



Deola Education Society's

**Karmveer Ramraoji Aher Arts, Science and Commerce
College Deola, Dist. Nashik, Pin-423102**



**(AFFILIATED TO SAVITRIBAI PHULE PUNE
UNIVERSITY)**

CODE OF CONDUCT

Editors,

Prof. Dr. Mrs. M. H. Aher

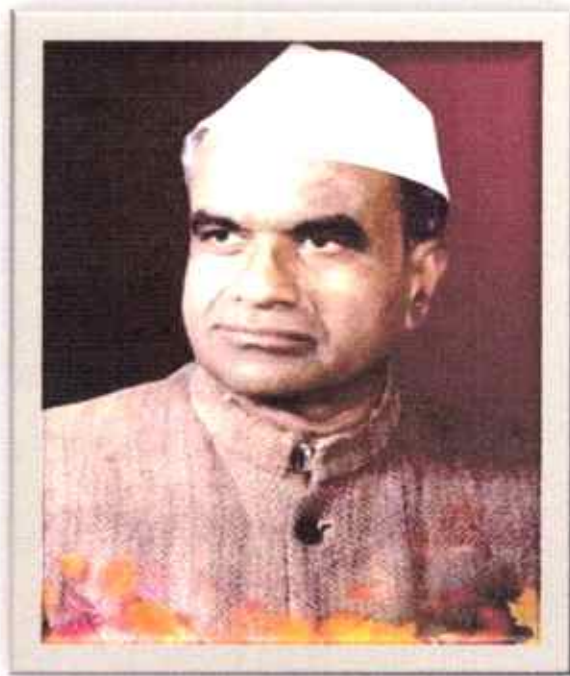
Prof. Dr. S. N. Bhamare

Principal

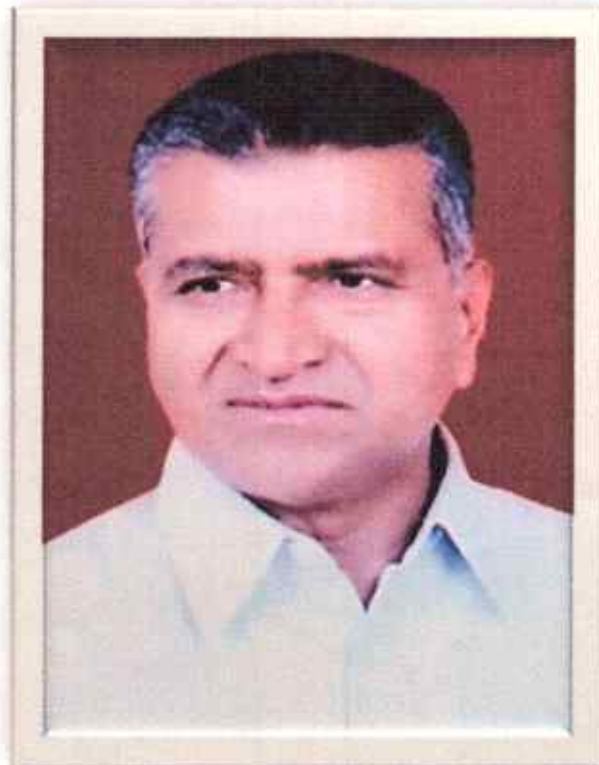
H. R. Aher



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)



Late Karmveer Ramraoji Aher



Hon. Principal, Hitendra Aher,
Chairman, Deola Education Society Deola, Nashik



Principal
**Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)**

Deola Education Society, Deola

CODE OF CONDUCT

COLLEGE DEVELOPMENT COMMITTEE

Sr.No.	Designation	Name of the member
1.	Chairperson of the management or his nominee	Prin. H. R. Aher
2.	Secretary of the management	Mr. G. N. Shirsath
3.	One Head of department , to be nominated by the Principal	Prof. S. V. Pawar
4.	Three teachers in the college , elected by the full-time amongst themselves out of whom at least one shall be a woman	1. Prof. Dr. Mrs. M. H. Aher 2. Prof. Dr. S. N. Bhamare 3. Prof. Dr. S. B. Bansode
5.	One non-teaching employee , elected by regular non-teaching staff from amongst themselves	Mr. D. Y. Waghmare
6.	Four local members , nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus	1. Dr. Vasant Daulat Aher 2. Mr. Dilip D. Aher 3. Mr. Vijay Balwant Aher 4. Mrs. Jayamala V. Chandratre
7.	Coordinator, Internal Quality Assurance Committee of the college	Prof. Vijaykumar Joshi
8.	President and Secretary of the College Students' Council	Miss. Minal Uddhav Aher
9.	Principal of the college - Member - Secretary	H. R. Aher



