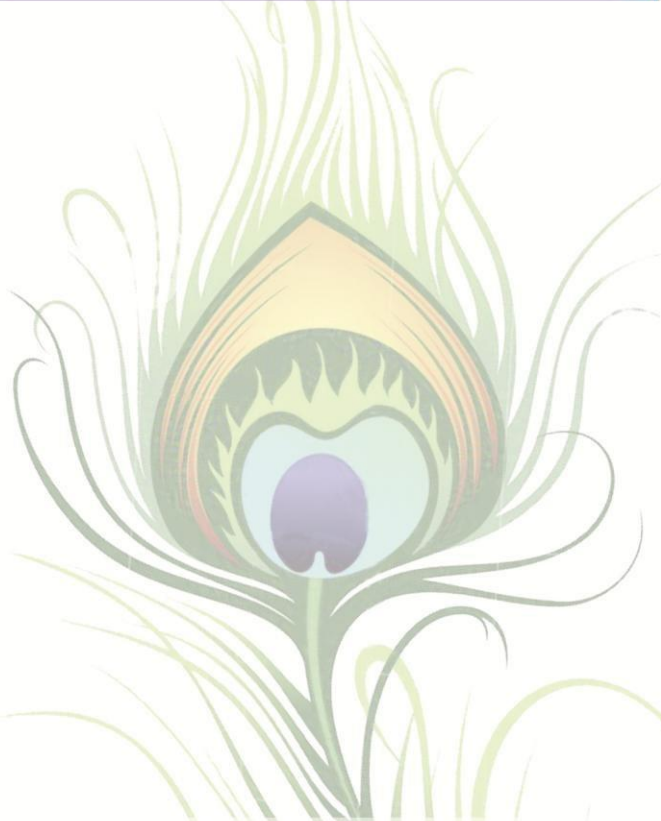




CODE OF CONDUCT



Shikshan Prasarak Mandal Akola's

SHANKARLAL KHANDELWAL ARTS, SCIENCE & COMMERCE COLLEGE, AKOLA

Affiliated to S.G.B. Amravati University, Amravati • Re-accredited by NAAC Grade B with CGPA 2.88
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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.

INDEX

Sr. No	Name of the Topic	Page No.
1	Superintendent, Supervisor and Equivalent Cadres	01
2	Head Clerk/ Assistant Superintendent and Equivalent Cadres	02
3	Senior Clerk/Junior Clerk Equivalent Cadres	03
4	Laboratory Assistants	04
5	Naik and Hawaldar	05
6	Peons/ Peon Cum Hamals	06
7	Hamals/ Hamal – Cum - Peons	07
8	Sweepers	07
9	Code of Professional Ethics	08
10	Campus Code of Conduct	11
11	Enrolment, Degrees and Convocations	15



SUPERINTENDENT, SUPERVISOR AND EQUIVALENT CADRES

1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher Officers at the initial stage or on which he desires their instructions.
3. To mark and to distribute the letters in the name of dealing assistants.
4. To exercise check and follow up of letters received from the Government of India/ Chancellor/ State Government/ U.G.C./ Office of the Director of Education / Universities, etc.
5. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedance and implications etc. on special cases and submit to higher officers and give interim replies.
6. To point out mistakes of misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees, etc.
7. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggertions, if any, and submit the same to the Assistant Registrar and/or Deputy Registrar, as the case may be.
8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
9. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
10. To inspect the racks and tables of assistants/and/or senior



assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying undisposed off.

11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
12. To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.

HEAD CLERK/ASSISTANT SUPERITENDENT 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 mistatements, 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 scrutinise 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 scrutinise notes/cases submitted by the lower staff, put his own ramarks/ suggestions, if any, and submit the same ot the Superintendent/ Assistant Registrar.
8. To maintain calender 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.



SENIOR CLERK/JUNIOR CLERK EQUIVALENT CADRES

1. To enter the mail and letters and inter - departmental correspondence/ files etc. letters, documents etc. addressed to the officer by name will be recieved by the officers themselves or through P.A's Stenographers/ Secretaries.
2. To acknowledge letters received.
3. To submit dak to the Section Officer/ Assistant Section Officer daily, despatch and watch every entry in the register bearing the initials of the receipents of the letter/ documents, etc.
4. To prepage 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 Officer/ 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 note-book 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 of the Section Officer and/or Assistant Section Officer.
13. To prepare monthly arrears report and submit it to the Assistant Section Officer and/or Section Officer for persual and



guidance/ instructions.

