MUNESHWAR SINGH MUNESHWARI SAMTA MAHAVIDYALAYA,JANDHA

Code of Conduct for Principal

- Academic growth of the college.
- Participation and Supervision teaching, research Programmes and Co-curricular activities of the college.
- Planning and implementation of academic programmes.
- Promotion of students welfare and holistic development Programmes.
- Maintenance of over all disciplines and administration of the institution.
- Maintenance and observance of the receipts and expenditure of the accounts.
- Ouer all supervision of the examination .
- Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued by the University
- Observance of the maintenance of teachers Service-Books.
- Any other works relating to the institution assigned to him/her by the University from time to time.

Code of Conduct for Teachers

- Teachers should abide by the Rules Regulations, Directives and Decisions of the Competent Authority.
- Teachers shall be committed to promote holistic development of the students.
- Teaching assignment should be taken up as per decision taken in the department meet .
- Teacher should monitor the performance and attendance of the students in academics and co-curricular activities
- Supervision of college and University exams should be done as per requirements and duty assigned.
- Teachers academic enhancement through various academic activities such as refresher/orientation courses, conference / seminars should be informed to the authority concerned.
- Teacher shall make use of all ICT infrastructure as required.
- Teachers must report for duty on reopening day or last working day of each session and long holidays.
- Teachers should abide by the law rules and regulations of the UGC and the University.
- Teacher should abide any kind of administrative duties assigned to them by the Principal.

Code of conduct for students

- Students should greet the teachers when they see them for the first time in the day
- Each student should behave sincerely and politely with teachers, non-teaching staff, lab-assistants and library staff
- I card is compulsory for each student in the college campus.
- Smoking, Drinking, Tabacco and Gutakha chewing and Spitting heither and thither is strictly prohibited in the college campus.
- Students should not wander in the college campus by bunking the classes.
- Students should park their vehicles in the allotted parking.
- Students are prohibited to bring any weapon in the college campus.
- Students should not damage the benches, chairs, tables, fans and lights in the classrooms and in the campus. In case of any damage done by them, they will be severely punished and penalty will be charged.
- No student should participate in any activity against the college and the society.
- The original certificates submitted in the college by the students will not be returned to them. Action will be taken against them if any type of change is made by them in documents.
- The principal of the college has the right to allow or forbid the students from appearing in the examination, who remain absent for lectures, internal assessments and for bad conduct in the college.
- Students have to take readmission every year. The fees once paid will not be returned.
- Students have to complete 75% attendance in each year/semester. Those having low attendance will not be allowed to fill the examination form.
- Ragging is strictly prohibited in the college campus.
- Use of mobile phones in the classroom and library area is strictly prohibited.
- In need of any medical emergency of other problem in the college students must inform the principal /HoD of the College.

Responsibilities of librarian

- Library should have a well prepared catalogue of books.
- Issuing of library I-Card to students and staff is a must
- Return of books issued to students and teachers should be followed up.
- Maintenance of fine collection register.

- Compilation of books, volumes of journals and periodicals, its binding and stocking be done in a proper way.
- Maintaining discipline of the students in the library.
- Time to time submission of proposals for the purchase of new books as per the requirement of students.
- Personal belonging are not allowed inside the library.
- Final year students should obtain “No-Dues-Certificate” from the library.

Responsibilities of Non-teaching staff

1. Non teaching staff in the college office or departments should remain on duty during college hour.

2. Non-teaching staff should perform their duties as instructed by the college authorities to whom they are attached.

3. Non-teaching staff of 4 th grade should wear the uniform provided by the authorities.

Responsibilities of non-teaching staff (lab assistant)

1. Non-teaching staff working in the laboratory should keep the laboratory clean.

2. Non-teaching staff working in the laboratory should maintain a stock register for all the articles, equipments, chemicals etc. Any damage to any article in the laboratory should be immediately reported to the HOD in writing.

3. Non-teaching staff should ensure discipline in the laboratory.

4. Non-teaching staff should ensure safety of the students in the laboratory.

Responsibilities of office incharge /accountant

- Scrutinizing admission related documents of students.
- Maintaining personal files of faculties and non-teaching staff.
- Maintaining leave record of faculties and staff.
- Maintaining of service book of faculties and staff.
- Any other duties assigned by the Principal time to time
- Preparing budget estimate of the college under the guidance of the Principal.
- Maintaining PF account register
- Verifying bills for payment.
- Preparing and checking monthly pay sheet of all teaching and non-teaching staff.

- Checking of the cash books on daily basis.
- Filing E-TDS returns.
- Holding custody of receipt books and vouchers.

Principal
M.S.M. SAMTA COLLEGE
Jandaha, Vaishali