



**Maratha Vidya Prasarak Samaj's**  
**ARTS, COMMERCE AND SCIENCE COLLEGE,**  
**TAHARABAD**

**Tal. Baglan. Dist. Nashik**  
**(Maharashtra) 423302**

**Affiliated to the Savitribai Phule Pune University, Pune**

**ID.No.PU/NS/A/51/1997 ESTD: 1997**

**NAAC Accredited 'B' Grade with CGPA-2.23**

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**Internal Quality Assurance Cell (IQAC)**

# **Code of Conduct (Handbook)**

## **For Various Stakeholders**

**Dr. M. D. Dugaje**  
**IQAC Coordinator**

**Dr. M. L. Sali**  
**Principal**



## **Principal's Message**

It gives me immense pleasure to put forth the Handbook of Code of Conduct which provides standard procedures and practices of the Arts, Commerce and Science College, Taharabad for the concerned stakeholders. Codes of conduct usually describe universal values and rules to be followed by members of the group or a community and are intended to give those members clear guidance for their behavior. They are the result of the wider established culture of a group or an organization and can be supplemented by further, more specific rules and regulations of conduct.

I wish that all the stakeholders will abide by the code of conducts and will confirm the harmony on the campus which will again definitely lead the growth of the organization.

Dr. M. L. Sali  
Principal

## **A) Job Responsibilities and Duties of Professor /HOD**

- 1) Teachers should handle the subjects assigned by the Head of the Department
  - 2) Consultancy services.
  - 3) Teachers should complete the syllabus in time. Teaching and Learning
  - 4) Assignment topics for each course are to be given to the students within a week of the beginning of the semester/ term.
  - 5) An internal examination should be conducted for 20 and 30 marks in each term and semester and the answer books are to be assessed, marks are to be informed to the students as well as sent to SPP University.
  - 6) Evaluations of tutorials, assignments, journals, answer papers.
  - 7) Continuous education activities.
  - 8) Student's counselling.
  - 9) Teachers must report in time to duty as per the working hours prescribed and should be available in the campus.
  - 10) Prior written permission should be obtained for reporting late in the morning or leave early.
  - 11) Teacher should sign the attendance register as well as register their attendance biometrically while reporting for duty.
  - 12) Teachers must be aware that their workload is 40 hours a week even though their maximum classes hours are only 20 per week.
  - 13) Teachers are expected to be present in the college campus at least 10 minutes before the college time.
  - 14) Teachers should remain present in the campus till the end of their working hours.
  - 15) Interaction with other institutions, Universities and State
  - 16) Organizing seminars, workshops and conference
  - 17) Publishing papers in National and International journals.
  - 18) To Maintain dead stock, consumable registers with the help of library in-charge
  - 19) To display notices, mark sheets, attendance sheets etc. pertaining to the students
  - 20) To send SMS regarding attendance, discipline and other activities with the help of class teachers.
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- 21) Organize parents meet in association with Teachers & Parents.
- 22) Vigorously involvement of the student in curricular, co-curricular and extra-curricular activities.
- 23) Any other duties assigned by the Principal from time to time.

## **Research:**

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programme etc. to update their knowledge.

### **B) Job Responsibilities of Associate Professor/Assistant Professor**

- 1) Teaching and ensuring attendance of students as per University norms
- 2) Planning and implementation of instructions received from Head/principal.
- 3) Student's assessment and evaluation.
- 4) Developing resource material for teaching and learning.
- 5) Continuing education activities.
- 6) Curricular, Co-curricular and extra-curricular activities.
- 7) Publication of research papers, articles & Book chapters
- 8) Participate in seminars/conferences/workshops.
- 9) Participation in departmental administration
- 10) Contribute to the activities sustaining accreditation of the institute.
- 11) Examination work pertaining to College University such as organizing supervision and assessment etc.
- 12) Arrangement of remedial coaching classes for slow learners
- 13) Upgrading of qualifications.
- 14) 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.
- 15) Any other duties assigned by the Management and Principal from time to time.

### **C) Job Responsibilities of System Administrator**

- 1) To maintain the network and PCs.
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- 2) To attend complaints received from students and staff regarding PC or the Network.
- 3) To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- 4) To assist the management in procurement of hardware, software and equipment.
- 5) To maintain internet connectivity and take steps to prevent misuse.
- 6) Any other duties assigned by the Principal/Head/Professor

#### **D) Job Responsibilities of Non-Teaching Staff**

- 1) Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- 2) Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.
- 3) Any Loss or damage to any article in the Class Room should be reported to the HOD in writing immediately.
- 4) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- 5) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

#### **E) Job Responsibilities of Librarian**

- 1) To prepare and issue the Identity 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 volumes of journals and periodicals and arrange for binding and Stacking.
- 7) To maintain the day wise records of visits of staff faculty members in library.
- 8) Display of cuttings of news papers on education /social matters on notice board
- 9) The list of requirement of books submits to the principal for further procurement.
- 10) To ensure discipline of the students in the library.

