

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon, Dist-  
Buldana (M.S)**

**Code of Conduct (Handbooks) for Stakeholders**

**2018**

This code of conduct and professional ethics (handbooks) for various stakeholders are as per UGC guidelines. The Job responsibilities of various stakeholders are as follows:

**Responsibilities of Principal**

- The Principal should devise policy and plan activities in accordance with the vision and mission of the college.
- Provide inspirational and motivational value-based educational management.
- Should form various college level committees for implementation of curricular, co-curricular and extension activities.
- Revise policies and procedures as per latest directives.
- Delegate work and promote collaborative, shared and consultative work culture in the institution.
- Promote professionalism in work and a sense of service to students and society.
- Conduct himself/herself with transparency, objectivity, honesty in the best interests of the college.
- Handle assets of the college responsibly, optimally utilizing available resources for providing conducive learning environment.
- The principal should evaluate the conduct and performance of staff.

**Code of conduct for teachers**

Teachers should:

- Plan, prepare and deliver lectures as per annual calendar and time table, conduct timely assessments and regular reports.
- Teach according to the education needs, abilities and attainment of the individual pupils and groups of students.
- Make themselves available to student beyond their class hour, help and guide students without any remuneration or reward.

- Be affectionate with students and not behave in a vindictive manner towards any of them for any reason.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Participate in meetings of respective bodies held in the institution.
- Co-operate with the college's Principal/ Head of the department, other faculties in the preparations and development of courses of study, teaching programmes, methods of teaching and assessment prescribed by the affiliating university and additional committees and responsibilities entrusted to them.
- Maintain good order and discipline among students and safeguard their health and safety on the campus.
- Participate in an extension and co-curricular activities.
- Share in any possible and reasonable way in the proper management of the institution.
- Maintain the discipline of the institution.
- Participate in further personal training and professional development as a teacher as prescribed by the UGC and HRDCs.
- Respect the right and dignity of the student in expressing his/ her opinion.
- Deal honestly and impartially with students regardless of religion, caste, political, economic, social affiliations and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and to contribute to community welfare.
- Inculcate scientific outlook among students and respect for labour and values of democracy, patriotism and peace.
- Refrain from inciting student against other students, colleagues or administration.
- Refrain from doing anything detrimental to the discipline of the institution and follow all directions of the UGC and standard codes in this regard.

### **Job Responsibilities of Librarian**

- Selecting developing, cataloguing and classifying library resources.

- Develop, implement, evaluate, and maintain library strategies and policies in consultation with pupils and staff that fully reflect the educational aims and objectives of the college.
- Guide and assist pupils and teaching staff to make the best use of the library services and facilities within the College.
- Liaise with Heads of Subject to develop a stock selection policy.
- Arrange library resources and materials in a way that promotes effective retrieval, including the systematic indexing and classification.

### **Responsibilities of Clerks**

- Respond to written and verbal inquiries from students regarding college admission. procedures, admission tests and results.
- Type and format correspondence such as letters, memos, and reports.
- Maintain paper and electronic records such as staff and student information.
- Ensure that all staff and student information is kept confidential.

### **Responsibilities of Peon:**

- Work and duty performed which are assigned by higher authorities of college.
- Ensure cleanliness of classrooms, office and college campus.

### **Code of Conduct for Students**

(As per Clause 95 of the Maharashtra Universities Act, 1994 & Gazette Notification part two 77/2012 dated 21 June 2012 of S.G.B.A.U. Amravati)

Every student (regular, external) should:

- Conduct himself /herself properly and observe strict discipline within class rooms, library, laboratory and college campus.
- He/ she will also maintain discipline during tours, excursions and educational trips organized by the institution.
- He/ she shall not do any act that is detrimental to the functioning of the institution.
- He/ she shall attend all the lectures and practicals as prescribed by the University.
- Disciplinary action will be taken against any student found indulging in acts contrary to above mentioned code of conduct, either by himself/ herself, or on his/ her behalf.
- The following acts will be treated as gross indiscipline that can incite action:

- Securing admission to any UG and PG course using fabricated documents or by suppression of facts.
- Refusing to produce the identity card issued by the institution on demand in the campus
  - Obstructing any student to take part in academic, co-curricular, cultural or extension activities.
- Possessing, selling, distributing or consuming smoking products or alcohol within the campus.
- Interacting with media, commenting and posting derogatory to the institution on social media, recording and providing audio, video clips of the campus area without prior permission of the principal.
- Possessing or using any firearm or lethal weapons or explosives.
- Possessing or consuming or distributing any intoxicating chemicals or drugs.
- Indulging in any act of ragging, sexual harassment, violence in premises and campus.
- Instigating any violence or participating or organizing violent demonstrations or agitations or violent strikes.
- Instigating or participating in any “gherao” or organizing violent agitation against any member of the teaching or non-teaching staff.
- Stealing or damaging any property, document or records of the institution.
- Participating in or organizing gambling activity.
- Collecting or raising of funds for any charity, social, religious or political cause without written permission from the Principal of the institution.
- Indulging in rumors, indecent conduct during times of national emergencies, riots and natural calamities.
- Indulging in any anti-National activities or knowingly supporting anti-national elements.
- He/ She will be liable to punishments for violating the rules by indulging in any activities that amount to crimes under the Indian Penal Code, Indian Procedural Code and / or any other acts that are enforced by the Union of India and other State authorities.
- He/She must be attend atleast a minimum of 75% of the classes.
- He/She must be present for the college examinations.

- He/ She shouldnot smoke in the college and not keep tobacco, gutka,panmasala, bidi, cigarette and similar substances andhe can be severely punished if found doing so.