



Ajintha Education Society's

**Pandit Jawaharlal Nehru Mahavidhyalaya,
Aurangabad**

Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

NAAC Reaccredited "C++" Grade (CGPA)


Principal
Pandit Jawaharlal Nehru College
Aurangabad

**HAND BOOK OF
CODE OF CONDUCT**

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Introduction

Late Baburaoji Kale had realized the importance of education in rural, hilly and urban area. Education for everyone became the mission of his life. With this vision he established Ajintha Education Society in Aurangabad on 6-07-1970. Ajintha Education Society started Pandit Jawaharlal Nehru Mahavidhyalaya in Aurangabad on 15-06-1971.

The objective of Ajintha Education Society can well be stated in Pandit Jawaharlal Nehru's message on the first day of independence - "We have hard work ahead there is no resting for any one of us till we redeem our pledge in full; till we make all the people of Indian what destiny intended to them to be. We are citizens of a great country, on the verge of bold advance and we have to live up to that high standard. All of us, to whatever religion we may belong are equally the children of India. With equal rights, privileges and obligations we cannot encourage communalism or narrow-mindedness, for no nation can be great whose people are narrow in thought or in action." With this Nehru's vision, Late Baburaoji Kale has established Pandit Jawaharlal Nehru Mahavidhyalaya, Aurangabad. Our College is marching towards the progress and trying to fulfill the dreams of Nehru and Late Baburaoji Kale.

Pandit Jawaharlal Nehru Mahavidyalaya, Aurangabad
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Internal Quality Assurance Cell



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

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CHAPTER 1: CODE OF CONDUCT FOR THE STUDENTS

PREAMBLE

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

DISCIPLINE

- Students must attend their classes, lectures, practical and tutorials and appear for tests, mid Semester, semester, term-end, annual examination. They should inform about their performance to their parents.
- Students should not loiter around the class-rooms and laboratories.
- Students should see notices displayed on various notice boards regularly. Ignorance of the same would not be justified.
- Students must carry their identity cards on the campus and these cards should be put on the chest.
- Students should note that smoking, spitting, chewing tobacco or gutakha, consumption of liquor and use of drugs is strictly prohibited on the college campus.
- Students must observe strict discipline on the College campus and should not disturb the college Teaching and Administrative in any manner whatsoever.
- A college student's involvement in the act of indiscipline or violation of college rules may result in expulsion of the student from the college. The authorities/discipline committee shall deal with such matters in a serious manner. Decision of the Principal in all such cases will be final.
- Students should take proper care of College property, and help in keeping the premises clean, neat and tidy. Any damage will be treated as a serious breach of discipline and the cost of the damage will be recovered from the student concerned.
- Students must switch off their mobile or Cell phones in class rooms and laboratories or during any academic activities. Use of mobile for entertainment is strictly prohibited.
- If a student desires to remain absent for any genuine reason/s, prior permission of the Principal/Vice Principal/HOD should be taken.
- No society or association shall be formed by the students in the college and no person should be invited to attend and address any meeting without the prior permission of the Principal.

I-CARD

- Each student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card and Library Card from the Library at the commencement of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his/her I-Card within 20 days from the date of admission.
- If student has misplaced library card or I-card, it should be report without delay to the HOD and the librarian with an application.

DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing dress code.

MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- At the time of examination mobile phone is strictly prohibited in examination hall. Loss of mobiles, modern means of communications, valuables and other belongings are at student's risk.

RAGGING IS A LEGALLY COGNIZABLE OFFENCE

- Any act of teasing, man handling, using abusive words, physical or mental torture and such other type of act which crates physical or mental tension to another student or a group of students shall be treated as ragging. Complaint about ragging will be dealt very seriously.
- **Following action will be taken against student/students involved in the act of ragging.**
- Will not be allowed to take any academic benefit.
- Benefits such as scholarship/fellowships etc will be hold.
- Will not be allowed to appear for examination.
- Will be expelled from the college.
- Shall not be admitted to any other institute for a period of five years from the date of dismissal.
- Shall be punished with an imprisonment for a term up to two years and shall also be liable for a fine which may extend to ten thousand rupees.

GENERAL RULES OF LIBRARY

- Please **maintain silence** in the library.
- Use of **mobile phones is strictly prohibited**. If any user is found talking on the phone strict action will be taken against that person.
- **Smoking, eating, chewing gum and tobacco are strictly prohibited.**

- Students will be **allowed** to use the library **during free periods only and after 2:00 pm.**
- Students are requested to keep the **Newspaper/Magazines** or any other material used in **their respective places after use.**
- No library material will be taken out of the library without the permission of the Librarian.
- Books/Periodicals or any other library material will be issued only on production of a **valid I-card.**
- Books once issued will not be returned in the same day.
- No library Material can be issued to a person on someone else's I-Card.
- Each student can **borrow 2 books** on one borrower card for a period of **07 days.**
- A book issued can be renewed on the due date, "Once" for a period of 07 more days only.
- **A Late fine of Rs. 1 will be charged per book per day.**
- Students should inspect the condition of the book before borrowing it and inform the Librarian about the missing or torn pages if any. The concerned student will be held responsible for the same. Later at the time of returning the book.
- If a book is lost, the concerned person has to replace the lost book with a new book, as well as pay the fine.
- Any Library material is taken out of the library for photocopying will have to be returned within an hour. Necessary action will be taken against the defaulters.

