



Tapaswi Public Charitable Trust Yeoti's

Venkatesh Mahajan Senior College, Osmanabad



Code of Conduct



Samarth Nagar, Sanja Road, Osmanabad

Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
(M.S.)

Preamble

This code of conduct provides teachers, non-teaching staff members & students with consistent guidelines for an acceptable standard of professional conduct.

The code of conduct addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency & accountability. The code is complementary to the principles adopted in the code of conduct for administration reference: standard code 1784 code of professional ethics for teachers according to the gazette of university Act 2016.

This code provides a guide & a basis of expectorants from the stakeholders of the institutions & also encourages their commitment to ethical and professional behavior.

The code of conduct is helpful to teachers, administrations staff & students in the maintenance of a healthy & amicable work culture in the intuitions.



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CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

1. The College Development Committee shall prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enables college to foster excellence in curricular, co-curricular and extra-curricular activities.
 2. Decide about the overall teaching programmers or academic calendar of the college.
 3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
 4. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
 5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
 6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
 7. Prepare the annual financial estimates (budget) and financial statements of the college.
 8. Discuss the reports of the Internal Quality Assurance Committee and make suitable.
 9. Plan major annual events in the college, such as annual day, sports events
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CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should ensure that directions issued by the management are strictly implemented. The Principal should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks.
 2. The Principal should plan the budgetary provisions and go through the financial audited staff college.
 3. The Principal has authority to take all the necessary actions as and when required to maintain discipline the college.
 4. The Principal should form various college level committees which are necessary for the development of the college.
 5. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
 6. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines.
 7. The Principal should provide leadership, direction and co-ordination within the college.
 8. The Principal should periodically review this Code of Conduct.
 9. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
 10. The Principal should ensure that the long-term and short-term development plans of the college.
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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 principal.
 3. Student's assessment and evaluation.
 4. Developing resource material for teaching and learning.
 5. Extension of services to the industry and community.
 6. Continuing education activities.
 7. Co-curricular and extra-curricular activities.
 8. Students counseling/ mentoring scheme implementation.
 9. Publication of research papers, at least one in a semester.
 10. Participate at least in one seminar/conference/workshop in an academic year.
 11. Participation in departmental administration.(Lab Management)
 12. Shall become member of at least two relevant professional bodies at his/her own cost.
 13. Contribute to the activities sustaining accreditation of the institute.
 14. Examination work pertaining to College University such as organizing supervision and assessment etc.
 15. Arrangement of remedial classes.
 16. Generation of resources from various funding agencies.
 17. Upgrading of qualifications
 18. Any other duties assigned by the Management and Principal from time to time.
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DUTIES AND JOB RESPONSIBILITIES OF HOD

1. To provide leadership in under graduation students.
 2. Research and research guidance.
 3. Consultancy services.
 4. Teaching, including laboratory development & writing of books & monograph.
 5. Evaluations of tutorials, assignments, journals, answer papers.
 6. Interaction with industry.
 7. Continuing education activities.
 8. Student's counseling.
 9. Interaction with other institutions, Universities at state, national and international levels.
 10. Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
 11. Publishing papers in national and international journals.
 12. Fellowship of professional's bodies.
 13. Industrial liaisoning to promote summer and final placements.
 14. Review of academic activities of the department periodically.
 15. Maintenance of dead stock, semi consumable, consumable registers with the help of lab in charges.
 16. Any other duties assigned by the Principal from time to time.
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JOB RESPONSIBILITIES OF LIBRARIAN

1. To check identity cards of students and help to maintain discipline in the library.
 2. Overall supervision and administration of library.
 3. To conduct library committee meetings.
 4. Acquisition of books.
 5. Planning for development of the library.
 6. Supervising for development of the library.
 7. To make correspondence with distributors, Publishers and book sellers.
 8. Purchase of books.
 9. To organize books exhibition and related programs to library.
 10. Management of reading room.
 11. To follow up return of books issued to students and staff member.
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JOB RESPONSIBILITIES OF SPORT DIRECTOR

1. The Sports Director shall maintain the highest standards of professionalism, integrity, and ethical behavior at all times.
 2. The Sports Director shall act in the best interests of the college and its students, placing their welfare and development above personal gain or advantage.
 3. The Sports Director shall be knowledgeable and ensure compliance with all relevant rules, policies, and regulations governing college sports.
 4. They shall maintain open communication with relevant authorities and promptly address any issues or concerns related to rule compliance.
 5. The Sports Director shall promote a culture of fair play, respect, and sportsmanship among coaches, athletes, and all stakeholders.
 6. They shall take appropriate action in response to unsportsmanlike conduct or any behavior that goes against the spirit of fair play.
 7. The Sports Director shall prioritize the physical, mental, and emotional well-being of student-athletes, ensuring their health and safety are paramount.
 8. They shall support initiatives and programs that contribute to the holistic development of student-athletes.
 9. They shall provide regular updates and reports on the status and progress of the sports programs.
 10. The Sports Director shall handle conflicts and disputes in a fair, impartial, and timely manner.
 11. They shall make decisions in the best interest of the college and its sports programs, avoiding conflicts of interest.
 12. The Sports Director shall engage in continuous learning and professional development to stay updated with best practices, trends, and innovations in sports management and coaching.
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JOB RESPONSIBILITIES OF ACCOUNTANT

