



**Marathwada Shikshan Prasarak Mandal's**

**Shri Muktanand College, Gangapur**

**Tal. Gangapur, Dist. Aurangabad -431109, Maharashtra, India**

**HAND BOOK OF CODE OF CONDUCT**

**(Code of Conduct, Professional Ethics for the Students, Principal Teaching Staff  
& Non-Teaching Staff)**

**Prepared by**

**Principal**

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**Dist- Aurangabad**

**431109**

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## **1. Two words for the Institution.**

Dear students and all the stakeholders! Heartiest welcome to all of you at the Marathwada Shikshan Prasarak Mandal's Shri Muktanand College, Gangapur which has an incredible academic tradition of 50 years and also celebrated our Golden Jubilee Ceremony Academic Year: 2020-2021.

Right from the very establishment not only our Mandal in general but also this college in particular has been leading the young and aspiring students of this region on an archetypal journey from darkness to light. We have been leading our students with a motto: Let all people proceed from darkness to light.

The Mandal was founded when the backward region of Marathwada required the doors of education to be opened for the masses deprived from education for centuries. The seminal Chief- Minister, Late Shri. Yashwantrao Chavan, the architect of modern Maharashtra, insisted that local people should come forward and take initiative to undertake the said vital task. Late Shri. Vinayakrao Patil and Late Shri. Dadasaheb Sawant, accompanied by their like-minded colleagues, founded Marathwada Shikshan Prasarak Mandal in 1959. Since then, it has been rendering a very committed and promising quality educational services to the socially and economically backward classes of Marathwada region.

Right from the foundation, the Mandal has stood for the objectives of wide access to education as well as maintaining high quality standards. The total student strength of more than 1,25,000+ today speak of wide access made available and yearly merit lists as well as the grade 03 A++ Colleges, 05 A Grade Colleges and 02 B+ Colleges speak of high-quality standards maintained. In order to provide wide access and opportunity, Mandal has expanded its network to 6 districts in the form of 136 branches catering the need from KG to PG to Ph.D. For imparting quality education utmost care is taken to appoint highly qualified and committed faculty. Keen attention is given to provide state-of-the art infrastructure facilities to different branches. The promising performance by all the teachers of M. S. P. Mandal will bear testimony to this assertion.

With changing scenario in education suited to developing India, we have made it a point to channelize our resources to strengthening career oriented as well as technical and management streams of education for providing highly skilled human resources for the service sector and industries and to provide self-employment potential. In many colleges' courses in Management Science, Bio-technology, IT, Microbiology, Electronics, Polytechnic, B.Ed., B.Voc. and Law have been set up and they are doing very well from the very beginning.

Friends, in the service of the last 60 years we have remained trustworthy to the students, parents, and society in general. We assure to render the best kind of highly useful educational services in future too.

Join us to build the career of coming generations on solid rock foundation, to shape up modern society and to contribute to building India into a super power....

**Two words for the college:**

Heartiest congratulations and a very warm welcome to all of you in the family of Muktanandians, a prestigious and committed college of Marathwada Shikshan Prasarak Mandal, which has an incredible academic tradition of successful 51 years and celebrated its Golden Jubilee Ceremony Academic Year: 2020-2021 recently.

Right from the very establishment our college is committed to the cause of sculpturing the young generation, the future and real architect of our country. The college runs an amalgam of conventional and unconventional courses to meet the dire needs of the land through a sound all-rounded academic development and excellence.

The commitment and devotion of all the stakeholders of our college, promising performance of the faculties with visionary guidance of the parent institute, Marathwada Shikshan Prasarak Mandal, enable our students to accept challenges in their life with better performance. All our curricular, co-curricular and extra-curricular activities are student oriented. We always try to provide a critical insight to our students with which they are in a position to find a very feasible solutions to all the problems inlife.

Our college is recently accredited with grade “A” with CGPA 3.26 in the III Cycle of accreditation by the NAACand also an ISO 9001:2015 certified institute for the Quality Management System implementation in this collegewhich is the result of our perpetual mission entirely devoted to the conscience character and career of our students. Again, we try to create a Muktanandians campus for teaching and learning for the all-round development of our students in these rural and economical background areas. The college is well known for its qualified and experienced faculty, good infrastructure which includes classrooms, library with e-library N-List facility, free SWAYAM - NPTEL Courses facility, well-furnished separate departments with Internet facility, free of cost browsing centre for all students, Conference Hall, central auditorium, indoor and outdoor sports facilities, State of the art laboratories and language lab which is entirely devoted for our students. Various co- curricular and extra-curricular activities that help the students to learn, practice, plan and execute the theoretical knowledge gained during their stay in the college.

