



!! पढमं नाणं तओ दया !!

SHRI JAIN VIDYA PRASARAK MANDAL  
**COLLEGE OF EDUCATION**

ESTD 8/9/1927

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APPROVED BY NCTE, GOVT. OF MAHARASHTRA & AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

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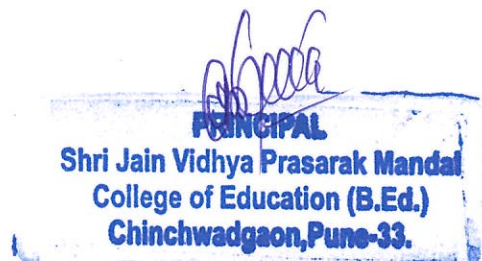
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## 7.1.9 Institution has prescribed code of conduct

### A] Code of Conduct for different Stakeholders Code of conduct for Governing Body and Administration

1. The administrative professional shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
2. Shall familiarize themselves with Institute policies that are relevant to their responsibilities.
3. Shall maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the Institute.
4. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation
5. Administrative staff will abide by all copyright laws, which applies to the internet as well as paper.
6. Staff wishing to copy original work shall receive written permission from the copyright owner prior to copying.
7. The administrative professional shall strive to maintain and enhance the dignity, status, competence, and standards of the profession.
8. Shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behavior is expected of them.
9. Shall meet all deadlines
10. Shall practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of college funds
11. Shall respect the dignity of all stakeholders of an organization.



## ● Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University

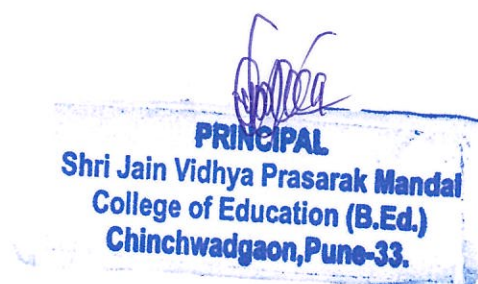
**B] Duties and Responsibilities of the Principal and other Staff: Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.**

**1. Principal:** He is the key person with a good vision, who works for the overall development of the college day and night.

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To take institute and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of college results and academics.
4. To promote institution interaction and research & development activity.
5. To conduct the periodical meetings with the faculties for effective administration of the college.
6. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
7. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the NCTE
8. To maintain good rapport with the public.
9. To give more attention to the grievances of students and staff.
10. To monitor campus drives to help the meritorious students in their job search.

**2. Teacher:** Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He / She is having the following responsibilities:

1. To follow all rules and regulations as laid down by the college which includes working time in the institute, signing of the muster, updating leaves, submission of tax documents, etc.
2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.





4. To counsel students and conduct extra lectures/ revision lectures for students requiring help.

5. To organize/ co-ordinate/ attend various seminars/ workshops/ conferences/ faculty development programmes / training programs.

6. To participate proactively in any research and development activities conducted in the college.

7. To complete the work assigned to him in time

8. To perform other academic/administrative duties assigned by Head of the Principal / Management

### 3. Non-teaching - Technical staff:

1. To provide secretarial support to the College Management and Principal.

2. To maintain general discipline, safety, cleanliness of premises, etc.

3. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.

4. To ensure that documented Quality Management System is followed at various stages of administrative processes.

5. To execute the admission process and University Examination process of students.

6. To handle student grievance and taking remedial actions.

7. To execute attendance monitoring, salary payments to faculty & staff

8. To handle of customer complaints and ensuring corrective actions.

9. To execute any other assignments given by Management and Principal.

