



**ADIVASI SEVA
SAMITTEE, NASHIK**

Adivasi Seva Samittee, Nashik
ARTS, COMMERCE AND SCIENCE COLLEGE MANUR,
TAL- KALWAN, DIST-NASHIK
STATE-MAHARASHTRA
Internal Quality Assurance CELL
(IQAC)

CODE OF CONDUCT HANDBOOK

Adivasi Seva Samittee, Nashik

ARTS, COMMERCE AND SCIENCE COLLEGE, MANUR

This Handbook indicates the standard procedures and practices of the Arts, Commerce & Science College Manur, for college staff, teachers and all the students enrolled in the college. All the students, college staff and teachers must know that it is incumbent upon them to abide by this Code of Conduct, the rights, responsibilities including the restrictions. All the students, college staff and teachers are requested to be well conversant with this Code, which can also be reviewed on the official website of the college.

PART 1: PRINCIPAL AND VICE PRINCIPAL CODE OF CONDUCT

A) College Principal:

- 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 demeanour 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 behaviour 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.

B) College Vice Principal:

1) Act as a Co-Ordinator between Staff and student.

2) Shoulder the responsibility of academic and evaluation coordinator.

3) Shoulder all the responsibilities of Principal in absence of him.

4) Conduct and participate in extension, co-curricular and extra-curricular activities, including the community service.

5) Monitor and control the discipline in the institution.

6) Act as a messenger of all the stakeholders of the institution.

C) Academic Supervisor

The Academic Supervisor is a member of the faculty who offers guidance to one or more Graduate study student/s in a study program. The supervisor must follow up with the student from his acceptance in the program until he obtains the certificate he is studying for. He is, therefore, responsible for the student/s and should give him/them all the help needed.

: • Making sure the student know all the information's and procedures most of which can be found in the Deanship's website.

- Giving academic guidance.

- Helping the student in time management.

- Helping the student during examination period.

- Monitoring the student's GPA and guiding him in case it starting dropping.

- Encouraging the student to increase his academic activities and using various electronic communications.
- Planning and organizing the supervising process.

- Preparing a rapid report for each student to be given to the head of the department. The report should contain the level of the student in case of failing or a drop in the GPA

D) H. R. Supervisor

A human resources supervisor is a professional responsible for developing and administering human resources programs so that the company can achieve efficient operations. Human resources supervisors coordinate all stages of the hiring process, such as checking all candidates' backgrounds, conducting interviews, and drug screening. They address conflicts among employees, investigate employee problems, and work with management to administer employee discipline or corrective action. The human resources supervisor also develops training and development programs for their salaried employees.

F) Estate Supervisor

Estate Supervisor **supervise and manage the day-to-day operations of private estates.** They oversee all maintenance and repairs to the estate grounds and buildings, manage house staff and groundskeepers, and coordinate events and functions. They are also responsible for managing estates' budgets.

PART 2: TEACHING STAFF CODE OF CONDUCT

A) Teachers and their Responsibilities:

- 1) Teachers should handle the subjects assigned by the Head of the Department.
- 2) Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- 3) Mentor-Mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- 4) Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- 5) Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- 6) Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- 7) Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

B) Punctuality and Attendance:

- 1) Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- 2) Prior permission should be obtained for reporting late in the morning or leaving early, without detriment to their duties.
- 3) Teachers should sign the attendance register while reporting for duty.
- 4) Teachers are expected to be present in the college campus at least 5 minutes before the college beginning time.
- 5) Teachers should remain in the campus till the end of the College hours.

C) Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.:

- 1) Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- 2) Teachers are encouraged to take up Research projects.
- 3) Teachers should attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
- 4) Teachers are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
- 5) Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

D) General Rules:

- 1) No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- 2) Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- 3) No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.

- 4) Teachers must always wear their identity badges while inside the college premises.
- 5) Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
- 6) Teachers are expected to attend Departmental academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- 7) Teachers are expected to volunteer, to take up extra classes for students of Certificate Courses, Diploma Courses and other Career Oriented Programmes.
- 8) HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment's, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the non-Teaching staff in keeping the Department clean & tidy.

PART 3: NON-TEACHING STAFF CODE OF CONDUCT

A) Office Superintendent: (If the post of Office Superintendent and Accountant does not exist in the College, the Jr. Clerk shall also perform the duties of the Superintendent or the Accountant as the case may be)

- 1) Act as a middleman of academic and administrative activities.
- 2) Maintain and update service book of all the teaching and non-teaching staff.
- 3) Scrutinize Admission & Eligibility documents and registers of admission.
- 4) Supervise and maintain personal files of staff and faculty.
- 5) Maintain discipline and work schedule of class IV employees.
- 6) Maintain Leave Register.
- 7) Maintain Movement Register for staff under office administration.
- 8) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 9) Act as an information officer of the institution.
- 10) He shall be responsible for all the matters assigned to establishment section, student section, stores section, maintenance section and security section.
- 11) To take care of biometric requirement.

