



Code of Conduct



Yogeshwari Education Society's
Yogeshwari Mahavidyalaya, Ambajogai
Tq. Ambajogai, 431517. Dist. Beed

Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

NAAC Reaccredited – 'B' Grade
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HAND BOOK OF
CODE OF CONDUCT

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Principal's Message

It gives me immense pleasure to put forth the Handbook of Code of Conduct which provides standard procedures and practices of the Shri. Yogeshwari Education Society's, Yogeshwari Mahavidyalaya, Ambajogai, for the concerned stakeholders. Codes of conduct usually describe universal values and rules to be followed by members of the group or a community and are intended to give those members clear guidance for their behavior. They are the result of the wider established culture of a group or an organization and can be supplemented by further, more specific rules and regulations of conduct.

I wish that all the stakeholders will abide by the code of conducts and will confirm the harmony on the campus which will again definitely lead the growth of the organization.

Dr. V.B. Sakhare



Introduction

This Handbook of Code of Conduct indicates the standard procedures and practices of the Shri. Yogeshwari Education Society's, Yogeshwari Mahavidyalaya, Ambajogai, for all the students, teaching-non teaching faculty and all the stakeholders. All the stakeholders must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities Including the restrictions flowing from it

All the concerned stakeholders are expected to maintain the highest ethical standards in all associations and activities with others on behalf of the College. It is essential that all the concerned stakeholders conduct themselves in a manner that will withstand the closest scrutiny. The purpose of this Code of conduct is to provide guidance to students, teaching and non-teaching and other stakeholders of the college in performing their duties as responsible citizens. All the concerned stakeholders are required to observe the fundamental principles whether set out for the stakeholders specifically or as expectations set by the college for the conduct of its affairs



Yogeshwari Education Society's
Yogeshwari Mahavidyalaya,
Ambajogai



Internal Quality Assurance Cell

**Code of conduct handbook for Students, Teachers,
Administrative Staff and Support Staff**



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“Code of Conduct” has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the College. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.

Code of conduct for students:

Preamble

All students must abide by the rules and regulations of the college. The YES authority may take disciplinary action if any student violates the college rules and regulations. Students are advised to adhere to the rules and regulations of the college and discharge their responsibilities as a student with diligence, fidelity and honor. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules.

General Rules and Regulations for Students

Students shall behave with dignity and courtesy inside and outside the College.

1. Students shall observe strict modesty in dress.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited. If anybody is found with a mobile, a fine of Rs.500/- will be imposed.
4. Girls' students are not allowed to leave the Hostel premises after 7.00 pm. If any Girl student wants to leave the Hostel after 7.00 for some valid reasons, she has to seek prior permission of Hostel Warden.



5. **Students shall not entertain visitors** without prior permission in the campus. Students are expected to read notices/circulars displayed on the notice board. Aftermath of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
6. Spitting, smoking and throwing bits of paper inside the campus are harmful and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
7. Possessing firecrackers of any kind in the hostel and college campus is strictly prohibited.
8. Use of smear coloured powder and splash colour water in the guise of festivals and functions on or during any other occasion in the hostel or college campus is strictly prohibited.
9. Scribbling on the desks or the black board or on the walls of the college and hostel is strictly prohibited
10. Students are forbidden from entering the college office during unspecified hours.
11. Students should be attentive to not to harm the reputation of the college or individual (fellow students and staff) through social and electronic media.
12. Students should respect the Institutional property. Collect Destroying or damaging the college property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.



14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the Principal or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the Principal. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the Principal.
15. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institute.
16. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
17. While attending college functions, the students will conduct themselves in such a way as to bring recognition/ honors to themselves and to the College.

Discipline and Conduct Rules for Students:

(a) Level of Misconduct and Indiscipline

Level 1: All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the college and/or any act which incites violence.

1. Gheraos, laying siege or staging demonstrations around the residence of any Officer of the college or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
2. Sexual harassment of any kind which shall also include:
 - i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
 - ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.



