

Mehkar Education Society's



M.E.S.ARTS AND COMMERCE COLLEGE, MEHKAR

Dist:-Buldhana (Maharashtra)-443301

(Affiliated to Sant Gadge Baba Amravati University, Amravati)

HAND BOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal Teaching Staff & Non Teaching Staff)

Prepared by

INTERNAL QUALITY ASSURANCE CELL

(I.Q.A.C.)

M.E.S.ARTS AND COMMERCE COLLEGE, MEHKAR

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Two words for the college.

M.E.S.Arts And Commerce College, Mehkar District Buldhana (Maharashtra) was established in 1961 under the Mehkar Education Society Mehkar Dist. Buldhana (M.S.) is a profound educational movement offering K.G. To P.G. education since last 59 years to the rural students of Mehkar region. The M.E.S.Arts And Commerce College, Mehkar District Buldhana (M.S.) is **Grant-in-aid** College located in rural area of Buldhana district. The college is affiliated to **Sant Gadge Baba Amravati University, Amravati (Maharashtra)**, a state university. The college is recognized under the section **2 (F) and 12 (B) of UGC act**. Besides the conventional Arts & Commerce (U.G. & P.G.) streams, Previously, the college has undertaken one assessment and accreditation cycles of NAAC and accredited with '**B ++**' grade. The majority of the students admitted in this College come from the **rural, economically backward and agriculture background** for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning.

Principal/I.Q.A.C. Chairperson

(Dr.Ganesh Parihar)

M. E. S. ARTS AND COMMERCE COLLEGE, MEHKAR
DIST:-BULDHANA-443301

(Affiliated to Sant Gadge Baba Amravati University, Amravati)

The Institution works with a clear vision & Mission

Our Vision is:-

**“To Become One Of The Best Human Resource Development Institutions
By Attaining Quality And Excellence In Higher Education.”**

Our Mission is:-

**“To Impart Value Based, Time Oriented And Quality Education To The
Aspirants By Nurturing And Maintaining Them According To The Present Era
And
To Make Them Competent, Ethical, Self- Dependent And Socially Responsible
For The Nation Development
And
To Create Social, Cultural And Academic Excellence Environment For Their
Overall Development.”**

1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

1.1 Introduction:-

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is ***“Self Discipline Is The Best Discipline”*** The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

“SELF DISCIPLINE IS THE BEST DISCIPLINE”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. **Classes start from 8.00 a.m. and may continue up to 12.00 p.m. on all the six days of a week.**
2. **No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.**
3. **As per Sant Gadge Baba Amravati University, Amravati rules 75% attendance is mandatory to appear in semester end examination.**
4. **Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.**
5. **Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.**

6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. College gives relaxation in having uniform to the students on Thursday only for washing their regular college Uniform. But on Thursday, every student must avoid exaggerated fashions. (Girl students have to wear the formal/casual dress as like as the uniform of the college, only colour of dress different on Thursday. Any types of western cultured dress strictly prohibited)
9. No student allows, keeping fashionable/cool/unusual/coloured hair style.
10. Eatables snacks / beverages (drinks) are not allowed inside the College.
11. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
12. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator Dr.P.N.Humbad.
13. Consuming Alcohol, Guthkha And Smoking Is Strictly Prohibited In The Premisses And Out Of The College.
14. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
15. No student spite in college premises/campus or in class room.
16. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
17. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
18. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.

19. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
20. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
21. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
22. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
23. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
24. Furniture in the class rooms should not be moved or displaced.
25. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
26. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
27. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
28. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
29. No function/program/ birth day in the college campus / class room without prior permission of the principal.
30. To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
31. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside

influence, political or any other should be brought in to the college directly or indirectly.

32. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
33. Each student should park his/her vehicle at the parking of the college.
34. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

2. Code of Conduct of College Library for The students of the College.

1. Every staff / student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 12 A.M. to 5.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B.T. Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.

10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-
15. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.
16. Students can use well equipped Library study room from 12.00 to 5.00 p.m. with kind permission of the Principal/Librarian.

M.E.S. COL

Code of Conduct

(Code of Conduct, Professional Ethics for the Principal, Non Teaching Staff & Teaching Staff)

Following code of conduct/code of professional ethics for the **Principal Teaching Staff & Non Teaching Staff** of M. E. S. Arts and Commerce College, Mehkar have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of Mehkar Education Society, Mehkar in it's Governing Body meeting which was held on Wednesday dated 10th April 2019. Which are as following:-

2. Code of Conduct for The Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government,/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Compel the teaching and non teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.

13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non teaching staff for their professional development.

3. The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)

7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.
19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development
24. No one shall meet/approach directly to any member of the Management/ Governing Body of Mehkar Education Society Mehkar for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Mehkar Education Society Mehkar, in written form.
25. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

3: The Professional Ethics For The Teachers

(As per UGC Notification-2018)

Introduction: - The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;

- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

(i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Source: <https://www.ugc.ac.in/pdfnews/5323630> New Draft UGCRegulation-2018

Code of Conduct / Professional Ethics for the Teachers

(As per resolution of The Governing Body of Mehkar Education Society, Mehkar)

Following code of conduct/code of professional ethics for the teachers of M. E. S. Arts and Commerce College, Mehkar have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of Mehkar Education Society, Mehkar in it's Governing Body meeting which was held on Wednesday dated 10th April 2019.

