



Publisher :
IQAC
Shri R.L.T.College of Science,
Akola.

Date of Publication :
13-07-2019



CODE OF CONDUCT

The Berar General Education Society's
SHRI R.L.T. COLLEGE OF SCIENCE, AKOLA

(Re-accredited by NAAC Grade A with CGPA 3.12)
(Affiliated to S.G.B., Amravati University, Amravati.)

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A Handbook of Code of Conduct for Various Stakeholders

- 1) Office Supervisor, Superintendent**
- 2) C.D.C.**
- 3) Teachers**
- 4) Students**
- 5) Accountant**
- 6) Lab Assistant**
- 7) Lab Attendant**
- 8) Peon**

Superintendent, Supervisor and Equivalent Cadres

- 1. To receive and to initiate 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 which he desires their instructions.**
- 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 / Chancellor / State Government / U.G.C./ Office 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 officer and give interim replies.**
- 6. To point out mistakes of 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 member of the staff working under him and inform the Registrar about late attendance, absentees, etc.**
- 7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/ suggestions, 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 or files have been overlooked and that there are no odd receipts or bills**
- 11. To give instructions regarding destruction of old records according to the directives of Branch Officers / Sections Head.**
- 12. To attend to such other work as may be given to him with the approval of the Registrar / Head of the Department.**

The College development Committee

Shall....

- a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infra structural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;**
- b) Decide about the overall teaching programmes or annual calendar of the college;**
- c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;**
- d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;**
- e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;**
- f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;**
- g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;**
- h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;**
- i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;**
- j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);**

- k) Make recommendations regarding the student's and employees welfare activities in the college or institution;**
- l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations**
- m) Frame suitable admission procedure for different programmes by following the statutory norms;**
- n) Plan major annual events in the college, such as annual day, sports events, cultural events etc;**
- o) Recommend the administration about appropriate steps to be taken regarding the discipline. safety and security issues of the college or institution.**
- p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;**

Teachers

The code of professional Ethics :

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher constantly under the security 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 include 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 :-

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii) Manage their private affairs in manner consistent with 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, conference etc. towards to contribute knowledge.
- v) Maintain active membership of professional organizations strive to improve education and profession through them.
- vi) Perform their duties in the form of teaching tutorial, practical seminar work continuously and with dedication.
- iv) Encourage students to improve their attainments develop personalities and at the same time contribute to community welfare.

- v) Inculcate among students scientific outlook and respect physical labour and ideals of democracy, patriotism and peace.
- vi) Be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- vii) Pay attention to only the attainment of the students assessment of merit;
- viii) Make themselves available to the students even beyond class hours and guide students without remuneration of reward.
- ix) Help students to develop an understanding of our national heritage and national goals and
- x) Refrain from inciting students against other students, colleagues of administration.

III. Teachers and colleagues : Teachers should

- i) Treat other members of the profession in the same manner they themselves wish to be treated.
- ii) Speak respectfully of other teachers and render assistance professional betterment.
- iii) Refrain from lodging unsubstantiated allegations colleagues to higher authorities.
- iv) Refrain from allowing considerations of caste, creed, religion race of sex in their professional endeavour.

VII Teachers and Society:

Teachers should :

- a) Recognize that education is a public service and strive to the public informed of the educational programs which are being provided.

- b) Work to improve education in the community and strengthen community's moral and intellectual life.
- c) Be aware of social problems and take part in such activities would be conducive to the progress of society and hence the country as a whole.
- d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- e) Refrain from taking part in or subscribing to or assisting in a way activities which tend to promote feeling of hatred or enmity among different communities, religions a linguistic groups actively work for national integration.

iv) **Teachers and Authorities:**

Teachers should :

- 1) Discharge their professional responsibilities according to existing rules and methods consistent with their profession in initiating steps thought their in institutional bodies and or professional organization for charge of any such rule deter mental to the professional interest.
- 2) Refrain from undertaking any other employment commitment including private tuitions and coaching class which are likely to interfere with their professional responsibilities.
- 3) Co-operate in the formulation of policies of the institution accepting various offices and discharge responsibilities such offices may demand.
- 4) Co-operate through their organizations in the formulation policies of the other institutions and accept offices.