Principal
Kar. Ramraoji Aher Arts, Sci. & Comm. College, Deola (Nashik) 3

Preface-

Karmveer Ramraoji Aher Arts, Science and Commerce College is Deola situated in Deola Nashik in Maharashtra state of India. It is established in 1978 and reaccredited by NAAC by the "B" grade and it is affiliated to University of Pune. It offers are courses across 3 streams namely Arts, Science and Commerce. The total 1438 number of students are studying in the academic year 2018-19.

Because of the rural, tribal and hilly region the education was not fully developed in Deola and Kalwan region before 1978, because of the poverty and low education status among the people.

Karmveer Ramrao Punjaji Aher was Philanthropist in the rural areas of Nashik District. He had undertaken to understand its impact on the politics of Nashik district. He emphasized on the spreading education up to small, tribal villages.

He was an extraordinary, well educated person; he has very little written about himself and his delightful social and political work but devoted to spread the education up to the doorstep of poor, tribal and needy people. Previous to 1978, the education was available in Deola up to only 12th standard. Due to poverty and like some other reasons, it was impossible for the students to move in bigger cities to get education. Most of the students stopped their education because of lack of education at facilities.

Therefore K. Ramraoji Aher decided to undertake this responsibility of educating the rural masses to inculcate in them the spirit of democratic values and norms. First time in Deola region he had created the education movement in very unfavorable conditions in such a small village like Deola, he started the Arts, science and Commerce College with only few students. His success is possible because of his discipline and character. His extraordinary management to handle the staff and the students in entire institute is to know who the former students of the institute were. After his death in 1994, the charge of the institute was handover to Hon. Principal H. R. Aher. Since the time he is constantly struggling to give justice to the delightful work of Karmveer Annasaheb.

Karmveer Ramraoji Aher Arts, Science and Commerce College have been affiliated to Savitribai Phule Pune University, Pune (Formerly University of Pune). Even though the college is located in rural, tribal and hilly area but fulfills all the norms of SPPU, UGC, and Government of Maharashtra. The college follows all the rules and regulations of all these Institutions.

To conduct all the activities smoothly and lawfully in the institute there should be some




Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

expectations from all the Students, Teachers, Administrative Staff, and Office Staff, Class three and four Employees and all the Stakeholders and Parents. Hence The Deola Education Society and The Karmveer Ramraoji Aher Arts, science and College are Expected to follow the following rules during behave with it.

Prof. Dr. Sunil Nathu Bhamare

Prof. Dr. Mrs. Malati Hitendra Aher



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

Index

Chapter-1. : Institutional Code of Conduct for Students

1. Discipline
2. I-Card
3. Human Values
4. Dress Code
5. Mobile Phone
6. Ragging
7. Attendance
8. Examination
9. General
10. Code of Conduct For Project & Practicals

Chapter-2 : Institutional Code Of Conduct For Staff

1. Discipline
2. Leaves

Chapter 3 : Code Of Conduct For Teaching-Staff

1. Discipline
2. Leaves
3. Continuous Assessment
4. Classroom Teaching
5. Laboratory
6. Test/Assignments/Mid-Term/University Examinations
7. Appraisal Report

Chapter 4 : Code Of Conduct For Supporting Staff

1. Administrative Staff
2. Accountant
3. Student Section
4. Lab Assistant
5. Lab Attendant
6. Clerk
7. Peon

Chapter 5 : Code of Conduct For Head Of Department

Chapter 6 : Code of Conduct For Principal

Chapter 7: Code of Conduct for College Development Committee

Chapter 8 : Professional Ethics



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

CHAPTER-1

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

1. The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
2. The student should follow the academic calendar as per the instructions of Head of the Department.
3. Any act of indiscipline or misbehavior by any student will attract severe punishment.
4. Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
6. Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
7. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
8. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
9. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
10. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the management
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.




Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

12. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

1. Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
2. I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
3. The student should collect his / her I- Card within 15 days from the date of admission.
4. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
5. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
6. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

HUMAN VALUES

1. Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
2. Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
3. Believe in loving, sharing and caring.

DRESS CODE

1. We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code. Thursday is exempted to wear the college dress code, but every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided on Thursday.

MOBILE PHONE

1. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.



Principal

Kar. Ramraoji Aher Arts, Sci. & Comm. College, Deola (Nashik)

2. Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

1. Cancellation of admission and also debarred from taking admission in any institution in India.
2. Suspension from attending classes.
3. Withholding/Withdrawing scholarship / fellowship and other benefits.
4. Debarred from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
7. Suspension / expulsion from the institution.
8. Collective punishment if larger numbers of students are involved in the act of ragging.
9. An FIR filed without any exception with local police station.

“Ragging in any form is a serious offence and it will be dealt with severely”

Action to be taken Against Students Indulging and Abetting In Ragging as per the Directions of Hon'ble Supreme Court of India.

The Institute has made its own rules as per the extract of University Act 2018, to make the academic work more effective-

1. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
2. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
3. During leisure hours (Off Lecture), students are advised to use the library, and internet browsing centre.




Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

4. During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
5. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
6. Late comers are forbidden from entering the classrooms.
7. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
8. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom. Use separate note-books for the separate subject
9. Defacing the blackboards of walls will be severely dealt with.
10. Students should handle the furniture, electric devices and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
11. Students should stay away from any anti social activities.
12. Students should stay wear their identity cards inside the campus daily. No student will be allowed without I-card of the college.
13. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
14. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
15. Visitors are not allowed to meet the students in the classrooms.
16. Students should take care of their belongings. The institution will not be responsible for any loss.

ABOUT CLASS AND PRACTICAL ATTENDANCE

1. Student should be regular in attendance for all sessions during the day.
2. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
3. If the student is found irregular in attendance, disciplinary action will be taken.
4. The student coming late shall not be allowed to enter the class.
5. The student must report about the sickness to the Institute.
6. On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in



10


Principal
 Kar. Ramraoji Aher Arts, Sci. &
 Comm. College, Deola (Nashik)

class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

7. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
8. The student should complete all the Practicals and Term work such as Journals, Assignments and Projects.

RULE OF EXAMINATION

1. Candidates must appear at the examination hall half an hour before the commencement of the examination.
2. Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance.
3. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
4. A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
5. All students should follow the **rules of university ordinance No. 257 dated on 5th October 2017 published by university examination department.**

GENERAL

1. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
2. Expected to spend their free time in the Library/Reading Room.

CODE OF CONDUCT FOR PROJECT

Post graduate Students and some undergraduate students may having project work, are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.



Principal

Kar. Ramraoji Aher Arts, Sci. & Comm. College, Deola (Nashik)

CHAPTER-2

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

1. All staffs of the Institute is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
2. All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
3. All staff shall devote their time and their best efforts for the progress of the Institute.
4. Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
5. Staff must be punctual, sincere and regular in their approach.
6. Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
7. Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy, physical features, disability or impairment (physical disability or medical status)
8. Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
9. Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
10. The Faculty Member should show no partiality to any segment / individual student.



Principal

Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

ABOUT THE LEAVE-

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 class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested

- I. Staff shall get casual leave, medical leave; earned leave and vacations as per Rules of SPPU, Dept. of Higher Education Govt. of Maharashtra/ India and Central Office of KRA College.
- II. The staff should be taken the prior permission for the casual leave. He / She should submit the leave application with adjustment of his/her workload by taking the undersigned permission of other faculty who has taken the responsibility of the particular work in the absence.
- III. Staff has right to take medical leave in the emergency health problem but must have submit the medical fitness certificate of authorized Priscian/Surgeon at the time of joining college.



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

CHAPTER 3

CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

1. The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
2. The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

CONTINUOUS ASSESSMENT

1. Once the subject is allotted the staff should prepare lecture wise lesson plan.
2. The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
3. The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
4. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
5. The staff should get the feedback from students and act / adjust the teaching appropriately.
6. The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
7. Every Faculty Member should maintain academic record book.

