



Shri Amolak Jain Vidya Prasarak Mandal's

**Smt. S. K. Gandhi Arts, Amolak Science & P.  
H. Gandhi Commerce College, Kada,  
Tal-Ashti , Dist-Beed (M.S.) 414202  
NAAC Accredited "B" Grade**



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Est. 1996

Jain Minority Institution

Principal :- Dr. Rathi N. S.  
(M. Com., Ph.D.)

## **Internal Quality Assurance Cell (IQAC) Code of Conduct (Handbook) For Various Stakeholders**

### **CODE OF CONDUCT**

#### **Code of Professional Ethics:**

The college has developed a Code of Professional Ethics which is consistent with the guidelines of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, Maharashtra State Government and University Grants Commission New, Delhi regulation 2018.

## **CODE OF CONDUCT**

- ❖ **Management Council**
- ❖ **Principal**
- ❖ **Vice-Principal**
- ❖ **Teachers**
- ❖ **Librarian**
- ❖ **Physical Instructor**
- ❖ **Students**
- ❖ **Office Superintendent**
- ❖ **Administrative Staff**
- ❖ **Non-Teaching Staff**

“Code of Conduct” has been prepared to acknowledge the staff about the rules and regulations that exist in the College. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The Management reserves the right to change/modify the policies and code of conduct and when deemed to be changed.

A code of conduct for college should be committed to a larger good of all its stakeholders like students, teachers, principal, administration and the management. Since college is the institute committed for the all-round development of a student, it is necessary to design a code of conduct. Students of the college shape the future of the nation. College is the center shaping level- hearted and level- headed citizens of the society. The code of conduct of the college therefore should help students to reach to the heights of knowledge and character. All the above-cited stakeholders of the college need to behave within certain parameters to achieve the general good of all. It is a kind of ethical outline of how all the stakeholders should behave. It provides some guidelines for handling issues like harassment, safety and conflict of interests. The code is a general idea of acceptable behavior and guideline to avoid any form of unacceptable behavior and enforce the behavior, which will direct and cause the smooth functioning and development of the college.

Educational Managements in a country like India had always been inspired by the dreams of Mahatma Gandhi, Jawaharlal Nehru, Rajarshi Shahu Maharaj, Jyotiba Phule and Dr. Babasaheb Ambedkar. Such devoted works of the social reformers and leaders with social approach have done substantial work in the field of education, especially in a state like Maharashtra. But with the change of time and emergence of globalization the educational institutes have become open market to the world. In order to cope with the demands of the changing times, the expectations from the educational managements have changed a lot. Being one of the leading stakeholders of the educational process, a need of definite code of conduct for the management has emerged.

## CODE OF CONDUCT FOR

### A) Management Council: (Governing Body)

- 1) Shri Amolak Jain Vidya Prasarak Mandal's Governing Council is headed by the President, Vice-President, Secretary, Treasurer and few members of the trust.
- 2) The Governing Council of the college is supposed to look after the smooth working of the college and should take care of the rules and regulations of the Central Govt./ UGC/State Govt. and affiliating University. It is also supposed to look after the academic and infrastructural growth of the college and provide necessary support for the same.
- 3) The Governing Council will not interfere in the day-to-day administration of the college and it has at large the responsibility of smooth conduct of the college.
- 4) They should be aware of the changes taking place in academic and other developments in the field of higher education and should share in the meeting while arriving at the decision of college development.
- 5) They should be helpful and supportive for all the activities in the college and also think progressively. It should have proper commitment for the development of the college and should bear very high moral character.
- 6) The attitude and policies of the management should be flexible to suit the changing needs of the educational institute and respect quality in issues like recruitments and be fair in Selection of candidates.
- 7) They should avoid impose its political or ideological assumptions on the staff of the college. It should not impose any sort of non-academic work on teaching or non-teaching staff.
- 8) They should always take initiative in initiating emerging academic programmes and make all infrastructural and other provisions for their successful implementation.
- 9) They should help and support the principal to maintain dignity, sanctity and decorum of the educational institute.
- 10) They should provide due freedom to the principal of the college for the academic, administrative and strategic decisions to be taken from time to time.
- 11) They should contribute to establish the benchmarks for the institute and rigorously work towards the excellence and prepare the long term and short-term perspective plan and plan its policies towards its realizations.
- 12) The management should maintain the dignity and honor of the staff and its role should be of the facilitator, mentor and mediator for the college and its administration.

