



Rural Foundation, Nandurbar Sanchalit (02567-252820)

SENIOR SCIENCE COLLEGE, AKKALKUWA

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Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Ref No.

Date:

CODE OF CONDUCT

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE INSTITUTE

As per UGC:

1. The UGC circular states that teachers should try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet them in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
2. It also directs teachers to respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics, recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
3. It calls upon the teachers to encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare, inculcate scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
4. Teachers have also be told to be affectionate to the students and not behave in a vindictive manner, make themselves available to the students even beyond their class hours and aid students to develop an understanding of our national heritage and national goals.
5. Teachers should also refrain from inciting students against other students, colleagues or administration.

6. As a part of their social duty, teachers have also been asked to strengthen the community's moral and intellectual life, take part in activities conducive to the progress of society, participate in community activities and shoulder responsibilities of public offices and refrain from any activity which promotes differences in the name of caste, faith, language etc.

7. Calling upon the teachers to lead by example, the circular states: "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... teachers should manage their private affairs in a manner consistent with the dignity of the profession, express free and frank opinion as well as participate in extra-curricular activities including community service."

8. Teachers should, the UGC expects, treat colleagues in the same manner as they themselves wish to be treated and consider non-teaching staff as equal partners. It also asks teachers to refrain from undertaking private tuitions and coaching classes, cooperate in the formulation of policies of the institution by accepting various offices and refrain from taking leave except on unavoidable circumstances.

THERE ARE FOLLOWING PRINCIPLES:

PRINCIPLE I: Ethical Conduct toward Students

The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self.

The professional educator, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.

1. The professional educator deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy.

2. The professional educator does not intentionally expose the student to disparagement. 3. The professional educator does not reveal confidential information concerning students, unless required by law.

4. The professional educator makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.

5. The professional educator endeavors to present facts without distortion, bias, or personal prejudice.

PRINCIPLE II: Ethical Conduct toward Practices and Performance

The professional educator assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.

The professional educator endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.

1. The professional educator applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract or appointment.

2. The professional educator maintains sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.

3. The professional educator continues professional growth.

4. The professional educator complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.

5. The professional educator does not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.

6. The professional educator honestly accounts for all funds committed to his or her charge.

7. The professional educator does not use institutional or professional privileges for personal or partisan advantage.

PRINCIPLE III: Ethical Conduct toward Professional Colleagues

The professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.

1. The professional educator does not reveal confidential information concerning colleagues unless required by law.
2. The professional educator does not willfully make false statements about a colleague or the school system.
3. The professional educator does not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

PRINCIPLE IV: Ethical Conduct toward Parents and Community

The professional educator pledges to protect public sovereignty over public education and private control of private education. The professional educator recognizes that quality education is the common goal of the public, boards of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.

1. The professional educator makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
2. The professional educator endeavours to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
3. The professional educator manifests a positive and active role in school/community relations.

Responsibilities of the Head of the Department/ Principal:

The Head of the Department/Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College.
2. Assessing reports of teachers.

3. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
4. Admissions of students and maintaining discipline.

Duties and responsibilities of Faculty

The Faculty of any Department shall be responsible for:

1. Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
2. Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry.
3. Student's activities as an adviser to literary, games, student associations, etc.
4. Administration which may be departmental and or institutional as member of some committee.
5. Professional activities i.e. involvement in professional and technical societies.
6. Continuing education activities both as on organizer instructor and as a participant.
7. He/she shall organize sports events for the students time to time.
8. Shall take care of sports equipments.
9. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
10. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Sports In-charge/Physical Director

1. He/she shall organize sports events for the students time to time.
2. Shall take care of sports equipments.
3. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
4. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Statutory committees of Institute

Anti-Ragging Committee

Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately
3. Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
4. Every squad in charge will brief all members of his squad about their duties / action regarding anti ragging.
5. In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of anti ragging committee.

Women Grievance Cell

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

Committee for SC/ST

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

Internal Complaints Committee

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

Alumni Association Committee

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

Duties and responsibilities of Head Clerk/ Equivalent Cadres

1. Head Clerk shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Head of the institute.
2. To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.
3. To ensure the prompt dispatch of letters.
4. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
5. To maintain calendar of periodical returns for incoming and outgoing, separately.
6. To attend to such other work that may be assigned to him.

