

Rayat Shikshan Sanstha's
Arts Science and Commerce College, Mokhada
Dist. Palghar 401 604
(Affiliated to Mumbai University, Mumbai)



HAND BOOK: CODE OF CONDUCT

Code of Conduct
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Code of Conduct for Principal

Subject to the supervision and general control of the Management, the Principals as the principal executive and Academic Head of the College, 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 disciplines of the college.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the college.
- Correspondence relating to the administration of the college.
- Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the college.
- 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 examination, 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.



Code of Conduct for Teachers

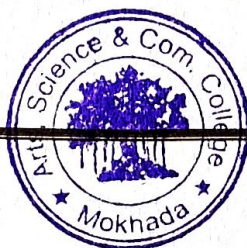
The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:

- Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
- A teacher should teach such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
- Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- A teacher should avoid conflicts between professional and private interests, which could affect the professional ethics.
- Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- A teacher does not engage in activities, which adversely affects the qualities of professional ethics.
- Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.
- Involvement of the Anti-academic activities directly or indirectly such as writing of questions-answers guide, answer-key, likely questions, cyclostyled or Xerox notes, etc.
- A teacher should integrate his teaching, learning with his or her research.
- The teacher shall not avoid any work related to the University/College examinations without reasonable grounds.



Code of Conduct for Students

- Every student will have to submit his/her own I-card size two photographs for Identity card in the library within 15 days after the admission. Students should always wear their valid college Identity card in college or representing the college at other places. Further it should be produced whenever demanded by anyone of the college staff.
- Student should not pinch anywhere in the campus
- Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus.
- Students found guilty of using foul language or behaving rudely towards the staff members or administrative or non-teaching staff will be expelled from the college.
- Attempted or actual theft of property of the College, or belongings of a Staff member of the college will not be tolerated.
- The students are responsible to keep the campus clean and neat.
- The Students should stick on to the rules and regulations that may be issued from time to time.
- Students are advised to read notices regularly put on the notice board and not to ignore the instructions; also they should convey the notification to their parents/guardians.
- Any malpractice in examination will be prohibited under University Act and norms lay down by the college from time to time.
- In case of any problem (personal or academic) students should report to the Principal or their faculty member.
- Students are directed not to bring outsider to the college premises.
- Students should not collect any funds from other students or from outside without the written permission of the principal.
- Students shall not organize picnic, excursions trips etc. on their own without prior written permission of the principal.
- All the activities conducted for improving educational standard will be compulsory for all the students.
- Ragging prohibited: Government of Maharashtra has notified Ragging as a cognizable offence. Anyone reported to be involved in any form of ragging will be severely dealt with. Therefore students are required from indulging in any form of ragging.



Code of Conduct for Librarian

- To issue cards of Library to the students and staff and follow library rules.
- To keep follow up to the students and staff for regulatory issued and returning books.
- To display new recent research journals and reference books with their front page copy.
- Keep rare old important books in proper condition with book bindings.
- To maintain the day wise records in library register of students/staff faculty members.
- Purchase and highlight of important articles journals and magazines time to time.
- To receive international journals & magazines keep information to management and the Principal.
- To attend to problems of the staff members, if any, Discuss with the Principal.
- Display of cuttings of newspapers on education /social matters on notice boards.
- To conduct the meeting of library committee as per guideline & work as a secretary of library committee as per norms.
- To Compile requirement of books & periodical periodically & submit to the principal time to time.
- To take initiatives for library automation & update the same from time to time. To receives expert committee & present to them effectively.



Code of Conduct for Examination Officer

- To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
- To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
- To organize the filling of examination forms, revaluation & verification forms of students & submission to university of Mumbai.
- To obtain results of students and its distribution.
- To send requirement of examination stationery to Mumbai University & maintaining its up to date records.
- To arrange for online examinations as per schedule & instructions of university.
- To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty/principal from University.
- To send the program of proposed practical examinations dates to university & get final program of practical/oral examinations.
- To submit term work/oral practical marks to University & time bound manner.
- To organize arrangement of furniture and numbering of examination seats for University of examinations.
- To receive the examination stationery from University, keep in the strong room.
- Any other duties assigned by the Principal from time to time.



Code of Conduct for Administrative Staff

- Administrative staff of the college must always wear their identity cards during working hours.
- Administrative staff will carry out their duties as instructed by the authorities to whom they are attached.
- Administrative staff shall not absent himself/herself from his/her duties without prior permission of Head of Institution. In case of sickness or absence on medical ground, a medical certificate shall be produced within a week
- Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceeding.
- Administrative staff of college should keep punctuality regarding college timings.

