



MARATHA VIDYA PRASARAK SAMAJ'S

# ARTS, SCIENCE & COMMERCE COLLEGE, OZAR (MIG)

Tal. Niphad, Dist. Nashik. Pin : 422 206

Ph : (02550) 275219, 206019

E-Mail : ozarcollege@gmail.com

Website : www.ozarcollege.com

Affiliated to Savitribai Phule Pune University ID No : PU/NS/ASC/027(1984)

● NAAC Accredited B ●



**Handbook of code of conduct**





**CODE OF CONDUCT:-General Rules of Discipline for Student**

- Students will follow all the norms of discipline of the college. Rules regarding routine work, behavior on campus, classrooms and library, at various functions during examinations should be properly observed by all the students.
- The regulations jointly made by the university of pune, Educational; Council, State Government and College Management should be strictly followed by all students.
- Uniform code is compulsory for all the students.
- Students must carry their Identity Cards with them on the college campus.
- Vehicles must be parked at the parking places only.
- Students must not bunk lectures/practical.
- Smoking, drinking, liquor, chewinggutakha, pan masala and spitting is strictly prohibited on the college campus.
- Writing anything on the walls of classrooms or toilet, throwing pieces of paper, materials and scraps anywhere on the campus is prohibited.
- The furniture, lamps, fans in the classroom should be used carefully. No damage should in any way be caused to the college property.
- Shouting, causingnuisance, banging on staircase,speaking in the reading hall, loitering in the college porch are prohibited.
- Visitors are not allowed in the campus unless special permission is granted.
- Students will have to follow all the rules made by the laboratories and the library.
- Students are not allowed to enter on the terrace or on the garden without permission.
- Study tours could be arranged only by the permission of the principal. The college will not be responsible for the tours conducted without permission the permission is granted from the parent institute.
- In case of any complaint, contact the principal.do not directly approaches the newspapers or any other media.
- No students will participate in any anti-social or anti-college campaign, nor will take part in any religious movement.
- Students will participate in all constructive activities and co-operate in all extracurricular, curricular activities organized by the college.
- Use of unfair means in the exemption is a punishable offence.



- Original Certificates once submitted will not be returned..
- Strict action will be taken if any alterations in documents are made.
- No groups, organizations, forums of students are formed in the campus without prior permission of the Authorities.
- The examination forms will be detained if students would have less than 75% attendance.
- Students will have to observe all other regulations made from time to time by college authorities.
- Student progress will be informed to the parents periodically.
- Ragging in any form is strictly prohibited. Ragging is an offence.
- The students must keep their mobile on silent mode when they are on the campus.
- Professional advertisements, without permission to principal, should not be displayed in the campus area, professional Banners, posters related to any other activities beside college activities should not be hung inside the campus.
- The events organized by college like Workshops, seminars, conferences at local, state, National and International levels within the campus must be with prior permission of principal and parent Institute.
- No student may possess or use a firearm on college property. Firearms, including rifles, shotguns, handguns, air guns, and gas powered guns are not allowed.
- Students must avoid misuses of dusters, chalks and white board markers.
- Use of cell phones is not allowed in examination hall .

The Following measures may be taken in case of non-observance of rules and regulations

- Cancellation of admission.
- Cancellation of examination forms.
- Stopping the scholarship.
- Rustication from examination/college.
- Holding the Examination Result
- Penalization for in disciplinary act on the college campus.
- Confiscation of deposit.
- Lodging a complaint in police station
- Reporting to the Appropriate Authorities.
- Use of internet for un-authorized web sites should be punishable,



## CODE OF CONDUCT FOR TEACHERS:-



### Responsibilities and Accountability:-

Teachers must follow the rules and regulations of timings as per the norms and schedule and time table.

- Teachers should complete the syllabus within the given schedule and time as per the university
- Teachers should handle the workload as given by the head of the department.
- Teachers should take care for weaker student, and some are Identified by taking class test, Extra teaching and guidance is provided to them through Remedial coaching,
- Guardian Teacher scheme must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Teachers are good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching-learning process is effective and successful.
- Teachers should maintain discipline both inside and outside the classroom.
- Teachers should carry the work given to him as well as all the work related to co-curricular extra-curricular and organizational work that is assigned to him.
- Teaching and all activities related to teaching are as according to teaching plan prepared.
- All test such as class test, home assignments, internal test etc. conducted by Teacher and exam dept, proper evaluation must be done.
- Teachers should attain C.A.P. Programmed Organized by university, and if un-able to do then proper permission from principle inform to the said Authority.
- Duty leave, study leave, earned leave, Medical leave must be Granted from Principal and parent institute.
- For smooth working, meetings with principal and head of the departments conducted from time to time, the teacher must be present for it.
- Organize the parent meeting, whenever required.
- Teachers should wear dress code as per decided by the parent institute.
- Teacher should not involve in any political activity inside the campus.
- Teacher should interact with industry, take consult, and work as part of industry-institute interaction.
- Interact with other institutes, universities at state, national, international levels.



