

## **Code of Conduct for Teachers**

### **A] Principal/ Director:**

Role :

Arranging and coordinating the meetings of:-

1. Governing Body (at least 3 in a year)
  2. Sub-committees of Governing Body (as & when required but at least 2 in a year).
  3. Local Managing Committee (at least 1 in a year)
  4. Faculty Meeting (at least once in a week)
  5. Students Council (at least 2 in a year)
  6. Grievance redressal committee (as & when required but at least 2 in a
  7. year).
  8. High Level Standing Committee (as & when required but at least 2 in a year).
  9. Committee to restrain sexual harassment in the campus (as & when required but at least 2 in a year).
  10. Staff meeting (as & when required but at least 2 in a year).
  11. Meeting of IQAC (as & when required)
  12. Other meetings as per the requirements.
- 2.Principal should ensure that feed back sessions are conducted effectively on regular basis.
  - 3.Principal should arrange for the sessions on all classes in respect of “Maharashtra Prohibition of Ragging Act, 1999” at the beginning of the Academic Year.
  - 4.Principal should ensure that required committees are formed and further observe the smooth functioning of the Institute.
  6. Principal should take all types of decisions, as per the directives from Management, Governing Body, Sub-committees of Governing Body, University, Government, etc.

**B) Registrar/ Admin. Officer:-**

Initiation and coordination of following activities-

1. Meetings of Statutory Bodies / Committees such as – Board of Governors, Academic Advisory, Local Managing, Anti-Ragging / High level Standing, Grievance Redressal, Committee to Restrain Sexual Harassment, Maintenance, Transport, Hostel, Canteen etc. Nature of work is to decide dates, prepare agenda and maintain notices and proceeding book, and related documents. This shall be done in consultation and with approval from the Principal.
2. Work in respect of accounts and related activities such as College Budget and Utilization, and Other fiscal matters.
3. Institute Publicity which include, apart from others, Information Brochure, Advertisements and News in various media.
4. Grievance Redressal mechanism, except student related problems.
5. Issues related to Stores.
6. Legal and related matters.
7. Students' admissions, transfers and related matters.
8. Repository in hard as well as soft copy of staff data and also students' data such as admission records, branch transfer documents, general register, result ledgers, etc.
9. Student Scholarships.
10. Repair and maintenance, house-keeping and security related works.
11. University, AICTE, State Govt., DTE, etc. work.
12. Transport facility.
13. Establishments such as canteen, mess, etc.
14. Correspondence, however, in case where it is statutory, signature of Principal or Secretary/Chairman, as the case may be, be taken. Also letters of invitation & thanks shall have counter signature of Dean.
15. Other matters as and when referred by the Principal.

### **C. Faculty**


Initiation and coordination of following activities-

1. Development, implementation and review of College Vision and Mission statements.
2. Preparation of the Institute, College and Departmental Academic Calendar and effective monitoring of implementation.
3. Staff recruitment, retention, evaluation, training, welfare and other work as per the authority delegation by Principal.
4. Ensuring up-to-datedness of Subject Files and Teaching Plan.
5. Ensuring effectiveness of Attendance recording by teachers.
6. Feed-back of students.
7. Students attendance and test performance communication to parents.
8. Submission of students.
9. Examinations at University and College level and results of College level examinations.
10. Academic programs.
11. Faculty Development Programs.
12. Communication related to academics.
13. Accreditations and certifications.
14. Generating and effective implementation of MOUs.
15. Matters related to academics not covered in above points.
16. Other matters as and when referred by the Principal.

**D] Librarian. :**

I) Role :

1. Librarian should ensure that library remains open as per Library Timings.
2. Librarian should ensure that the board giving up-to-date display of „Library at a glance“ is maintained in the library.
3. Librarian should compile the requirements submitted by the teacher and put before Library Committee meeting to decide about recommendation to higher authority.
4. Librarian should put the proposal, to process by Library Committee before Principal for further processing.
5. Librarian should ensure that books/journals are available at proper places.
6. Librarian should ensure that timely subscription is made for renewal of magazines/ journals.
7. Librarian should ensure that entry registers be maintained in library including reading rooms and more effective use of the same is made by the students and staff.
8. Librarian should ensure that display of new arrivals in respect of books and journals at a separate place in the library.
9. Librarian should ensure that systems and reprographics facility are in good working condition.
10. Librarian should ensure that syllabus and sufficient number of questions papers of earlier university examinations in respect of all the subjects are available in the library in subject wise files.
11. Librarian should ensure proper behavior of the library staff with the students and faculty members.

  
Dr. Bharat Prashar  
Director

**DIRECTOR**  
**MAHARISHI ARVIND INSTITUTE OF**  
**SCIENCE AND MANAGEMENT**