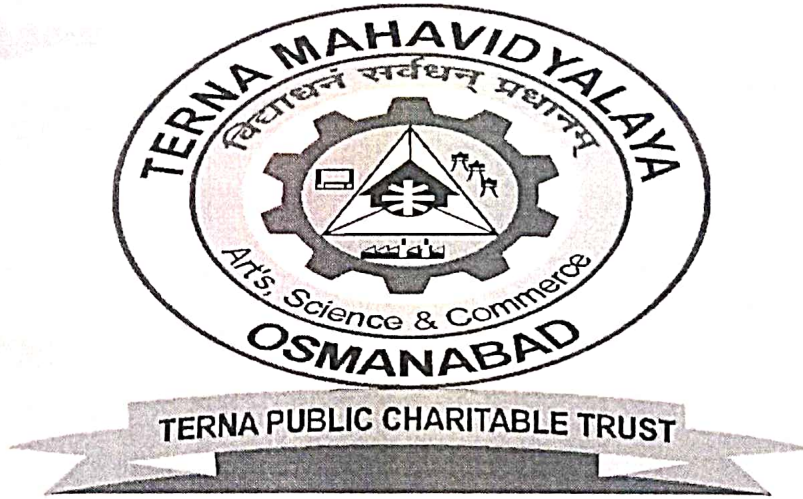


Terna Public Charitable Trust's,
Terna Mahavidyalaya (Arts, Science & Commerce),
Osmanabad.

Code of Conduct




Affiliated to,
Dr. BABASAHEB AMBEDKAR MARATHWADA
UNIVERSITY, AURANGABAD

CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks.
2. The Principal should plan the budgetary provisions and go through the financial audited staff college
3. The Principal has authority to take all the necessary actions as and when required to maintain discipline the college.
4. The Principal should form various college level committees which are necessary for the development of the college.
5. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference
6. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals Magazines.
7. The Principal should provide leadership, direction and co-ordination within the college.
8. The Principal should periodically review this Code of Conduct.
9. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
10. The Principal should ensure that directions issued by the management are strictly implemented.
11. The Principal should ensure that the long-term and short-term development plans of the college.





PRINCIPAL
Terna Mahavidyalaya
(Arts, Science & Commerce)
Osmanabad

DUTIES AND JOB RESPONSIBILITIES OF HOD

1. To provide leadership in under graduation students.
2. Research and research guidance.
3. To organize for accreditation and make presentations to the visiting expert team.
4. Teaching and writing of books and monograph.
5. Evaluations of tutorials, assignments, journals, answer papers.
6. To organize for accreditation and make presentations to the visiting expert team.
7. Continuing education activities.
5. Student's counseling.
9. Interaction with other institutions, Universities at state, national and international levels.
10. Organizing seminars, workshops for teachers and professionals.
11. Publishing papers in national and international journals.
12. Fellowship of professional's bodies.
13. Review of academic activities of the department periodically.
14. To prepare & display notices, mark sheets attendance sheets etc.
15. To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.





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JOB RESPONSIBILITIES OF ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR

1. Teaching and ensuring attendance of students as per University norms.
2. Planning and implementation of instructions received from principal.
3. Student's assessment and evaluation.
4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Students counseling mentoring scheme implementation.
9. Writing of books & monographs.
10. Publication of research papers at least one in a semester.
11. Participate at least in one seminar/conference/workshop in an academic year.
12. Participation in departmental administration.
13. Shall become member of at least two relevant professional bodies at his/her own cost.
14. Contribute to the activities sustaining accreditation of the institute.
15. Assist in final placement activities.
16. Examination work pertaining to College University such as organizing supervision and assessment etc.
17. Arrangement of remedial classes.
18. Upgrading of qualifications.
19. Any other duties assigned by the Management and Principal from time to time.




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JOB RESPONSIBILITIES OF LIBRARIAN

1. To check identity cards of staff to help maintain discipline in the library.
2. Overall supervision and administration of library.
3. To conduct by committee meetings.
4. Acquisition of books.
5. Planning for development of library.
6. Supervising for development of the library.
7. To make correspondence with distributors, publishers and book sellers.
8. Purchase of books.
9. To organize books exhibition and related programmes of library.
10. Management of reading room.
11. To follow up return of books issued to students and staff member.
12. Any other matter assigned by Principal from time to time.





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JOB RESPONSIBILITIES OF ACCOUNTANT

1. To maintain account records pertaining to construction work.
2. To prepare documents for submission of six monthly and annual audit.
3. To prepare budget estimate of the college under guidance of Principal and HOD/
heads take periodical review of the same.
5. To verify bills for payment.
6. To check the monthly pay sheet.
7. To check the cash book daily.
8. To file E-TDS returns.
9. To maintain all statutory books of accounts such as dead stock registers, ledgers, consumable register, printing and attest the same every month. To hold custody of receipt books and vouchers.
10. To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors.
- 11 to control and check the advance register and ensure timely recovery of advances.
- 12 To Supervise maintenance of all the files and records pertaining to Accounts Section.
- 13 To hold one of the duplicate keys of the cash book.
14. To receive record of fees collections from bank counter and maintain its records.
15. To notify & collect dues from students.
16. to reconciliation of bank statement and fees received.
17. To Verifying bills for payment.
- 18 To Maintaining register for advance and ensure timely settlement of the advances.
19. To Maintaining of all the files duly numbered updated in all respects.

