

PRATAP MEMORIAL CHARITABLE TRUST, GONDIA

RUNS

SHANKARLAL AGRAWAL SCIENCE COLLEGE

GADMATA ROAD, SALEKASA – 441916

(ESTABLISHED - 2008-09)

Affiliated to

**(R.T.M. Nagpur University Nagpur and Recognized
By Government of Maharashtra)**



HANDBOOK OF CODE OF CONDUCT

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Prepared & Published by,
Officiating Principal,
Shankarlal Agrawal Science College,
Salekasa, District:-Gondia.

This handbook is meant for Students, Teaching Staff, Administrative Staff and Governing Body of our Institution only and not replace any statutory norms mandated by UGC, University, and Govt. of Maharashtra

**SASCS/HANDBOOK OF CODE OF CONDUCT/
PUBLISHING YEAR: - 2017-18.**

Our Vision:-

Shankarlal Agrawal Science College Salekasa, District Gondia established in a rural, undeveloped & remote area with an aim to provide "Science Education" to all the students belong from this unexposed area, were a student can learn, think & develop themselves as a strong competitor & ready to face all challenges of life and Also to motivate other people for the development of such other backward area of this district.

Thus, we have a great vision to reform students through quality education into a valuable human resource with rational and human attitude for Family, Society and Nation.

Our Mission:-

To spread and percolate "Excellence in Education" among the socially and economically deprived people of this rural and backward area. College has a strong commitment with students for their "All Round Development" to competence himself not only for employment, entrepreneurship but also will be able to understand his role and responsibilities towards Family, Society and Nation.

PREFACE

It is being pleasure to announce that Shankarlal Agrawal Science College Salekasa, District Gondia, has introducing "Handbook of Code of Conduct" for its Stakeholders to ensuring the smooth functioning of the institution. Handbook informs you about institutional vision & mission, objectives behind the preparation of "code of conduct" and separate sections for all stakeholders specifying their duties & responsibilities. In short, through this handbook our intuitions helps all the stakeholders to understand their dynamic role for the betterment of institution, society & nation as a whole.

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Code of Conduct

Introduction:-

In higher education system every university, every institution should need to maintain the “Essence of Discipline” for its proper functioning and betterment of society. Hence it the fundamental duty of every university and every institution to framed various rules and regulation in the form of “Code of Conduct” for various internal and external stakeholders.

Objectives:-

The main objective of preparing ‘handbook of code of conduct’ is to make aware all the stakeholder about their roles, duties and responsibilities towards institutions, society and nation and also to support all the stakeholders to build good character and valuable human resource.

With a view of this thought our institution has formulated following code of conduct for all the stakeholders:-

- ❖ Code of conduct for Students.
- ❖ Code of conduct for Teaching Staff.
- ❖ Code of conduct for Administrative Staff.
- ❖ Code of conduct for Principal.
- ❖ Code of conduct for Management or Governing Body of Institution.

INTRODUCING

CODE OF CONDUCTS

FOR

ALL STAKEHOLDERS OF

OUR INSTITUTION

CODE OF CONDUCT FOR STUDENTS

All learners, who takes admission in any educational institution are referred as Students and every students should need to follow all rules & regulation mentioned under code of conduct by the concerning institutions.