Level 2

1. Committing forgery, tampering with the Identity Card or college records, impersonation, misusing college property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
2. Furnishing false certificates or false information in any manner to the College.
3. Arousing communal, caste or regional feeling or creating disharmony among students.
4. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the college in a way that would bring disrepute to the College.
5. Use of abusive, defamatory or derogatory language against any staff member of the College.
6. Causing or colluding unauthorized entry of any person into the Campus or in the hostel and/or accommodating unauthorized guests or other persons in hostels.
7. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, gutkhas and smoking cigarettes in the Institute premises.
8. Damaging or defacing any property of the College.
9. Misusing College resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the College.
10. Harming reputation of the College or individual (fellow students and staff) through social and electronic media.
11. Not disclosing one's identity when asked to do so by a faculty member or employee of the college who is authorized to ask for such identity.
12. Improper behavior while on tour or excursion.
13. Violation of security and safety rules notified by the college



14. Any other offence under the law of land.
15. Any intimidation or insulting behavior towards a student, staff or faculty or any other person.
16. Any other act which may be considered by the Chairman/Director or any other competent authority to be an act of violation of discipline and conduct.

Punishment for Violation of College Rules and Regulations:

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.

For Level 1 of Misconduct and Indiscipline

1. Expulsion from the institute and/ or hostel.
2. Rustication up to four semester period and/or declaring the entire Campus out of bounds.
3. Fine up to Rs. 20,000/-. (In case of Ragging as per Supreme Court ruling)
4. Lodging of FIR with the Police.

For Level 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations

1. Admonition/ Reprimand and submission of bond or affidavit on Rs. 100/- stamp paper duly notarized.
2. Deduction of marks from Teacher Assessment Marks (Internal Marks).
3. Fine up to Rs. 10,000/-
4. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
5. Withdrawal of any or all facilities available to a student as per, college Rules (such as Scholarship/Fellowship, hostel etc.)
6. Suspension from the college for a Specific Period.



General Guidelines for Implementation of Punishments

1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Proctorial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. If any student is found guilty with any in-disciplinary activity by the Proctorial board, one “Red Mark” will be marked against his / her profile. Further, if count of such red marks reaches 3 during his/her entire course duration, he/she will be automatically debarred from the campus placement and hostel if he/ she is a hosteller. Further, red marks may result in to expulsion from the College.
3. However, if a student improves his / her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the Principal to remove red marks.
4. In case the Chairman or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other inquiry
5. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Head/ Principal, whose decision thereon shall be final.
6. The College should not be held responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the college or leased property. Students should understand and explicitly agree to accept all risks of such losses or damages.



Anti-Ragging

RAGGING is a CRIMINAL offense. college campus is a NO-RAGGING Zone

It is mandatory for all students to fill the Anti-ragging Affidavit at the time of admission.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student with rudeness
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;



9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment for Culprits:

College shall consider one or more of the following punishments for students involved in ragging -

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the College for period ranging from 1 to 4 semesters
9. Expulsion from the College and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)
12. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Anti-Ragging Squad

Several senior faculty members are nominated to the **Anti-Ragging Squad**. All students are encouraged to approach them without any hesitation in case of ragging.



Code of conduct for Faculty Members (Teaching):

Preamble

Teaching is the highest Nobel profession and plays a very important role in nation building. Teachers have always been 'Role Model' for the students. In a developing nation like ours, a teacher has great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All these are expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following (the below mentioned) code of conduct is imperative for each faculty of Yogeshwari Mahavidyalaya, Ambajogai:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the best possible extent as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her



dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.
6. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
7. Many a times, it happens that the student is not always at fault. So, faculty should communicate politely and respectfully so that a good rapport with students gets maintained. In such situations “give respect to command respect”, should be followed.
8. Behavior of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
10. Although, everybody has a right to look for his / her own career development. However, faculty member should refrain during college hours from any such activity like



preparing for competitive examinations to seek employment outside college and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the College.

11. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.
12. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the College and must avoid holding private meetings with other staff member / faculty member during the Department working hours to discuss topics other than academics.
13. Behavior of the faculty member with the fellow staff member / faculty member during the Department working hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the college authorities especially before the students.
14. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the University.