- 5) Co-operate with the authorities for the betterment of institutions keeping in view the interest and in conformity dignity of the profession.
- 6) Should adhere to the condition fo contract;
- 7) Give and expect due notice before a charge of position is made; and
- 8) Refrain from availing themselves of leave except unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility completion of academic schedule.

V Teachers and Non-Teaching Staff :

- i) Teacher should treat the non-teaching staff as colleague equal partners in a co-operative undertaking within educational institution.
- ii) Teacher should help function of joint staff councils cover in both teachers and the non-teaching staff.

VI Teachers and Guardians:

Teachers should.

Try to see through teachers bodies and organizations that institution maintain contact with the guardians of their students, send reports of performance to the guardians whenever necessary and meet the guardians meeting convened for the purpose for mutual exchange of ideas and for the benefit fo institution.

- vii) Co-Operate and assist in carrying out functions relating education responsibilities of the college and the university such as : as in appraising applications for admission, advising and counseling student, as well as assisting in the conduct of university and college examination; including supervision, invigilation and evaluation; and

II Teachers and the Students :

Teachers should.

- i) respect the right and dignity of the student in expressing his/her opinion;**
- ii) deal justly and impartially with students regardless of religion, caste, political, economic, social and physical characteristics;**
- iii) recognize the difference in attitude and capabilities among students and strive to meet their individual needs.**

Students

Rules and Regulations

Admission

1. Right to admit a student to the college is reserved by the Principal.
2. Every student seeking admission to the College shall satisfy himself / herself that he/she is eligible to take admission to the college as per rules. For any mistake, he/she will be responsible.
3. Application for admission is to be made on prescribed form complete in all respects and duly attested by his/her father or legal guardian along with full fees payable on admission.
4. Application form should be accompanied with :
 - i) School / College Leaving Certificate attested true copy and original. ii) True copy of all mark lists of last all qualifying examinations. iii) Two recent passport size photographs, iv) if there is a gap between the joining of this college and the last qualifying examination, the student will have to produce a gap certificate attested by a magistrate stating that he/she did not join any institution during the gap period. v) Students migrated from other Boards, are required to submit provisional eligibility certificate issued by Maharashtra State Board of Secondary and Higher Secondary Education, Amravati at the time of admission. otherwise admission will not be finalized.
5. An original Certificate of marks of last qualifying examination.(be submitted for inspection when asked for.)
6. Admission to any class will be finalized after submission of the above required documents with the application form.

7. Every student seeking admission to this college will be interviewed by the principal without whom no admission shall be made final. Admission to any class is complete only when the fee as per the fee schedule is paid on the day of admission.

University Rules Regarding Exemption.

Exemption will be awarded in the subject / passing head at the examination upto first Degree in the Faculties of Arts, Science, Social Science and home science on securing minimum passing marks prescribed at the examination upto first Degree. The individual subject, exemption will not be awarded on group basis.

General Rules

1. Certificate copies of the documents along with the application form may be issued on payments of Rs.5/- for each document during studentship in college.
2. Birth date certificate and Attempt Certificate will be issued on payments of Rs. 5/- per certificate. Duplicate of a certificate will be issued on payments of Rs.10/- each.
3. Duplicate identity card will be issued on payments of Rs.50/-
4. Duplicate Library card will be issued on payments of Rs.20/-
5. All information in connection with the college exam, or Board, Scholarship, Freeship, sport etc. will be put up on the notice board. Student should be particular to see the notice board daily. Ignorance of the notice will not be an excuse for the default.

6. Practical notebooks for different subjects taught in the college Co-Operative Stores. Every student admitted to the college should purchase it from store.
7. The Students of the college will get any documents such as Certificate, transfer, Certificate etc. on the third day from the date of receiving the application for the same. For duplicate certificate of any kind necessary fee will be charged. In case of duplicate transfer certificate the necessary affidavit will have to be submitted on stamp of Rs.20/- and signed by the executive Magistrate / Judicial Magistrate / F.C. excluding the Hon. Magistrate. For any type of certificate required by the Ex- Student the following charges will have to be paid.
 - i) within five years after leaving the college Rs.50/-
 - ii) More than 5 years but less than 10 year Rs.100/-
 - iii) 10 years & more Rs.150/-
8. Annual social gathering will not be held in the college.
9. All students must keep their vehicles (Cycle / Scooter) in the College premises.

