

MANGAL MURTI BAHUUDDESHIYA KRIDA MANDAL'S
CHHATRAPATI RAJE SAMBHAJI COLLEGE OF EDUCATION, JALGAON


Recognized by NCTE & Affiliated to K.B.C. North Maharashtra University, Jalgaon
Gat No.181, Bambhori, Near K.B.C. North Maharashtra University Main Gate, Jalgaon Phone No. (0257)2234120

CODE OF CONDUCT FOR MANAGEMENT BODY

The management body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- a) The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- b) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- c) Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- d) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- e) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- f) The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.





Principal
Chhatrapati Raju Sambhaji
College of Education
Jalgaon

Chhatrapati Raje Sambhaji College of Education, Jalgaon

Code of conduct for Principal

- The principal should monitor the administrative of the academic programmes.
- The principal should plan the budgetary provisions for the academic session in advance.
- The principal should take all appropriate steps to maintain discipline in the college.
- The principal should form various cells / committees for the smooth functioning of the college.
- The principal should encourage faculties for their professional development by attending seminars / conferences and author research papers/ books.
- The principal should take steps to make coordination among different departments within the institute.
- The principal should conduct meetings of various cells / committees, as and when required.
- The principal shall be responsible for the submission of an annual report on the progress of the department.


Chhatrapati Raje Sambhaji
College of Education,
Jalgaon




PRINCIPAL
Chhatrapati Raje Sambhaji
College of Education
Jalgaon

CODE OF CONDUCT FOR TEACHERS

1. Research and Research guidance.
2. Planning & Implementation of instruction received from principal.
3. Teaching, including laboratory development and writing of books and monographs.
4. Evaluations of tutorials, assignments, journals, answer papers.
5. Interaction with industry/Schools.
6. Continuing education activities.
7. Student's counseling.
8. Interaction with other institutions, Universities at state, national and international levels.
9. Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
10. Publishing papers in national and international journals.
11. Review of academic activities of the department periodically.
12. To maintain dead stock, consumable registers with the help of lab in-charge.
13. To display notices, mark sheets, attendance sheets etc. pertaining to the students.
14. Organize parents meet in association with Teacher & Parent.
15. Involvement in curricular, co-curricular activities.
16. To undertake and implements consultancy projects to identify various funding agencies and earnness fund for the development of the institutions.
17. Developing resource material for teaching and learning.
18. 18, Curricular, Co-curricular and extra-curricular activities.
19. Close liaison with parents and community.
20. Participate at least one seminar/workshop/conference in academic year.
21. Examination work pertaining to College University such as organizing supervision and assessment etc.
22. Upgrading of qualifications.
23. Any other duties assigned by the Principal from time to time.





Principal

PRINCIPAL

Chhatrapati Raja Sambhaji
College of Education
Jalgaon

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CODE OF CONDUCT FOR NON-TEACHING STAFF

Non-Teaching Staff:

1. Non-Teaching at working in the collage office should remain on duty during college hours.
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean
3. Any Loss or Damage to any article in the Lab or Class Room should be reported to the Principal writing immediately.
4. Non-Teaching Staff ,working in the Lab shall maintain a stock register for all the articles it shall be submitted to the Principal at the end of each academic year and the signatures are obtained.
5. Non-Teaching staff will carry out the duties as instructed by the authorities to whom they are attached.

Librarian:

1. To prepare and issue of Library card to student-teachers and staff members.
2. To follow up return of books issued to student-teachers and staff members.
3. To maintain fine collection register and instruct student to deposit the fine.
4. To display new arrivals by photocopy of the cover page of the books and journals.
5. To receive international journals, magazines and highlight important articles & news.
6. To update and maintain files of paper cutting.
7. To compile back volumes of and p and arrange for binding and Stacking.
8. To maintain the day wise records of units of staff faculty members in library, Code of conduct Handbooks) for Various Stakeholders.
9. Regularly undertake binding of books which are damaged.
10. Any other matter assigned by Principal from time to time.



