

Shikshan Prasarak Mandal's

SMR. RATNAPRABHADEVI MOHITE PATIL COLLEGE OF HOME SCIENCE FOR WOMEN, AKLUJ, TAL-MALSHIRAS, DIST- SOLAPUR,413101

Code of Conduct for Principal

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.




PRINCIPAL
Smt. Ratnaprabhadevi Mohite-Patil
College of Home Science for Women
Akluj, Tal. Malshiras, Dist. Solapur

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SCIENCE FOR WOMEN, AKLUJ, TAL-MALSHIRAS, DIST-
SOLAPUR,413101**

Code of Conduct for Teachers

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor 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, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the 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
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity 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 making 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-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; 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

Teachers should :

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

VI. Teachers and Guardians

Teachers should:

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

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking 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.



S. Mahesh
PRINCIPAL
Smt. Ratnabhadra Mahila P. College of Home Science for Women
Akli, Tal. Malshiras, Dist. Solapur

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**Code of Conduct for College Director Physical Education and
Sports and College Librarian**

College Director Physical Education and Sports and College Librarian should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.




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♣ Code of Conduct for Non-Teaching Staff ♣

Head Clerk/Senior Clerk/Junior Clerk and Equivalent Cadres

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through P. A's Stenographers/Secretaries.
2. To acknowledge letters received.
3. To submit documents to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a note-book to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

Chief Accountant

1. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the Assistant Accountant.
3. To ensure proper attendance of staff working under him.
4. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.

5. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
6. To recover grants due to the University from the outside bodies including State and Central Government.
7. To report to the Assistant Registrar (Finance and Accounts)/ Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the department/Sections which are attached to him.
8. To attend to such other works assigned to him with the approval of the Finance Officer.

Laboratory Assistants

1. To Assist students and teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to Incharge of laboratory about 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.

Laboratory Attendants

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

Peons

Persons shall ---


1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.

2. do dusting of office furniture, machines, files, table 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/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. carry out any other work of similar nature which the Officer incharge/Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
9. serve drinking water to employees and to visitors, when required.
10. dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
11. Any other work as may be assigned to him by the concerned officer from time to time.
12. Peon shall also have to attend to the duties assigned to Hamals.

Sweepers

Sweeping and cleaning the Laboratories, latrines, floors in the building and university premises and any other office work related to cleaning as assigned by the officer/Hawaldar.
Any other work as may be assigned to him by the concerned officer from time to time.




-PRINCIPAL
Smt. Rataprabhadevi Mohite-Patil
College of Home Science for Women
Aklui, Tal. Malshiras. Dist Solaour

शिक्षण प्रसारक मंडळ अकलूज संचलित

श्रीमती रत्नप्रभादेवी मोहिते पाटील गृहविज्ञान महिला महाविद्यालय . अकलूज . ता . माळशिरस जि . सोलापूर

♣ विद्यार्थीनींसाठी शिस्त पालनासंबंधी नियम व सूचना ♣

- १ . विद्यार्थीनींची कॉलेजमधील दैनंदिन तासांना ८० टक्के पेक्षा कमी हजेरी असेल तर तिला मिळणा-या सवलती व स्कॉलरशिप रद्द केल्या जातील . तसेच तिच्या सत्र मंजूर केल्या जाणार नाहीत व तिला वार्षिक परीक्षेस वसता येणार नाही .
- २ . प्रत्येक विद्यार्थीनीने आपल्या प्रत्येक वर्गातील सर्व तासांना व प्रॅक्टिकल्सना वेळेवर उपस्थित राहणे आवश्यक आहे .
- ३ . महाविद्यालयात प्रवेश घेतलेल्या प्रत्येक विद्यार्थीनीला ओळखपत्र दिले जाईल . महाविद्यालयाच्या परीसरात ओळखपत्र जवळ असणे आवश्यक आहे .
- ४ . प्रत्येक विद्यार्थीनीने १५ ऑगस्ट (स्वातंत्र्यदिन), २६ जानेवारी (प्रजासत्ताक दिन), सहकार महर्षी शंकरराव मोहिते पाटील यांची जयंती (१४ जानेवारी), पुण्यतिथी (११ फेब्रुवारी), श्रीमती रत्नप्रभादेवी मोहिते पाटील यांची जयंती (२५ जुलै) व पुण्यतिथी (२८ जून) रोजी होणा-या कार्यक्रमांना हजर राहणे आवश्यक आहे .
- ५ . महाविद्यालय परीसर, सार्वजनिक जागा इ . ठिकाणी विद्यार्थीनींनी शिस्त, सभ्यता व शांतता राखली पाहिजे .
- ६ . महाविद्यालयातील सर्व विद्यार्थीनींना प्राचार्य, प्राध्यापक, ग्रंथपाल व कार्यालयीन कर्मचारी यांच्या सूचनांचे पालन करणे आवश्यक आहे .
- ७ . एखाद्या विद्यार्थीनीने महाविद्यालयातील वस्तूचे व फर्निचरचे नुकसान केले तर तिला ती नुकसान भरपाई रोख भरावी लागेल .
- ८ . सर्व विद्यार्थीनींनी ग्रंथालयातील पुस्तके काळजीपूर्वक वापरावीत व ती ग्रंथालयातील नियमानुसार वेळच्या वेळी परत करावीत .
- ९ . महाविद्यालय व महाविद्यालयातील मालमत्ता प्रत्येक विद्यार्थीनीने आपलीच आहे याची जाणिव ठेवून त्याच्या सुरक्षिततेची व स्वच्छतेची काळजी घ्यावी .
- १० . कॉलेज सोडल्यापासून एक टर्म संपण्याच्या आत कॉशन मनी व इतर अनामत रक्कम परत नेली पाहिजे अन्यथा ती परत देता येणार नाही .
- ११ . विद्यार्थीनींना स्टाफरूममध्ये जाण्यास मनाई आहे .
- १२ . सर्व विद्यार्थीनींनी आपापल्या वर्गात तासांना उपस्थित असणे आवश्यक आहे .
- १३ . कॉलेजशी व संस्थेशी संबंधित कोणतीही माहिती अथवा वृत्त मा . प्राचार्यांच्या पूर्व परवानगीशिवाय वृत्तपत्रामध्ये अथवा अन्यत्र प्रसिद्धीस देऊ नये .
- १४ . ज्या विद्यार्थीनींना तास नसतील त्यांनी वाचन कक्षात शांततेने बसावे .
- १५ . महाविद्यालयासंबंधी किंवा विद्यार्थीनींच्या आपापसात काही तक्रार व मतभेद असल्यास त्यांची लेखी तक्रार मा .

प्राचार्याकडे देण्यात यावी व समुपदेशन समितीकडेही द्यावी .


१६ . विद्यापीठ नियमांप्रमाणे असलेल्या वर्ग प्रतिनिधींच्या निवडणूका घेतल्या जातील . प्रत्येक वर्गातील सर्वोच्च

गुणवत्ता प्राप्त असलेल्या विद्यार्थीनींस वर्ग प्रतिनिधी म्हणून नियुक्त केले जाईल .

१७ . महाविद्यालयाच्या आवारात विद्यार्थीनींनी मोवाईलचा वापर करू नये .

१८ . महाविद्यालयातील सर्व विद्यार्थीनींस एक अत्यंत महत्त्वाची सूचना की त्यांनी पालकांना वर्षातून दोन वेळा घेण्यात येणा-या पालक विद्यार्थी शिक्षक मेळाव्यास हजर करणे बंधनकारक आहे .




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