

Navgan Shikshan Sanstha Rajuri's
**Vasantdada Patil Arts, Commerce & Science College, Patoda. Dist. Beed.
Maharashtra**

NAAC Reaccredited "B++" grade

ISO 9001:2015 certified

QUALITY POLICY

Our institution strives for national recognition through systematic and meticulous transformation of our students into highly motivated graduates enriched with higher knowledge, profound wisdom, professional skills, built-in dynamism and humanism.

OUR MOTTO

"Education for Enlightenment"

THE VISION

Eradicating ignorance from the lives of people through education and helping them achieve light of knowledge and wisdom to build successful and peaceful life

THE MISSION

1. To provide higher education to the backward and rural youth and to make them self-reliant and disciplined.
2. To ensure the overall personality development of the students through curricular and co-curricular activities.
3. To organize various extension activities for cultivation of democratic values and human welfare.
4. To transfer the knowledge and skills for fulfillment of changing needs of rural society in the process of modernization.
5. To develop the abilities of right kind of leadership among the students to succeed in all fields of life.
6. To provide the opportunity and optimal environment for Teaching, Learning and Research.
7. To ensure maximum number of candidates enter in respective fields by arranging career guidance and placement cell.

CODE OF CONDUCT FOR STUDENTS

YOU MUST:

1. Treat all members of the College community with respect and courtesy.
2. Be ambassadors for the College in the local area: be courteous and polite to members of the local community.
3. Attend all lectures and practical, unless ill or for another unavoidable reason.
Be punctual. Arrive before 5 minutes of commencement of lectures. If arrive late, do not wander in college campus; Instead, sit in the library. Maintain an attendance rate of at least 75%.
4. Do all your work to deadline and to the best of your ability.
5. Spend about five hours on average per week per subject working outside the classroom.
6. Respect the facilities, books and resources provided to assist you in your studies.
7. Preserve and protect computers, furniture, boards, glass windows and other articles of college.
8. Bring your ID to college and show it to any member of the college staff when asked.
9. Switch off phones and store them out of sight in class, unless by permission of the teacher.
10. Be available for college work and activities organized in college.
11. Strictly follow rules and regulations of the College authority.

YOU MUST NOT:

1. You must not bring non-students onto the College campus or allow anyone else to follow you through the gates without an ID.
2. You must not drop or leave litter around the College campus.
3. You must not eat in classrooms or bring fast food into the college buildings.
4. You must not smoke or use tobacco in any part of the College campus.
5. You must not be in possession of any bladed articles, offensive weapons or firearms.
6. You must not be under the influence of alcohol, illegal drugs, any other non-prescribed psychoactive substances, or bring any of these into College.
7. You must not engage in any violent or threatening behaviour.
8. You must not tease, harass or discriminate against any member of the College community.
9. You must not use College facilities to send or view any obscene, offensive or illegal material.
10. You must not behave in a manner, within or outside College, that may bring the College into disrepute. This includes any criminal or antisocial behaviour.
11. You must not participate in any political movement and related activities like distributing pamphlets, handbills, brochures, posters in college campus.
12. If any students misbehaves with a teacher, non-teaching staff or students in college campus, Or violates any of the rules and regulations of college, he or she will be:
 - Dismissed from the college
 - Disqualified to appear for examinations
 - Not allowed to seek admission again in this college
13. You must not bring mobile phone, pager or such electronic devices during examinations.
14. You must follow rules and regulations laid by the University/Board time to time during examinations.

CODE OF CONDUCT FOR TEACHERS

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. 'Parent-Teacher' mentoring system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics/Class tests/tutorials for each course are to be given to the students as mentioned in academic calendar in each semester.
5. Assignments should be written in Project Books/Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
6. The answer books of Class tests are to be valued and marks are to be informed to the students. Marks for the assignments, Tests, Seminars if attended are to be entered in the mark list of Internal Examinations of the students.
7. Teachers should be good counselors and facilitators. They should help, guide, encourage, inspire and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular, extra-curricular and organizational activities that may be assigned to them from time to time.
10. Teachers should take responsibility of not only teaching the students but also to shape their overall personality for making them an ideal citizen.

Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening. Teachers should stay in their departments. Permission for going out of the College shall not be given during the working hours.
3. Teachers should put a thumb mark on biometric machine in prescribed time and sign the attendance register while leaving from duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours per week are variable.
5. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

Leave

1. Prior written permission is required from the Principal/Vice Principal at least a day in advance while availing CL/DL/SL. Not more than 25% of staff members in a Department will be allowed to go on any leave on a particular day.
2. Only 8 Casual Leaves can be availed during an Academic Year.
3. All must report for duty on the reopening day and the last working day of each semester.

4. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
5. Study leave for higher studies will be granted at the discretion of the management.

Publication of Research Papers & Books and Participation in Seminars, Conferences etc.

1. Staff members are encouraged to write books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy work as part of Industry – Institute interaction.
5. The best performing teacher in Academic, Administrative and Extension activities will be felicitated with Best Teacher Award on 5 September of each Academic Year.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should attend the College neatly dressed. Dress regulations should be followed as the occasion demands. Lady teachers should be soberly dressed up.
5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity cards while inside the college premises.
10. Heads of Departments must submit the Department's time table, Individual teacher's time tables, Annual Teaching Plan, Annual Plan of Co-curricular activities to the Principal and IQAC before teaching session of each semester. Any change must also be reported to the Principal in writing.
11. Heads of Departments must submit all reports one week prior to closing of the semester.
12. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
13. Each Department must conduct at least three special meetings in each semester.
14. Teachers must attend and actively participate in departmental academic meetings, seminars, programs organized by other departments, college functions like Birth anniversary, Commemoration day and all other functions organized by college authority.
15. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma, other Career Oriented Programmes, Remedial coaching for slow learners.
16. No representation to any Government authority or University in the name of the College

- should be made, by any teacher, without the Principal's permission.
17. Duties and Service conditions of the Teachers as framed in Maharashtra Public University Act 2016, must be strictly followed.
 18. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
 19. All department meetings of Teachers or meetings of Academic/Administrative committees shall be held only after 2.30 p.m. and not during class hours.

Disciplinary Action

Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Every staff employed in the college shall discharge his/her duties efficiently and attentively and shall follow the rules and regulations.
- It is mandatory on the staff of the college to do any work in connection with an examination conducted by the University or College.
- No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc.
- No staff employed in the college shall send any application for employment under any other agency, except through the Principal.
- When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the Principal in writing shall be obtained.
- Any staff employed in a college when involved in criminal proceedings shall inform the Principal of each proceeding.
- No staff employed in a college shall engage himself/herself in any political activity. He / She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

- No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
 - No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.
 - All non-teaching staff should wear uniform while attending College duties.
-

DUTIES / CODE OF CONDUCT FOR OFFICE SUPERINTENDENT

1. To provide secretarial support to the Principal and College Development Committee.
 2. To maintain general discipline, safety, cleanliness of premises, library, hostels, etc.
 3. To handle the Students' Section, Establishment Section, Record Section, Stores and Purchase Section, maintenance related activities and Control of Centralized activities.
 4. To ensure that documented Quality Management System is followed at various stages of administrative processes.
 5. To execute the admission process and University Examination process of students.
 6. To handle student grievance and taking remedial actions.
 7. To execute attendance monitoring, salary payments to faculty & staff.
 8. To handle complaints of non-teaching staff and ensuring corrective actions.
 9. To execute any other assignments given by Management and Principal
 10. To distribute duties amongst non-teaching staff and monitor their performances.
 11. To recommend to the Principal / College Development Committee a disciplinary action against non-teaching employee.
-

DUTIES / CODE OF CONDUCT FOR LIBRARIAN

1. To implement all library rules as defined by the management.
2. To ensure that documented Quality Management System is followed at various stages of library processes.
3. To be responsible for overall functioning of the library.
4. To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
5. To display all technical articles, literature and new arrivals.
6. To circulate & distribute magazines, literature etc. to faculties & students and maintain records of the same.
7. To maintain Visitors' Record in library.
8. To promote and propagate Reading Culture amongst staff and students.

9. To assist Publicity Committee for collection of newspaper cuttings.
 10. To distribute duties amongst library staff and monitor their performances.
 11. To execute any other work given by the Principal/CDC.
-

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending Faculty Development Programs like Orientation / Refresher / Short Term Courses and seminars / workshops / conference.
- The Principal should encourage Faculty Members to author books and publish research papers in reputed International / Indian Journals / Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should arrange meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.

- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
 - Being the head of institution the Principal is expected to be a leader, motivator and guide to the entire teaching and non-teaching staff.
-

CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE (CDC)

- **The College Development Committee shall be constituted as mentioned in Maharashtra Public University Act 2016.**
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities ;
- Decide about the overall teaching programmes or annual calendar of the college ;
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ;
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- Make recommendations regarding the students' and employees' welfare activities in the college or institution ;
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;
- Frame suitable admissions procedure for different programmes by following the statutory norms ;
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;

- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;
- Recommend the distribution of different prizes, medals and awards to the students.
- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university ;
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.