Following are the important code of conducts prescribed for our students:-

- Students must ready to learn and acquire knowledge without any hesitation.
- Students should maintain the discipline, respect, reputation & dignity of institution.
- Students must follow each & every instructions given by principal, teachers, mentors & other staff of an institution and must respect them.
- Students must follow all the norms prescribed by an institution, university & other statutory bodies.
- Students must follow all the "Important Notes for students" & general discipline as mentioned in the "**Prospects**" regarding: - admission, examination, attendance, ragging, uniform, Id card, use of mobile, use of addictive substance, driving license, voting, annual college magazine, student-mentor group, participation in curriculum & extra curriculum activities etc.
- Students must take care while making use of infrastructure & other related facility of institution.
- Students must not discriminate any students or any stakeholders of institute.
- Students must not indulge in any criminal offence, ill practices or malpractices.
- Students does not support or engage in consumption of tobacco, smoking, drinking or use of narcotic drugs.
- Students must follow Do's & Don'ts, Laboratory instructions & safety measures displayed in an institution.
- Students must follow all instruction given by institution regarding submission of documents for admission, examination etc. and also submission of feedbacks.
- Students should feel free to enrol their names for scholarship forms, for taking participation in various curricular, co-curricular, extensions activities & other activities of an institution.
- Students should boldly inform institution regarding any problem, dispute or unwelcome behaviour from anybody.
- Students must be honest, possess all human values & know his or her own rights.
- Students must be known to all the duties & responsibilities towards institution, family, friends, society, surrounding nature & nation.

CODE OF CONDUCT FOR TEACHING STAFF

Teachers are the architect of our nation, without teacher none of the educational institution can survive. Teacher are one of the important pillars of our education system, hence it is the responsibility of each & every teacher to perform well & give its best for the progress of an institution, society & entire world.

Following are the essential code of conduct meant for our teaching staff:-

- Teacher should know & understand the objectives of Education.
- Teachers must maintain the dignity of their post.
- Teachers must follow all norms prescribed by institution, university, UGC & other statutory bodies.
- Teachers must maintain discipline & follow all the rules & regulation of institution throughout their service.
- Teachers should develop healthy relationship with students, peers or colleagues, parents or guardian, non-teaching staff and other stakeholders of institution.
- Always obey the orders of their higher authorities.
- Teachers should develop student interest through their teaching method.
- Teacher should be caring & committed to best interest of the student.
- Always inspire & motivate the students for their overall development.
- Teacher should not discriminate, students with respect to caste, gender, religion, age, disability, race, family or civil status etc. & give fair treatment to all.
- Teachers should evaluate the work of students & appreciate.
- Teacher should try to resolve the problems of their students through counselling or remedial classes.
- Teacher should update themselves in latest trends & technology and implement it in its teaching learning process.
- Teacher should participate in task committees, departmental planning, curricular activities, co-curricular activities, extension activities etc. of institution.
- Teacher should participate in state, national & international level seminar, workshop, conferences & other training programs as prescribed by the university or other statutory bodies for upgrading themselves.
- Teacher must maintain their muster, leave details, API formats, income tax details & other related documents needed during their services.

- Teachers should play a vital role in doing various planning, monitoring, organizing, motivating, coordinating, accessing or evaluating, correcting, complying, conveying, interacting, etc. for smooth functioning.
- Teacher should always try to raise various results & grade of their institution as a whole.
- Always create good learning environment.
- Always provide prior information regarding leave
- Teacher should complete their syllabus (with respect to their workload) & assigned task in adequate period of time.
- Teacher should not indulge in any money matters, ill practices or mal practices.
- Teacher should raise & share their problems without any hesitation.
- Teacher should encourage team work & try to be a part of each every activities organized by institution.
- Teachers should conduct all the duties & task prescribe by any departments of university.
- Teachers must take care of infrastructure & other related facility of institution.
- Innovates new ideas, thought for research work and publish their work.
- Behave in an ideal manner with excellent character necessary for a good human being.
- Teachers should always cooperate for smooth, effective & efficient work of institution.
- Teacher should discharge their social responsibilities for dealing various social issues & problems.
- Practise & motivate for learning good habit like save paper, save electricity etc. in order to preserve our ecosystem.
- Always ready to help & collect help for institution.
- Avoid conflicts & maintain balance between both personal & professional relations.
- Caring & adhering to all types of social, cultural, ethical, professional and human values.
- Be a part of R.T.I.
- To nurture institution with good values & ethics.
- Always try to achieve objectives of vision & mission of an institution as a whole.
- Became a role model for all students.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

Administrative staff also act as an essential pillar of any education system, without which working & functioning of any institution is found to be impossible. Administrative staff includes clerical staff, laboratory staff, library staff & other supporting staff. All above staff should know their respective roles and duties hence institution has framed various rules & regulations for administrative staff in this hand book of code of conduct.

