



**KARM. A. M. PATIL ARTS, COMMERCE AND  
KAI. ANNASAHEB N. K. PATIL SCIENCE SENIOR COLLEGE,  
PIMPALNER, TAL. SAKRI, DIST. DHULE.**

e-mail: [kamp\\_sr\\_college@yahoo.in](mailto:kamp_sr_college@yahoo.in)  
Phone: 02561-223010

Web: <http://www.kampsrcollege.org.in>  
Offg. Prin. K. D. Kadam

Outward No:

Date: / /202

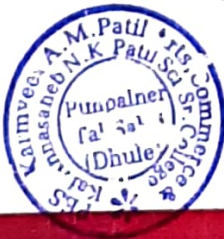
7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

**Code of Conduct for Teaching and Nonteaching staffs**

**Duties and Responsibilities and Code of Conduct**

**Code of conduct for principal**

- Implementation of new ideas toward admission and approval the process and fee structure
- Monitoring the effective teaching of faculty, following all procedures toward the administration by office staff, student's disciplines
- The principal should form various college level committees which are necessary for the development of the Institute.
- Monitoring the associations of activities with departments, associations and committees within the college and also administration of the academic programmes and general administration of the institute to ensure efficiency and good order of the institute.
- . Identifications of needs for faculties and appointments, reliving of teaching and nonteaching staff
- The Principal has authority to take all the necessary disciplinary action as and when required to maintain discipline in the College
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference and to publish





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- The Principal shall responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and management.
- Monitoring procurement, purchase and maintenance of the infrastructure of the college with the help of concerned staff.
- Maintaining cordial relationship with all those connected to the College and institution directly and indirectly

**General Rules:**

The Faculty and Non-Teaching staff should come to the college at least 10 minutes before the commencement of college and classes and should leave the college not earlier than 10 minutes after the end of the last hour. All the Faculty and Non-Teaching staff shall be punctual to their duties and shall adhere to the college schedule timings.

**Job Responsibilities and Duties of Professor /HOD**

- Teaching, Evaluations of tutorials, assignments, journals, answer papers, laboratory development & writing of books.
- Continuing education activities, Student's counseling
- Interaction with other institutions, universities at state, national and international levels and also interaction with industry
- Organizing seminars, workshops, conferences for teachers and professionals.
- Publishing papers in national and international journals.
- To maintain dead stock, consumable registers with the help of lab in-charge





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- Outward No:** ➤ To display notices, mark sheets, attendance sheets etc. pertaining to the /202 students.
- To send SMS regarding attendance, discipline and other activities with the help of class teachers.
- Organize parents meeting in association with teacher & Parents.
- Involvement in curricular, co-curricular and extra-curricular activities.
- Any other duties assigned by the Principal from time to time.
- The faculty is expected to update their knowledge by attending Seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Participation in departmental administration .Contribute to the activities sustaining accreditation of the institute

**Faculty Members**

- The faculty should prepare and submit the complete teaching plan for units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
- Every faculty member should maintain students' attendance records and the absentees roll number should be noted every day in the attendance sheet maintained and diary must be regularly updated and put up for sign by HOD/Principal
- The faculty member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for





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- class / laboratory. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching-learning process is effective and successful.

**Lab Assistant:**

- Lab assistant should help the lab in-charge to carry out the lab related works. Lab assistant should maintain attendance register Lab assistant should keep experimental setup ready before conduction of the experiment. Lab assistant should ensure the cleanliness of laboratories.
- Preparation of chemicals and reagents, autoclaving of instruments and glassware materials etc. before or during the practical as per the requirements
- To assist students and teachers in conducting practical and experiments.
- To assist Head of department / In charge of laboratory in purchase and procurement of laboratory materials with the help of lab attendance
- To report about breakages /losses in laboratory to Head of department on report from laboratory
- To maintain dead stock and register of consumable materials and undertake physical stock verification of laboratory materials
- To perform sale of journals, practical books to the students and maintain respective record





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**Outward No:** To calculate and report amount to be covered from students towards general breakages in the laboratory Date: / /202

- To report to Head of department /In charge of the laboratory about misbehavior inside the laboratory-by-laboratory students
- To respects staffs and students while speaking to them and cooperate with authorities with the dignity of the profession

**Job Responsibilities of Lab Attendant:**

Lab attendant should assist the lab assistant to carry out the lab related responsibilities.

