

## Code of Conduct

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### College Development Committee

The College Development Committee of the college, which meets at least twice during an Academic Year, evaluates the progress of the college on a regular basis and provides guidance & directives for constant improvement in ensuring higher standards of education in the college.

Various functions and responsibilities of the CDC are:

1. Prepare the budget and financial statements.
2. Recommend to the management the creation of the teaching and other posts.
3. Determine the programme of instruction and internal evaluation and to discuss the Progress of studies in the college.
4. Make recommendations to the management for the improvement of the standard of teaching in the college.
5. Formulate proposals of new expenditure which is not provided in the college budget.
6. Advise the Principal regarding the intake capacity of various programs and discuss various other matters relating to the internal management of the college.
7. Consider and make recommendations on the inspection report, if any.
8. Consider and make recommendations on the report of the local inquiry committee, if any.
9. Prepare the annual report on the work done by committee for the year ending and submit the same to the management.
10. Perform such other duties and exercise such other powers as may be entrusted by the Management.

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### **CODE OF CONDUCT FOR OFFICE ADMINISTRATION**

The office Administration should abide by the following:

#### **PRINCIPAL**

1. Observance of the act, statutes, ordinance, regulations, rules and other orders issued there under by the University authorities and bodies, from time to time efficient, prompt and timely assistance in every detail of the college.
2. Aim for the academic growth of the college.
3. Convene college development committee meetings as per the norms.
4. Coordinate and motivate the faculty, administrative authorities and the supporting staff in order to enhance their efficiency and competence.
5. Assume responsibility towards the Stakeholders, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
6. Initiate planning and implementation of academic programmes such as seminars, workshops and training programmes organized by the college to enhance academic competence of faculty members.
7. Ensure admission of students and maintenance of discipline of the college.
8. Maintenance of true and correct accounts with receipts.
9. Overview the overall administration of the college and related correspondence.
10. Overall supervision of the University Examinations.
11. Delegate duties for supervision of examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of the college.

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12. Administration and supervision of curricular, co-curricular/ extra –curricular, student’s welfare activities of the college and maintenance of the record of the same.
13. Ensure observance or provisions of Accounts Code.
14. Ensure maintenance of self –assessment reports of teachers and their service books.

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### **VICE PRINCIPAL**

1. Representation of the Principal in his /her absence.
2. Assist the Principal in the day to day functioning of the college.
3. Carrying out assigned administrative duties.
4. Drafting of the official correspondences as assigned by the Principal.

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### **OFFICE SUPERINTENDENT**

1. Ensure smooth conduct and working of the office and the allotment of work.
2. Conduct of regular meetings of the staff working under him and supervision of the task assigned as per prescribed norms.
3. Scrutinize admission & eligibility documents and registers of admission.
4. Supervise and maintain personal files of staff and faculty.
5. Maintaining Provident Fund account as the case may be.
6. Keeping discipline and work schedule of class IV employees.
7. Assist Principal in receiving guests and visiting dignitaries in a dignified manner
8. He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
9. To maintain the records of scholarships of students.
10. Any other duties assigned by the Principal from time to time

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### Head of Department

1. Providing leadership in both under graduate and postgraduate in relevant field of specialization teaching, library development & writing of books.
2. Evaluations of tutorials, assignments, journals, answer papers.
3. Interaction with industry.
4. Continuing educational activities and Students counseling.
5. Interaction with other institutions, universities at state, national and international levels.
6. Organizing and attending seminars, workshops, summer schools , winter schools for teachers and professionals.
7. Publishing papers in national and international journals.
8. Review of academic activities of the department periodically.
9. To maintain dead stock, consumable registers with the help of lab in-charge
10. To display notices, mark sheets, attendance sheets etc. pertaining to the students.
11. To look after attendance, discipline and other activities with the help of class teachers.
12. Organize parents meet in association with teacher& parent.
13. Involvement in curricular, co-curricular and extra-curricular activities.
14. Any other duties assigned by the University from time to time.
15. Any other duties assigned by the Principal from time to time.

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### Teachers

1. Teachers should handle the subjects assigned to them by the Head of the Department.
2. Teachers should complete the syllabus in time.
3. Teachers should carry out other academic, co-curricular, exam-related duties and organizational activities that may be assigned to them from time to time.
4. Teaching and ensuring attendance of students as per University norms
5. Planning and implementation of instructions received from Head/principal.
6. Students assessment and evaluation.
7. Developing resource material for teaching and learning.
8. Extension of services to the industry and community.
9. Continuing educational activities.
10. Publication of research papers, articles & books
11. Participate in seminars/conferences/workshops.
12. Participate in departmental administration.
13. Contribute to the activities sustaining accreditation of the institute.
14. Examination work pertaining to college and university such as organizing supervision and assessment etc.
15. Upgrading qualification.
16. Any other duties assigned by the Management and Principal from time to time.
17. All members of the staff should abide by the rules and regulations of State and Central Government.



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### Supporting staff

1. They should complete all the responsibilities assigned to them.
2. They should report to duty and to the concerned department which they have been assigned.
3. Support staff working in the office or departments should remain on duty during college hours.
4. Support staff should wear the uniform provided by the Management and always wear their identity badge during working hours.
5. Support staff assigned to laboratories should keep the labs clean.
6. Any Loss or damage to any article in the classroom should be reported to the Head of Department in writing immediately.
7. Support staff, working in the lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the Head of Department and the Principal at the end of each semester and their signatures obtained.
8. For articles, damaged by the students, a separate register should be maintained. If any money is collected from the student towards damages, as per the direction of the Head of Department the amount shall be handed over to the College Accounts Staff to deposit in the college account.
9. Support staff will carry out their duties as instructed by the authorities to whom they are attached.

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### Students

1. All students should maintain discipline laid down by college management.
2. All students should attend their classes regularly as per the time table.
3. The behavior of all students should be polite.
4. Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
5. All students must present their ID card if any authority asks for it.
6. Absent students on the occasion of National flag hoisting function such as Independence Day & Republic Day will be fined.
7. Smoking, drinking and chewing 'Gutkha' is strictly prohibited on the college campus.
8. Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
9. Students are strictly prohibited from making noise in the college campus, communicating in the reading room and standing in the porch of the college.
10. The rules of the office and the library are mandatory for each student.
11. 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.
12. Student should not damage the benches, tables, chairs, fans and lights in the classroom as well as the things in the campus. If such a thing happens, student will be severely punished and compensation should be taken from them.
13. Past gently while going from one class to another. There should not be commotion.
14. Don't misbehave in the classroom.
15. Read the notice boards before making enquiry in the office.

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16. Don't linger in corridor unnecessarily.
17. Enter in the staffroom if necessary.
18. Students will be punished for their misbehavior in the college campus. Such a student can be expelled from the college.
19. If the students don't follow the rules they would be unable to receive the EBC scholarship or any other facility in the next term.
20. All girl students should use the Common Room properly.
21. At the time of examination electronics devices are strictly prohibited.
22. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
23. Each student will be given an Identity Card by the college. 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 fee.
24. Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
25. Ragging is strictly prohibited on the college premises and outside. Students indulging in it will be punished as per UGC Regulation. Such students will be expelled from the college. Legal action will be taken against them.
26. CCTV cameras are installed in the college premises for the security of students.