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Clerk:

1. Checking website of KBC North Maharashtra University, Jalgaon.
2. Maintaining personal files of teaching and non-teaching staff.
3. Maintenance of attendance registers of teaching and non-teaching staff.
4. Maintenance of service books.
5. Maintaining leave record of staff
6. Custody of original documents of teaching and non-teaching staff.
7. To issue TC, Eligibility Form etc.
8. To receive scholarship form for EBC and SC. ST. NT. OBC. etc.
9. Any other duties assigned by the Principal from time to time.

Accountant:

1. To prepare budget estimate of the college under guidance of Principal.
2. To prepare documents for submission of six monthly and annual audit.
3. To verify bills for payment.
4. To check the monthly pay sheet.
5. To check the cash book daily.
6. To prepare TDS statement and submit to Chartered Accountant.
7. To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
8. Any other duties assigned by the Principal from time to time.




Principal
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CODE OF CONDUCT FOR STUDENTS

1. 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 have any problem they should meet the principal of the college.
2. Identity card is compulsory for each student in college campus.
3. Students should not wander in the college campus by bunking the classes and practical's.
4. Smoking, drinking and chewing 'Gutkha' is strictly prohibited in the college campus.
5. Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
6. Students should not click photographs in the campus & avoid the use of cell phone strictly.
7. Students are prohibited from bringing any such weapons in the college which would physically harm others.
8. Students are strictly prohibited to scribble anything on the walls of the classroom and of the toilet.
9. Students should not damage the benches, tables, chairs, fans & light in the classroom as well as the things in the campus.
10. The rules of the office and the library are mandatory for each student.
11. Students should not organize picnic on their own without the permission of the Principal
12. If the students have any prejudices about the college he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and media.
13. No students should participate in any activity against the college and society and should avoid caste and religion base unfair activities.
14. Students should participate in the sports, cultural and other extracurricular activities and co-operate for good things.
15. At the time of examination electronics 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.
16. 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.
17. Action will be taken against students if it's found that they have made changes in any document or their own.



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18. Students will not be allowed to found any board or associations without the permission of the principal.
19. Students will be enrolled in the second semester only if their behavior in the first semester is good.
20. Students should note that they have to take new admission every year.
21. Students should take the receipts of the fees paid from time to time from the concerned clerk the fees once paid will not be returned.
22. Every student must complete average attendance of 80% in each annual year.
23. Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the students himself will be responsible for the loss.
24. Students should not bring radio, camera or cell-phones in the college.
25. Bringing a dummy person as a parent in the college is an offence.
26. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No. 1-8/2006(C P PII) 4th March 2008 No.170. Such students will be expelled from the college. Legal action will be taken against them.
27. The students should themselves be present for taking the required certificates, Hall- ticket, Mark-sheet, L.C./T.C. in the college.
28. If a student does not submit the required documents in the college, he/she will be responsible for his/her loss.
29. Students are not allowed to carry plastic bags with them.
30. 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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4. Evaluations of tutorials, assignments, journals, answer papers.
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8. Interaction with other institutions, Universities at state, national and international levels.
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Principal

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Non-Teaching Staff :

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Librarian :

1. To prepare and issue of Library cards to students and staff.
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3. To maintain fine collection register and instruct students to deposit the fine.
4. To display new arrivals by photocopy of the cover page of the books and journals.
5. To receive international journals & magazines and highlight important articles & news.
6. To update and maintain files of paper cutting.
7. To compile back volumes of journals and periodicals and arrange for binding and Stacking.
8. To maintain the day wise records of visits of staff faculty members in library. Code of conduct (Handbooks) for Various Stakeholders.
9. Regularly under take binding of books which are damaged.
10. Any other matter assigned by Principal from time to time.

Clerk :

1. Checking website of K.B.C. North Maharashtra University, Jalgaon
2. Maintaining personal files of teaching and non teaching staff.
3. Maintenance of attendance registers of teaching and non teaching staff.
4. Maintenance of service books.
5. Maintaining leave record of staff.
6. Custody of original documents of teaching and non teaching staff.
7. To issue T.C., Eligibility Form etc.
8. To receive scholarship form for E.B.C. and S.C., S.T., N.T., O.B.C. etc.
9. Any other duties assigned by the Principal from time to time.

Accountant :

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