

SECAB's A.R.S.Inamdar Arts, Science and Commerce College for women, Bijapur



CODE OF CONDUCT HANDBOOK FOR STAFF

Particulars

- 1 Name of the Office : SECAB's A.R.S.Inamdar Arts, Science and Commerce College for women, Bijapur
- Parent Body : SECAB Association, Bijapur
- Address : Nauraspur, Bagalkot Road, Bijapur – 586101
- Affiliating University : Karnataka State Women's University, Bijapur
- Government Department : Department of Collegiate Education,
Government of Karnataka.
- Functions : As prescribed below.

II. Functions and Duties:

The Principal is the Academic and Administrative Head of SECAB's A.R.S.Inamdar Degree College who, within the framework of the University/ Government rules and legislation, exercises authority and supervision over all aspects of admission, teaching and allied aspects, conduct of internal and University examinations and all other related duties with the assistance of Teaching, Administrative, Clerical and other staff under his/her purview. Staff pattern at the college is as under.

1. Principal
2. Vice Principal
3. Associate Professors
4. Assistant Professors
5. Librarian
6. Office Superintendent
7. First Division Clerk
8. Second Division Clerk
9. Office Assistants
10. Laboratory Assistant
11. Housekeeping Staff



III. The Powers & Duties of Officers & Employees

1. Powers of the Principal

Functioning within the framework of the Statutes of Karnataka State Akkamahadevi Women's University/ Regulations of Govt. of Karnataka and subject to supervision of SECAB Association and the College Governing Body, the Principal of SECAB's A.R.S. Inamdar Arts, Science and Commerce College for women, Bijapur as the Academic and Administrative Head of the College is responsible for:

- The Academic Excellence of the College
- All Teaching, Research and Extension Activities
- Fostering Academic Programs such as Workshops, Seminars and faculty development programs for the enrichment of Faculty Members and students
- The Admission of students and maintenance of discipline
- Management of College Library, Computer Labs, science laboratories, other infrastructure and services in the premises
- Correspondence relating to administration of the College
- Maintenance of books of accounts of the college
- The Administration and Supervision of Curricular, Extra-Curricular/Co-Curricular Activities.
- Supervision of College and University Examinations, Assessment of answer papers and such other work pertaining to the examinations as assigned.
- The assessment of reports of Teachers/ Non-teaching Staff.
- Maintenance of Service Books and of other records of the College.
- Any other work relating to the college as may be assigned to him/her by the competent authority from time to time.

2. Powers of the Vice-Principal

- The Vice-Principal assists the Principal in all the duties and officiates during his/her absence.

3. Teachers and their responsibilities

Teachers are expected to:

- Adhere to the rules, regulations and norms of SECAB Association, UGC, Dept. of Collegiate Education and Affiliating University
- Adhere to responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Make professional growth continuous through study and research.

Express free and frank opinion by participation in professional meetings, seminars, conferences, etc. towards the contribution of knowledge.



- Maintain active membership in professional organizations and strive to improve education and their profession through them.
- Perform their duties in the form of teaching, mentoring, practical, seminar, research, project work, conscientiously and with dedication.
- 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 the conduct of University and college examinations, including supervision, invigilation and evaluation.
- Undertake activities to improve performance indicators of college
- Participate in extension, co-curricular, extra-curricular and allied activities of the college including community service.

4. TEACHERS AND THE STUDENTS

Teachers are expected to:

- Respect the right and dignity of students in expressing their opinions.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of students in the assessment of merit. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals and refrain from inciting student against other students, colleagues or administration.

5. TEACHERS AND COLLEAGUES

Teachers are expected to:



- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

6. TEACHERS AND AUTHORITIES

Teachers are expected to:

- 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.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- Give and expect due notice before a change of position is made.
- 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 the academic schedule.

7. TEACHERS AND NON-TEACHING STAFF

- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

8. TEACHERS AND GUARDIANS

- Try to 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.



8. TEACHERS AND SOCIETY

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- 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.


Principal

SECAB's A.R.S. Inamdar Arts, Science &
Commerce College for Women,
VIJAYAPUR-586109.