B) NON-TEACHING STAFF :

- 1) Non-Teaching staff working in the college office or departments should remain on Duty during College hours. They should report for duty at least 20 minutes in advance.
- 2) Non-Teaching staff should wear the Uniform provided by the Management.
- 3) Non-Teaching staff must always wear their identity badge during working hours.
- 4) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 5) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- 6) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures should be obtained.
- 7) For articles damaged by the students a separate register should be maintained and if any money is collected from the students towards damages, as per the direction of the HOD, the amount should be handed over to, for deposit in the College account.
- 8) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- 9) Non-Teaching staff shall not leave the College.
- 10) To display notices, mark sheets, attendance sheets etc. pertaining to the students.
- 11) To send SMS regarding attendance, discipline and other activities with the help of class teachers.
- 12) Involvement in curricular, co-curricular and extra-curricular activities.
- 13) Any other duties assigned by the Principal from time to time.
- 14) To check at least once in a week working of instruments & equipment's under laboratory.
- 15) To prepare the requirement of consumables for the lab and place indent for the same.

C) Librarian:

- 1) To prepare and issue Library cards to students and staff.
- 2) To follow up return of books issued to students and staff members.
- 3) To maintain Fine collection register and instruct students to deposit the fine.
- 4) To display new arrivals by photocopy of the cover page of the books and journals.
- 5) To receive international journals & magazines and highlight important articles & news.
- 6) To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- 7) To maintain the day wise records of visits of faculty members in library.
- 8) Display of cuttings of newspapers on education /social matters on notice board.
- 9) The list of requirements of books submitted to the principal for further procurement.
- 10) To ensure discipline of the students in the library.
- 11) Regularly under take binding of books which are damaged.
- 12) Any other matter assigned by Principal from time to time.
- 13) Organize printing of brochures and placement documents for the institute.
- 14) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 15) He shall be responsible for all the matters assigned to establishment section, students' section, stores section, maintenance section and security section.
- 16) To take care of biometric requirement.
- 17) Any other duties assigned by the principal from time to time.

PART 4: STUDENT CODE OF CONDUCT

The following is a summary of the rights, responsibilities, and rules governing student conduct at Arts, Commerce and Science College, Manur. This statement

serves as a general framework and is not intended to provide an exhaustive list of all possible infractions. Students violating any of the following-

are subject to disciplinary action. All sanctions imposed by the student conduct system must be obeyed or additional sanctions may be levied.

1) Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, the staff in the library & with the co-students. If the students have any problem, they should meet the principal or the vice-principal of the college.

2) Uniform (Dress code) and Identity Card is compulsory for each student in college campus.

3) Students should park their vehicles in the place allotted to them.

4) Students should not wander in the college campus by bunking the classes and practical.

5) Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college campus.

6) Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.

7) Students should not click photographs in the college campus & avoid the use of cell phone strictly.

8) Students are prohibited from bringing any such weapons in the college which would physically harm others.

9) Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilets. If such a thing happens students will be severely punished.

10) 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.

11) Students are strictly prohibited from making noise in the college campus and in the reading room.

12) The rules of the office and the library are mandatory for each student.

13) Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.

- 14) 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.
- 15) No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
- 16) Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- 17) 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 against the student.
- 18) 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 certificates before taking admission.
- 19) Action will be taken against students if it is found that they have made changes in any document on their own.
- 20) Students will not be allowed to constitute any Board or Associations without the permission of the principal.
- 21) It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, Internal tests, Term-End Examination and who misbehave in the college campus.
- 22) Students should take admission in the college by filling in the official form given by the college only.
- 23) Each student will be given an Identity Card by the college. Student should stick a passport size photograph on it. He should show it if asked by the teachers, officers and administrative staff. If the Identity card is lost student can obtain another I-card by paying Rs.250/-
- 24) Students will be enrolled in the Second semester only if their behaviour in the First semester is good.
- 25) Students should note that they have to take new admission every year.
- 26) Students should take and keep the receipts of the fees paid from the concerned clerk. The fees once paid will not be returned.
- 27) Every student must complete average attendance of 75% in each semester.

- 28) Students having low attendance will not be allowed to fill the examination form.
- 29) Students should strictly adhere to all the instructions written on the college Notice Board.
- 30) Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
- 31) Students should not bring radio, camera or cell-phone in the college.
- 32) Bringing a dummy person as a parent in the college is an offence.
- 33) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- 34) Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation No.f-1-8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
- 35) Visitors and outsiders are not allowed to meet the Student directly and they should take prior permission from the Principal or Authority before doing so.
- 36) 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.
- 37) The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
- 38) If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.


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