## CODE OF CONDUCT FOR

### B) THE PRINCIPAL

- 1) The post of the Principal is appointed by college management as per rules of Govt. of Maharashtra and it is approved by Dr. Babasaheb Ambedkar University, Aurangabad Authorities.
- 2) Principal is full time academic and administrative officer of the college and will act as drawing and disbursing authority.
- 3) He/she should stay at the college campus and will not leave the campus without the permission of authority. Before leaving the campus, he should do alternative arrangements for functioning of day-to-day activities in the college.
- 4) He/she being academic head should support, guide and think innovatively for overall development of Staff and students in the college.
- 5) He/she should encourage and support research activities through the faculty and Students.
- 6) He/she should obey discipline and must bear high moral character and should be punctual and cooperative to all his colleagues and seniors.
- 7) Principal should prepare budget, put it before Governing Council for sanction and execute it with commitment.
- 8) Principal is responsible for smooth conduct of college and should guide for preparation of yearly plan, administrative and financial management in consultation with governing council.
- 9) He/she should establish good public contacts in society, Govt. offices, University etc. for overall development of the college.
- 10) He/she is supposed to plan and execute sports, extra-curricular and cultural activities for overall development of the students.
- 11) Principal has to manage and control faculty and staff on the campus and make optimum utilization of the available infrastructure.
- 12) He should have good decision-making and leadership qualities. He should not depend on any external/internal forces to take decisions of institutional development.
- 13) He is a mediator between the teaching staff, college administration and the institutional management. He should play a role for the positive co-ordination and co-operation between all these stakeholders for the smooth and fruitful functioning of the college.

## **CODE OF CONDUCT FOR**

### **C) THE VICE – PRINCIPAL**

- 1) He should be involved in administrative tasks and is responsible for carrying out the principal decisions.
- 2) To assist for the preparation of time tables, allocation of class rooms and Infrastructure for various departments.
- 3) To guide and monitor work of various committees headed by them by arranging and conducting committee meetings at regular basis.
- 4) To take decision of allocation of development funds and monitor the funds utilization.
- 5) To monitor complains from various stakeholders and help them to resolve and improve in problem areas.
- 6) In absence of the Principal, assume the duties and responsibilities of the Principal.

## CODE OF CONDUCT FOR

### D) TEACHERS:

- 1) Teachers should demonstrate high standard in teaching and learning by engaging students in learning and work to achieve high level outcomes for all students.
- 2) Teachers should protect students from harm by recognizing that students have a right to a safe and secure teaching and learning environment.
- 3) Teachers should exercise leadership role as supervisors by acting as positive role models, acknowledging the work of staff and encouraging initiatives, responsiveness and leadership amongst staff.
- 4) Teachers should discourage any form of discrimination, harassment at the workplace.
- 5) Teachers should facilitate advance students learning by implementing the educational goals and priorities of the college and system.
- 6) Teachers are accountable for encouraging students to strive for high standards and to value learning.
- 7) Teachers should exercise efficient and effective resource management.
- 8) Teachers should have fairness in their duties and integrity in their work.
- 9) Alternate teaching arrangements need to be made while applying for any leave in discussion with the Head of the Department and approval of the principal.
- 10) College I-Card and Dress Code is compulsory.
- 11) A teacher should not practice any form of plagiarism in research and academic writing.
- 12) A teacher should uphold honor and dignity of the teaching profession.
- 13) A teacher should adopt innovational and motivating policies during teaching. He should attempt to make teaching process interactive and student centric.
- 14) A teacher should motivate students to undertake in-house/industry projects where they could utilize the theoretical skills in practice and make learning useful.
- 15) A teacher must be fair and objective in student's evaluation. He/she should not let the personal biases and preferences affect the work of evaluation. He/she should be careful in evaluation of answer sheets and completion of results.
- 16) A teacher should be prompt and sincere in carrying the responsibilities given by the administration from time to time.
- 17) A teacher should contribute to monitor the issues related to academic schedule/ attendance/ syllabus completion/internal examination etc.
- 18) A teacher should contribute to maintain discipline and resist any form of ragging or violent acts on the college premises.
- 19) A teacher should take an account of the heterogeneous learning situations, plan and execute the classroom activities to address to the needs of slow as well as the advanced learners.
- 20) A teacher should provide/suggest adequate references and study materials to facilitate needs of all students. Wherever necessary the teacher should make adequate use of ICT in teaching-learning.

