

**Vidarbha Youth Welfare Society's, Amravati
College Of Social Work, Ajangaon Bari Road, Badnera,
Amravati**

**Establishment
1978**

**Affiliated to
Sant Gadge Baba Amravati University, Amravati**

**NAAC Accrediatated "B+' Grade with 2.62 CGPA
AISHE Code C-43105**

**Code of Conduct for
various Stakeholders**

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**Code of Conduct Handbook for Student, Teachers and Principal, Library
And Non-Teaching Staff.**

**(Prepared in accordance with UGC regulation No. F-3-1/2009 Dated 30th
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**Definitions in this code of conduct unless the context
otherwise requires.**

- “College/Institution” means and includes the Vidarbha Youth Welfare Society, Amravati
- Vidarbha Youth Welfare Society’s, Amravati, College of social work, Ajangaon Bari Road, Badnera, Amravati affiliated to the Sant Gadge baba Amravati University, Amravati as the case many inclusive of Campus, Play Grounds, Libraries, and seminar Hall & eco-friendly campus.
- "Teacher" means full-time approved Professor, Associate Professor, Assistant Professor, Principal, and college librarian, including contributory and temporary appointed personnel.
- “Competent Authority” for the purposes of this code of conduct means and includes, Executive Council, Vidarbha Youth Welfare Society, Amravati Principal of the College, Head of the Teaching Departments of the College, and such other person vested with the authority by the principal for students. Provided in respect of misconduct regarding University/College examination, Principal shall only be the competent Authority.
- “Student” means and includes a person who is enrolled as such by the College for receiving instructions and / or qualifying for any degree or diploma or certificate awarded by the university. This includes external students, and candidates enrolled for autonomous courses conducted by college also.

Principal and their responsibilities :-

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- Act as a steward of college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service;
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

Head of the Department and their responsibilities:-

- Providing leadership in both under graduate and post-graduate in relevant field of specialization.
- Consultancy services.
- Interaction with other institutions, Universities at state, national and international level.
- Organizing Seminars, workshops, training programmes for teachers and students.
- Review of academic activity periodically.
- To display notices, mark-sheets, attendance sheet etc pertaining to the students.
- To send messages regarding attendance, discipline, and other activities with the help of class incharge.
- Organize parents meet, Alumni meet, Students meet in association with teachers and non teaching staff.
- Involvement in curricular, co-curricular and extracurricular activities.
- Represent the college as a member of board of studies (social work) and raise the issues of curriculum in the meeting of BOS and the solution should be implement in the college.
- Any other duties assigned by the principal from time to time.

Associate Professor, Assistant Professor and their responsibilities :-

- Teaching and ensuring attendance of students as per university norms.
- Planning and implementation of instructions received from head of the department/principal.
- Student assessment and evaluation.

- Developing study and resource material for teaching and learning.
- Extension of services to the community and stakeholders.
- Continuing education activities.
- Supervision of the fieldwork activities and organize various welfare programme in various setting.
- Participate in the seminar, conferences and workshops at national, international level.
- Publications of research paper, articles and books in impact factor, journals or publications.
- Participate in the institutional activities.
- Contribute to the activities sustaining accreditation of the institute.
- Examination work pertaining to college, university such as supervision, assessment, etc.
- Initiatives to arrange remedial coaching.
- Participate in faculty development programme, refresher and orientation courses.
- To prepare regular Performance Base Self Appraisal annually and submit it at the end of every academic year.
- To organize various workshops, seminar, conferences in the college.
- To mentor the mentee and discuss about their issues and try to find out solution to solve the problems of the students and to increase their attention in career development.
- Up gradation of qualifications.
- Teacher should be good councilor and facilitators. They should help as a guide, enabler, and expert, encourage and assist the students to ensure that the teaching learning process is effective and successful.

- Any other relevant duties assign by the management and the principal from time to time.
- To play responsibility assign by the college of various committees.

Office Superintendent and their responsibilities :-

- To participate in the planning, policy making and policy implementation process.
- Scrutinize admission and eligibility documents and registers of admission. Govt. Scholarship and free ship.
- Supervise and maintain personal files of faculty and staff.
- Maintain Service Book, P.F. Account as the case may be.
- Keeping discipline and work schedule of class-IV employees.
- Maintain casual leave/duty leave/sick leave/medical leave register.
- Maintain movement register for staff under office administration.
- Organize printing of brochure, placement documents and other related documents for the institute.
- Initiate and record all correspondence and put up the same to principal/HOD.
- He shall be responsible for all the matters assign to establishment section, student section, store section, maintenance section and security section.
- Regular checking website of SGBAU, Amravati, NAAC Bangalore and other related offices.
- Maintain Appointment order, Promotion, Roster.
- To prepare Annual Report.
- Any other duties assign by the principal from time to time.

Accountant and their responsibilities :-

- To prepare budget, estimate of the college under the guidance of management and principal.
- To prepare documents for submission of six monthly and annual audit.
- Allotment of budgets to every concerning unit of the college.
- To verify the bills for payment.
- To prepare and check monthly pay sheet and forward it towards concerning salary department.
- To write the cash book, ledger book daily.
- To file IT Returns.
- To hold custody of receipt books and vouchers.
- To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- To control and check the advance register and ensure timely recovery of advances.
- To settlement of journey claims and advances.
- To prepare TDS Statement and submit to Chartered Accountant.
- To collect the fees from the students at the time of admission and filling the examination form.
- Any other duties assign by the principal from time to time.