1. To maintain account records pertaining to construction work.
 2. To prepare documents for submission of six monthly and annual audit.
 3. To prepare budget estimate of the college under guidance of Principal and HOD/ heads take periodical review of the same.
 4. To verify bills for payment.
 5. To check the monthly pay sheet.
 6. To check the cash book daily.
 7. To file E-TDS returns.
 8. To maintain all statutory books of accounts such as dead stock registers,
 9. To hold custody of receipt books and vouchers.
 10. To prepare all the records as required by the statutory auditors.
 11. To Supervise maintenance of all the files and records.
 12. To receive record of fees collections from bank counter and maintain its records.
 13. To notify & collect dues from students.
 14. To Verifying bills for payment
 15. To Maintaining register for advance and ensure timely settlement of the advances.
 16. To Maintaining of all the files duly numbered updated in all respects.
 17. To prepare TDS statement and submit to Chartered Accountant.
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JOB RESPONSIBILITY OF CLERK

1. Maintain all the original documents in individual folders neatly i.e. 12th Mark sheet, Graduation mark sheet, Passing Certificate, Degree Certificate, Transfer Certificate, Migration Certificate, Caste Certificate" Caste Validity certificate (if the students are from reserved category) of each student.
 2. The original documents shall be returned to the students on completion of the course ensuring that all dues have been cleared by the student.
 3. No original documents shall be retained beyond two academic years without valid reasons except L.C/T.C. and sequencing of documents
 4. T.C. Eligibility forms
 5. Issuing Bus concessions.
 6. maintaining of the files and registers pertaining to the section duly numbered update in all respects.
 5. Maintain all the current and back volumes of files neatly, labeled and numbered.
 7. To receive scholarship forms for Economical Backward Class students and the students belong to SC, ST, NT, VJ, DT, OBC and SBC.
 8. To receive applications for Minority scholarship
 9. To take regular follow up of approval of sanction various scholarship.
 10. To issue 'No Dues Certificate' to students promptly whenever they approach the section.
 11. To issue Transfer Certificate to students whenever they approach promptly ensuring that nodules Certificate are receivable from the students.
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RESPONSIBILITIES OF LAB ATTENDENT

1. To clean laboratory and to keep laboratory materials including apparatus and equipment in proper place.
 2. To render physical assistant to students, teachers and other laboratory staff in movement of laboratory equipment, instrument, chemicals and other materials within and outside the laboratory.
 3. To assistant laboratory assistant and other laboratory staff in physical stock verification of laboratory equipment, instrument, chemical and other materials.
 4. To render physical assistant to student 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 such duties which are assigned to him by HOD
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JOB RESPONSIBILITIES OF PEON

1. Peon should report the college half an hour before the college time.
 2. Peon should maintain cleanliness of laboratories, class and staff rooms.
 3. Peon should do all the work assign by the Head of the department and other staff members.
 4. Peon should not leave the office until and unless the higher authority permits.
 5. To open windows and switch on fans and lights when not required.
 6. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions.
 7. Serves drinking water to employees and visitors.
 8. Peon shall have to attend to the duties assigned to him.
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CODE OF CONDUCT FOR STUDENTS

- Students must reach their lecture halls five minutes before the scheduled time.
 - Students are required to wear I-Card inside the campus from entry to exit.
 - Use of cell phones is not allowed in classes/labs.
 - Students are allowed to avail the facility of Library, Internet and Cafeteria during free hours only.
 - Only standard books recommended by the institute are allowed.
 - Students are advised not to use made easy guides, solved papers or poor standard books etc.
 - Students should keep themselves informed by the latest updates on the notice board /E-mails.
 - Students can see the Answer Sheets of Internal Exams. In case of Discrepancy, respective faculty member should be approached.
 - The students are expected to observe the traffic rules-MV Act; specially 3 riders on a bike, without Helmet, etc,
 - Students are expected to maintain high standard of decorum and avoid filthy language and conflicts.
 - Ex-students/outsideers are advised to seek prior permission before entering in the campus.
 - Avoid misuse of dusters, chalks and white board markers.
 - Care must be taken while using institute's property e.g. furniture, fixtures, computers, lab equipment, etc.
 - Students are expected to observe a decent dress code in college
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HOSTEL RULES

- All resident of hostel Have to compulsorily abide to the rules of Hostel.
- Every resident must remember that the hostel is the sweet home of studenton the campus and this for he/she should behave himself.
- No Resident is allowed to stay in the Hours.
- If any Resident has to go to the town for any work, He must fill the form andmake an entry in the register with security guard on duty.
- No Male Person will be allowed inside the Girls Hostel and Girls Hostelpremises.
- Relatives are the allowed in common room only.
- Any complaints or suggestion by the students must becommunicated.

Residents will be liable to penalty for any damage of hostel Property singlyor collectively.

- Complaints regarding electrical / carpentry/ plumbing jobs should be noted in complaints register available in Hostel office. Residents should take a note that complaints mentioned in register will be processed quickly insteadof verbal complaints.
- Use of unauthorized electrical appliances such as rod, kettle, inductionstove and heater etc, are strictly prohibited.
- Room Furniture, electrical fittings are required to be maintained bystudents in good condition.



PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations. Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and student.


Coordinator
Internal Quality Assurance Cell
Venkatesh Mahajan Senior College
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PRINCIPAL
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