



ABHINAV EDUCATION SOCIETY'S COLLEGE OF EDUCATION

(Recognised by NCTE, Govt. of Maharashtra &
Affiliated to Savitribai Phule Pune University) NAAC Accredited 'B' Grade
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Mr. Rajeev Jagtap
Founder President

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Founder Secretary

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Principal

Reg. :

Date :

Abhinav Education Society's College of Education, Ambegaon (Bk.), Pune-46

College Code of Conduct for – Principal, Teachers, Non-teaching, Students

Abhinav College of Education follows the code of conduct given by Savitribai Phule Pune University, Pune which is as follows:

College Code of Conduct for –

- Code of Conduct for Principal
- Code of Conduct for Teachers
- Code of Conduct for Non-teaching
- Code of Conduct for Students

Responsibilities of the Head of the University Department/ Principal:

Subject to the supervision and general control of the University/Governing Body, the Head of the University Department/Principal as an administrative and academic Head of the University Department/College shall be responsible for:

- (a) Academic growth of the University Department/College.
- (b) Participation in the teaching work, research, and training programs of the University Department/College.
- (c) Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the University Department/College, for academic competence of the Faculty Members.
- (d) Admission of students and maintenance of discipline of the University Department/College.
- (e) Management of University Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
- (f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (g) Observance of provisions of Accounts Code
- (h) Correspondence relating to the administration of the University Department/ College.

(i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the University Department/College, and maintenance of records.

(j) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.

(k) Supervision of University Department/College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.

(l) Assessing reports of teachers and maintenance of Service Books.

(m) Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.

The Code of Professional Ethics

Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals 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.

Teachers should:

(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, conference 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 and seminar 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 counselling students as well as assisting in 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;

deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(iii) 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 labor and ideals of democracy, patriotism and peace;

(vi) be affectionate to the students and not behave in a vindictive manner towards and 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 Colleges: 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

(ii) speak respectfully of other teachers and render assistance for professional betterment;

(iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;

(iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. Teachers an 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 organisations 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 co-operative undertaking, within every educational institution;

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

VI. Teachers and Guardians: Teachers should: Try to see through teachers bodies and organizations that institutions maintain contact with the guardians of 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 programs 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.

Code of conduct for Non-teaching Staff

1. Non-teaching staff must follow strong ethical standards both within the College and the larger community they work in. This code is a guide for everyone in this group.
2. The College's goal is to help students grow into responsible citizens of India. Non-teaching staff should work towards this goal.
3. Treat all students fairly and equally, regardless of their religion, background, or social status.
4. Consistently helping students grow personally, caring for their well-being, and treating them with kindness and respect. Being friendly and supportive, even if they make mistakes, instead of seeking payback for any problems that may arise.
5. Treating parents or guardians kindly and with understanding when they come to the school's administrative staff regarding their child's education, and maintaining good communication with the public.

6. The technical and administrative staff should support the faculty's role in educating students and help them as needed in their teaching duties, while respecting the faculty's authority in this matter.
7. Build a friendly and teamwork-based connection with the faculty. Offer complete help and support to them in improving labs or workshops and keeping equipment in good shape.
8. A technical or administrative staff member should form close, friendly connections with coworkers, fostering good relationships and teamwork. Specifically, they should help colleagues with academic, administrative tasks, and professional growth.
9. Don't share information about your colleagues with anyone or any organization unless they have given you clear permission to do so.
10. To maintain good relationships with the college management, employees should:
11. Use proper channels for work-related activities.
12. Keep professional information within authorized circles.
13. Seek promotion based on skills and performance.
14. Collaborate with the college authorities to achieve the institution's goals.
15. Avoid unethical practices, even if they seem customary.
16. Follow all the guidelines and tasks given by the college with dedication.

Code of Conduct for Supporting Staff

For administrative staff:

1. Keep department reports in your personal file, and don't share them with others in the department.
2. Be ready to take on extra duties as instructed by the Principal when needed.

4.2 ACCOUNTANT

• The accountant's responsibilities include:

1. Creating, reviewing, and studying financial records and reports.
2. Handling accounts, taxes, and tax returns, making sure they follow tax regulations.
3. Setting up account categories and assigning entries correctly.
4. Providing regular updates to the Principal about the college's financial situation.
5. The accountant needs to check if everything in the financial records is correct, complete, and follows the rules.
6. They should give the required financial documents to different groups within the institute.
7. They must provide all the needed financial papers for yearly audits.

4.3 STUDENT SECTION

• Student section should –

1. The student section should check if students are eligible and prepare the required documents to send to Savitribai Phule Pune University on time.
2. They need to make sure that the university verifies the students' documents within the given time frame.
3. Send student information, eligibility details, and student insurance to Savitribai Phule Pune University.
4. Make sure that examination forms are sent to the university promptly.
5. Get the caste certificate or caste validity from the relevant office.
6. Provide all the necessary student information to create reports for various committees.

4.4 LAB ASSISTANT

1. The lab assistant should assist the person in charge of the lab with lab-related tasks.
2. They need to keep a record of who's present in the lab.
3. Make sure the lab equipment is set up before practical sessions.
4. Keep the lab clean and tidy.


4.6 CLERK

1. The clerk should keep a record of all the staff members' service history at the Institute.
2. They need to organize and manage all the important documents for the college or department.

4.7 PEON

1. The peon should arrive at college 30 minutes before college starts.
2. The peon must keep the classrooms, labs, and staff rooms clean.
3. The peon should complete tasks given by the Head of the department and other staff.
4. The peon should only leave the office when allowed by a higher authority.




Principal
Abhinav Education Society's
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Ambegaon (Bk.), Pune - 411046