Code of Professional Ethics

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.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected from them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the students

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical identity;



3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare;
5. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, whatsoever;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



Teachers and Authorities:

Teachers should

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. 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.

Teachers and non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.



Teachers and Guardians

Teachers should:

1. 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.

Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the society informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups and actively work for National Integration.

Administration:

- To maintain discipline and enforce rules as laid down by the college, in the department.
- To monitor the day-to-day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.



- To conduct regular meetings with teaching and non-teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- To execute any other work assigned by the Principal.
- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

Code of conduct and responsibilities of Administrative staff / Support staff

1. Staff members should display the highest possible standards of professional behavior that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the College.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the college into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow College policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the College and, where appropriate and agreed, will be based on the objectives of the College Development Plan. Periodically, employees will be required to attend certain training activities.



8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.
9. **Confidentiality** Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the College community which could cause distress to institute staff, students or parents.
10. **Professional Behavior** : Professional behaviour is a generic term, but within this

Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- endeavouring to assist the college to achieve its strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- respect for college property;
- maintaining the image of the college through standards of dress, general courtesy, correct use of college stationery, etc.;
- taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere in the premises;
- being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;



- being familiar with communication channels and Institute procedures applicable to both students and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

Disciplinary Rules:

The following are examples of behaviour which the college finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the college.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the College.
- Racial offences, racial insults or racial discrimination against students, other staff or visitors to the college.
- Theft of college money or property and of money or property of colleagues or visitors to the college. Removal from college premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of Institute property or of property belonging to other staff or visitors to the University.
- Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the University.



- Any willful act which could result in actionable negligence for compensation against the University.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the University into disrepute or which seriously undermines confidence in the employee.

The following are examples of behavior which could lead to formal disciplinary warnings.

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offence. Certain behavior giving rise to offence may be regarded as gross misconduct.



- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances, such behavior may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the University or affects confidence in the employee. Such conduct may be regarded as gross misconduct.

Responsibilities of Superintendent, Supervisor and Equivalent Cadres:

1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.
3. To mark and to distribute the letters in the name of dealing assistants.
4. To exercise check and follow up of letters received from the Government of India/ /State Government/U.G.C./Officer of the Director of Education/Universities etc.
5. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.
6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.
7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Assistant Registrar and/or/Deputy Registrar, as the case may be.



8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
9. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
10. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying undisposed off.
11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
12. To attend to such other work as may be given to him with the approval of the Head of the Department.

Responsibilities of Head Clerk/Assistant Superintendent and Equivalent Cadres

1. To exercise, check and to follow up the incoming letters received from the Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.
4. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.



7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar.
8. To maintain calendar of periodical returns for incoming and outgoing, separately.
9. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

Responsibilities of 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 PA'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 notebook 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.
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 Superintendent/ Registrar.

Responsibilities of Accountant:

1. To ensure that the various payments made from the college 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 college 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.



Responsibilities of Assistant Accountant

1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.
2. To prepare periodic accounts of funds entrusted to him and to assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.
3. To maintain books of accounts, payment register and funds entrusted to him.
4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L. I. C. Premium from the salary of individual employee.
5. To attend to routine correspondence with Banks and other Departments.
6. To supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.
7. To attend to such other work as may be assigned to him with the approval of the officer (Finance and Accounts), from time to time.

Responsibilities Laboratory Assistants

1. To assist students and teachers in conducting practical 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 In charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the In-charge 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 In-charge of laboratory about misbehaviours 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.

Responsibilities 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 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.

Responsibilities of Peons:

1. To open windows etc. in morning and switch on fans and lights 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. Operate cyclostyling machine, if he could operate that, wherever necessary.
9. Carry out any other work of similar nature which the Officer in charge /Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
10. Serve drinking water to employees and to visitors, when required.
11. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
12. Any other work as may be assigned to him by the concerned officer from time to time.
13. Peon shall also have to attend to the duties assigned to him.