If you are looking for success, excellence in education, developing your leadership qualities and all-round development, I think this college should be your first

and only choice in our region. I, on behalf of our entire team of Muktanandians, assure our students the quality education to achieve excellence in the concerned fields. I welcome all of you as the Muktanandians and also wish you all a very happy, healthy and peaceful future ahead.

### **Code Of Conduct for The College Students.**

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore, all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 8.00 a.m. and may continue up to 12.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per Dr.Babasaheb Ambedkar Marathwada University, Aurangabad rules 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the principal, around the neck.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. College gives relaxation in having uniform to the students on Thursday only for washing their regular college Uniform. But on Thursday, every student must avoid exaggerated fashions. (Girl students have to wear the formal/casual dress as like as the uniform of the college, only colour of dress different on Thursday. Any types of western cultured dress strictly prohibited)
8. Eatable snacks / beverages (drinks) are not allowed inside the College.
9. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
10. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator.
11. Consuming Tobacco and Smoking Is Strictly Prohibited in The Premises in The College.

12. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
13. No student spite in college premises/campus or in class room.
14. College premises are under CCTV surveillance everyone must follow the disciplinary manners in college premises/campus/class room.
15. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
16. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
17. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
18. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
19. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
20. For any kind of misbehaviour with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
21. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
22. Furniture in the class rooms should not be moved or displaced.
23. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
24. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
25. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
26. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
27. No function/program/ birth day in the college campus / class room without prior permission of the principal.

28. To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
29. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
30. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
31. Each student should park his/her vehicle at the parking of the college.
32. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.



## **2. Code of Conduct of College Library for the students of the College.**

1. Every staff / student of the college is eligible for membership of the library
2. Silence must be observed in the library.
3. Personal belongings are not allowed inside the library.
4. The Library can be utilized by the students and staff from 10.30 A.M. to 5.P.M. on working days.
5. Misbehaviour in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B.T. Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, if not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-
15. All final year students should return their library token and library book based on library circular and obtain "NO DUES CERTIFICATE" from the library for getting Hall ticket of University Examination.
16. Students can use well equipped Library study room from 12.00 to 5.00 p.m. with kind permission of the Principal/Librarian.

## **1.Code of Conduct**

### **(Code of Conduct, Professional Ethics for the Principal, Non-Teaching Staff &Teaching Staff)**

Following code of conduct/code of professional ethics for the Principal Teaching Staff &Non-Teaching Staff of M.S.P.Mandal's, ShriMuktanand College, Gangapur Dist. Aurangabadis established in the year 1970. Which are as following:

## **2. Code of Conduct for The Principal**

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government / U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
9. Compel the teaching and non-teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of student fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non-teaching staff for their professional development.

### **3. The Professional Ethics & Code of Conduct for Non-Teaching Staff**

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative 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 all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and behave with polite to the everyone of the college. (The principal, teachers, Students, visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.

16. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupies or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.
19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
20. No one shall ordinarily remain absent from work without prior permission of the principal or grant of leave.
21. Shall be reported to the principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development
24. No one shall meet/approach directly to any member of the Management/ Governing Body of M.S.P. Mandal's for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the College Development Committee in written form.
25. Every employee should respect the functional superiority of those set-in authority over him/her by the Management/Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the principal.

## **The Professional Ethics for The Teachers (As per UGC Notification-2018)**

### **Introduction: -**

The College Is Providing the Following Guidelines of UGC For Maintaining the Professional Ethics for The Teachers These Guidelines Are Adopted from UGC Notification (New Delhi, The 18th July, 2018) i.e., UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018

Source: [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

### **CODE OF PROFESSIONAL ETHICS**

#### **I.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.

- 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 counselling 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.

## **II. 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 student's 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.

## **III. TEACHERS AND COLLEAGUES**

### **Teachers should:**

- I. Treat other members of the profession in the same manner as they themselves wish to be treated;
- 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 considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **IV. TEACHERS AND AUTHORITIES:**

##### **Teachers should:**

- I. 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;
- 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-operates through their organizations in the formulation of policies of the other institutions and accepts 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.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

- 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.

#### **VI. TEACHERS AND GUARDIANS Teachers should:**

- I. 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.