CLASSROOM TEACHING

1. The staff should engage the full 50 minutes lecture and should not leave the class early.
2. The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
3. The staff should encourage students asking doubts / questions.
4. The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
5. The staff should motivate the students and bring out the creativity / originality in the students and should make himself OR herself available for doubt clearance.
6. Every teaching staff demonstrate a high standard in teaching and learning by:
A. engaging students in their learning




Principal

Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

- B. working to achieve high level outcomes for all students
- C. maintaining records to manage, monitor, assess and improve student learning
- D. using research and student achievement data to inform professional practice
- E. engaging in reflective practice and developing their professional knowledge and teaching skills
- F. supporting the personal and professional development of others
- G. providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
- H. assisting in developing and mentoring less experienced staff members
- I. accepting responsibility for their own professional learning and development

LABORATORY

1. The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
2. The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

TEST/ASSIGNMENTS/MID-TERM/MOCK

1. In problem oriented subject, regular tutorials have to be conducted.
2. The Tutorial problems to be provided to the students a week prior to the actual class.
3. Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

1. All the staff members are required to submit their **Self Evaluation Report** at the end of every term of the academic year in the prescribed format.
2. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
3. Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
4. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra- curricular activities.
5. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
6. Faculties should be complete the 100% syllabus teaching work, submit the syllabus



15


Principal
 Kar. Ramraoji Aher Arts, Sci. &
 Comm. College, Deola (Nashik)

completion report and daily dairies to the head of the institution

Code of Ethics for Teachers

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

1. Uphold the honor and dignity of the teaching profession.
2. Provide an innovative and quality education to pupils.
3. Be impartial and discriminative against students.
4. Interact with the students in a friendly manner.
5. Abide by the rules and regulations of the institution.
6. Abide by the procedures to ensure student's safety.
7. Collaborate with fellow teachers.
8. Be responsible and interact positively with parents and other stakeholders in educating the students.
9. Be good counselors and facilitators.
10. Help, guide, encourage and assist students in their learning



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

CHAPTER 4

CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

1. Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
2. Staff should take additional responsibilities if required as assigned by Principal.

The following traits are expected from the Non-teaching staff. He / She must

1. Report to duty at least 30 minutes in advance, before the college starts.
2. Remain present on duty during college hours.
3. Follow strictly to the laws and regulations of the college.
4. Respect and maintain the hierarchy in the Administration.
5. Maintain honesty, integrity, fairness and transparency in all activities.
6. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
7. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
8. Must not intercept or misappropriate college money.
9. Must not be absent from duty without official approval or approved sick leave.
10. Avoid social networking sites such as **Facebook, WhatsApp**, etc during the working hours.
11. Avoid to outside the campus for your private work. Take the prior permission to go out even for the college work of concern **head, Vice-Principal or Principal**.

ACCOUNTANT

3. Accountant should be prepare, examine, and analyze accounting records, financial statements, and other financial reports
4. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
5. Accountant should establish tables of accounts, and assign entries to proper accounts.
6. Accountant should report to the Principal regarding the financial status of the college at regular intervals.
7. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.




Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

8. Accountant should provide all the necessary account statements and documents for various committees of the institute.
9. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

1. Student section should ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
2. Ensure the student document verification by Savitribai Phule Pune University within time limit
3. Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University
4. Ensure timely submission of examination forms to Savitribai Phule Pune University
5. Ensure caste certificate/caste validity from concern divisional office
6. Provide all necessary student data to prepare various committee reports within the given period by the SPPU

LAB ASSISTANT

- a. Lab assistant should help the lab in-charge to carry out the lab related work.
- b. Lab assistant should maintain attendance register
- c. Lab assistant should keep the setup ready before conduct of the practical.
- d. Lab assistant should ensure the cleanliness of laboratories.
- e. He/she should be maintain all the departmental registers
- f. Communicate politely with students and staff in library and laboratory

LAB ATTENDANT

- 🔧 Lab attendant should help the lab assistant to carry out the lab related responsibilities.
- 🔧 Take the permission of concern teacher during preparations of practicals
- 🔧 **Do not abscond, help to lab assistant/teacher or students during practical hours in the laboratory.**

CLERK

- 🔧 Clerk should maintain service book of all staff of the Institute.