- To ensure safety of the students in the laboratory.
- To draw the lab schedules for the students and display on the board.
- To record and maintain the attendance of the students.
- To ensure discipline of the students in the laboratory.
- To conduct lab examination as and when required.
- To assist the faculty member in conducting lab sessions of their students.
- Working in the Lab, shall maintain a stock register for all the articles, dead stock /consumable/semi consumable registers of respective laboratories etc. It shall be submitted to the Head of departments and the Principal for verification at the end of year and their signatures obtained.
- Maintenance of all instruments/equipments in the respective laboratories.
- To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
- To check at least once in a week working of instruments & equipments under laboratory.





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- To prepare the requirement of consumables for the laboratory and place indent for the same.

**Job Responsibilities of Non-Teaching Staff**

**Office Superintendent**

- Scrutinize Admission & Eligibility documents and registers of admission.
- Supervise and maintain personal files of staff and faculty. The office staff shall keep the updated record and maintain personal files of staff and faculty of faculty members such as appointment orders, approvals, salary, professional tax, provident fund, income tax, Maintaining P.F. account etc.
- Keeping discipline and work schedule of class IV employees. Maintain casual leave register.
- Maintain movement register for staff under office administration Organize printing of brochures and placement documents for the institute.
- Assistant Principal in receiving guests and visiting dignitaries in a dignified manner
- Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- He shall be responsible for all the matters assigned to establishment section, students' section, stores section, maintenance section and security section.
- To maintain the records of scholarships of students.
- To take care of biometric requirement. He shall be responsible for all the matters assigned to establishment section, students' section, stores section, maintenance section and security section.





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- Any other duties assigned by the principal from time to time

**Job Responsibilities of Clerk under Office Superintendent**

- Checking website of KBCNMU Jalgaon.
- Maintaining of personal files of teaching and non-teaching staff maintenance of attendance registers of teaching and non-teaching staff and also maintenance of service books.
- Maintaining leave record of staff, completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
- The office staff shall keep the updated record of faculty members such as appointment orders, approvals, salary, professional tax, provident fund, income tax, etc.
- Any other duties assigned by the principal from time to time.

**Non-Teaching staff: class IV employees**

- Working in the College office or departments should remain on duty during College hours.
- They shall open the class rooms / laboratories before the arrival of the faculty and students. close all the departments properly after the college timing
- They should wear the Uniform provided by the Management and always wear their identity badge during working hours.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the





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direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account at the end of year

- All non-teaching staff is bound to help the faculty and students as a supporting staff.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached

**Job Responsibilities of Accountant**

- ❖ To prepare budget estimate of the college, prepare documents for submission of six monthly and annual audits under guidance of Principal
- ❖ Allotment of Budgets to every department of the college.
- ❖ To verify bills for payment, check the monthly pay sheet and check the cash book daily
- ❖ To hold custody of receipt books and vouchers.
- ❖ To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- ❖ To control and check the advance register and ensure timely recovery of advances.
- ❖ To Settlement of journey claims and advances.
- ❖ To prepare TDS statement and submit to Chartered Accountant.
- ❖ Any other duties assigned by the principal from time to time

**Job Responsibilities of Librarian**

The librarian shall maintain the record related to library such as accession register, issue register, bills of books and journals, etc.







