



College with excellence at par

Dr. Chandrashekhar V. Murumkar

PRINCIPAL

Life Time Achievement Awardee

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Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati, 413102

(Autonomous Institute)

Estd-June 1962

Religious Minority Institute

NAAC Reaccredited 'A+', CGPA 3.55

● ISO - 9001 - 2015 Certified

● Green Audit Certified

● Best College Awardee-SPPU

● DST FIST 'O' Level

● UGC - CPE Status

● Best Principal Awardee-SPPU

● DBT - Star College Scheme

● UGC - B. Voc. Programme

Affiliated to Savitribai Phule Pune University (Formerly University of Pune) (Id No.PU/PN/ASC/016/1962) Univ. College Code No. 032, HSC Board Code No.J 11.02.001(1976-77)

Ref. No. AES/TCC/ 1000/105.5

Date :-

Code of Conduct Document

25 JUL 2019

Vision and Mission of the institute

Vision: To impart career-oriented quality education at par with global standards across all fields of academic and research. We will do this by developing various skills of excellence and through inculcation of moral values in the youth with a view to make them responsible citizens of India.

Mission:

To contribute to nation building by continually empowering the youth through educational and vocational programmes, and inculcating culture by maintaining a multidimensional, holistic approach to life in them.



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Code of Conduct Document

Preamble:

As the leader entrusted with the responsibility of fostering an all inclusive academic environment, maintaining institutional integrity, and promoting ethical standards, the Principal of Tuljaram Chaturchand College recognizes the paramount importance of a robust code of conduct. This code serves as a guiding framework, delineating the principles, values, and responsibilities incumbent upon the role. The pursuit of excellence in education is not merely an aspiration but a commitment to uphold the dignity of learning and the welfare of all stakeholders. With this conviction, the Principal pledges to demonstrate exemplary conduct, grounded in integrity, transparency, and fairness.

A code of conduct is the most common policy within an institution. This policy lays out the Institution's principles, standards, and moral and ethical expectations from its Head of the Institution, teaching and non-teaching Staff, and students when they interact within the institution. A well-written code of conduct connects an institution's mission, values, and beliefs to professional conduct requirements. A code of conduct is an integral part of compliance with rules, regulations and standards followed by the institution. Any violation of the Code of Conduct comes under the purview of illegal activity. Thus, written codes of behaviour or ethics can serve as benchmarks against which all the stakeholders of the institutions can be judged.

Duties and responsibilities of a Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
2. Strategic plan to be implemented in line with the execution of vision and mission of the college.
3. Keep the co-ordination and Team work in all the activities associated with the college.
4. Provide guidance, leadership, direction to all the stakeholders.
5. Oversee and monitor the administration of academic and administration activities.
6. Adapt newly technology and methods for effective teaching learning process.
7. Acquaint the students to recent development in the world.
8. Observance and implementation of directives issued by Government/UGC/Parent University/ NAAC/Gov. of Maharashtra. And other related statutory bodies.
9. Ensure that the teaching and non-teaching staffs follow the code of conduct of the College.
10. Assessing reports/Academic diary/teaching or module plan/ plan of action and action taken reports of teachers/head/deans/coordinators.
11. Assessing and monitoring the academic syllabus/course.



12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of non-teaching, maintenance and other related departments.
14. To inculcate the social, cultural, national and human values among the students through education for their overall development.
15. To provide professional development and continuous professional development activities to both teaching and non-teaching staff.
16. Accountable to the Management for all expenditure incurred in the college by submitting. The vouchers and bills as per the time limit specified to the finance department of the institution.
17. Submitting application to Government for claiming eligible scholarship for students in time and distributing it to students as and when received. The Principal should submit proper accounts to the Government for the scholarship.
18. Conduct all statutory meetings as prescribed by UGC and parent University as per their regulations and frequency every year.
19. Principal is also a chief controller of examination, for exams related activities of COE, the Principal and the Controller of Examination are jointly responsible.
20. The principal should oversee the maintenance of infrastructures and should evolve a system for monitoring the maintenance of the campus so that the whole campus is always neat and green.
21. Provide visionary leadership that aligns with the mission and goals of Tuljaram Chaturchand College.
22. Foster a positive and inclusive campus culture that encourages academic excellence and personal development.
23. Uphold the highest standards of ethics, integrity, and accountability and Model behaviour that reflect fairness, transparency, and honesty in all professional interactions.
24. Share relevant information about college policies, decisions, and initiatives in a timely manner.
25. Demonstrate a commitment to continuous professional development. Stay informed about developments in education, administration, and relevant fields.
26. Make informed, fair, and effective decisions that align with the college's mission and vision. Approach problem-solving with a strategic and collaborative mindset.

In addition to the above mentioned duties, the Principal of the college should exhibit the following attributes while imparting his/her duties:



1. Respect and Collegiality:

- a. Treat all members of the college community with respect, fairness, and dignity.
- b. Foster a collegial and collaborative working environment.

2. Resource Management:

- a. Effectively manage college resources, including financial, human, and physical resources, to optimize efficiency.
- b. Ensure responsible and transparent use of college funds.