- Publish papers at state, national, international levels.
- Teachers should help to maintain dead stock registers with help of lab. In charge.
- To prepare and Display research articles, notes, innovative information, latest technological news, on notice board showcases.
- To obtain fellowship of professional bodies.
- For development of the department and institution, teacher must identify various funding agencies and try to harness funds for it.
- The teacher should assist for student for placement and organize placement camp in the college campus.
- Write books and monograms.
- Teacher must follow the duties assigned by the Management and principal from time to time.
- Assign the work assigned by exam dept, university, regarding supervision and assessment
- Counseling, mentoring the student.
- The Teacher Upgrade his qualification
- Head of the departments are responsible for all the Properties belonging to their dept. Instruments are calibrated, repaired and maintained with the help of lab. Attendant.
- Head of the dept made budget for repairing and maintenance of equipments, purchasing of new Equipments with the help of principal, IQAC, teachers, and send requirement to parent institute.

#### Disciplinary actions:-

- Violation or non observance of the service rules will invite punishment in the form of suspension or termination from the service after appointing enquiry committee and decisions are taken by parent institute.



## College Principal is Responsible For:



- Academic growth of the College.
- Participation in the teaching work, research and training programmes of the College.
- Assisting in planning and implementation of academic programmes such as seminars, in service and other training programmes organized by College, for academic competence of the Faculty Members.
- Admission of students and maintenance of discipline of the College
- Management College Libraries, Laboratory, Gymkhana.
- Receipts, expenditures and maintenance of accounts and submission of statement of accounts to the Management and to the college development committee.
- Observance of provisions of Accounts Code.
- Correspondence relating to the administration of the College.
- Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare of the College, and maintenance of records.
- Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- Supervision of College and University Examinations, and such other work pertaining to the Examinations as assigned.
- Assessing reports of teachers and maintenance of Service Books.
- Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.

## Responsibilities of Office Superintendent:



- Biometric Punch is compulsory while leaving the college.
- Biometric attendance and followed by signature on muster is compulsory.
- Scrutinize Admission and eligibility documents and registers of admission.
- Maintain service book record for teaching, non-teaching and faculty.
- Maintain P.F.Account
- Keeping disciplined work schedule for class IV<sup>TH</sup> Employees.
- Scrutinize muster and put up to the principal.
- Assist to other sections of the office.
- To initiate the disciplinary action whenever necessary on instruction of principal.
- Assist principal in receiving guests and visiting dignitaries.
- To keep correspondence record.
- Co-coordinating with university of Pune, UGC parent institute social welfare dept on related matters.
- Organizing printing of brochures and placement documents
- To take Initiative and record all correspondence and put them towards the principal/head.
- To maintain Healthy Relations among staff and institute.
- He should take care of all the matters related to establishment section, students section, stores section, maintenance section and security section.
- To take care of Biometric Equipments.
- To look after all the minor grievances of student, staff and sort out the problem.
- To assign the duties assigned by the principal from time to time.
- Follow the instructions given by the parent institute.

## Responsibilities of Non-Teaching Staff:-



- Biometric Attendance followed by signature on muster is Compulsory.
- Non Teaching Staff must follow the Duty Timmings 7.30-3.00, 9.30 -5.00)
- Non-Teaching staff must always wear the uniform decided by the parent institute.
- Non-Teaching staff must wear identity cards during office hours.
- The staff assigned for cleanliness must clean the classes and laboratories.
- Non-teaching staff shall not leave the college campus without permission of principal.
- Non -Teaching staff must obey the instruction given by head of the dept. assigned for them.
- Laboratory breakages by student are collected by lab attendant and a separate register should be kept for it, and as per the directions of head, the amount shall be deposited.
- Non-Teaching staff look after the maintenance of power supply, solar system, electric generator, water supply, playground area, electricity, parking shade etc.
- All the leaves must be sanctioned by principal, leaves more than three days are granted from parent institute. Medical leave will be sanctioned only for medical reasons. Medical certificate will be verified in any case if any.