Following are the essential code of conduct meant for our administrative staff:-

- Must follow all rules & regulation framed by institution, university, UGC & other statutory bodies.
- Must maintain the discipline & respect of institution throughout their service.
- Maintain confidentiality & secrecy of institution.
- Never indulge in any money matters, ill practices or mal practices.
- Should be caring, supporting the students all the times.
- Never ever discriminate the students and give fair treatment to all.
- Always committed to work.
- Follows all the orders of their higher authorities.
- Maintain, keep & provide all the essential documents, records and letters of institution.
- Maintain brotherhood & good repo between all the stakeholders of institution.
- Must not support or engage in consumption of tobacco, smoking, drinking or use of narcotic drugs.
- Do not waste time during duty hours.
- Prepare note sheets, committee minutes, drafts, letters, memo, show cause, various notices etc. as per requirements.

- Maintain and keep all necessary records ready during evaluation process.
- Cleaning, caring & maintenance of all infrastructure.
- Practice for optimum use of facilities.
- Always keep keen observation over college property.
- Update all the financial transaction daily.
- Participate in various institutional activities & in training program.
- Always cooperate & encourage teamwork.
- No negligence in discharging any duty.
- Should upgrade themselves with recent technology.
- Always ready to help & collect help for institution.
- Avoid conflicts & maintain balance between both personal & professional relations.
- Should boldly inform the institution regarding any problem, dispute or unwelcome behaviour from anybody.
- Always informed higher authorities about any requirements & facility needed for smooth functioning of official work.
- Be a part of R.T.I.
- Show respect & hospitality towards any visiting dignitaries.
- Always provide prior information regarding leave.
- Practise & motivate for learning good habit like save paper, save electricity etc. in order to preserve our ecosystem.
- Contribute in discharging social responsibilities.
- Promote & encourage only good work & prevent all illegal work.
- Caring & adhering to all types of social, cultural, ethical, professional and human values.

CODE OF CONDUCT FOR PRINCIPAL

Principal is an administrative and academic head of the college therefore a dynamic personality is needed to perform all duties and responsibilities of an institution. Following are the code of conduct prepared by our institution:-

- ❖ Be honest, loyal & supportive always.
- ❖ Committed to work and maintain dignity of the post.
- ❖ Supervise all work of an institution with disciplinarian attitude.
- ❖ Maintain confidentiality & secrecy of institution.
- ❖ Always take a round in a campus & have keen vigilance over students, teaching staffs, administrative staffs, supporting staff & other visitors.
- ❖ As per the requirement, framed various rules and regulation for betterment of an institution & all stakeholders.
- ❖ Planning, managing, organizing, instructing, directing, leading, motivating, coordinating, accessing, correcting, complying, conveying, controlling, associating, interacting, collaborating, etc. are some of essential roles must followed regularly.
- ❖ Innovates & support new ideas and research work.
- ❖ Develop various welfare schemes for all stakeholders.
- ❖ Organize seminar, workshops, training program for student and staff members.
- ❖ Maintain financial transactions, service books, musters, API of staff, cash book, ledger book, audit reports, annual reports & other related documents etc.
- ❖ Arrange various meetings with all stakeholders as per requirements.
- ❖ Arrange & conduct various annual programs mentioned in annual calendar like NSS camp, gathering, parent teacher association, alumni association etc.
- ❖ Always appreciate & felicitate success of student and staff members.
- ❖ Prevent ill practice & mall practices and support social responsibilities.

