

Urdu Education Society's Aurangabad  
**Chishtiya College of Arts & Science, Khuldabad**  
Minority Institution- NAAC Accredited



**Handbook of  
Code of Conduct for Students, Teachers, Governing Body,  
Administrators including Principal /Administrative Staff and  
Support Staff**

**Affiliated to  
Dr. Babasaheb Ambedkar Marathwada University,  
Aurangabad. (Maharashtra)**

**(2018-19)**

**Handbook of Code of Conduct for Students, Teachers,  
Governing Body, Administrators including Principal  
/Administrative Staff and Support Staff**

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The below mentioned Code of Conduct is designed by IQAC, Chishtiya College of Arts and Science, Khuldabad with the permission of Urdu Education Society Aurangabad the Governing Body of the Institute and the Principal of the Institute. This Handbook of Code of Conduct is based on the guidance of the affiliating Dr. Babasaheb Ambedkar Marathwada University Aurangabad.

### **Code of conduct handbook for Students, Teachers, Governing body, Administrators including Principal/ Administrative Staff and Support Staff**

The conduct of Institute's Students, Teachers, Governing Body and Administrators including Principal, Administrative and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

"Code of Conduct" has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the Institute. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.

#### ➤ **Code Of Conduct For Students:**

##### **Preamble:**

All students must abide by the rules and regulations of the University. The Institute authority may take disciplinary action if any student violates the University rules and regulations. Students are advised to adhere to the rules and regulations of the University and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules.

#### ➤ **General Rules and Regulations for Students:**

##### ❖ **Students shall behave with dignity and courtesy inside and outside the Institute.**

1. Students shall observe strict modesty in dress.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited. If anybody is found with a mobile, a fine of Rs.500/- and deduction of marks from general proficiency will be imposed.
4. Students shall not entertain visitors without prior permission in the campus. Students are expected to read notices/circulars displayed on the Institute notice

board. Aftermath of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.

5. Spitting, smoking and throwing bits of paper inside the Institute campus are harmful and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
6. Possessing firecrackers of any kind in the Institute campus is strictly prohibited.
7. Use of smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the Institute campus is strictly prohibited.
8. Scribbling on the desks or the black board or on the walls of the Institute strictly prohibited.
9. Students are forbidden from entering the Institute office during unspecified hours.
10. Students should be attentive to not to harm the reputation of the Institute or individual (fellow students and Institute staff) through social and electronic media.
11. Students should respect the Institute property. Collect Destroying or damaging the Institute property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
12. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
13. Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the HOD/ Director or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the HOD/ Director. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the HOD/ Director.
14. Students shall not indulge in any kind of violation bringing censure to the Institute.

15. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.

16. While attending Institute functions, the students will conduct themselves in such a way as to bring recognition/ honour to themselves and to the Institute.

## ➤ Discipline and Conduct Rules for Students:

### (a) Level of Misconduct and Indiscipline

#### **Level 1:**

All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the Institute and/or any act which incites violence.

1. Gheraos, laying siege or staging demonstrations around the residence of any Officer of the Institute or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.

2. Sexual harassment of any kind which shall also include:

i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.

ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.

#### **Level 2**

1. Committing forgery, tampering with the Identity Card or Institute records, impersonation, misusing Institute property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.

2. Furnishing false certificates or false information in any manner to the Institute.

3. Arousing communal, caste or regional feeling or creating disharmony among students.

4. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the Institute in a way that would bring disrepute to the Institute.

5. Use of abusive, defamatory or derogatory language against any staff member of the Institute.

6. Causing or colluding unauthorized entry of any person into the Campus.

7. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, gutkhas and smoking cigarettes in the Institute premises.

8. Damaging or defacing any property of the Institute.
9. Misusing Institute resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the Institute.
10. Harming reputation of the Institute or individual (fellow students and Institute staff) through social and electronic media.
11. Not disclosing one's identity when asked to do so by a faculty member or employee of the Institute who is authorized to ask for such identity.
12. Improper behavior while on tour or excursion.
13. Violation of security and safety rules notified by the Institute.
14. Any other offence under the law of land.
15. Any intimidation or insulting behavior towards a student, staff or faculty or any other person.
16. Any other act which may be considered by the Chairman/Director General/Director or any other competent authority to be an act of violation of discipline and conduct.

## ➤ **Punishment for Violation of University Rules and Regulations:**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.

### ❖ **For Level 1 of Misconduct and Indiscipline**

1. Expulsion from the institute.
2. Rustication up to four semester period and/or declaring the entire Institute Campus out of bounds.
3. Fine up to Rs. 20,000/-. (In case of Ragging as per Supreme Court ruling)
4. Lodging of FIR with the Police.

