



**Shri Sangameshwar Education Society's  
Sangameshwar College, Solapur [Autonomous]  
(Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)  
Kannada Linguistic Minority Institute  
NAAC Accredited with 'A' Grade (III Cycle CGPA 3.39)**

## **Sangameshwar College, Solapur (Autonomous)**

**1<sup>st</sup> Academic Council Meeting      2<sup>nd</sup> July, 2020**

**Academic Council 1(11)  
2<sup>nd</sup> July, 2020**

### **Approval for SAN Code of Conduct**

### **Code of Conduct**

#### **Code of Conduct for Governing Body**

1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
3. Approve new programmes of study leading to degrees and/or diplomas
4. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
5. To approve annual budget of the college before submitting the same at the UGC.
6. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

#### **Code of Conduct for Academic Council**

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and

modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

2. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body

#### **Code of Conduct for Board of Studies**

1. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
2. Suggest methodologies for innovative teaching and evaluation techniques;
3. Suggest panel of names to the Academic Council for appointment of examiners
4. Coordinate research, teaching, extension and other academic Activities in the department/college
5. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council

#### **Code of Conduct for Finance Committee**

1. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and

2. Audited accounts for the above.

**Code of conduct for Principal:**

1. The Principal is the academic and administrative head of the institute and works for the growth of the institute. He /She will implement the policies approved by the highest decision making body of the college. He /She shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.
2. He /She is the ex-officio member of Board of Governing, Chairman of Academic Council, Chairman of the finance committee and also Chief Controller of Examinations. He /She monitors admissions, examinations, evaluation for smooth functioning of the system.
3. He /She is authorized to nominate Coordinators, Conveners and other administration functionaries in the administration, with the approval of the Academic Council.
4. To conduct the meetings of the Governing Body as per stipulated guidelines.
5. To hold Academic meetings as per the norms.
6. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
7. He /She shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
8. He /She is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
9. In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
10. In matters of admissions, Coordinator admissions will assist the principal.
11. In matters related to academic work, he/she will be assisted by the Board of studies and heads of the departments.
12. An integrated timetable of the entire institution shall be prepared and submitted to the principal. In this endeavor, convenor of timetables, along with the various heads of the departments extend support to the principal.
13. He /She shall closely monitor the classwork as per the timetables and the almanac with assistance of faculty in-charges.

14. He /She shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
15. He /She shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
16. If necessary shall instruct the heads of the departments to conduct remedial classes academically to support the slow learners.
17. In matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
18. Principal shall also ensure quality assurance and he/she should be assisted by coordinator IQAC.
19. He /She shall monitor, evaluate research, development and consultancy activities. He /She should advise faculty to get sponsored research projects from various funding agencies.
20. The principal should promote industry-institute interaction for better employability of the students.
21. He /She shall promote internal revenue generation activities with the help of staff and students.
22. He /She shall make efforts to look after the overall welfare of the staff and students.
23. Principal shall forward monthly salary bills of all staff members of the college to the finance department for necessary action.
24. The Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
25. He /She shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of the budget.
26. He /She shall countersign T.A bills.
27. He /She shall have powers to sanction advances and final withdrawal of GPF of the staff.

### **Code of Conduct for Teachers**

1. Every teacher is supposed to follow the orders of the principal.

2. Every teacher is supposed to be in the Head–quarters.
3. Teachers are supposed to cooperate with the administration in exigencies of academic and administrative activities
4. Permission from the Principal is essential in seeking different leave from job.
5. Teachers are supposed to fulfill the formalities of academic performance every academic year.
6. Physical presence of the teacher is essential during the stipulated working hours.
7. Special permission from the higher authorities is essential in emergency cases.

### **Code of Conduct for Non-Teaching Staff**

1. The non-teaching staff member will strictly follow the working hours and should not leave the campus for the personal reasons without the permission of the authorities.
2. The non-teaching staff member is supposed to adhere strictly to the laws and regulations of the college.
3. Respect the hierarchy in the Administration and practice integrity.
4. Exercise self-discipline and display cooperative approach with the stakeholders.
5. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
6. Must not involve in intercepting, misappropriating in college money.
7. Must not be absent from duty without official approval or approved sick leave.
8. The non-teaching staff member will not involve in any other activities and recreation other than the office responsibilities.

### **Code of Conduct for Student**

1. All students are answerable to the principal, staff and other college authorities for their conduct and behavior.
2. Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.
3. He /She Courtesy requires that every student greets the staff when He /She meets them for the first time in the day
4. He /She will Endeavour to create an atmosphere of friendliness and good cheer in the

college

5. Neat and modest dressing in accordance with approved uniform, etiquette, and decency gives weight to maidenly dignity.
6. Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness
7. Decent behaviour requires abstaining from throwing paper, food, or other articles in the class room or around.
8. They will avoid standing on the verandahs of the college during and between the class hours
9. Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
10. Permission of the lecturer is needed to leave the class room during the lecture
11. The principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel
12. Students who trespass the code of conduct of the college are liable to be dismissed from the rolls
13. Cell phones are not allowed to the college and hostel
14. Ragging of any kind is strictly forbidden in the campus.
15. Students and staff are always required to wear their identify card when they are in the college.

**Date: 2<sup>nd</sup> July, 2020**

**Principal**  
**Chairman, Academic Council**  
**Sangameshwar College, Solapur**