## Job Responsibilities of the Librarian:-



- To prepare library Accession Register.
- To issue library books for student and teachers by computer
- To receive demand slips from students and issue books to students and teachers manually, by writing the entries to follow up physically in the accession Register.
- To make the library automation.
- To Display New Arrivals.
- To update all the registers.
- To update and Maintain of paper cuttings and news.
- To undertake the binding of torn book and after binding reuse them.
- To collect back volume of journals and periodicals. And arrange for binding and stacking.
- To look after cleanliness of the library.
- To maintain the day wise records of visits of students/staff faculty members in the library.
- Display notice, new arrivals, and articles news paper cuttings on showcase.
- To organize library meetings regarding purchasing of new books and journals in presence of IQACco-ordinator, principal and library committee.
- To encourage the student and faculty for use of N-LIST and for accessing it passwords and e-mails are created.
- To look after the complaint box suggestions, and try to sort out the complaints with the help of grievanceredressal cell and suggestions from principal.
- To attend the problems of the staff members, if any, and try to solve it.
- To provide book bank facility for poor students. For effective work library staff must be present regularly, timely.
- To provide training for library staff for use of computers and Automation.
- To provide university question papers to students.
- To prepare reprographic section.
- To provide I-cards for staff and students.
- To make library automation, use of barcode scanner for bar-coding of books is done by library staff.
- To fine the students if books are not returned within the specific time.
- To assign the duties for the library staff during the exam days.



- To sort out weeding books.
- To order furniture requirements to principal, from granting permission from him orders are given to the recommended authority suggested by parent institute.
- To motivate the library staff to attain seminar, conference, workshops and short term course related to library, with proper permission of principal and parent institute.
- To organize book Exhibition on 15<sup>th</sup> October in memories of late prime minister Dr.A.P.J. Kalam as “vachanprerna divas”.





## Job Responsibilities of Head Of The Dept:-

- HOD is responsible for the effective functioning of his/her Dept.
- Faculty Members Grants/DL. With prior permission of Head of the Dept.
- Departmental meetings are organized for each semester.
- To prepare Teaching plans.
- The HOD organize and prepare plan according to Academic calendar.
- The HOD is responsible to fulfill the requirements as per the principle and IQAC.
- Student's feedback form filling and analysis is done Under the Guidance of HOD.
- To organize workshop, seminar, conference, guest lecture.
- HOD is responsible for purchasing new equipments, Instruments, ICT Equipments for the Department. For these Meetings with principle, IQAC and the requirements are discussed in LMC meetings with proper action send to the parent Institute.
- HOD prepares and distribute the workload among the faculty, prepares time table.
- Departmental Tours, study tours are organized under the Guidance of HOD.
- To conduct the practical exam as per the schedule according to university of pune.
- To organize student Alumni make record of Alumni.
- To motivate the student for further Education.
- Promote the student to participate in competitions, science exhibitions, quiz-competitions.
- To analyze the result, arrange remedial Coaching.
- To keep the laboratories Clean and tidy.
- To maintain Dead stock Register with the help of lab Technician
- To keep record for Departmental library books.



## Job Responsibilities of System Administrator:-

Our college have ICTdept. With the help of it and office Staff the responsibilities are carried out.

- To maintain the network and PC.
- To allocate login and passwords to students and staff.
- To Distribute computers, printers, scanners, and all the peripherals to departments.
- To maintain record of all the ICT Equipments.
- To assist the management for purchasing new ICTequipments.
- To make corresponding between BSNL. And college for internet connectivity.
- To maintain backup facility for non interrupted power supply. College provides ups supply of 7 kva, solar supply of 20kwp as backup.
- To maintain CCTV Camera, EPBX system, internal telephonic work.
- To follow the duties assigned by principal and head and parent institute.





## **IQAR:-Functions and Strategy:-**

- To Develop and Implement quality benchmark/parameters for various academic and administrative activities of institution.
- To conduct Internal Academic and Administrative audits.
- Organization of Inter and Intra Institutional workshops, seminars on quality related Items.
- To develop quality culture in the institute.
- To prepare AQAR as per guidelines of NACC to be submitted to NACC.
- To obtain feedback responses from student, parents and other stakeholders on quality, related to institutional processes.
- To document various activities of HEI for Quality improvement.
- To insure timely efficient and progressive performance of academic, administrative and financial Tasks.
- To optimize and integrate modern methods of teaching and learning.
- To ensure adequate functioning of the support structure and services.
- Equitable access to and affordability of academic programs for various sections of society.

**PRINCIPAL**

**Arts Science and Commerce College  
Ozar (Mig), Dist. ashik-422 206.**