### ❖ **For Level 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations**

1. Admonition/ Reprimand and submission of bond or affidavit on Rs. 100/- stamp paper duly notarized.
2. Deduction of marks from Teacher Assessment Marks (Internal Marks).
3. Fine up to Rs. 1,000/-
4. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
5. Withdrawal of any or all facilities available to a student as per, Institute Rules (such as Scholarship/Fellowship, hostel etc.)
6. Suspension from the Institute for a Specific Period.

## ➤ **General Guidelines for Implementation of Punishments:**

1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Proctorial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. If any student is found guilty with any in-disciplinary activity by the Proctorial board, one “Red Mark” will be marked against his / her profile. Further, if count of such red marks reaches 3 during his/her entire course duration, he/she will be automatically debarred from the Institute.

3. However, if a student improves his / her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the Proctorial board to remove red marks. If board is satisfied with the improvement, then the board may remove such red marks from the student's profile.
4. In case the Chairman or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other inquiry
5. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Head/ Director / Pro-Vice Chancellor, whose decision thereon shall be final.
6. The Institute should not be held responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the Institute-owned or leased property. Students should understand and explicitly agree to accept all risks of such losses or damages.

➤ **Anti-Ragging RAGGING is a CRIMINAL offense. CHISHTIYA campus is a NO-RAGGING Zone:**

It is mandatory for all students to fill the Anti-ragging Affidavit at the time of admission. **What constitutes Ragging?**

❖ **Ragging constitutes one or more of any of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student with rudeness
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

➤ **Punishment for Culprits:**

Institute shall consider one or more of the following punishments for students involved in ragging.

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Rustication from the Institute for period ranging from 1 to 4 semesters
8. Expulsion from the Institute and consequent debarring from admission to any other institution
- 9 Lodging of an FIR with the police
10. Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)
11. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

➤ **Anti-Ragging Squad**

Several senior faculty members are nominated to the **Anti-Ragging Squad**. All students are encouraged to approach them without any hesitation in case of ragging.

## **Code of Conduct for the Principal**

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Maharashtra. These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Chishtiya College of Arts and Science are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
14. To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars. .

## Code of conduct for Faculty Members (Teaching)

### **Preamble:**

Teaching is the highest Nobel profession and plays a very important role in nation building. Teachers have always been 'Role Model' for the students. In a developing nation like ours, a teacher has great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All these are expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following (the below mentioned) code of conduct is imperative for each faculty of the institute:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counselling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the best possible extent as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.
4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.
6. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.

7. Many a times, it happens that the student is not always at fault. So, faculty should communicate politely and respectfully so that a good rapport with students gets maintained. In such situations “give respect to command respect”, should be followed.
8. Behavior of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
10. Although, everybody has a right to look for his / her own career development. However faculty member should refrain during Institute hours from any such activity like preparing for competitive examinations to seek employment outside Institute and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the Institute.
11. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.
12. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the Institute and must avoid holding private meetings with other staff member / faculty member during the Department working hours to discuss topics other than academics.
13. Behavior of the faculty member with the fellow staff member / faculty member during the Department working hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the Institute authorities especially before the students.
14. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the Institute.

## Code of Professional Ethics

### ➤ Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### ➤ **Teachers should:**

1. Adhere to a responsible pattern of conduct and demeanor expected from them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

➤ **Teachers and the students:**

❖ **Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical identity;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare;
5. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, whatsoever;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

➤ **Teachers and colleagues:**

❖ **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

➤ **Teachers and Authorities:**

❖ **Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. 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.

➤ **Teachers and non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## ➤ **Teachers and Guardians:**

### ❖ **Teachers should:**

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports 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.

## ➤ **Teachers and Society:**

### ❖ **Teachers should:**

1. Recognize that education is a public service and strive to keep the society informed of the educational Programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups and actively work for National Integration.

# **Code of Conduct for Governing Body and Management**

## **Introduction:**

The responsibilities of the Governing Body, as the entity controlling a large and prestigious Management are onerous. The function of governance is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Governing Body.

## **Objectives:**

The objectives of the Code of Conduct are:

- ❖ To set out decided pack of ethical ideologies.
- ❖ To endorse and preserve the confidence and faith in the governing body of Chishtiya College Khuldabad.
- ❖ To avert unethical practices.
- ❖ To endorse compliance with best management practices in all the activities of the Institute.

## **Conduct as Members:**

Members shall:

- ❖ Treat each other, College staff and students with professionalism, courtesy and respect.
- ❖ Not negatively influence other members.
- ❖ Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.
- ❖ Act at all times honestly and in good faith.
- ❖ Have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.