14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

LABORATORY ASSISTANTS

1. To assist students and teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the Incharge of Laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages / losses in laboratory, to his superiors.
7. to report to Incharge of Laboratory about misbehaviour inside the laboratory.
8. to ensure that all cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of The Head of the Department.

LABORATORY ATTENDANTS

1. To clean laboratory and to keep laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in



physical stock verification of laboratory equipment, instruments, chemicals and other materials.

4. To render physical assistance to students and teachers in conducting practicals 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 a gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of Incharge of the Laboratory.

NAIK AND HAWALDAR

He shall perform ordinary duties of a peon in addition to the following duties -

He shall -

1. Supervise and control all the peons working under him and see that they attend, punctually, work properly and maintain office discipline, report absentees, late attendance, misbehaviour etc. to the authorities.
2. See that peon observe office timings.
3. See that peons open windows and blinds at the start of the day, switch on lights, fans, etc.
4. Arrange for distribution of peons and account for their movements.
5. Arrange for moving of muster rolls to and from Administration Branch.
6. Arrange for distribution of office circulars in office.
7. Arrange rest-intervals of peons to suit convenience of the Officers of departments.
8. Maintain leave roster of peons, so that strength of peons is not abnormally impaired, and submit it to the Administrative



- Branch by making necessary arrangements during leave etc.
9. Open and close office premises, where necessary.
 10. See that cleanliness of the office is maintained by supervision.
 11. Distribute uniforms and dusters, receive and give to Dhobi and keep account thereof.
 12. See that peons and all other who are expected to be in uniform and badges, wear the same punctually.
 13. Wherever the post of Jamadar/ Daftary is not in existence the Niak/ Hawaldar shall perform the duties of supervising the Hamals and sweepers.
 14. Get the floor cleaned with water (net scribbing) insecticiding etc.
 15. Any other work that may be assigned by the concerned officer from time to time.

PEONS/ PEON CUM HAMALS

persons shall -

1. to open windows etc. in the morning and switch on fans and lights and closing to close the same, when not required.
2. do dusting of office furniture , machines, files, table equipments, 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 Officers / Brahch 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 sealing 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 other work of similar nature which the Officer incharge/ Dy. Registrar/ Assist. Registrar/ Section Officer/ Principal/ Office Superintendent, may instruct.
10. serve drinking water to employees and to visitors, when required.
11. despatch 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-cum Hamal shall also have to attend to the duties assigned to Hamals.

HAMALS/ HAMAL - CUM - PEONS

- * Sweeping, cleaning rooms and furnitures and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs.
- * Any other work as may be assigned to him by the concerned Officer/ Hawaldar/ Mukadam from time to time.
Hamal -cum - Peon shall also have to attend to the duties assigned to peon.

SWEEPERS

- * Sweeping and cleaing the Lavatories, Latrines, floors in the building and university premises and any other office work related ot cleaning as assigned by the officer/ Hawaldar/ Mukadam
- * Any other work as may be assigned to him by the concerned officer from time to time.



CODE OF PROFESSIONAL ETHICS

1. 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

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication'
- (vii) 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.



2 TEACHERS AND THE STUDENTS

Teachers should:

- (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, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific 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 themselves available to the students even beyond their class hours and help and guide students 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.

3 TEACHERS AND COLLEAGUES

Teachers should :

- (i) Treat other members of the profession in the same manner as they themselves wish to be related.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and



- (iv) Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

4 TEACHERS AND AUTHORITIES

Teachers should :

- (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 organization for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (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 through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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.

5 TEACHERS AND NON-TEACHING STAFF

Teachers should :

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and



- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

6 TEACHERS AND GUARDIANS

Teachers should :

- (i) Try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, 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.

7 TEACHERS AND SOCIETY

Teachers should :

- (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 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 offices;
- (v) Refrain from taking in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CAMPUS CODE OF CONDUCT

- 1) Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in away that highlights the discipline and esteem of the College.
- 2) A six day working schedule from Monday to Saturday is followed in College Timing.



