

## CODE OF CONDUCT

### **Code of conduct for the Principal:**

The Principal is the Academic and Administrative Head of the college and is committed to the cause of the growth and the progress of the college. S/he is expected to:

1. Convene Management and College Development Committee meetings as per the norms.
2. Coordinate and motivate the faculty, administrative authorities and the supporting staff, in order to enhance their efficiency and competence.
3. Responsible to the Stakeholders, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
4. Closely observe various academic, sports, cultural, co- curricular and extra- curricular activities like organization and conduction of conferences, seminars, workshops and other events.
5. Monitor and guide the Heads of Departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

### **Code of conduct for Students:**

Students/ parents /guardians are specifically requested to make a note of the rules and guidelines related to discipline and code of conduct for the students of the college:

1. Students shall attend classes from the day the courses commence to the last day of each term when the courses are declared to conclude during each academic year.
2. Students must maintain punctuality while attending all theory and practical classes.
3. Students must wear college uniform and the college Identity card everyday without fail.
4. Strict disciplinary action will be taken against those students who fail to attend tests, practicals, and internal assessment.
5. Students shall help in keeping the building and campus of the college clean and tidy.
6. Students shall not indulge in addictive habits and follow all regulations pertaining to ragging and eve-teasing.
7. Students are expected to show respect to elders and teachers and get along well with their peers.

*Leena Pandey*

**PRINCIPAL**

N.S.P.M's Late Bindu Ramrao Deshmukh  
Arts & Commerce Mahila Mahavidyalaya,  
Jail Road, Nasik Road-422 101



## **Code of conduct for Teachers:**

### ***Responsibility and Accountability:***

1. Teachers shall handle the subjects assigned to them by the Head of the Department.
2. Teachers shall complete the syllabus on time.
3. Teachers shall carry out other academic, co-curricular, exam-related duties and organizational activities that may be assigned to them from time to time.

### ***Punctuality and Attendance:***

1. Teachers are expected to sign the attendance register while reporting for duty.
2. Teachers shall use the biometric system to record their time of arrival and departure from the college.
3. Teachers are expected to be present in the college campus at least 10 minutes before the college starts.
4. Teachers shall remain in the campus at least for five hours.
5. In case the teacher needs to leave the campus for personal work, s/he needs to record the activity in the movement register.

### ***Leave:***

1. Leaves are sanctioned as per guidelines of regulatory authorities.
2. Prior written permission is required from Principal/HOD at least a day in advance while availing Casual Leave or Duty Leave.
3. Not more than 25 percent of staff members in a Department will be allowed to go on Casual Leave or Duty Leave on any particular day.
4. A half day Casual Leave will not be sanctioned.
5. A maximum of 15 days of Casual Leave can be availed in one academic year.

### ***General:***

1. Teachers are not permitted to use cell phones while taking classes and while supervising examination work.
2. Teachers are expected to always wear their identity badges while inside the college premises.
3. Heads of Departments must submit the department time table and individual teachers' time table to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.

*Leena Pandkar*

**PRINCIPAL**

N.S.P.M's Late Bindu Ramrao Deshmukh  
Arts & Commerce Mahila Mahavidyalaya,  
Jail Road, Nasik Road-422 101.



## **Code of conduct for Support Staff:**

### ***Responsibility and Accountability:***

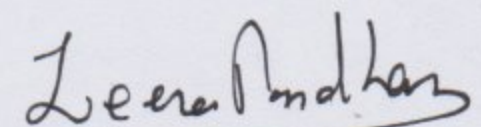
1. Support staff should complete all the responsibilities assigned to them.
2. They should behave professionally at all times.
3. They should be prompt in their services.
4. They should report to duty and to the concerned departments which they have been assigned.
5. They should work in the interest of the general well-being of the college, the teachers and students.
6. They should contribute towards enabling a supportive learning environment.

### ***Punctuality and Attendance:***

1. They should sign the attendance register while reporting for duty.
2. They must use the biometric system to record their time of arrival and departure from the college.
3. They are expected to be present in the college campus at least 10 minutes before the college starts.
4. They should remain in the campus till the end of college hours or the number of hours specified to them in their appointment order.

### ***Leave:***

1. Prior written permission is required from Principal/HOD at least a day in advance while availing leave.
2. Not more than 25 percent of support staff in a Department will be allowed to go on Casual Leave or Duty Leave on any particular day.



**PRINCIPAL**

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