

VPM's B. N. Bhandodkar College of Science (Autonomous), Thane

Code of Conduct for Administrators

The Administrators are expected to

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conversant with the Policies, rules and regulations of the Institution
- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills set.
- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non administrative staff for the smooth conduct of the Institution.
- Be very precise and clear in communicating all the information to the concerned teaching and non teaching members and effective and correct in communicating information about the institute to external parties.
- Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation.
- Exercise caution to avoid favourism and demonstrate professionalism in resolving any conflict ensuring that the complaints are well received, studied and all the solutions are well documented.
- Ensure that they shall not misuse their authoritative powers, which shall stake the reputation of the Institution.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.

Code of Conduct for Principal

The principal of the institution is expected to

- Abide to UNIFORM STATUTES GOVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN UNIVERSITY SCHOOLS, UNIVERSITY DEPARTMENTS, CONDUCTED COLLEGES AND UNIVERSITY INSTITUTIONS [FRAMED UNDER SECTION 72 (10) READ WITH SECTION 71 (20) OF THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016] (https://mu.ac.in/wp-content/uploads/2020/02/TEACHERS_STATUTE1.pdf)
- Be a full time academic and administrative officer of the institute.
- Be of high moral character, Demonstrate s discipline and Ethics. And Insist on discipline, Punctuality and accountability of the students and the staff.
- Ensure proper functioning of the day to day activities of the college in his / her absentia.
- Encourage and support academic & research activities amongst the teachers and students.
- Be innovative, Guide and support the staff and students in the college for the overall development.
- Prepare budget for the given academic year, present it to the Management, get it sanctioned and execute it with full commitment.
- Supervise administrative office for providing details of various scholarships from the Govt. & NGOs to the needy and worthy students.
- Prepare yearly plan of the institute, administrative and financial management in consultation with management.
- manage and control teachers and administrative staff on the campus and make optimum utilization of the available physical and intellectual resources.
- get performance appraisal of each and every employee & communicate to the management from time to time
- Refrain from allowing consideration of caste, creed, religion, race, gender in professional Endeavour.
- convene the meetings of the IQAC as per the stipulated guidelines and to hold staff meetings as on regular basis.
- Encourage the Departments to organize all the activities which enhance the quality & sustainability.
- Redress the grievances of students, staff, parents& alumni.

Code of Conduct for Teachers

The teacher of the institution is expected to

- Abide to UNIFORM STATUTES GOVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN UNIVERSITY SCHOOLS, UNIVERSITY DEPARTMENTS, CONDUCTED COLLEGES AND UNIVERSITY INSTITUTIONS [FRAMED UNDER SECTION 72 (10) READ WITH SECTION 71 (20) OF THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016] (https://mu.ac.in/wp-content/uploads/2020/02/TEACHERS_STATUTE1.pdf)
- Respect the dignity of the profession in every activity they undertake in professional and personal life.
- Perform their professional duties as per the University and /or Management directives.
- Make professional growth continuous through study and research & Publications.
- Express free and frank opinion at professional meetings, seminars, conferences etc. towards for institutional betterment and for contribution of knowledge.
- Strive for improving education and perform their duties in the form of teaching, practicals, seminars and research work conscientiously innovatively and with dedication.
- Co-operate and assist in carrying out functions related to the educational responsibilities of the institution such as admission, College examinations including supervision, invigilation and evaluation; and advising and counseling the students in the conduct of examination,
- Participate in extension, co-curricular and extra-curricular activities conducted by institution including community service.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and maintain cordial relationship with colleagues, students, parents by treating them with dignity and practicing secularism.
- Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.
- Maintain contact with the parents/ guardians of students and meet the guardians to have dialogue as and when required and in regular meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and institution.

Code of Conduct for Students

The student of the institution is expected to

- Wear I-card on the campus.

- Observe decency in behavior, language and dress code.
- Expected to be punctual, disciplined and honest.
- Attend minimum 75% lectures and practical as per University norms.
- Note that academic misconduct during examination is punishable.
- Refrain from any malpractice like ragging and sexual harassment as the institute has Zero tolerance policy towards these offences.
- Use mobile phones only for academic purpose under the supervision of authority.
- Note that smoking, drinking and use of any intoxicating material is strictly prohibited and the college reserves all the rights to take appropriate disciplinary action against any kind of misconduct in VPM's Campus.

Principal