CHAPTER 2: CODE OF CONDUCT FOR THE TEACHING STAFF

Preamble

Teaching is the highest noble 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.

- 1) The teaching faculty member should be present at least 10 minutes before the commencement of college timing.
- 2) The work plan of teaching staff should ensure, in the most productive manner the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by UGC/College.
- 3) Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 4) Once the subject is allotted the staff should prepare lecture wise lesson plan.
- 5) The staff should get the lesson plan and course file – approved by HOD and Principal. The course file should be maintained as per the prescribed format.

- 6) The staff should not involve himself / herself in any unethical practice while doing continuous assessment.
- 7) The faculty member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- 8) The staff should get the feedback from students and act/adjust the teaching appropriately.
- 9) Every faculty member should maintain Teaching Diary.
- 10) The staff should engage the class 50 minutes for UG should not leave the class early.
- 11) The staff should use ICT for effective teaching learning.
- 12) The staff should encourage students asking doubts/questions.
- 13) The staff should take care of slow learners/advance learner's students and pay special attention to their needs in special classes / extra lectures.
- 14) The staff should take care of differently abled students.
- 15) The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- 16) The staff should involve themselves in demonstration models and charts.
- 17) In problem oriented subject, regular tutorials have to be conducted.
- 18) The tutorial problems to be provided to the students a week prior to the action class.
- 19) All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- 20) Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- 21) Faculty Members should attempt to publish text books, research papers in reputed international/Indian Journals/Conferences.
- 22) Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from the time to time.
- 23) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra-curricular activities.

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 counseling 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 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 Endeavour.

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:

1. 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.

CHAPTER 3: CODE OF CONDUCT OF SUPPORTING STAFF/ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.
- Staff should maintain service book of all teaching and non-teaching staff of the institution.

ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports time to time.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards. Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

Student section should

- Enter the student's information.
- Ensure the eligibility of the students and prepare related documents to submit them to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad within prescribed time limit.
- Submit the student Prorata, eligibility and student insurance to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- Ensure timely submission of examination forms to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Ensure caste certificate/caste validity from concern divisional office.
- Provide all necessary student data to prepare various committee reports.

LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register.
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories Lab assistant should maintain the departmental stock register.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

CLERK

- Clerk should maintain college level/department level all document files.

PEON

- Peon should report the college half an hour before the college time.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits

CODE OF CONDUCT FOR THE HEAD OF DEPARTMENT

- The work load of all the staff should be assigned by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than prescribed by Dr. B.A.M. University, Aurangabad.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the meetings of the staff to appraise the progress of academic and administrative work.
- The HOD should conduct the TD-IQAC meeting.

- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences. The Head of the Department should arrange for feedback responses from all the stakeholders.
- The HOD should verify the teachers teaching diary on regular basis.

CHAPTER 4: CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should supervise and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency. Effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International/Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should organize the CDC/QAC meeting periodically. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should write confidential report of all staff members of the Institute.
- The Principal should look after the NAAC Assessment and Accreditation responsibilities.

CHAPTER 5: CODE OF CONDUCT FOR THE COLLEGE DEVELOPMENT COMMITTEE (CDC)

- There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely:
 1. Chairperson of the management or his nominee ex-officio Chairperson;
 2. Secretary of the management or his nominee;
 3. One head of department, to be nominated by the principal or the head of the institution;
 4. Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
 5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
 6. Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.
 7. Co-ordinator, Internal Quality Assurance Committee of the college;
 8. President and Secretary of the College Students' Council;
 9. Principal of the college or head of the institution-Member-Secretary.

The College Development Committee shall;

Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities:

The College Development Committee shall meet at least four times in a year.

Recommends to the management of Ajintha Education society, Aurangabad about introducing new academic programmes and the appointment of additional teaching and administrative posts:

Take review of the self-financing, short term, career oriented courses in the college, if any, and make recommendations for their upgrading:

Formulate specific recommendations to the management to promote and strengthen research, consultancy and extension activities in the college;

Make specific recommendations to the principal to foster academic collaborations to strengthen student exchange, teacher exchange, field projects etc.

Make specific recommendations to the management to augment and encourage the use of information and communication technology in teaching and learning process;

Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

Prepare the annual financial estimates and financial statements of the college and same is recommended to the management for approval;

Make an effort for enriching the students' and employees' welfare facilities in the college. Discuss on the Internal Quality Assurance Report submitted by IQAC and approve for submission to NAAC.

Formulate suitable admissions procedure for various programmes by following the statutory rules and regulation laid down by Dr. Babasaheb Ambedkar Marathwada University and Govt., of Maharashtra;

Plan for major annual events in the college, such as annual day, sports events, cultural events, various competitions, seminars/conferences etc, Discuss and review regarding the discipline, safety and security of the students on the college campus and to take appropriate steps;

Consider and make appropriate recommendations on inspection reports, local inquiry reports, Sanstha audit report, Govt. Audit reports, SSR of National Assessment and Accreditation Council, etc.

Approve the budget for self finance research projects.

Recommends to apply for various funding agencies for fund mobilization.

Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of the college.

Carry out such other duties and exercise such other powers as may be entrusted by the management and the university.



Principal
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