- 21) A teacher should not instigate students against colleagues, administration, management and co-students. He should resist any kind of procuring enmity among the minds of the students.
- 22) The teacher shall perform his academic duties and work related to the examinations as assigned and no remuneration shall be payable to the teachers for internal assessment/ home examinations conducted by the college.
- 23) A teacher shall not indulge in or resort to directly or indirectly, any malpractice or unfair means in teaching/examination/administration
- 24) A teacher shall not furnish incorrect information regarding his qualifications, official information, experience, age etc. in respect of his appointment/promotion.
- 25) A teacher should behave well with his colleagues and non-teaching staff.

## CODE OF CONDUCT FOR

### E) LIBRARIAN

Library is the soul of the college that try to satisfy thrust of the knowledge. Library is the treasure that provides knowledge, wisdom, and make human social and cultural.

- 1) The Librarian shall ensure proper implementation of the decisions taken by the Library Committee.
- 2) He/ She shall be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the library.
- 3) He/ She must upgrade the periodic verification of stock, prepare appropriate report that includes losses and place it before the library.
- 4) He/ She be responsible for the development, modernization, up keeping and management of Library.
- 5) He/ She shall conduct training programs and workshops to update the skills and knowledge of Librarians objectives of affiliated colleges and recognized institutions.
- 6) To prepare and issue of Library cards to students.
- 7) To follow up return of books issued to students and staff members.
- 8) To maintain fine collection register and instruct students to deposit the fine
- 9) To display new arrivals by photocopy of the cover page of the books and journals.
- 10) To receive international journals and magazines and highlight important articles and news.
- 11) To compile back volumes of journals and periodicals and arrange for binding and stacking.
- 12) To maintain the day wise record of visits of faculty and students in library.
- 13) Display of cuttings of newspapers on education /social matters on notice board.
- 14) To submit the list of requirements of books to the principal for further procurement.
- 15) To ensure discipline of the students in the library.
- 16) To weed out the torn books.



## **CODE OF CONDUCT FOR**

### **F) PHYSICAL INSTRUCTOR**

1. To take responsibility of students for maintaining discipline in campus, playground and college premises.
2. Participate in extension, co-curricular and extra-curricular activities, including the community service.
3. To assist in organizing all sorts of activities planned by the institution.
4. To conduct selections and encourage the students to actively participate in sports and games at various levels of competitions – inter college, inter-university, district, state, national and international levels.
5. Maintenance of equipments and facilities of all sports materials,

## CODE OF CONDUCT FOR

### G) STUDENTS

- 1) The students should keep the identity card with them regularly and whenever the identity cards are requested by the relevant authorities, they should submit it.
- 2) Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- 3) Attendance at all lecture / practical / tutorials / tests / assignments / examination is compulsory for all subjects. A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the principal, is liable to cancellation of his/ her terms.
- 4) The student who does not have minimum required attendance of 75% of actual lectures/ practical / tutorials/ tests /assignments conducted in each term or do not show satisfactory progress in terminal exam will not be allowed for university examinations.
- 5) The student who remains absent for the periodical test / examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
- 6) It is necessary for the students to be present at the time of admission in college and filling up of any examination form and other official documents.
- 7) The students should complete the tutorials, tests, practical and projects as per Dr. Babasaheb Ambedkar Marathwada University, Aurangabad norms.
- 8) Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.
- 9) Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.
- 10) All programs, meetings, gatherings, picnics, excursion trips etc. will be organized only with prior written permission of the principal.
- 11) Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image. No outside influence, political or any other should be brought into the college.
- 12) Scribbling on the walls and desks etc. should be avoided. If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- 13) The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college. College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.
- 14) Students should wear formal dress and maintain decorum and culture of the campus.
- 15) The rules set by the College Principal needs to be followed time to time.
- 16) The principal's decision is final in all cases and it is mandatory for all students.

