

LONAR SHIKSHAN PRASARAK MANDAL ,

Lonar, Dist-Buldana



BHAGWAN BABA ARTS AND COMMERCE COLLEGE

LONAR DIST- BULDHANA -443302

(AFFILIATED TO SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI)

CODE OF CONDUCT

Hand Book 2018-19

CHAPTER-I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students and with the written consent of the management.

- Unauthorized entry of outsiders into the campus is strictly prohibited.
- Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations.
- The student should take his / her Identity Card and Library Card for Home Lending from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I-Card within 15 days from the date of admission.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card.
- Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly.
- Students are expected to wear formal dress while on college campus.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 RAGGING

Action to be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or International meets, tournament, youth festival etc. Suspension/expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

1.7 ATTENDANCE

Student should be regular in attendance for all sessions during the day.

- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance. If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class. The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class.
- The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete all the Practical's and Term – work such as Journals, Assignments and Projects.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Sant Gadge Baba Amravati University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
 - A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators.

- All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- Expected to spend their free time in the Library/Reading Room.

CHAPTER-II

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
 - Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
 - Staff must be punctual, sincere and regular in their approach.
 - Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
 - Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy or physical features, disability or impairment (physical disability or medical status) Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a

member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

- The Faculty Member should show no partiality to any segment / individual student.

2.2 LEAVES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of Sant Gadge Baba Amravati University Amravati.

CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF

Duties of Teacher

- Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, In-service programme, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.

- The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.

- The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.

- The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified,

from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her. 77

- In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- The teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

Duties of Librarian

The Librarian shall perform the following among other duties :

- The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued and updated.
- The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.

- The Librarian shall always try to bring books, students and scholars together under the conditions which encourage reading for pleasure, self discovery, personal growth and sharpening of intellectual curiosity.
- The Librarian shall perform the duties of the teacher as mentioned in the provision (a), (d), (f) and (g) of the Statute 240.

Duties of Director of Physical Education and Sports

The Director of Sports and Physical Education shall,—

- Cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
- Promote sports, culture and organize activities in the field of sports in college / institution.
- Co-ordinate and organize activities related to various sports jointly with regional and national bodies.
- Organize university level competitions, sports skill development camps in various sports in the college campus.
- Train students for regional, national and international competitions in various sports.
- To prepare the report of the Board of Physical Education to be submitted before the Principal / Director / Management of the concerned college / institute.
- Undertake any other task that may be assigned to him by the college / institute authorities, so as to carry out objectives of the Physical education.
- Exercise such other powers and perform such other duties as prescribed by or under the Act or assigned by him by the Principal / Director of the concerned college / institute, from time to time.

Code of Professional Ethics :

• The teachers and their responsibilities: Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) Adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- (ii) Manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research, writing and decent conduct.
- (iv) Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- (viii) Participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students : The teacher shall (i) Respect the right and dignity of the student in expressing his/her opinion. (ii) Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status. (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs. 80 (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare. (v) Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace. (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. (vii) Pay attention to only the attainment of the student in the assessment of merit. (viii) Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward. (ix) Aid students to develop an understanding of our national heritage and national goals, and (x) Refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues : The teachers shall always (i) Treat other members of the profession in the same manner as they themselves wish to be treated, (ii) Speak respectfully of other teachers and render assistance for professional betterment, (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities, (iv) Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor, (v) Be thoroughly social and humane, democratic and rational, towards other teachers, (vi) Strive at any cost to remove and wash out the local tensions and controversies and disputes. (vii) Believe in union and unity of the colleagues.

(d) Teachers and authorities : The teachers shall (i) Discharge their professional responsibilities according to the existing rules and adhere to

procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest. (ii) Not undertake any other employment and commitment including private tuitions and coaching classes; 81 (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand; (iv) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession; (v) Should adhere to the conditions of contract; (vi) Give and expect due notice before a change of position is made; and (vii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees: (i) The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution. (ii) The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians: The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society : The teachers shall (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided. (ii) Work to improve education in the community and strengthen the community's moral and intellectual life. (iii) Be aware of social and economical

problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole. (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office. (v) Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

CHAPTER IV

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.

- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4.3 CLERK

- Clerk should maintain service book of all staff of the Institute. Clerk should maintain college level/department level all document files.

4.4 PEON

- Peon should report the college half an hour before the college time. Peon should maintain cleanliness of laboratories, class and staff rooms. Peon should do all the work assign by the Head of the department and other staff members. Peon should not leave the office until and unless the higher authority permits.

CHAPTER VI

CODE OF CONDUCT FOR PRINCIPAL

Duties of Principals/Directors Subject to the supervision and general control of the Management, the Principal as the Principal Executive and Academic Head of the College / Recognized Institution, shall be responsible for –

- Academic growth of the College.
- Participation in the teaching, research and training programmes of the College •.assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- Admission of students and maintenance of discipline of the College.
 - Receipts, expenditure and maintenance of true and correct accounts.
 - The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- Correspondence relating to the administration of the College.

- Administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
 - Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
 - Supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
 - Overall supervision of the University Examinations.
 - Observance or provisions of Accounts Code.
 - Maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
 - Any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
 - Preparation of institutional development plan for every five years with action plan of implementation. 83
 - Identification of avenues for resource generation.
 - Preparation for assessment, accreditation and academic audit of the college/institution
 - Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
 - Working as mentor for teachers and administrative staff of the college.
 - Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
 - Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
 - Connecting college/institution with societal need

CHAPTER VII

CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely :- Chairperson of the management or his nominee, Secretary of the management or his nominee , One Head of department, to be nominated by the Principal Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman , One non-teaching employee, elected by regular non-teaching staff from amongst themselves, Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus or Coordinator, Internal Quality Assurance Committee of the college President and Secretary of the College Students' Council o Principal of the college - Member - Secretary. The College Development Committee shall meet at least two times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination.
- If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall, prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities to decide about the overall teaching programmes or academic calendar of the college recommend to the management about introducing new academic courses and the creation of additional teaching and

administrative posts, take review of the self-financing courses in the college, if any, and make recommendations for their improvement make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college make specific recommendations to the management to foster academic collaborations to strengthen teaching and research make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process, make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college, Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval, Formulate proposals of new expenditure not provided for in the annual financial estimates (budget), Make recommendations regarding the students' and employees' welfare activities in the college. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations. Frame suitable admissions procedure for different programmes by following the statutory norms. Plan major annual events in the college, such as annual day, sports events, cultural events, etc. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. Recommend the distribution of different prizes, medals and awards to the students.

- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.