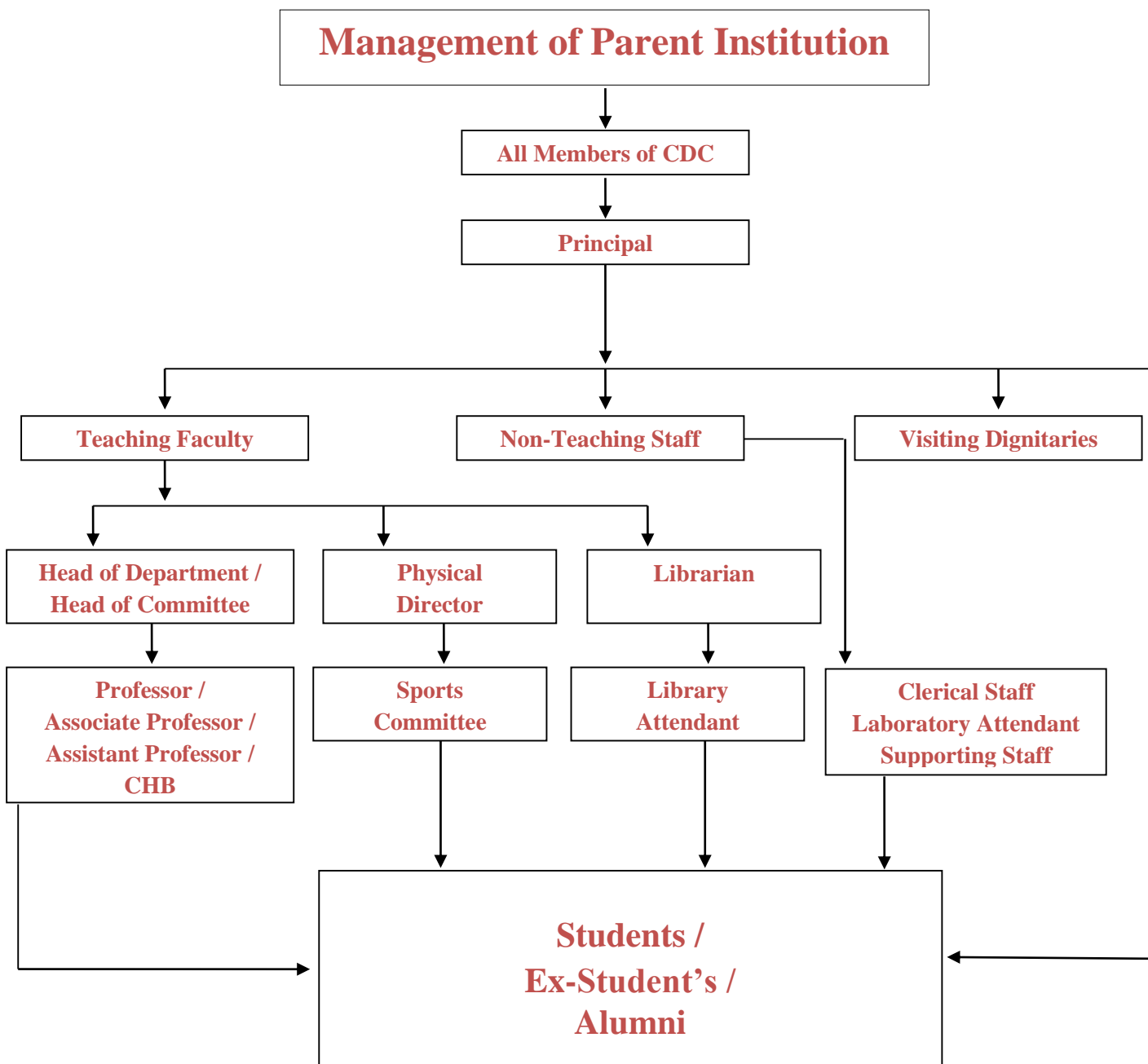
- ❖ Quick action must be taken against corruption, harassment, indiscipline, irregularities in work, misconduct, unwelcome behaviour etc. and to inform immediately to the higher authorities If needed issue memos, show cause and take strong action against it.
- ❖ Try to solve problems at institutional level & provide quick remedy or solution. Also, keep one day in a month for Principal-Student meeting.
- ❖ Maintain good repo & balanced between higher authorities & other subordinating staff.
- ❖ Evaluate faculty work, departmental work, administrative work, student feedbacks for proper functioning of institution.
- ❖ Always informed management authorities about annual budget, annual requirements & other expenditures.
- ❖ Evaluate annual report & submit to management authorities for yearly planning.
- ❖ Assist in Recruitment, Placement & also in gradation process.
- ❖ Never ever underestimate & discriminate any stakeholder & give fair treatment to all stakeholders.
- ❖ Follows all the norms of university and other statutory bodies.
- ❖ Be a part of R.T.I.
- ❖ Analyse SWOT/SWOC of an institution & work accordingly.
- ❖ Enhance overall development of an institution in respect to academic standard, infrastructure, teaching learning process, examinations, innovation, research, collaboration and very important getting & maintain accreditation from university & other national level councils.
- ❖ Look after welfare of parent institution, students, teaching staff, non-teaching staff and other stakeholders.
- ❖ Caring & adhering to all types of social, cultural, ethical, professional and human values.
- ❖ Promote & encourage only good work & prevent all illegal work.
- ❖ Be supportive & encourage team work.
- ❖ Last but not least try to achieve objectives of vision & mission of an institution as a whole.

