

## CODE OF CONDUCT

*The HEI follows the code of conduct not inconsistent with that prescribed by Government of Maharashtra & adopted by Affiliating University*

### Principal, Teaching & Non-Teaching Staff

#### **A. Responsibility & duties of the Principal of the College:**

Subject to the supervision, general control & directions of the Governing Body, the Principal of the College as an Administrative & Academic Head of the College shall be responsible for: -

- a) Academic Growth of the College;
- b) Participation in the teaching work, research & training programmes of the College;
- c) Planning & assisting in planning and implementation of Academic programmes, such as orientation courses, seminar, in-service and other training programme organized by the University and/or University Department/College for the Academic Competence of the faculty members;
- d) Admission of students and maintenance of discipline of the College;
- e) Receipt, expenditure and maintenance of accounts of the college and for causing other bodies, associations, societies, committees, etc. to maintain finalize and present their accounts.
- f) Management of the College Libraries, Laboratories, Gymkhana & Hostels;
- g) Correspondence relating to the administration of the College;
- h) Administration and supervision of curricular, co-curricular, extra- curricular or extra-moral activities of the College and maintenance of records;
- i) Observation of the Act, Statutes, Ordinances', Regulations, Rules & Other Directions

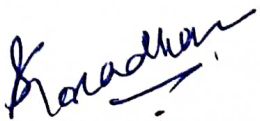
- or Orders issued there under from time to time by the University and the orders issued by the Central and the State Government;
- j) Supervision and conduct of College and University Examinations including internal assessment and such other work pertaining to the examinations as assigned;
  - k) Assessing reports of teachers and maintenance of service books of teachers and other employees of the College in the form prescribed by the University;
  - l) Any other work relating to the College and the University as may be assigned to him by the University from time to time;
  - m) To place before the College Development Committee (a) the budgetary statement for the following financial year and (b) the statement of audited accounts for the previous financial year for consideration and approval;
  - n) As the principal is the Secretary of the College Development Committee (under Section-100 (h) of the Maharashtra Public Universities Act-2016) he shall convene regularly meeting of the College Development Committee, which shall meet at least four times in a year. However, additional meetings may be called as and when necessary, at the request of any two members;
  - o) A service book shall be maintained by the Principal in respect of each teaching and non-teaching staff of the College in the form prescribed by the University,

#### **B. Assessment & Code of Conduct for Teachers:**

- a) At the beginning of each term every teacher shall prepare his Academic Programme and submit the Principal through the Head of the Department if any. At the end of the Academic Year teacher shall prepare a report of the work done by him and submit it to

- the Principal through Head of the Department if any;
- b) The assessment report of the teachers shall be maintained by the Principal in the form prescribed by the University;
- c) A teacher shall perform his academic duty and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examination conducted by the College. A teacher shall not discriminate against students on political ground or for reasons of race, religion, cast, language or sex or for other regions of any arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or Administration/Governing Body of the College and the University;
- d) A teacher shall have freedom of thoughts and expressions. He shall not misuse the facility or forum of the College/University. A teacher shall not refuse to carry out the Academic & Administrative decisions taken by the Principal or Governing Body;
- e) A teacher shall not make use of the resources and/or facilities of the department/ College/University/ Governing Body for personal, commercial, political or religious purposes;
- f) A teacher shall not be partial in assessment of students or deliberately over mark, under mark or victimize a student on any grounds;
- g) A teacher shall not conduct/participate in private coaching classes directly or indirectly. He shall also not accept private tuitions;
- h) A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/ administration;



  
I/C PRINCIPAL  
Agashi Virar Arnala Education Society's  
Padmeshree Bhausaheb Vartak College of Commerce  
Virar (E)