Aher

Principal

Kar. Ramraoji Aher Arts, Sci. & Comm. College, Deola (Nashik)

- ✚ Clerk should maintain college level/department level all document files.
- ✚ Check regularly the SPPU, UGC and Government Websites and inform time to time to principal. Keep the record as per the norms of them.

PEONS-

1. Peon should report the college half an hour before the college time. Peon should maintain cleanliness of laboratories, class and staff rooms.
2. Peon should do all the work assign by the Head of the department and other staff members.
3. Peon should not leave the office until and unless the higher authority permits.



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

CHAPTER 5

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.

The Head of the department should ensure that the work load of the teacher should not be less than 20 hours a week, of which teaching-contact hours should be at least as follows:

1. Head of Department/ Professor 8 hours / week
2. Associate Professor 12 hours / week
3. Assistant Professor 16 hours/week.
4. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
5. The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
6. The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
7. The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
8. The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
9. The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
10. The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

CHAPTER 6

CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
2. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
3. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
4. The Principal should form various college level committees which are necessary for the development of the Institute.
5. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
6. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
7. The Principal should provide leadership, direction and co-ordination within the Institute.
8. The Principal should periodically review this Code of Conduct.
 - ✦ As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - ✦ Meets or exceeds Institute standards and any weaknesses
 - ✦ Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
9. The Principal is responsible for the development of academic programmes of the Institute.
10. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.



Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik) 21

11. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
12. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
13. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
14. The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
15. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

Code of Ethics for Principal-

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He has to

1. Chalk out a policy and plan to execute the vision and mission.
2. Promote industry institution interaction and inculcate research development activities.
3. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
4. Recommend and forward communication to the authorities.
5. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
6. Execute any other qualitative and quantitative work for the welfare of the institution.
7. Listen to the student's ideas and set a supportive tone.
8. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
9. Empower all his staff and students to reach their maximum potential.
10. Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.



Aher
Principal

Kar. Ramraoji Aher Arts, Sci. & Comm. College, Deola (Nashik) 22

CHAPTER 7

CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

1. There shall be a separate College Development Committee comprising of the following members, namely :-
 - A. Chairperson of the management or his nominee
 - B. Secretary of the management or his nominee
 - C. One Head of department, to be nominated by the Principal
 - D. Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
 - E. One non-teaching employee, elected by regular non-teaching staff from amongst themselves
 - F. Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
 - G. Coordinator, Internal Quality Assurance Committee of the college
 - H. President and Secretary of the College Students' Council
 - I. Principal of the college - Member - Secretary.
2. The College Development Committee shall meet at least four times in a year.
3. Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
4. The College Development Committee shall,-
 - a. prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - b. decide about the overall teaching programmes or academic 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




Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

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
5. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
 6. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
 7. Make recommendations regarding the students' and employees' welfare activities in the college
 8. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
 9. Frame suitable admissions procedure for different programmes by following the statutory norms
 10. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 11. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
 12. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
 13. Recommend the distribution of different prizes, medals and awards to the students.
 14. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
 15. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.




Principal
Kar. Ramraoji Aher Arts, Sci. &
Comm. College, Deola (Nashik)

CHAPTER 8

PROFESSIONAL ETHICS

1. Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
2. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
3. Staff must respect the person, privacy of students and other staff members of the Institute.
4. Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
5. Staff should respect the dignity, rights and opinions of colleagues and students.
6. Staff should respect cultural, ethnic and religious differences of colleagues and students.

References-

1. Anti-Ragging Supreme court Act, 24 July, 2017
2. UGC Act (UGC Act 1956 under Ministry of Human Resource Development, and is charged with coordination, determination and maintenance of standards of higher education.)
3. Maharashtra Public University Act 2016 University, Government of Maharashtra (In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), is hereby published under the authority of the Governor.)
4. Savitribai Phule Pune University Act, 2016, 2017
5. New Statute Savitribai Phule Pune University, 2018

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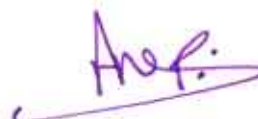
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