



Nashik Shikshan Prasarak Mandal's  
Late Bindu Ramrao Deshmukh Arts and Commerce Mahila Mahavidyalaya,  
Nashik Road

**Code of Conduct –Principal**

1. Principal has to remain present in the college for minimum six hours.
2. Principal should coordinate and allocate the work to teaching and non teaching staff impartially.
3. Teaching and non teaching staff should register the time of arrival and departure in the movement register while going out of the college in the working hours.
4. The principal should take follow up of the instructions given to the staff.
5. For the negligence of duty the principal should take appropriate action immediately.
6. The committees should be allocated to new teachers every year
7. For the smooth functioning of the college the implementation should be done as per the circulars of the university.
8. The principal should follow the code of conduct and to wear formal dress.

**Code of Conduct for Teaching Staff**

1. The teaching staff should remain present in the college between 12.00noon to 05.00pm
2. They are not supposed to go out of the college in working hours
3. The teachers should complete the allocated work in a stipulated time.
4. They should behave with the office bearers, principal and non teaching staff with due respect
5. They should maintain the image of the college
6. Without prior permission of the principal and the adjustment of the lectures faculty is not allowed to go on leave.
7. They should perform their duty meticulously.

*[Handwritten Signature]*

**IQAC Co-ordinator**

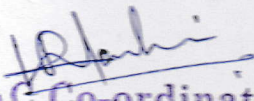
N.S.P.M's Late Bindu Ramrao Deshmukh  
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Jail Road, Nashik Road - 422 101

8. They should remain present for any program in time.
9. They should maintain the distance with the students and use formal language.
10. Before conducting any programme faculty should take prior permission of the Principal 8 days before.
11. While organizing programme the teachers should not disturb all classes. The teachers should call only concerned students.
12. The teachers should allocate the work related to the programmes in written form to non-teaching staff.
13. The programme should be conducted as per the NAAC Criteria's.
14. All the programmes in the college should commence at 3.00 or 4.00 p.m.
15. Allocated budget for the programme should be sanctioned before proper time.
16. The Letter of Thanks and the Letter of Invitation should be prepared beforehand.
17. The News should be prepared by the concerned committee which is organizing the programme.
18. Preparing Reports of the programmes in time is mandatory.
19. The committee paper should inform all the teachers about the programme.
20. In staff room teachers should not discussed their domestic and personal issues.
21. The teachers should maintain secular temperament in communication. One should not make judgmental statements related to Caste or Religion.
22. Mobile is prohibited in Classrooms.
23. The teachers should not asked non-teaching staff to do their personal work.
24. The teachers should maintain formal dress code.

  
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### Code of Conduct - Non Teaching Staff

1. It is mandatory for non teaching staff to perform their duties promptly.
2. The non teaching staff is supposed to behave with management members, principal and teaching faculty with respect.
3. The non teaching should know the responsibility of the work which is allocated to them.
4. Non teaching is not allowed to go on leave without prior permission of the principal.
5. Once the work is allocated to the concerned person, reminder won't be given.
6. There should be pre- planning of the work.
7. If there is difficulty in completing the work the concerned employee should inform the principal beforehand.
8. The financial matters related to college and institution should remain confidential.
9. Non teaching staff is supposed to meet the teachers in the staff room for giving them some important messages or letters.
10. Except earn and learn students non teaching is not supposed convey the messages through the students.
11. They should take care of the cleanliness of the campus.
12. In the absence of some staff there will be another person accountable for the work.
13. Non teaching should not use mobile in the working hours.
14. The office staff should not provide phone numbers of the teachers to the outside person without prior permission.
15. They should park their vehicles at allocated place.

  
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16. The uniform is mandatory for the peons.
17. Non teaching staff should not ask personal information to the students
18. They should not do discrimination on the basis of caste, religion, creed and race.
19. They should inform the principal everyday about the Joint Director, BCUD, UGC and University circulars.
20. They should lodge their complaint to the principal or OS.
21. Without prior permission of the principal non teaching should not do the work allocated by the teachers.

#### **Code of Conduct - Students**

1. The student's should remain present in the college between 12.00noon to 5.00pm.
2. The college uniform and identity card is mandatory for the students.
3. When students have no lectures, they should go to library, sports department or ladies room.
4. Students should keep their mobile on silent mode during the lecture hours.
5. The students should behave properly and with due respect with the principal, teaching and non teaching staff.

#### **College Campus**

1. The college campus is under CCTV surveillance.
2. The tree plantation and water management is essential in the college campus.
3. The cleanliness campaign should be conducted regularly in the college campus.
4. Plastic bags are prohibited in the college campus.
5. The flower plants should be planted in the campus for beautification.

  
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6. The proper place should be allocated for the parking of the student's vehicles.
7. Twice a day cleanliness of toilets and washrooms is mandatory.
8. The facility of dustbin and dettol is available in girls ' toilet.
9. The mirror facility is essential in ladies room.
10. The cleanliness of curtains of principal's cabin, office and computer lab is essential.
11. Regular cleanliness of classrooms, library, office, principal cabin, sports room, computer lab and other related rooms is necessary.
12. To keep the important material there should be storeroom facility.
13. The waste material should be discarded in time.
14. Staircase and walls should be cleaned regularly
15. The college should do the arrangement of rain harvesting.

  
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