reader may be refused the use of Home Lending facility.
- If student has lost I-card, it should be reported immediately to the principal and the librarian with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the Institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

1.4 MOBILE PHONE

- The student switches off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communication, valuables and other belongings are at students' risk.

1.5 RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN

Ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding r/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

1.6 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100 % overall performance.
- If student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- Leave Travel Concession as per the rules and regulations of Indian Railways an MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel between vacations whatever be the reason.
- The student should complete all the Practical and Term-work such as Journals, Assignments and Projects.

1.7 EXAMINATION

- Candidates must appear at the examination half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, it will not be returned in any circumstances.
- Candidates should not communicate, transfer and pass on any cheating/copy/writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.

1.8 GENERAL

- Loud/impolite talk/ use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/ Reading Room.

CHAPTER II

INSTITUTIONAL CODE OF CONDUCT FOR TEACHERS

2.1 DISCIPLINE

- Teachers should see that there is no incompatibility between his precepts and practice.
- The work of plan of teaching staff should ensure, in the most productive manner, with regard the roles, jobs and targets assigned to them by the Department/institution.

2.2 LEAVES

Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

2.3.1 CONTINUOUS ASSESMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The staff should get the lesson plan and course file-approved by HOD and Principal. The course file should be maintained s per the prescribed format.
- The staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act/ adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counsellor and inform him/her about the habitual absentees, slow learner student, objectionable behaviour etc.

2.3.2 CLASSROOM TEACHING

- The staff should engage the full 50 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT) for effective delivery of lectures.
- The staff should encourage students asking doubts/questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity/originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning.

Working to achieve high level outcomes for all students.

- Maintaining records to manage, monitor, assess and improve student learning
- Using research and student achievement data to inform professional practice.
- Engaging in reflective practice and developing their professional knowledge and teaching skills.
- Supporting the personal and professional development of other.
- Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development.
- Assisting in developing and mentoring less experienced staff members.
- Accepting responsibility for their own professional learning and development.

2.3.3 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interactions with students.

2.3.4 TEST/PROJECT

- The tutorial problems to be provided to the students a week prior to the actual class.
- Test and project work examinations must be conducted as per the academic calendar.

3.3.5 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International/Indian Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.
- Every faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/ herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra-curricular activities.

CHAPTER III

CODE OF CONDUCT FOR PRINCIPAL

- The principal should see that there is no incompatibility between his precepts and practice.
- The principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The principal should plan the budgetary provisions and go through the financial audited statements of the institute.
- The principal should form various college level committees which are necessary for the development of the Institute.
- The principal should encourage Faculty Members to update their knowledge by attending seminar, conferences and workshops.
- The principal should provide leadership, directions and co-ordination within the Institute.
- The principal should periodically review the Code of Conduct
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses.
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
 - The principal is responsible for the development of academic programmes of the Institute.
- Principal should co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations and maintain the transparency in the process of conduct of examinations.

- The principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The principal should ensure that directions issued by the management are strictly complied with or as the case may be implemented.
- The principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The principal should ensure that the long- term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The principal shall be responsible for submission of annual report on the progress achieved in different developmental and collaborative programmes to the various committees and management.
- Principal should respect the right and dignity of the student in expressing his/her opinion.
- Principal should deal justly and impartially with students and faculty members regardless of their religion, caste, political, economic, social and physical characteristics.

CHAPTER IV

INSTITUTIONAL CODE OF CONDUCTS FOR GOVERNING BODY

- Members of Governing body should attend all the meetings of the governing body.
- Governing body should maintain healthy relationship with the principal and faculty members to improve the performance of the institution.
- Governing body should seek to develop the institution.
- Governing body should not be involved in any activity which would affect the reputation of the institution.

CHAPTER V

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Associate Professor 12 hours/ week.
 - Assistant Professor 16 hours/week.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality related department processes.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/ workshops/ conferences.

CHAPTER VI

CODE CONDUCT FOR SUPPORTING STAFF

6.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal life of that employee

and should be kept confidential by staff members working with this Department.

- Staff should take additional responsibilities if required as assigned by Principal.

6.2 ACCOUNTANT

- Accountant should prepare, examine and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper account.
- Accountant should report to the principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness and conformance to reporting and procedural standards.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

6.3 STUDENT SECTION

Student Section should

- Ensure the eligibility of the students and prepare related documents to submit to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- Ensure the student document verification by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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- Submit the student eligibility to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- Ensure timely submission of examination forms to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- Ensure caste certificate/caste validity form concern divisional office.
- Provide all necessary student data to prepare various committee reports.

6.4 LAB ATTENDANT

- Lab attendant should help the assistant to carry out the lab related responsibilities.

6.5 Clerks

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

6.6 Peons

- Peon should report the College half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not
- Leave the office until and unless the higher authority permits.

CHAPTER VII


CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely: -
 - Chairperson of the management or is nominee
 - Secretary of the management or his nominee
 - One Head of department, to be nominated by the principal.
 - Three teachers in the college, elected by the full-time teaching staff from amongst themselves.
 - Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
 - Coordinator, Internal Quality Assurance Committee of the College
 - President and Secretary of the College Students Council
 - Principal of the college-Member-Secretary
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall, -
 - Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
 - Decide about the overall teaching programmes or academic calendar of the college.
 - Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
 - Take review of the self-financing courses in the college. If any, and make recommendations, for their improvement.
 - Make specific recommendations to encourage and strengthen research culture, consultancy and extension activities in the college.
 - Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
 - Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- Prepare the annual financial estimates(budget) and financial statements of the college or institution and recommend the same to the management for approval.
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)

- Make recommendations regarding the student's and employee's welfare activities in the college.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Frame suitable admission procedure for different programmes by following the statutory norms
- Plan major annual events in the college, such as sports events, cultural events etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.
- Prepare the annual report on the work done by committee for the year.
- Performs such other duties, and exercise such other powers as may be entrusted by the management and the University.


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