

### 7.1.16. Code of Conduct

The institute functions as per professional code of commissionrate of collegiate education for the following professions.

#### **Duties of Secretary & Correspondent of private institution:**

- (1) The Secretary nominated under Section 24 shall be responsible for managing and conducting the affairs of the private institution in accordance with the provisions of this Act and rules or orders made there under and for maintaining the properties thereof in proper and good condition.
- (2) It shall be the duty of the Secretary to maintain such records and accounts of the institution and in such manner as may be prescribed.
- (3) The Secretary red for the inspection of the institution and its records and accounts by such officer as may be prescribed or authorised by the competent authority in this behalf.
- (4) Before the end of April in each year, the Secretary of every private institution shall furnish to the competent authority a statement containing a list of all movable and immovable properties of the institution with such other particulars as may be prescribed

#### **Code of conduct of Principal**

1. The Principal should conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.
2. He/She should be impartial, secular, dignified and punctual in discharging his /her duties.
3. The Principal should be present in the college at least half-an-hour before the Commencement of the college timings and leave the college after the day's work is over.
4. He/She should be a pace setter in dress, demeanor, attendance, punctuality etc.
5. He/She should handle the minimum number of classes prescribed in the rules and should endeavor to be an example as the first teacher in the college.
6. The Principal should be in constant touch with student's residence of the hostel (where hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
7. The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
8. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

## **Code of conduct of Teachers**

1. The members of the teaching staff should be models of decency in their dress and demeanor, culture and academic leadership. They should be impartial in dealing with any student problem.
2. The lectures should avoid wearing gaudy looking clothes likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.
3. He / She should be punctual to the college and enter the class rooms at the prescribed time and utilize full time allotted for teaching. He / She should not leave the class before the prescribed time is over.
4. He / She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.
5. The lecturers should utilize their leisure time for preparation of the class work or to update their knowledge in the subject.
6. Except giving synopsis of the lecture they should avoid dictating detailed notes on the class room.
7. He / She must be present during the working hours of the college and if required he/she should also be present in the college until the work assigned is completed.
8. He / She should not smoke, chew pan during the college hours and should not indulge in any act of indiscipline.
9. He / She should always try to command the respect of the student community.
10. The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.
11. The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organization.
12. The Lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work. They should help the principal in maintaining the discipline in the college.

## **Code of conduct AND RESPONSIBILITIES OF SENIOR/JUNIOR ASSISTANTS**

1. The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
2. After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
3. While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
4. All details of the new currents be clearly entered in the P.R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
5. The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together.
6. The assistant should maintain a 'Reminder Diary' in prescribed Proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder dairy.
7. The assistant should also maintain the register of court cases and register of disciplinary cases in the given proforma.
8. The assistant should bring forward all undisposed files to the current years personal file on the 1<sup>st</sup> of April every year.
9. When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to stock.
10. The assistant should dispose off the file within three working days of its receipt by him/her.
11. The Senior and Junior Assistants are accountable to the Superintendent of the office.