



Yeshwant Gramin Shikshan Sanstha's
Yeshwant Mahavidyalaya, Wardha
(NAAC Reaccredited B⁺⁺Grade)

CODE OF CONDUCT

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Principal
Yeshwant Mahavidyalaya, Wardha



Code of Conduct for Governing Body

- Provides effective academic and administrative leadership to the institution.
- Decentralized and participative management in institutional practices.
- Fulfills their lawful duties and obligations to government with integrity and loyalty.
- Ensures the welfare of staff and students.
- Strictly follows strategy of mobilization and optimal use of funds.
- Respects the rights of staff and students.
- Takes responsible action to protect the students and staff from conditions detrimental to health and safety.
- Maintains financial transparency and delivery.
- Makes utmost efforts to develop the institution in a versatile manner.
- Prioritizes interests of the institution above personal.
- Takes responsible actions to maintain educational ambience.

Code of conduct for Principal

The Principal of an institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal.

- He must implement the new ideas and plan to execute the vision and mission.
- Promote institution interaction and inculcate research development activities.
- Listen to the student's ideas and set a supportive tone.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the students and institution.
- Empower all his staff and students to reach their maximum potential.
- Assume responsibility and accountability for his/her performance.

Code of Conduct for Office Superintendent & his support staff

- He and his support staff should acquaint themselves with the college policies and adhere to them to their best ability.
- He and his support staff should give due respect to the decisions made by the college authorities.
- He should perform the duties assigned sincerely and diligently as well as with accountability.
- He should avail leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the college authority.
- He and his support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he/she engage himself/herself in any trade or business within college premises.
- He should not engage in remarks or behavior that might be considered disrespectful to his authorities, non-teaching colleagues, teaching staff or students.
- He should be punctual as his prior presence is required daily for the commencement and smooth functioning of college activities.
- He should also be responsible for the proper use and maintenance of college equipment and furniture.
- He should observe that no support staff is under the influence of drugs or alcohol during office hours.
- He should perform his duty with honesty and integrity. There should be no falsification of official documents entrusted to him.
- He should show no discrimination based on gender, caste, or religion.
- It is expected that they behave in a helpful, friendly, and patient manner towards the students.

Code of Conduct for Teacher

- Identification of slow and advance learners and organize educational activities as per the requirements of slow and advance learners.
- Maximum use of ICT in teaching learning process.
- Implementation of various teaching methods for getting better learning outcomes.
- Organizing Seminars, Workshops, Conferences for students. Organize parents meets in association with teachers and parents.
- Developing resources and evaluation.
- Student's counseling scheme implementation.
- Examination work pertaining to college university such as organizing supervision and assessment etc.
- Arrangement of remedial classes.
- Any other duties assigned by the Management and Principal from time to time.

Job responsibilities of Librarian

- To be a Member-Secretary of the Library Advisory Committee and shall ensure proper implementation of the decisions taken by the Library Advisory Committee.
- To ensure proper procurement and technical procedure of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the library.
- Evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the library are accessible to the library users in effective and efficient manner.
- Be responsible for the development, modernization, up keeping and management of library.
- To render assistance and guidance to all the stake holders of the library.
- To conduct training programs and workshops to update the skills and knowledge of colleges library users.
- To create awareness among the users regarding the availability of resources, information, search techniques and databases through the information literacy program.
- To ensure smooth functioning of overall library work.
- Shall ensure that no irregularities take place in the library.
- Any other work assigned by the Principal time to time.

Code of Conduct for Student

- Students must reach their lecture halls five minutes before the scheduled time.
- Students are required to wear I-Card inside the campus from their entry to exit.
- Students should keep themselves informed about the latest updates on the notice boards.
- Edibles/soft drinks are not allowed during the teaching hours in classrooms.
- Students are allowed to avail the facility of Library, Internet, and Cafeteria during free hours only.
- Care must be taken while using institute's property e.g., furniture, fixtures, computers, lab equipment, etc.
- Students are expected to observe a decent dress code in college hours.
- Students must use digital platform to enrich their knowledge.
- Students are expected to take initiative in social welfare activities conducted by college.
- Students should keep them update for the preparation of examination conducted by college and university.

Job Responsibility of Clerk Student Section (Admission)

- Custody of original documents of students and their final disposal.

Maintain all the original documents in individual folders ie: 10th & 12th marksheet, graduation marksheet, passing certificate, degree certificate, transfer certificate, migration certificate, caste certificate, caste validity certificate of each student. The original documents shall be returned to the student on completion of the course ensuring that all dues have been cleared by the student. No original documents shall be returned during the academic year without valid reasons except LC/ TC and sequencing documents.

- TC eligibility forms

To obtain eligibility forms of students along with the xerox copies of necessary certificates and timely submission of the same to the camp organized by University of Nagpur for the purpose of verification.

- Issuing Bus, Air, Railway Concession

Issue of local railway concession and long route railway concession to bonafide students for winter and summer vacation after approval from Principal. Timely procurement of railway concession books strictly following the rules of the railway authority to keep the railway concession books in safe custody and ensure prevention of misuse of the same.

- Maintaining of the files and registers pertaining to the section, duly number updated in all respects to maintain all the current and back volumes of files in a neatly labeled and numbered manner.

- To receive scholarship forms from economically backward class students and students belonging to SC, ST, NT, OBC & SBC, submit the same to the social welfare department along with caste validity and other documents complete in all respect in the time limit prescribed by director of social welfare department under the supervision of Principal.
- To receive application for minority scholarship of central and state government and submit the same to director complete in all respect in the time limit prescribed under the supervision of Principal.
- To prepare merit list of all the students admitted to first year category wise as required and submit the same to director for their approval in a time bound manner.
- To take regular follow up of approval of sanctions of the scholarship from social welfare department till the sanctions are received and report the status to the Principal regularly.
- To issue no due certificate to students whenever they approach the section.
- To issue transfer certificate to student whenever they approach, ensuring that no due certificate is receivable from the student.

Job responsibilities of Placement Officer

- Prepare a data bank of potential industries for placement and keep updating them.
- Initiate correspondence with industries and organized recruitment process for placements.
- Organize meetings to spend a rapport with corporate world.
- Organize printing of placement brochures /soft copies of information regarding student's placement.
- Obtain feedback from Industries regarding strength and weakness of students who have been placed finally.
- Obtain feedback from Industries regarding performance of placed students and obtain inputs for additional training grooming of current student at least for a year.
- Grooming the students for placement by organizing soft skill training.
- Counseling of students regarding emerging areas of job opportunities.
- Organize talks by experts to motivate students to seek job opportunity in emerging areas.
- Give feedback to the faculty about strength and weakness of students to enable them to initiate appropriate grooming activities.

Job responsibilities of lab instructor

- To draw the lab schedules for the students and display on the board.
- Record and maintain the attendance of the students.
- Ensure the discipline of the students in the laboratory.
- To assist students during practical in the laboratory.
- Conduct lab examination as and when required.
- To assist the system administrator to maintain the network and the computers.
- Maintain database of marks of various exams and assist faculty members in compilation and submission of term work preparation of marks list.
- To assist the faculty members in conducting lab sessions of their students.
- To maintain the dead stock, consumable and semi consumable register of respective laboratory.
- Maintain the continuous assessment records of students in respective term work.