

Dayanand Education Society's

DAYANAND SCIENCE COLLEGE

BARSHI ROAD, LATUR



CODE OF CONDUCT HANDBOOK

For

Students, Teachers

And Administrative Staff

Dayanand Education Society's

Dayanand Science College, Latur

Code of conduct for Students

Rules & Responsibilities	
1	Admission will be given strictly on merit basis.
2	No student will remain present without college uniform and Identity Card in the campus. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
3	All should be punctual about cleanliness of the college campus. Throwing out waste papers, defacing the walls are punishable offences. They should use the baskets and bins specially provided for.
4	Abuse or harassment, physical, verbal by any other means by any student in the College premises is strictly prohibited. This includes, abuse or harassment on the basis upon such factors as sex, gender, cast, religion, race, ethnicity, colour, national origin, handicap, age, sexual orientation, and political or religious beliefs.
5	Attendance: Students will remain present in the classroom as 75% attendance is compulsory. In case of attendance less than 75%, parents will be conveyed and preventive measures will be taken. No student of one class shall enter any other class under any pretext.
6	Disciplinary Code: The unlawful possession, use or distribution of alcohol in the College premises is prohibited; including, possession or use of any narcotic substance, or carrying to the College under intoxicated condition.

	Students found using drugs or liquor will be dismissed. Smoking is strictly prohibited inside the campus.
7	Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus.
8	Students found guilty of using foul language or behaving rudely towards the staff members, or administrative or non-teaching staff will be expelled from the college.
9	Use of cell phones inside the class rooms is not permitted; lengthy and un-necessary conversation anywhere in the campus is disallowed.
10	Students are advised to read notices regularly put on the notice board and not to ignore the instructions; also they should convey the notification to their parents/guardians.
11	Absolute silence should be maintained during teaching hours in the classroom also while moving from class room to laboratory/ library/ auditorium and anywhere in the campus. No student should leave the class room hours during lecture without the permission of the lecturer
12	Any malpractice in examination will be prohibited under University Act and norms laid down by the College from time to time.
13	Misuse of Resources: In case of damage or destroying of the College property, the concerned student shall replace the same at his/her own cost.
14	Anti-Ragging: According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to

	prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, college has formed Antiragging Committee.
--	---

Code of conduct for Teachers and Administrative staff.

Duties and Responsibilities	
1	Central control on prime activities in the institution such as Academic, Financial and Administrative
2	To follow rules, regulations and duties governed by the Swami Ramanand Teerth Marathwada University, Nanded and University Grant Commission, New Delhi
3	To organize and attend meetings with Management council and implementation of decisions taken in the meetings at institute level. To submit report of action taken with respect to minutes of the meetings.
4	Keenly involve in the academic and financial requirements of the institution for approval of the governing body and the management.
5	To check the proposal prepared for different grants for the staff, continuation of approval, variation of intake or addition of new courses.
6	To get affiliation for all existing courses from the affiliating body by submitting the proposal in time.
7	To arrange governing body meetings of the institute by performing all formalities such as preparation of agenda, minutes of meetings and implementations of all decisions.

8	For peaceful conduct, initiate disciplinary action against the staff and faculty as and when required.
9	Follow up of all proposals pending with various departments, government offices, University.
10	To submit proposals to the management with full functioning about the requirement with respect to faculty, nonteaching staff, equipments, furniture, store, material etc. along with necessary details such as specifications and company.
11	To prepare institute for applying for accreditation
12	To take suitable policy decisions with respect for improvement of performance of students.
13	To make suitable policy regarding training and placement of the students.
14	To identify HOD, faculty for deputation for higher studies, and for attending trainings, workshops, conferences and seminars at different levels.
15	To sanction various types of Leaves as per the policy Government and DES, Latur.
16	To maintain discipline, making various committees and follow ups of anti-ragging committee, women's grievances cell, safety and security of students to enhance the social and academic reputation of the institute.
17	To arrange different programs in the institution in increase public relations and interaction with community.
18	To be responsible for all the legal issues arising out of management of the institute.

Vice Principal responsibilities

Responsibilities	
1	To prepare the departmental academic calendar, Time table with the concerning of all departmental HOD's and monitor the same
2	Monitoring of academic work of Science Faculty
3	Management of Guest visitors of college.
4	Controlling of all the issues related to Examinations (S. R. T. M. University Nanded and College)
5	Attestation of Documents.
6	To work as the in charge Principal to the institution in the absence of the Principal.
7	To carry out the work / tasks related to administration of the institute assigned by the principal time to time.
8	Monitoring academic work of all departments.
9	Sanction casual leave of the faculty.
10	To solve problems of HOD's, Faculties, nonteaching staff and students.
11	To organize non academic programs.
12	To monitor daily and monthly attendance of students.
13	To check and verify daily teaching diary teachers once in a month.
14	To organize annual social gathering and prize distribution function in consultation with the principal.

Responsibilities of the Head of the Department.

Responsibilities	
1	To prepare the departmental academic calendar, time table, individual time table and monitor the same.
2	To teach at least two papers as per departmental workload and provided academic leadership to the faculty of department.
3	To monitor attendance and academic progress of students.
4	To organize meeting of the departmental teaching and nonteaching staff every month and take the follow up of implementation
5	To ensure maintenance of laboratory, departmental library and promote innovative practices.
6	To plan and implement academic program's such as seminars, workshop, conferences, faculty development program's etc.
7	To maintain discipline in the members and staff.
8	To participate and organize curricular, co-curricular, extra-curricular activities and maintain records.
9	To carry out work such as setting question paper, assessment of answer sheets and moderation.
10	To handle department in all respect to increase reputation of department in institute.

Responsibilities of Assistant Professor

Responsibilities	
1	To teach with total devotion in the classroom.
2	To maintain students attendance keenly.
3	To make plan of teaching theory and practical papers and check implementation of it.
4	To make strategies for assessment and evaluation of students.
5	To make healthy relations with students so students can solve doubts without fear.
6	To make resource material for teaching and learning, curricular, co-curricular, extra-curricular activities.
7	To prepare and share e-learning study material for students for easy grasping.
8	To publish at least one research paper in an academic year.
9	To follow rules and regulations of the department.
10	To strictly conduct all the duties related to examination
11	Follow duties assigned by Principal and Head of the department.

Responsibilities of Placement Officer

Responsibilities	
1	To prepare list of industries for placements of students and keep up to date.
2	To initiate correspondence with various industries and organize recruitment process.
3	To organize at least one recruitment process in the academic year.
	To obtain feedback from industries re

Responsibility of Librarian

Responsibilities	
1	To be responsible fully to manage the library effectively, issue library cards, Identity cards to students.
2	To enrich the book- bank facilities for students.
3	To maintain accession register up-to-date
	To prepare the annual budget of library
	To make list of reference & text books and put in library committee for approval and then place order to the party.
	To process the books and periodicals as per standard practice and keep the same on the self for issue to the members.
	To circulate catalogues and book reviews for the information staff and students.
	To make availability of important newspaper cuttings.
	And all other duties including reading room in the library

Principal
PRINCIPAL
 Dayanand Science College
 LATUR