- 3) All the students are expected to be present in the class well-within time and late coming will result in loss of attendance for the corresponding hour.
 - 4) No students shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
 - 5) Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
 - 6) In the events of Student seminars/ project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
 - 7) Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
 - 8) All students shall leave the classes immediately after college time. No students shall wander or gather in verandah, corridor, and the staircase etc. Do not spend much time in canteen, coffee shops etc.
 - 9) All leave application (Regular & Medical) shall be submitted in time, for sanction by HOD & concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
 - 10) Students shall come to the college in approved uniforms.
 - 11) Students shall not make any alterations to the uniform decided by the college.
 - 12) All the students are expected to attend all college functions in college uniform unless otherwise specified.
 - 13) All the students shall wear their identity card, well displayed.
 - 14) All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of college academic values will be referred to the discipline committee.
 - 15) Any dress code violation noticed within the campus will attract a fine specified by discipline committee.
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- 16) Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- 17) Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.
- 18) Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- 19) Consumption of intoxicants/ psychotropic substances in any form or smoking or using chewing gum, panmasala, etc. are strictly prohibited.
- 20) It is strongly advised to refrain from activities as scribbling or noting on wall, door or furniture which could deface the college and destroy the academic ambiance.
- 21) Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/ misuse of the above could result personal injuries or damage to property follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/ repair with fine.
- 22) Students are not permitted to arrange any unauthorised celebration and decorations of any magnitude in the campus.
- 23) Students are not permitted to distribute or display (both physically and electronically) material such as notice, banners X'mas stars, etc, in the campus without the permission of the competent authority.
- 24) Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- 25) Students who intend to represent the college in intercollege events shall take prior permission from the concerned head of department and the selection will be based on parameters such as academic performance, attendance, character, existing



academic pressure and competence of the student in the proposed event for participation.

- 26) On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
- 27) During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minute before the commencement of the examination.
- 28) The third series test will be optional and the students, who desire to attend this, need to register well in advance with the concerned tutor. The syllabus for third series shall be 3rd and 4th modules from the university syllabus.
- 29) The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No. 6.2.4. of Lyngdoh Committee recommendations.
- 30) Political activity in any form is not permitted in the College campus. Unauthorised meetings, propaganda work, processions or fund collections are forbidden within the College, hostels and outside the college.
- 31) Harasshign juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directive of Hon'ble Supreme Court of India.
- 32) Misbehavior towards girl students, use of threats or violence against members of the staff or fellow students will be considered as very serious cases of misconduct. Pay fees, mess bills etc. in advance or in time, to avoid fines.
- 33) Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure asfound suitable by any staff member or higher authority of the College. Expulsion from the College is enough for expulsion from the hostel.



- 34) In case of any instance of noncompliance of existing rules or any observed matter / behavior that deviates from the vision and mission of VJEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
- 35) Fine policy of VJEC :The money collected from the students as fine on instance of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purpose such as charity, scholarship, student co-curricular activities and renovation/ maintenance in case of damage to property.

ENROLMENT, DEGREES AND CONVOCATIONS

- 1) All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-chancellor.
- 2) The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section 1, as he deems fit, to such other officer as he may nominate in that behalf.
- 3) The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled, Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.
- 4) Without prejudice to the power of the Vice-Chancellor, the principals of conducted colleges, heads of university institu-



tions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.

- 5) Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct, shall be as may be prescribed by the statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.
- 6) Statutes relation to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. the principals of the colleges and head of the institution, maintained by the university and affiliated colleges, may prescribe additional norms of discipline and proper conduct, not inconsistent with the statutes, as they think necessary and every student shall be supplied with a copy of such norms.
- 7) At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the vice-chancellor and the other offices and authorities or bodies of the university and the authorities or bodies of the conducted college, affiliated colleges and recognized institutions, and shall observe and abide statutes made in that behalf and in so far as they may apply, the additional norms made by the principle of conducted colleges and head of university institution affiliated colleges.
- 8) All powers related to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principle of the affiliated college or head of the recognized institution, and the provisions of the sub-section (6) and (7) including the statutes made there under, shall mutatis-mutandis apply to such college, institutions and students therein.



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Publisher
**Shankarlal Khandelwal Arts,
Science & Commerce College**
Akola