



Shikshan Prasarak Sanstha's

SHRI OMKARNATH MALPANI LAW COLLEGE

SANGMANER - 422 605, DIST. AHMEDNAGAR (M.S.)

CODE OF CONDUCT FOR PRINCIPAL

- 1) Academic development of the college.
- 2) Participation in teaching, training, and Research work in college.
- 3) Contribute in planning and implementation of Academic programme such as Seminar in service and other training programme organized by the college, for Academic competence of the faculty members.
- 4) Management of college Library, Gymkhana and Hostels.
- 5) Admission of Students and Maintenance of discipline in the college.
- 6) Maintenance of Accounts, Receipts, Expenditures and submission of quarterly Statement of Accounts to the Management and to the Local Managing Committee.
- 7) Compliance of provision of Accounts Code.
- 8) Correspondence relating to the Administration of college.
- 9) Supervision of curricular, co-curricular, extra-curricular, Administration, Welfare of the college and maintenance of records.
- 10) Observance of Statutes, Acts, Ordinances, Regulations, Rules and other Orders issue there under from time to time.
- 11) Supervision of college Examinations, setting of question papers for the college Examinations, Moderation, Assessment of Answer papers and other work pertaining to the Examinations as assigned.
- 12) Any other work relating to the college as may be assigning to him by the Competent Authority from time to time.
- 13) Assessing reports of Teachers and maintenance of Service Book.
- 14) Safe-guard the interests of Management, Teachers, Non-Teaching Staff Members.
- 15) Timely submission of Returns, information to different Authorities' viz. Government, University, University Grants Commission, and Management related in Accounts matters.


IQAC CO-ORDINATOR
SPS SHRI OMKARNATH MALPANI
LAW COLLEGE, SANGAMNER




Principal
S.P. Sanstha's
Shri. Omkarnath Malpani Law College
Sangamner (M.S.) India Pin-422 605

CODE OF CONDUCT FOR TEACHER'S

A. Teacher's and their Responsibilities –

- 1) Teachers duty and his conduct as an ideal one
- 2) Teachers be accepted teaching as a noble profession.
- 3) The teachers are under the scrutiny of his students.
- 4) The teachers are under the scrutiny of the society.
- 5) The teachers should maintain the standard, to see that there is no incompatibility between his precepts and practice.
- 6) Teachers should seek to inculcate among student must be his/her own ideals.
- 7) The teachers should be quiet, patient and communicative by temperament and amiable in disposition.
- 8) The teachers should be available to the students even beyond their class hours to guide and help the student without any remuneration.
- 9) The teachers should aid the students to develop an understanding of our national inheritance and national goals.

B. Teachers duty towards Colleagues-

- 1) The teachers should speak respectfully with other teachers and render assistance for professional improvement.
- 2) The teachers refrain from lodging unsubstantiated allegation against colleagues to higher authorities.
- 3) The teachers refrain from allowing consideration of Caste, Religion, Race, Creed or Sex in their profession endeavor.
- 4) The teachers refrain from inciting student against colleagues.

C. Teachers and Authorities –

- 1) The teachers should to refrain from other employment or private tuitions and coaching classes which are likely to interfere.
- 2) To co-operate in the formulation of policies of the institution by accepted various offices and discharge responsibilities which such offices may demand.
- 3) To adhere to the conditions of contract.
- 4) To co-operate through their organizations in the formation of policies of the other institutions and accept offices.
- 5) To seek to make professional growth continuous through study and research.
- 6) To give and expect due notice before a change of position is made.
- 7) To refrain from availing themselves of leave except unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

D. Teachers duty towards Non Teaching Staff –

- 1) The teachers should to help in the function of joint staff-council covering both teachers and non teaching staff.
- 2) To treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution.

E. Teachers duty towards Guardians –

- 1) The teachers try to see through teachers bodied and organization that the Institution maintain the contact with the guardians or not.

- 2) To send report of their performance to the guardians whenever necessary, meet the guardian during meeting, covered for the purpose for mutual exchange of ideas and for the benefit of the institution.


F. Teachers duty towards Students –

- 1) The teachers should to deal impartially and justly with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 2) To respect the right and dignity of the student in expressing his/her opinion.
- 3) To recognize the difference in capabilities, aptitude among students and strive to meet their individual needs.
- 4) To encourage student to improve their attainments.
- 5) To encourage student to develop their personalities and at the same time contribute to community welfare.
- 6) To implantation among student's scientific outlook, respect for physical labour, ideals of democracy, peace and patriotism.
- 7) To pay attention to only the attainment of the student in the assessment of merit.
- 8) To loving and affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

G. Teachers duty towards Society –

- 1) To improve education in the community, strengthen the community's moral and intellectual life.
- 2) To perform the duties of citizenship participate in community activities and shoulder the responsibilities of Public Offices.