- 11) To effectively encourage faculty & student to use e-journals books keeping always in working condition.
- 12) Regularly under take binding of books which are damaged.
- 13) Any other matter assigned by Principal from time to time.

#### **F) Job Responsibilities of Head Clerk**

- 1) Scrutinize Admission & Eligibility documents and registers of admission.
- 2) Supervise and maintain personal files of staff and faculty.
- 3) Prior written permission is required from the Principal/ at least a day in advance while availing CL/DL
- 4) Maintaining P.F. account as the case may be.
- 5) Keeping discipline and work schedule of class IV employees.
- 6) Maintain casual leave register.
- 7) 15 days of causal leave can be availed in a calendar year.
- 8) Maintain movement register for staff under office administration.
- 9) To maintain the records of scholarships of students.
- 10) To take care of biometric requirement.
- 11) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 12) Any other duties assigned by the Principal from time to time

#### **I) Job Responsibilities of Junior Clerk under Head Clerk**

- 1) Checking website of Savitribai Phule Pune University, Pune.
- 2) Maintaining of personal files of teaching and non teaching staff.
- 3) Maintenance of attendance registers of teaching and non teaching staff,
- 4) Maintenance of service books.
- 5) Maintaining leave record of staff.
- 6) Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
- 7) Any other duties assigned by the Principal from time to time.

#### **J) Job Responsibilities of Accountant**

- 1) To prepare budget estimate of the college under guidance of Principal.
  - 2) To prepare documents for submission of six monthly and annual audit.
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- 3) Allotment of Budgets to every department of the college.
- 4) HOD/section heads take periodical review of the same.
- 5) To verify bills for payment
- 6) To check the monthly pay sheet
- 7) To check salary register and update the cash book daily
- 8) To hold custody of receipt books and vouchers.
- 9) To control and check the advance register and ensure timely recovery of advances.
- 10) To Settlement of journey claims and advances.
- 11) To prepare TDS statement and submit to Chartered Accountant.
- 12) Any other duties assigned by the Principal from time to time

#### **K) Job Responsibilities of Examination Officer**

- 1) To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
  - 1) To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
  - 2) To organize the filling of examination forms, revaluation & verification forms of students & submission to S. P. Pune University.
  - 3) To obtain results of students and its distribution.
  - 4) To send requirement of examination stationary to S. P. Pune University & maintaining its up to date records.
  - 5) To arrange for online examinations as per schedule & instructions of university
  - 6) To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
  - 7) To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
  - 8) To submit term work /oral practical marks to S.P.Pune University & time bound manner.
  - 9) To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
  - 10) To receive the examination stationery from Savitribai Phule Pune University, Pune & keep in the well-built room.
  - 11) Any other duties assigned by the Principal from time to time.
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## L) Code of Conduct for Students

- 1) Each student should follow discipline sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and 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.
  - 5) Smoking, drinking and chewing '*gutkha*' and '*tobacco*' are strictly prohibited in the college campus.
  - 6) Students should not click photographs in the college campus & avoid the use of cell phone strictly.
  - 7) Students are prohibited from bringing any such weapons in the college which would physically harm others.
  - 8) Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
  - 9) 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.
  - 10) Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
  - 11) The rules of the office and the library are mandatory for each student.
  - 12) Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.
  - 13) 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.
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- 14) No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
- 15) Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- 16) 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 on the student.
- 17) 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 them before taking admission.
- 18) Action will be taken against students if it's found that they have made changes in any document on their own.
- 19) 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 / Semester Examination and behave badly in the college.
- 20) Students should take admission in the college by filling in the form given by the college only.
- 21)** 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. Otherwise they will have to pay a fine of **Rs.50/-** If the Identity card is lost student can obtain another I-card by paying **Rs.250/-**
- 22) Students will be enrolled in the Second semester only if their behavior in the First semester is good.
- 23) Students should note that they have to take new admission every year.
- 24) Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
- 25) Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
- 26) Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible

for the loss.

- 27) Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
- 28) Students should not bring radio, camera or cell-phone in the college.
- 29) Bringing a dummy person as a parent in the college is an offence.
- 30) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- 31) 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.
- 32) Students will not be allowed to change the faculty for any cause.
- 33) Nobody should meet the Student directly and they should inquire in the office before doing so.
- 34) It is the right of the Principal to occasionally organize or cancel the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.
- 35) The students should themselves be present for receiving the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
- 36) If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.
- 37) Dress code is compulsory for students of Senior College according to the order of the institution.

Students should strictly follow all the above rules as well as any other rules made by the college from time to time.