CODE OF CONDUCT FOR MANAGEMENT OR GOVERNING BODY OF INSTITUTION

Management or Governing body is a Backbone of an institution, without the support of management authorities none of the intuition will work effectively. Therefore continuous support is needed from management and for providing such support institution has prepared code of conduct for management or governing body of an institution which is as follows:-

- ❖ Management authorities must follow all Objectives of Education.
- ❖ Management authorities strictly adhere to rules & regulation framed by Government, University & other statutory bodies.
- ❖ Management authorities should raise Vision & Mission of an institution with respect to the need & welfare of society.
- ❖ Must be caring, protecting and providing justice to all stakeholders.
- ❖ Act as parent for any institution.
- ❖ Should provide required infrastructure & basic facility to all stakeholders of institution.
- ❖ Preventing all types of discrimination & treat everyone with equality.
- ❖ Be a part of college development committee & other governing body of institution for smooth functioning of institution.
- ❖ Provide financial assistance, as required for institutional working.
- ❖ Fulfilment of desirable requirements & enhancement of institution.
- ❖ Have a keen vigilance over working & functioning of institution.
- ❖ Monthly institutional visit for analysing or accessing all the status of documents, reports, complaints, feedbacks, financial transactions etc.

- ❖ Providing, suggesting and recommending various inputs as needed for development of an institution & it's working.
- ❖ Planning, managing, instructing, suggesting, correcting, directing, leading, coordinating, accessing, complying, conveying, controlling, collaborating, etc. are some of the essential roles must be governed timely by management authorities.
- ❖ Provide support to an institution, for fulfilling all norms, as prescribed by National level, state level authorities for various gradation process.
- ❖ Recruitment of staff, promotion of staff should be done under your vigilance.
- ❖ Access & Evaluate all financial transaction of an institution.
- ❖ For achieving the goals of an institution yearly planning, five yearly planning & future planning should be done by management authorities.
- ❖ Always felicitate & appreciate work of employee.
- ❖ Supervise all the staffs and all the stakeholders.
- ❖ Take immediate & necessary action against any discrimination, corruption, harassment, indiscipline, irregularities in work, misconduct unwelcome behaviour etc.
- ❖ Always support the legal things and oppose illegal practise.
- ❖ To help & to collect the help from various departments & sectors.
- ❖ To nurture institution with good values & ethics.



Organogram of Shankarlal Agrawal Science College, Salekasa

Coming together is a beginning

Keeping together is progress

Working together is success

--Henry Ford

Idea, suggestion and feedback are welcome at sasciencollege@gmail.com