- 3) To recognize that education is a Public Service and strive to keep the public informed to the educational programmes which are being provided.
- 4) To manage their private affairs in a manner consistent with the dignity of the profession.
- 5) To adhere to responsible pattern of conduct and demeanor expected of them by the community.
- 6) To express free and frank opinion by participation at professional meetings, seminars, conferences towards the contribution of knowledge.
- 7) To participate in extension of co-curricular and extra-curricular activities including community service.
- 8) To co-operate and assist in carrying out functions relating to the educational responsibilities of the college.
- 9) To maintain active membership of professional organizations, strive to improve the education and profession through them.
- 10) A teacher should perform duties in the form of teaching, tutorial, practical, research work and seminar conscientiously and with dedication.


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CODE OF CONDUCT FOR STUDENTS


- 1) The uniform is made compulsory to all students. For Boys- Black full pant and White shirt for Girls- Black Salwar and White Khamise or white shirt and Black Trousers.
- 2) Students are required to submit an Undertaking at the time of admission saying that he/she shall abide the rules and regulation framed by the institution.
- 3) The students should maintain the discipline and silence in the college premises, Library, and in the classrooms.
- 4) The student should attend the college punctual; they must be in their seat at the commencement of lecture.
- 5) No association of student will be allowed without the prior written permission of the Principal.
- 6) The student should obtain the prior permission from Principal to organize any debate or items of entertainment in the college.
- 7) The student should obtain the prior permission from Principal to invite any person to address to entertain the students of college.
- 8) The college has refund facility of 3% to the physically handicapped students.
- 9) The student should keep their terms strictly in accordance with the rule of the University or Grant of terms. Terms shall not be granted in case of students who are defaulter in their attendance, tutorials, test and fees.
- 10) The students must wear an Identity Card in the college premises.
- 11) The students should note that the college premises are bound by all the rules and regulations made by the college from time to time. Any matter not expressly provided for

these rules shall rest at the absolute discretion of the Principal, who also reserves the right of modify the rules as and when he find necessary.

- 12) To safeguard the ideals, and character, the college reserves the right to expel any student at any time for any reason, deemed sufficient by Principal for proved misbehavior in the campus of the institution.
- 13) The Principal reserves the right to cancel the admission of any student for failure to pay the relatives dues in time.
- 14) The students are required to read the notices put on notice board. The college is not responsible for any damage in failure to read the notice.
- 15) Smoking, Chewing pans, Tobacco, Guthks, drinking alcohol and use of drugs are strictly prohibited in the college campus.
- 16) Any student found indulging in Ragging or any from within or outside college premises will be expelled from the college and be punished in accordance to law.
- 17) Any student found guilty of tampering or damaging any property, furniture and equipments, book, buildings, vehicle of the college he /she will be punishable and/or be expelled from the institution.


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CODE OF CONDUCT FOR NON-TEACHING

Non-Teaching Staff should -

- 1) Display the highest possible standards of Professional behavior that is required in an educational establishment.
- 2) Seek to co-operate with their colleagues.
- 3) Obtain permission from the principal before taking pupils off the institution premises.
- 4) Obtain prior permission from the Principal before arranging any activity.
- 5) Attend punctually in accordance with their service conditions.
- 6) Staff must obtain permission from the Principal before incurring any expenditure on behalf of the college.
- 7) Follow the Institutional policy and procedures.


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REPORT ON THE STUDENT ATTRIBUTES FACILITATED BY HEI

The best success of College/ Institution is mainly due to the following facilities

- 1) Computer Lab
- 2) Free Internet facility
- 3) Enrich library
- 4) Sports facilities for Indoor and outdoor games
- 5) Boy's and Girl's Hostel
- 6) Common Hall
- 7) Moot Court Hall
- 8) Scholarship benefits
- 9) Co-curricular and Extra-curricular activities
- 10) Various Schemes of University like Earn & learn.
- 11) Promote the student for participating in curricular, co-curricular and extra-curricular activities including Moot Court and Debate

All educational facilities including free ship, scholarships are made available to the students of Back ward categories.


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