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- The librarian shall maintain the record related to library such as accession register, issue register, bills of books and journals etc.
- To display new arrivals by photocopy of the cover page of the books and journals.
- To receive international journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- To maintain the day wise records of visits of staff faculty members in library.
- Display of cuttings of newspapers on education /social matters on notice board
- The list of requirements of books submits to the principal for further procurement.
- To ensure discipline of the students in the library.
- To effectively encourage faculty & student to use reference books keeping always in working condition.
- Regularly under take binding of books which are damaged.
- Any other matter assigned by Principal from time to time.

**Job Responsibilities of Examination Officer**

- To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.





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**Outward No:** To correspondence with university regarding university examinations, **Date:** Results of /202  
students, complaints regarding examinations.

- To organize the filling of examination forms, revaluation & verification forms of students & submission to university and obtain results of students and its distribution.
- To send requirement of examination stationary to university & maintaining its up to date records.
- To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- To get final programme of practical/oral examinations.
- To send the program of proposed practical examinations dates to university & to submit term work /oral practical marks to KBCNMU Jalgaon & time bound manner.
- To organize arrangement of furniture and numbering of examination seats for university of examinations.
- To receive the examination stationery from university, Jalgaon & keep in the safe room.
- Any other duties assigned by the principal from time to time.

**Code of Conduct for Students**

- Working of college begins with the National anthem
- At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated





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- All students shall follow the college schedule and reach the college before 10 minutes of the commencement of the first lecture / practical.
- Students are required to follow the class timetable and attend lectures/ practicals as per the time table. Students are required to be present in the classroom /labs on time for the lectures/ practicals.
- Students should not wander in the college campus by bunking the classes and practical's.

They are required to maintain peaceful silence as they take the stairs and move towards their classrooms without creating any disturbance. Contribute and help maintain the positive conducive learning atmosphere of the college

- Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the principal or the office Superintendent of the college.
- Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
- Students should have park their vehicles or bicycles in the place allotted to them.
- Smoking, drinking chewing tobacco and chewing 'gutkha' is strictly prohibited in the college campus spitting and also throwing clutter in the college campus is strictly prohibited.
- Students should not click photographs in the college campus & avoid the use of cell phone strictly.
- Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.





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- Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
- Discipline is to be maintained in the classroom in the absence of teacher in classroom do not disturb the other classes.
- Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- The rules of the office and the library are mandatory for each student.
- Students should not organize picnic on their own without the permission of the Principal and the respective head of the departments.
- Students should participate in the sports, cultural co-curricular activities / Social activities/ field trips / Industrial visits.etc cultural and other extra-curricular activities and co-operate for good things.
- Students should take admission in the college by filling in the form given by the college only. The original certificates given to the college by the students will not be returned to the students' The students should keep the attested copies of them before taking admission.
- The students who come from remote places will have to keep their S.T. Pass and college I card and behave properly.
- It is the right of the Principal to allow or forbid the students from appearing in the examination who remains absent for lectures, internal tests, Term-End Examination and Students should note that they have to take new admission

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every year. Students will be enrolled in the Second semester only if their behavior in the first semester is good.

- Students should take the receipts of the felt is mandatory for all students to attend all the lectures and practical on time. In case of illness or any emergency students shall inform to the teacher. Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
- All students shall complete their academic work on time and follow the rules of continuous assessment for the evaluation of class work/ home assignments / tests / tutorials / practical.
- Students should strictly adhere to all the instructions written on the college notice board. and read it daily otherwise the student himself will be responsible for the loss.
- No visitors or friend will allow entering to enter the classroom unless permission is issued by the authority person.
- The principal has the right to give admission or cancel it at any moment without giving any reason.
- It is the right of the principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony.
- The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
- Students are expected to submit all assignments and get their journals/ projects certified by the Teacher-in –charge





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- Save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.
- Discipline is to be maintained in the classroom in the absence of teacher in classroom do not disturb the other classes.
- Students are required to refer to the examination time table and take the examination as per the schedule
- Students are required to follow the instructions given by the supervisors / senior supervisors during the examination
- At the time of examination mobiles/electronic devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
- The rules and regulation change by College /university must be followed by the students
- Students should strictly follow all the above rules as well as any other rules made by the College from time to time



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