## **VII. TEACHERS AND SOCIETY 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 part 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

Source: [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

Following code of conduct/code of professional ethics for the teachers of Shri Muktanand College Gangapur have prepared by the Central Governing Body of M.S. P.Mandal's and college Development Committee.

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learner, fast learners & to strive adequately for overall development of the students of the college.



8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the student's time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.
20. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that

violates the norms of decency or morality in his/her conduct or behaviour inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.

21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupies or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the principal or grant of leave.
27. The Teacher shall report to the principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfil /complete the required eligibilities for their due placement.
31. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the principal for further needful action.
32. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance& other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.

33. The teacher should not be careless for filling the Academic dairy, every teacher keeps his/her academic dairy updated with the signature of the principal.
34. No teacher shall meet/approach directly to any member of the Central Governing Body of M.S.P. Mandal's for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Central Governing Body of the M.S.P. Mandal in written form.
35. Every teacher should respect the functional superiority of those set-in authority over him/her by the Management/Principal.
36. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
37. The teacher shall present punctually to the college for the National Anthem & Prayer.
38. No teacher shall leave the college campus during 10.30 a.m. to 04.00 p.m. in college duty hours after attending/joining the duty.
39. No teacher shall leave headquarter without permission of the principal.
40. Every teacher should follow the 'teacher's dress code' as per directed by the principal.

### **5. Head of the Teaching Departments**

Following code of conduct/code of professional ethics for the H.O.D.s of teaching departments of Shri Muktanand College Gangapur approved & resolved by the resolution of College Development Committee of Marathwada Shikshan Prasarak Mandal's Shri Muktanand College Gangapur in its meeting.

#### **Code of conduct/ Nature of work/Directions/Guideline for the All Head of the Teaching Departments of Arts & Commerce faculty of the College.**

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.
3. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.

- 4.To manage the periods/Lectures & keep watching for smooth conducting.
- 5.Organise/take student feedback (Two times) after one month of commencement of the teaching and at the end of every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analysing the feedback forms of the students.
- 6.Every departmental meeting should be organized under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom,etc.).
- 7.Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
- 8.Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
- 9.To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
- 10.Each year, every teaching department of the college should establish “Students’ Study Circle” of the students, by the students, for the students by constituting their Students’ executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
- 11.Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
- 12.Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
- 13.Use ICT adds maximum for teaching learning process.
- 14.Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners &provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
- 15.Organize “Industrial/Environmental study Tour” for the students. &After tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
- 16.Organise guest lectures on various subjects for the students, with kind permission of the Principal.
- 17.Organise student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.

18. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
19. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
20. Provide the subject notes/question papers/study material etc. to the students.
21. Redress the grievance of the students at department level & Counsel them need fully.
22. All teaching departments of Arts and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dot. 31<sup>st</sup> March of each year.
23. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.
24. HOD of Arts and Commerce faculty encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to submit it to the Principal Office for month wise reviewing & assigning by the principal, at last date of every month in working hours.

## **6. Coordinators / Director/Conveners**

Following Code of conduct/nature of work/directions/Guideline for Coordinators/ Director/Conveners/H.O.D. s of other than teaching departments of M.S.P.Mandal's Shri. Muktanand College Gangapur, Dist. Aurangabad. For knowing his/her duties, responsibilities, nature of work & for working smoothly and conveniently to all.


### **Code of conduct/ Nature of work/Directions/ Guideline for the Coordinators / Directors/ Conveners of N.S.S./ Library/Sport/Cultural & all College Committees.**


1. All Co-coordinators/Directors herewith informed that prepare yearly "Plan of Action" at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students' centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.

2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in The College Annual Calendar for each session.
3. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to Administrative staff officer.
4. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex- officio) chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
5. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as:- Minutes book, Photographs, Newspaper cuttings, Event attended Students list etc.
6. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dot. 31st March of every year.
7. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell. /Committee must submit the cause/s in 'written form' with name & duly signed to the Principal.
8. Coordinator/Head/Director/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organized under the (Ex-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.



10. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
11. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Student's list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

  
**IQAC Coordinator**  
Shri Muktanand College  
Gangapur, Dist. Aurangabad (MH).

  
**Principal**  
Shri Muktanand College  
Gangapur Dist Aurangabad

  
**Registrar,**  
Shri Muktanand College,  
Gangapur, Dist. Aurangabad

  
**CDC Member**  
**Member,**  
College Development Committee,  
Shri Muktanand College, Gangapur,  
Dist. Aurangabad.