## **Responsibilities of Librarian**

As per Maharashtra Public University Act 2016, Librarian shall:

1. be a Member-Secretary of the Library Committee and shall ensure proper implementation of the decisions taken by the Library Committee;
2. be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in Library;
3. evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Library are not lost or damaged, and no irregularities take place in the Library;
4. cause periodic verification of stock, prepare appropriate report that includes losses, and place it before the Library Committee;
5. Be responsible for the development, modernization, up keeping and management of Institute's Library.
6. render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;
7. Attend training Programmes and workshops to update the skills and knowledge.
8. create awareness among the students of various departments of the Institute regarding the availability of resources, information, search techniques and databases through the information literacy programme;
9. undertake any other task assigned to him by the Institute's authorities to ensure that the objectives of Library are accomplished;
10. Exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Principal or Governing Body, from time to time.

## **Code of Conduct and responsibilities for Heads of Departments**

### **Academics:**

- ❖ To monitor and conduct academic activities of the department.
- ❖ To take a stock of all stakeholders feedback and accordingly take the remedial actions.
- ❖ To plan and take the necessary actions for improvement of the department results and academic performance.

### **Administration:**

- ❖ To maintain discipline and enforce rules as laid down by the University, in the department.
- ❖ To monitor the day to day activities of the department.
- ❖ To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- ❖ To conduct regular meetings with teaching and non-teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- ❖ To execute any other work assigned by the Vice Chancellor / Pro-Vice Chancellor.

### **Finance:**

- ❖ To prepare the department requirements and budget needed.
- ❖ To oversee the purchase and deployment of any resource allotted for the department.

## Code of Conduct and responsibilities of Administrative staff / Support staff

1. Staff members should display the highest possible standards of professional behavior that is required in an educational establishment.
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the Institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the Institute/University into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow Institute/University policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the Institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.
9. **Confidentiality:**  
Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Institute community which could cause distress to institute staff, students or parents.

## **10. Professional Behavior:**

Professional behavior is a generic term, but within this Code of Conduct includes such aspects as:

- ❖ acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- ❖ co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- ❖ endeavoring to assist the Institute to achieve its strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- ❖ respect for Institute's property;
- ❖ maintaining the image of the Institute through standards of dress, general courtesy, correct use of Institute's stationery, etc.;
- ❖ taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere in the premises;
- ❖ being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- ❖ being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;
- ❖ being familiar with communication channels and Institute procedures applicable to both students and staff;
- ❖ ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- ❖ respect for the rights and opinions of others.

## **Disciplinary Rules**

The following are examples of behavior which the Institute/University finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- ❖ Any form of physical/verbal violence towards students.
- ❖ Physical violence, actual or threatened towards other staff or visitors to the Institute.
- ❖ Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute.
- ❖ Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- ❖ Theft of Institute money or property and of money or property of colleagues or visitors to the Institute. Removal from Institute premises of property which is not normally taken away without the express authority of the Director/ Principal or of the owner of the property may be regarded as gross misconduct.
- ❖ Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- ❖ Acceptance of bribes or other corrupt financial practices.
- ❖ Wilful damage of Institute property or of property belonging to other staff or visitors to the Institute.
- ❖ Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
- ❖ Any wilful act which could result in actionable negligence for compensation against the Institute.
- ❖ Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- ❖ Gross neglect of duties and responsibilities.
- ❖ Unauthorized absence from work.

- ❖ Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- ❖ Deliberate breaches of confidentiality particularly on sensitive matters. .
- ❖ Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- ❖ Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.

➤ **The following are examples of behavior which could lead to formal disciplinary warnings.**

- ❖ Unsatisfactory timekeeping without permission.
- ❖ Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
- ❖ Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- ❖ Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- ❖ Behavior towards other employees, students, and visitors which gives justifiable offence. Certain behavior giving rise to offence may be regarded as gross misconduct.
- ❖ Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanor. In certain circumstances, such behavior may be regarded as gross misconduct.
- ❖ Conduct which is considered to be adversely affecting either the reputation of the Institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct.

**Responsibilities of Head Clerk/Assistant Superintendent and  
Equivalent Cadres:**

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.
4. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar.
8. To maintain calendar of periodical returns for incoming and outgoing, separately.
9. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

## **Responsibilities of Senior Clerk/Junior Clerk and Equivalent Cadres:**

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through PA's Stenographers/ Secretaries.
2. To acknowledge letters received.
3. To submit documents to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a notebook to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required, issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

## **Responsibilities of Peons**

1. To open windows etc. in morning and switch on fans and lights to close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. Operate cyclostyling machine, if he could operate that, wherever necessary.
9. Carry out any other work of similar nature which the Officer in charge /Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
10. Serve drinking water to employees and to visitors, when required.
11. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
12. Any other work as may be assigned to him by the concerned officer from time to time.
13. Peon shall also have to attend to the duties assigned to him.