Responsibility of filing clerk :-

- Maintaining of personal, college, university and other documents.
- Maintenance of attendance registers of teaching and non-teaching staff.
- Maintenance of Service Books.

- Maintenance of leave records of staff.
- Completion of attendance of faculty and non-teaching staff and forwarding the same to the account section for preparation of payment.
- To maintain inward and outward register and post the correspondence to the concerning authority/institutions.
- Filing all documents with its suitable titles.
- Received and issuing the necessary documents from students and staff.
- Forward and show all circulars, notices, letters to the concerning persons.
- Any other duties assign by the principal from time to time.

Responsibilities of the typing clerk :-

- To type all documents given by principal, faculty, HOD in prescribed format.
- To prepare documents related admission list, eligibility list, field work, scholarship, all notices, corresponding letters from university, institutions and offices.
- To prepare exam result and related work.
- Any other duties assign by the principal from time to time.

Responsibilities of the Librarian :-

- To plan policy for Library development.
- To prepare an issue of Library Cards to students and staff.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine.
- To maintain old books, rare books and magazines by regular binding.

- To display new arrivals by photocopy of the cover page of the books and journals.
- To receive international journals and magazine.
- To maintain day wise records of visits of staff faculty members in library.
- Display of cutting of News Papers on education, social issues on notice board and after specific period it should be bounded.
- The list of requirements of books with its amount submits to the principal for further process.
- To maintain discipline of the students in the library.
- To prescribe issuing process of books and journals to the students and staff.
- To effectively encourage faculty and students to use OPAC, E-Journals, Books.
- To organize meeting of Library Committee under the chairmanship of principal.
- To decentralize the duties and responsibilities to the library staff.
- Organize orientation to newly admitted students; celebrate Library Day, award of Best Reader, etc.
- Any other matter assign by the principal from time to time.

Responsibilities of the examination officer :-

- To organize all works related to university and college level examination. Such as preparation of supervision chart, appointment of junior and senior supervisor, seating arrangement for examination in consultation with principal.
- To correspondence with university regarding university examination, results of students, students complaints, unfair practices and difficulties during the

exam period.

- To organize the filling of examination form, valuation, re-valuation and verification forms of students and submission to SGBAU, Amravati
- To obtain results of students and its distribution.
- To send requirement of examination stationary to SGBAU, Amravati and maintaining records of it.
- To arrange for On-line examinations as per schedule and instruction given by the university.
- To maintain the records of all passed out students of the institute in a separate register and also in soft copy.
- To submit marks of internal examination and viva voce to university within time period.
- To organize arrangement of furniture and numbering of examination seat numbers.
- To receive the examination stationary from university and keep it in the strong room.
- To make voucher and bills of external examiner and submit it to the university.

Code of Conduct for Students :-

- Each student should behave sincerely in the college. He/she should behave politely with teachers, non-teaching staff members, and the staff in the library and with co-students. If the students have any problem they should meet the principal.
- Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
- Students should have park their vehicles in the place allotted to them.

- Students should not wander in the college campus by bunking the classes and practical's.
- Smoking, drinking and chewing '*gutkha*' is strictly prohibited in the college campus.
- Chewing of tobacco and beetle leaf and throwing clutter in the college campus is strictly prohibited.
- Students should not click photographs in the college campus and avoid the use of cell phone strictly.
- Students are prohibited from bringing any such weapons in the college which would physically harm others.
- Students are strictly prohibited to scribble anything on the walls of the classroom and of the toilet. If such a thing happens students will be severely punished.
- Student should not damage the benches, tables, chairs, fans and lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished and compensation should be taken from them.
- Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- The rules of the office and the library are mandatory for each student,
- Students should not organize picnic on their own without the permission of the principal.
- If the students have any prejudices about the college he/she should give complaint to the principal and should not give any complaint, on their own to the Newspaper and media.
- No student should participate in any activity against the college, and society

and should avoid caste and religion based unfair activities.

- Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treating as an offence and necessary action will be taken on the student.
- The original certificates given to the college by the students will not be returned to students. The students should keep the attested copies of them before taking admission.
- Action will be taken against students if it's found that they have made changes in any document on their own.
- Students will not be allowed to found any board or associations without the permission of the principal.
- It is the right of the principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-end examination and behave badly in the college.
- Students should take admission in the college by filling in the form given by the college only.
- Each student will be given an Identity card by the college. Student should stick a passport size photograph on it. He should show it if asked by the **teachers, officers and administrative staff. Otherwise they will have to pay a fine of Rs.50/- if the Identity card is lost student can obtain another I-card by paying Rs.250/-**
- Students will be enrolled in the Second semester only if their behavior in the First semester is good.
- Students should note that they have to take new admission every year.

- Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
- Every student must complete average attendance of 75% in each semester. Students having low attendance will not be allowed to fill the examination form.
- Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
- Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
- Students should not bring radio, camera or cell-phone in the college.
- Bringing a dummy person as a parent in the college is an offence.
- The Principal has the right to give admission or cancel it at any moment without giving any reason.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular 'UGC Regulation No.f-1-8/2006(C P PII) 4th March 2008 No.170. Such students will be expelled from the college. Legal action will be taken against them.
- Nobody should meet the student directly and they should enquire in the office doing so.
- It is the right of the principal to occasionally organize or not to organize the annual social gathering and annual prize distribution ceremony in the college.

- The students should themselves be present for taking the required certificates Hall-ticket, Marksheet, and LC/TC in the college.
- If a student does not submit the required documents in the college he/she will be responsible for his/her loss.

Students should strictly follow all above the rules as well as any other rules made by the college from time to time.



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Principal
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