## **CODE OF CONDUCT FOR**

### **H) OFFICE SUPERINTENDENT:**

- 1) To mark and to distribute the letters in the name of dealing assistants.
- 2) To exercise check and follow up of letters received from the Government of India/State Government/U.G.C./Officer of the Director of Education/Universities etc.
- 3) To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.
- 4) To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the principal about late attendance, absentees etc.
- 5) To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the principal as the case may be.
- 6) To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
- 7) To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- 8) To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying undisposed off.
- 9) To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
- 10) To attend to such other work as may be given to him with the approval of the higher authority.

## **CODE OF CONDUCT FOR**

### **D) ADMINISTRATIVE STAFF:**

1. The administrative staff must maintain high standards of honesty, punctuality and professional ethics.
2. They should work within the institutional policies, practices, to satisfy the vision and mission of the institute.
3. The staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college.
4. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
5. The administrative staff should properly maintain the records of respective portfolio.
6. The administrative staff should make efforts for the continuous development through training programme, workshops and skill development activities.
7. All the administrative staff should maintain integrity and fairness in all activities. They should exercise self-discipline, restrain at all times, and deal positively with staff, students and public.
8. The administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents or receipts. They must not intercept or misappropriate college resources.
9. They should avoid spending time on social networking sites during the working hours. They should not waste office time for personal reasons.
10. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
11. The office staff should not indulge in any form of addiction during the office hours.
12. They should not remain absent from duty without official approval or approved leave.

## **CODE OF CONDUCT FOR**

### **J) Head Clerk/Assistant Superintendent**

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent / Principal, as the case may be.
4. To ensure the prompt dispatch of letters.
5. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
6. To scrutinize notes /cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent.
7. To maintain calendar of periodical returns for incoming and outgoing, separately.
8. To attend to such other work that may be assigned to him with the approval of the concerned authority.

## **CODE OF CONDUCT FOR**

### **K) Senior Clerk/Junior Clerk and Equivalent Cadres**

1. To enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addressed to the officers by name will be received by the officers.
2. To acknowledge letters received.
3. To send relevant extracts or any part of a receipt, through Section Officers branch concerned for remarks and/or necessary action.
4. To open and maintain service book / files, note-books, do copying work / rubber stamping and to attend all types of administrative / clerical work.
5. To keep a notebook to watch timely disposal of urgent papers.
6. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers / files, if any, refer to any receipt and any other relevant material etc.
7. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
8. To maintain daily work sheet, and to submit weekly arrears report to the higher authorities.
9. To prepare monthly arrears report and submit it to the Concerning Officers for perusal and guidance/instructions.
10. Any other work assigned time to time, with the approval of the principal.

**L) Responsibilities of Laboratory Assistants:**

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist in charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages / losses in laboratory, to his superiors.
7. To report to the Incharge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department

### **M) Responsibilities of Laboratory Attendants**

1. To clean laboratory and to keep Laboratory materials including apparatus and equipment's in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the Laboratory.



**N) Responsibilities of Peons:**

1. To open windows etc. in morning and switch on fans and lights to close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside and other such portable items (office equipment) from one place to another.
6. Carry out any other work of similar nature which the Officer in charge / Principal / Office Superintendent, may instruct.
7. Serve drinking water to employees and to visitors, when required.
8. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
9. Any other work as may be assigned to him by the concerned officer from time to time.
10. Peon shall also have to attend to the duties assigned to him.



  
**Principal**  
Shri Amolok Jain Vidya Prasarak Mandal's  
Shrimati Shamada Kanibal Gandhi  
Arts, Amolok Science, Pansal Himad  
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Kada, Tal. Ashti, Dist. Beed