Discipline

- A. Students must not loiter in the college compound or in the corridors. They should spend their leisure time in the library.
- B. While ascending or descending the stairs, students should avoid over crowding and shouting. They must keep to their left on the stairs.
- C. Students are strictly forbidden to enter the office, Professors, common room and Principal's office without permission.
- D. Noisy behavior by any student in the college premises, lecture hall or near the office is strictly prohibited.
- E. Students shall be in their seats in the classroom before start of the lecture. No student should enter or leave the class without permission.

- F. Student not attending the theory classes of a particular subject will not be allowed to attend the practical of the subject. Irregular attendance in their theory or practical may lead to not forwarding the examination application form to university, if attendance is less than 75%.
- G. Students must take proper care of the college properties such as furniture and electrical fixtures etc. Any damage done to the college property will have to be made good by them and also they are liable to be removed from the college with bad remarks.
- H. Students must not bring with them unauthorized person in the college premises. Strict disciplinary action will be taken against the students who violate this rule.
- I. Students are not allowed to carry personal possessions like Jewellery items, Purse, cash, gold, etc. in the college campus.
- j. The use of mobile phones is strictly prohibited in the college campus.

General Rules :-

Every student of this college has to follow the dress code prescribed by the college.

Library :-

- a) U.G.C. Text Books Scheme : The Books under this scheme are to be given to the deserving students of the college on a deposit equal to the cost of the books. The deposit shall be refunded after reopening of the college & while returning of the book.
- b) U.G.C. Books Bank : The books are loaned to needy and deserving students for use during the course of their study on payment of necessary deposit.

General Rules & Regulations of the Library :-

- 1. A student will be issued one books for Jr. College & two books for Degree College.**
- 2. Books issued shall have to be returned within period of 15 days otherwise student will have to pay a fine of one rupee per books per day for delay till the return of the books.**
- 3. In case the books are lost, students will have to pay the replacement 1&1/2 cost of new book as a fine**
- 4. Magazines and journals are not issued. They will be accessible in the library reading room only.**
- 5. A student will have to give his/her demand slip to the library attendant on the earlier day who will issue the books to him on the next day.**
- 6. A student will have to bring with him/her Library Card at the time of issuing books.**
- 7. No books shall be issued after the commencement of practical examination for junior college students.**
- 8. Books shall be issued to the student on his/her Library Card only and not on the Card of any other student.**
- 9. While taking the books the students shall see that the books issued to them are intact. if it comes to the notice of the Librarian at the time of return of books that certain pages are missing, the student in possession of the books shall be liable to pay the full cost of the book as fine.**

SUPPORTING STAFF

1. ACCOUNTANT:

To Prepare, examine, and analyze accounting records, financial statements, and other financial reports.

To Prepare, accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.

To establish tables of accounts, and assign entries to proper accounts.

To report to the Principal regarding the financial status of the college at regular intervals.

To assess accuracy, completeness, and conformance to reporting and procedural standards.

To provide all the necessary account statements and documents for various committees of the institute.

To provide all the necessary accounting documents and financial statements for yearly account audits.

2. LAB ASSISTANT

To help the lab in-charge carry out the lab related work.

To maintain attendance register.

To keep the setup ready before conduct of the practical.

To ensure the cleanliness of laboratories.

3. PEON

To report the college half an hour before the college timing.

To maintain cleanliness of laboratories, class and staff rooms.

To do all the work assigned by the Head of the department and other staff members.

To leave the office until and unless the higher authority permits.

4. LAB ATTENDANTS

To clean laboratory & to keep all apparatus & equipments in proper place.

To assist students, teachers and other laboratory staff in handling Lab equipments, instruments, chemical and other materials.

To help students, teacher in conducting practicals & experiments

To report to the superiors in case of loss, of any Laboratory equipment.

To open and lock cupboards, doors, windows & gates of Laboratory.

To attend to the delivery of letters connected with Laboratory and its staff.

To attend to such other duties assigned to him by the superior staff, with the approval of the in charge of the laboratory.