



Jalgaon Education Society's
Shripad Krushna Kolhtkar Mahavidyalaya
Jalgaon (Jamod) Dist - Buldana

Code of Conduct

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Code of Conduct



It is very much important to have the code of conduct in any Institution to work with the particular and proper discipline to get the proper output for which the Institution has established. Our institution Shripad Krishna Kolhatkar Mahavidyalaya, Jalgaon Jamod, Dist - Buldana is affiliated to the Sant Gadge Baba Amravati University, Amravati. Right from the establishment of our institution i.e. 1965, our parent management Jalgaon Education Society, Jalgaon Jamod has made the code of conduct for the Principal, teaching and non-teaching staff along with the students with respect to the rules and regulations of the UGC, Government of Maharashtra and our parent University Sant Gadge Baba Amravati University, Amravati. The parent management has included some rules and regulations in the code of conduct as it needed time-to-time. With regard to the rules and regulations of the UGC, Government of Maharashtra and the parent university Sant Gadge Baba Amravati University, Amravati, our parent management Jalgaon Education Society, Jalgaon has made the following code of conduct for the Principal, Teaching, Non-teaching staff and the students.

1. Code of conduct for Principal
2. Code of conduct for Professor/Associate Professor /Assistant Professor
3. Code of Conduct for Librarian, Director of Physical Education
4. Code of Conduct for Non-teaching staff
5. Code of conduct for Students

CODE OF CONDUCT FOR PRINCIPAL

1. Headed to give encouraging in addition to inspirational decision-making headship to the college in the course of development of strategy and realization of it and administration of the institution.
2. in the direction of instructions simplicity, justice, truthfulness and goodness in decision making and execution of policy in the interest of the development of the college.
3. Support helpful, mutual and constructive work culture in the Institution. Not only support the innovative ideas of the staff but also encourage them for the new advancements.
4. Encourage every individual for the organization of extension, co-curricular and extracurricular activities along with community services from the Institution.
5. To take care of never allowing inequity of caste, creed, religion, race or gender in their professional life
6. To promote the research and academic excellence amongst the faculties in the institution

CODE OF CONDUCT FOR PROFESSOR/ ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR



1. To carry out the lectures /practical on a regular basis according to the time table.
2. Examination related work is done suitably.
3. To arrange students seminar, projects, remedial classes, career counseling and study visit.
4. To take part in short term training courses, refresher courses, orientation courses, e - courses for skill development.
5. To publish the research paper, articles and books.
6. To arrange co-curricular and extracurricular, extension activities for the student.
7. To put into practice the instructions and duties assigned by the governing body and Principal
8. To co-operate with the authority for the betterment of the Institution.
9. be attentive of social problems and involve in it for collective reason.
10. To abide by the act, Statute and Ordinance of the University and to respect its ideas, vision, mission and tradition.
11. To imbibe vision and mission of the institution

CODE OF CONDUCT FOR DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

1. To contribute in Extension, co-curricular and extracurricular activities including the community services.
2. To encourage the students to participate in various sports activities and provide facilities accordingly.
3. To inspire the students to take part in various National and State level sports competition.
4. To organize various Sports competition for the students and community.
5. To execute the instructions and duties assigned by the administration and Principal.
6. To maintain the discipline in the college premises.



CODE OF CONDUCT FOR LIBRARIAN

1. To prepare and issue the Library identity number with BT Card to the students and staff.
2. To conduct the meeting of Library committee and submit the report annually to the Institution.
3. To maintain the records of visit of students and staff to the library.
4. To maintain the records of the paper news related to the institution.
5. To maintain the library sources, books, reports etc. in updated form.
6. To encourage the students, staff and researchers to use Library facilities.
7. Inculcation of reading habits

CODE OF CONDUCT FOR NON-TEACHING STAFF

A. OFFICE SUPERINTENDENT

1. To maintain the Leave record as well as Movement record of teaching and non teaching staff.
2. To maintain Office file with name and number in systematic format.
3. To maintain the attendance register and biometric attendance machine.
4. To maintain office discipline.
5. To render student services aptly.
6. To update college office records.

B. CLERK

1. To maintain the accounts of the various Governments' and UGC grants.
2. To maintain the records of GOI scholarships, EBC concession, minority scholarship & other scholarships.
3. To issue various certificate to the students.
4. To maintain the records of University examination and result.
5. Student admissions are done as per University rule.
6. To implement all the instructions and guidelines by the Principal and Management.
7. To understand duties, responsibilities and accountability of clerical job

Code of Conduct for Students



1. 1.Students must note carefully that all the notices displayed on the Notice board and should aware about it. Students should pursue the notice board regularly.
2. Students must follow all the rules and regulations formed by the College.
3. Students must use the college infrastructure and furniture in the college premises properly, unfair use will be hardly punishable. Students must use social media discreetly and should not post anything that will damage the reputation of the institution. Students' behavior should not create any kind of nuisance causing damage college property otherwise one will have to pay the penalty of the same.
4. Students must Respect to Principal, Professor, office administration Staffs, Librarian and the related staffs Students' behavior should not create any kind of nuisance causing damage of the rules and regulations one will have to pay the penalty of the same.
5. Students must follow the policy of Anti-Ragging and must behave properly with all fellow students.
6. Students must attend their classes regularly.
7. Smoking and use of intoxicants are strictly prohibited.
8. Students should take advantage of Library optimally.
9. Students must always wear Identity Card in college premises.
10. Students should not use Mobiles in the college premises without prior permission.
11. Students should participate in college activities.
12. Student should to point out to the higher authority the unfair thing that a student observes in the college premises.
13. Students must follow discipline.
14. Students must wear the college uniform along with identity card whenever enters in the premises
15. Students as mentee must follow instructions of Mentor teacher.

Follow up of Code of Conduct -

The Code of Conduct for all stakeholders of the Institution is in soft and hard copy.

Code of Conduct is uploaded on the College Website for ready reference

Hard copy of Handbook is provided on the demand of stakeholders.

Parent Body members and Principal take follow up of the conduct of various stakeholders.

The College Development Council discusses the issues related to the conduct/misconduct of the stakeholders




Principal,
Shripad Krishna Kolhatkar
Mahavidyalaya, Jalgaon(J.)