Duties and responsibilities of Laboratory Assistants

1. To assist students and teachers in conducting practical 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 In-charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the In-charge 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 In-charge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the 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.

Duties and responsibilities of Laboratory Attendants

1. 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.
2. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
3. To render physical assistance to students and teachers in conducting practical and experiments.
4. To report about loss of laboratory equipment and other materials to his superiors.
5. To open and to lock cupboards, doors, windows and gates of laboratory.
6. To attend to delivery of letters connected with laboratory and its staff.
7. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the Laboratory.

Duties and responsibilities of Peons

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings 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/ Head.
4. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
5. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.

6. Serve drinking water to employees and to visitors, when required.
7. Any other work as may be assigned to him by the concerned officer from time to time.

Duties and responsibilities of Other Non-teaching staff working in the Institute

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned, from time to time.

Code of Conduct for Staff/ Employee

- 1 Discrimination is prohibited against any applicant in hiring, promotions, demotions, discharge or other aspects of employment on the basis of that person's disability.
- 2 Drug, alcohol and smoking things are prohibited in the college premises. If any employee found guilty of practicing such things shall be punished accordingly.
- 3 Sexual harassment of employee or students in the college premises is prohibited and shall subject the offender to dismissal or other appropriate disciplinary action.
- 4 No teacher shall exclude or discard any students on the basis of race, color, creed, sex, national origin, marital status, political or religious belief, family, social or cultural background and any other relevant subject.
- 5 Nostaff members shall use professional relationships with students for private advantage.
- 6 No one can leave the college without informing the Principal in between College hours.
- 7 Use of mobile phones during the lecture is strictly prohibited. If found violating this rule, the mobile phone may be confiscated for the whole day keeping it switched off.
- 8 All the works assigned to the staff must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be taken against him/her.
- 9 Application for grant C. L. (Casual Leave) or any other Leaves for preplanned/prescheduled programmes must be given in advance.
- 10 All kinds of Leave for employees are given as per University rules and Maharashtra Government Statutes with prior permission of the Principal.
- 11 Teachers have to finish syllabi in the stipulated time. The progress of the teaching shall be watched and monitored by Principal and the Management.

- 12 All employees must have to cooperate in all college activities even if on Sundays or Holidays.
- 13 An employee, against whom criminal proceedings are initiated in a Court of Law, shall immediately inform the competent authority of the College regarding the details thereof.
- 14 An employee of the college should avoid actual or apparent conflict of interest between his college's obligations and responsibilities and outside activities.
- 15 All employees are required to come before the scheduled time of the College, before the final bell rings and be in the classroom within time.

Rules and Regulations for Students

- 1 Every student shall attend classes regularly and punctually.
- 2 Every student is required to maintain a minimum of 80% attendance separately for lectures, tutorials and/or practical conducted for each semester / term, failing which the terms will not be granted, and the student cannot appear for the term end and/or annual examination conducted by the College on behalf of the University / Board or by the University or by the Maharashtra Board.
- 3 Every student shall carry Identity card in the college premises.
- 4 Every student must wear Uniform every day.
- 5 Students must not do anything inside or outside the college that will in anyway interfere with its orderly administration and discipline.
- 6 Students are liable to lose their term for disobedience, misbehavior, or for any act of indiscipline.
- 7 Students are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging college property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture etc., is breach of discipline, and the guilty will be duly punished.
- 8 Smoking, Tobacco-chewing and consumption of alcohol are strictly prohibited in the College premises.
- 9 Use of Mobile Phones, I-pods, I-pad, Laptops etc in college premises is strictly prohibited.

- 10 No association or organization shall be formed, no meeting shall be held, no person will be invited to address the students in the college without the prior written permission of the Principal.
- 11 No picnics, socials, excursion or tours shall be arranged without the prior permission of the Principal. If students join an unofficial picnic or tour, the College shall not be responsible for anything that happens in the picnic or tour.
- 12 No students shall collect money as contribution to picnic, trip, educational visit, get-together, study notes, charity or any other activity without the prior permission of the Principal.