20. To Preparing of monthly pay sheet and payment to parties.
21. To Settlement of journey claims and advances.
22. To prepare TDS statement and submit to Chartered Accountant.
23. To type all the letters pertaining to section and at the time of emergency typing other work assigned by Office Superintendent and officers.
24. To maintain Fee Collection regularly.



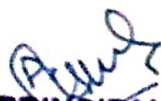

PRINCIPAL
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JOB RESPONSIBILITY OF CLERK

1. Maintain all the original documents in individual folders neatly i.e. 12th Mark sheet, Graduation mark sheet, Passing Certificate, Degree Certificate, Transfer Certificate, Migration Certificate, Caste Certificate, Caste Validity certificate of reserved category student.
2. The original documents shall be returned to the students on completion of the course ensuring that all dues have been cleared by the student.
3. No original documents shall be retained beyond two academic years without valid reasons except LC/TC and sequencing of documents.
- 4 To issue T.C. Eligibility forms.
5. Issuing Bus concessions.
- 6 Maintaining of the files and registers pertaining to the section duly numbered update in all respects.
7. To receive scholarship forms for Economical Backward Class students and the students belong to SC, ST, NT, VJ, DT. OBC, SBC and Minority scholarship.
8. To take regular follow up of approval of sanction various scholarship.
9. To issue 'No Dues Certificate' to students promptly whenever they approach the section.
- 10) To issue Transfer Certificate to students whenever they approach promptly ensuring that no dues Certificate are receivable from the students.
- 11) Typing all the letters pertaining to the section and at the time of emergency typing, other work assigned by office superintendent.
- 12) While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly.
- 13) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.

- 14) To supervise control of admission section, he shall not deal with admission matter directly or indirectly.
- 15) General discipline & Healthy relations maintained among the staff of institution.
- 16) To receive parents/Visitors/students in a dignified & delightful manner so that nobody gets hurt & sort out problem is concern with HOD/ section head.
- 17) To see that all the minor grievances of students in respect of administration, personal problems if any sympathetically and sort out the same in time bound manner.
- 18) To take care of biometric requirement.
- 19) To collect attendance register of department.
- 20) Any other duties assigned by the Principal from time to time.





PRINCIPAL
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JOB RESPONSIBILITIES OF PEON

1. Peon should report the college half an hour before the college time.
2. Peon should maintain cleanliness of laboratories, class and staff rooms.
3. Peon should do all the work assign by the Head of the department and other staff members.
- 4 Peon should nest leave the office until and unless the higher authority permits.
5. To open windows and switch on fans and lights when not required.
6. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions.
7. Serves drinking water to employees and visitors.
8. Peon shall have to attend to the duties assigned to him.





- **PRINCIPAL**
TERNA MAHAVIDYALAYA
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CODE OF CONDUCT FOR STUDENTS

1. Student must reach their lecture halls five minutes before the scheduled time.
2. Studs are required to wear I-Card inside the campus from entry to exit.
3. Use of cell phones is not allowed in classes/labs.
- 4 Students are allowed to avail the facility of library, Internet and reading room during free hours.
5. Only standard books recommended by the institute are allowed.
6. Students are advised not to readymade guides / solved papers or poor standard books etc.
7. Students should keep themselves informed by the latest updates on the notice board, emails and Whatsapp group.
- 8.Students can see the answer sheets of Internal examinations. In case of discrepancy respective faculty member should be approached.
9. The students are expected to observe the traffic rules-MV Act.
10. Edibles soft drinks are not allowed during the teaching hours in classrooms.
11. Student are expected to maintain high standard of decorum and avoid filthy language and conflicts.
12. Ex-students/outsideers are advised to seek prior permission before entering in the campus.
13. Avoid misuse of dusters, chalks and white board markers.
- 14 Care must be taken while using institute's property eg furniture fixtures, computers, lab equipment, etc.
15. Students are expected to observe a decent dress code in college hours.
16. Students should always wear shoes.





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PROFESSIONAL ETHICS

- 1 Act with the highest standard of honesty and ethical conduct while working on the college premises and at off site locations such as seminar and social events or at any other place where the staff are representing the institute.
2. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
3. Staff must respect the person, privacy of students and other staff members of the institute.
4. Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations. Staff should respect the dignity, rights and opinions of colleagues and students.
5. Staff should respect cultural, ethnic and religious differences of colleagues and students.




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