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident,

competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.

10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students , without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.

20. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
32. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily

performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.

33. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
34. No teacher shall meet/approach directly to any member of the Management/ Governing Body of Mehkar Education Society Mehkar for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Mehkar Education Society Mehkar, in written form.
35. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
36. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
37. The teacher shall present punctually to the college for the National Anthem & Prayer.
38. No teacher shall leave the college campus during 7.40 a.m. to 12.40 p.m. in college duty hours after attending/joining the duty.
39. No teacher shall leave headquarter without permission of the Principal.
40. Every teacher should follow the 'teacher's dress code' as per directed by the Principal.

Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Teacher/faculty/Head of the teaching department by the Principal.)

5. Head of the Teaching Departments

Following code of conduct/code of professional ethics for the H.O.D.s of teaching departments of M. E. S. Arts and Commerce College, Mehkar have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of Mehkar Education Society, Mehkar in its Governing Body meeting which was held on Wednesday dated 10th April 2019.

Code of conduct/ Nature of work/Directions/Guideline for the All Head of the Teaching Departments of Arts & Commerce faculty of the College.

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.
3. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
4. To manage the periods/Lectures & keep watching for smooth conducting.
5. Organise/take student feedback (Two times) after one month of commencement of the teaching and at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
8. Submit reports of **completed and not completed syllabus reports** and **unit tests** reports, time to time to the principal in written form.

9. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
10. Each year, every teaching department of the college should establish "Students' Study Circle" of the students, by the students, for the students by constituting their Students' executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
11. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
12. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
13. Use ICT adds maximum for teaching learning process.
14. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
15. Organize "Industrial/Environmental study Tour" for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
16. Organise guest lectures on various subjects for the students, with kind permission of the Principal.
17. Organise student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by the every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.
18. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
19. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

20. Provide the subject notes/question papers/study material etc. to the students.
21. Redress the grievance of the students at department level & Counsel them need fully.
22. All teaching departments of Arts and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of each year.
23. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.
24. HOD of Arts and Commerce faculty encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to submit it to the Principal Office for month wise reviewing & assigning by the principal, at last date of the every month in working hours.

Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Teacher/faculty/Head of the teaching department by the Principal.)

6. Coordinators / Director/Conveners

Following Code of conduct/nature of work/directions/Guideline for **Coordinators / Director/Conveners/H.O.D.s of other than teaching departments** of M. E. S. Arts and Commerce College, Mehkar have been guided, suggested, approved & resolved by the resolution no. 01, by the Governing Body of Mehkar Education Society, Mehkar in its Governing Body meeting which was held on Wednesday dated 10th April 2019. For knowing his/her duties, responsibilities, nature of work & for working smoothly and conveniently to all.

Code of conduct/ Nature of work/Directions/ Guideline for the Coordinators / Directors/ Conveners of N.S.S./N.C.C./ Library/Sport/Cultural & all College Committees.

1. All Co-coordinators/Directors herewith informed that prepare yearly "Plan of Action" at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students' centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in The College Annual Calendar for each session.
3. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to Administrative staff officer.
4. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex-officio) chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
5. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the

Concerning Dept./Cell/Committee & must be kept all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.

6. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of every year.
7. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell./committee must submit the cause/s in 'written form' with name & duly signed to the Principal.
8. Coordinator/Head/Director/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organize under the (E-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
10. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
11. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.



12. Submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of each year.

13. No HOD/Teacher/Coordinator/Director/Convener/Teacher issues any Notice of the meeting/program/event/activity of the college, without discussion/ consent/ permission and signature of the Principal. Every notice of the Department/Committee/Cell should be signed by the Principal as well as Head/Coordinator/Director of the Department/Committee/Cell

Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Coordinator/Director of the Dept./Cell/Committee by the Principal.)

Above all contents, in this Manual of Code of Conduct/Code of Professional Ethics/Directions/Guidelines for the Teachers/HOD/Coordinators/Directors/Conveners of M. E. S. Arts and Commerce College, Mehkar have been suggested, approved and resolved by The resolution No.01, by the Governing Body of the Mehkar Education Society, Mehkar in its Governing Body meeting which was held on Wednesday dated 10th April 2019.

All teachers/Head of teaching departments/Director/Coordinators/convener/H.O.D. of other than teaching departments/Conveners of the College, Committees, Cell of the M. E. S. Arts and Commerce College Mehkar shall abide by the above all code of conduct/Code of Professional Ethics/Directions/Guideline for all of above, for professional betterment.

President

President
Mehkar Education Society
Mehkar

Secretary

Secretary
Mehkar Education Society
Mehkar
M. E. S. Arts & Commerce College, Mehkar

Principal

Principal
M.E.S. Arts & Comm.College
Mehkar