

# **MAHATMA GANDHI ARTS SCIENCE AND LATE N. P. COMMERCE COLLEGE ARMORI, DIST. - GADCHIROLI.**

## **CODE OF CONDUCT FOR STAFF**

This code of conduct (handbooks) for various staff members and professional ethic is as per UGC guidelines. The Job responsibilities are as follows.

### **A) Job Responsibilities of Principal**

- 1) 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.
- 2) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
- 3) Act as a steward of the college assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- 4) Encourage to staff for the collaborative, exchange, and consultative work culture in the college.
- 5) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society
- 6) Participate in extension, co-curricular and extra-curricular activities, including the community service;

### **B) CODE OF CONDUCT VICE-PRINCIPAL**

- 1) Involved in administrative tasks and are responsible for carrying out the principal decisions.
- 2) Resolve conflicts among students, teachers, parents and other stakeholders of college.
- 3) Assist for the preparation of time tables, allocation of class rooms for various departments.
- 4) At regular basis monitoring work of various committees headed by them by arranging and conducting committee meetings.
- 5) In absence of the Principal, assume the duties and responsibilities of the Principal.

### **C) Job Responsibilities of Head of Department**

- 1) The prime role of the Head of the Department is to provide strong academic leadership.
- 2) The Head of Department is required to lead, manage and develop the department to ensure that it achieves the highest possible standards of excellence in all its activities.
- 3) Maintain the general discipline of the students and staff of the Department.
- 4) To oversee the smooth functioning of the department and ensuring consistent provision for academic ambiance.
- 5) Responsible for designing the regulations, curriculum, syllabi and workload

### **D) Job Responsibilities of Teachers**

- 1) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work,

conscientiously and with dedication

- 2) Seek to make professional growth continuous through study and research
- 3) Express free and frank opinions by participating in professional meetings, seminars, conferences etc., towards the contribution of knowledge
- 4) Maintain active membership of professional organizations and strive to improve education and profession through them
- 5) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for central admission process counselling as well as work like university and college level examinations.

#### **E) Job Responsibilities of Librarian**

- 1) Selecting developing, cataloguing, and classifying library resources.
- 2) Develop, implement, evaluate, and maintain library strategies and policies in consultation with pupils and staff that fully reflect the educational aims and objectives of the College.
- 3) Guide and assist pupils and teaching staff to make the best use of the library services and facilities within the College.
- 4) Liaise with Heads of Subject to develop a stock selection policy.
- 5) Arrange library resources and materials in a way that promotes effective retrieval, including systematic indexing and classification.

#### **F) Job Responsibilities of Physical Director**

- 1) To administrate physical education and promote good health of students to build they fit.
- 2) To keep a record of sports equipment as well as supervise all the athletic activities.
- 3) To encourage the students to participate in various sports and also promote team play.
- 4) To train the assistance about regular activities.
- 5) To arrange the tournaments, competitions and events.

#### **G) Job Responsibilities of Lab Assistant**

- 1) Weekly planning and technical support to each practical batch.
- 2) Guidance for the students to technical handling of various equipment.
- 3) Maintenance of attendance registers of the students attending practical work.
- 4) Maintenance and cleaning of Laboratory, equipment labelling and arranging equipment in proper order.
- 5) Repairing equipment and verify the dead stock.
- 6) Follow the order as per given by Head of department time to time.

#### **H) Job Responsibilities of Lab Attendant:**

- 1) Arranging the equipment as per practical schedule
- 2) Cleaning the laboratory and placed equipment properly

3) To perform works which are assigned by the head of department and departmental faculty

**I) Job Responsibilities of Clerk**

1) Respond to written and verbal inquiries from students regarding college admission procedures, admission tests and results

2) Type and format correspondence such as letters, memos, and reports

3) Maintain paper and electronic records such as staff and student information

4) Ensure that all staff and student information is kept confidential

**I) Job Responsibilities of Peon:**

1) To perform work and duties which are assigned by higher authorities of the college.

2) Cleaning of classroom, office and entire college campus.

**Leaves**

Staff shall get casual leaves, medical leaves; earned leaves and vacations as per UGC & Maharashtra Government and Gondwana University Rules.