

**TERMS AND CONDITIONS OF SERVICE AND CODE OF
CONDUCT OF SUPPORTING STAFF and PRINCIPAL IN
HIGHER EDUCATION, MAHARAJA JIVAJIRAO
SHINDE MAHAVIDYALAYA (MJSM), SHRIGONDA,**



This document has been prepared by the Principal, Maharaja Jivajirao Shinde Mahavidyalaya, Shrigonda, Dist Ahmednagar, 413701 in the light of the guidelines of *Savitribai Phule Pune University, Pune* and *Rayat Shikshan Sanstha, Satara*.

CODE OF CONDUCT FOR SUPPORTING STAFF

1.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

1.2 ACCOUNTANT

- Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

1.3 STUDENT SECTION

- Student section should:
 - Ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
 - Ensure the student document verification by Savitribai Phule Pune University within time limit.
 - Submit the student prorata, eligibility and student insurance to Savitribai Phule Pune University.
 - Ensure timely submission of examination forms to Savitribai Phule Pune University.
 - Ensure caste certificate/caste validity from concern divisional office provides all necessary student data to prepare various committee reports.

1.4 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register.
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

1.5 LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

1.6 CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

1.7 PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws.
 - Meets or exceed Institute standards and any weaknesses.
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.