3. Compliance with Regulations:

- a. Ensure compliance with relevant laws, regulations, and accreditation standards.
- b. Familiarize yourself with and uphold the policies and regulations of Tuljaram Chaturchand College.

4. Stakeholder Engagement:

- a. Actively engage with stakeholders, including students, faculty, staff, alumni, and the broader community.
- b. Solicit feedback and input to inform decision-making and continuous improvement.

5. Campus Safety and Well-being:

- a. Prioritize the safety and well-being of students, faculty, and staff.
- b. Implement and enforce policies that contribute to a secure and healthy campus environment.

6. Academic Integrity:

- a. Uphold and promote academic integrity and ethical behavior among students, faculty, and staff.
- b. Address instances of academic misconduct promptly and fairly.

7. Conflict Resolution:

- a. Address conflicts in a fair, constructive, and timely manner.
- b. Promote a culture of open communication and conflict resolution within the college community.



Code of Conduct for Teaching Faculty

A teaching faculty is the Heart of an Institution. He/she is not only the inspiration for the students, but is also an institutional parent to them. The College has adopted the following Guidelines for maintaining "The Professional Ethics For The Teachers" from UGC Notification (New Delhi, dated 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018.

i] Faculty and Their Responsibilities:

When a person adopts teaching as a profession, then he or she is obliged to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scanner of his students and society at large. Therefore, there should not be any difference between their preaching and practice. The set national ideals of education should be communicated and inculcated among students. The profession further requires that a faculty should behave in a calm, patient, and communicative temperament and amiable disposition.

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Should strive for continuous professional growth through study and research.
4. Actively participate in professional meetings, seminars, conferences etc. and contribute towards the enrichment of knowledge.
5. Should go for active membership of professional organizations and strive to improve education and profession through them.
6. Perform their academic duties in the form of teaching, practical, tutorial, remedial measures, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational and administrative responsibilities of the college as and when required. such as: assisting in appraising applications for admission, advising and counseling students. Assisting in conduction of college examinations, including supervision, invigilation and evaluation etc.
8. Participate actively in extension, co-curricular and extra-curricular activities including community service.

ii] Teachers and the Students:

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Inculcate scientific temperament among students and values and ideals of democracy, patriotism and peace.
3. Deal justly and impartially with students regardless of their religion, caste, political, economic, social status and physical characteristics.



4. Recognize the Learner centric aptitude and capabilities among students and strive to meet their individual needs.
5. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
6. Should not behave in a vindictive manner towards any of them for any reason.
7. Act as Mentor and be available to the students even beyond their class hours and help and guide.
8. Help students to develop an understanding of our national heritage and national goals.
9. Refrain from inciting students against other students, colleagues or administration.

iii] Teachers and Colleagues:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Behave respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

iv] Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities as per the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through the proper Channel.
2. Participate in the formulation of policies of the institution by undertaking the assigned responsibilities.
3. Work in cooperation with the authorities for upgrading the institution.
4. Adhere to the conditions mentioned in their appointment order or contract.
5. Give prior intimation for availing themselves of leave except on unavoidable circumstances, keeping in view their particular responsibility for completion of the academic schedule.
6. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

v] Teachers and Non-Teaching Staff:

1. Teachers should treat the non-teaching staff with respect.
2. Teachers should help in the functioning of joint committees covering both teachers and non-teaching staff.

vi] Teachers and Guardians

Teachers should regularly organize Teacher-Guardian Meetings and convey necessary messages to them regarding their ward's performances.

1. Behave respectfully to the Guardians as appropriate of the dignity of their profession.
2. Regularly conduct interactive meetings with the Guardians for mutual exchange of ideas and for the benefit of the institution.



Vii] Teachers and Society

In accordance with the Institutional Scientific Social Responsibility Policy, the Teachers should:

- i. Recognize that education is a public service and therefore keep the public informed about the educational activities which are being conducted in the Institution.
- ii. Strive to improve education in the community and strengthen the community's moral, intellectual and social life;
- iii. Be aware of social problems and take part in such activities as would enhance the progress of the society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities, and also shoulder responsibilities of public offices;
- v. Strictly avoid taking part in or subscribing to or assisting in any way in the activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups.

Code of Conduct for Vice Principal

Preamble:

The role of the Vice Principal at Tuljaram Chaturchand College is vital in ensuring the effective administration, academic excellence, and overall development of the institution. This Code of Conduct establishes the expectations and standards for Vice Principal to maintain a high level of professionalism, integrity, and commitment.

Duties and responsibilities of a vice Principal

1. Professionalism and Integrity:

- a. Demonstrate the highest standards of professional and ethical conduct.
- b. Uphold the values and mission of Tuljaram Chaturchand College.
- c. Act in a manner that fosters a positive and inclusive working environment.

2. Leadership and Decision-Making:

- a. Provide effective leadership in collaboration with other administrators, faculty, and staff.
- b. Make decisions that align with the college's strategic goals and benefit the overall welfare of the institution.
- c. Encourage open communication and constructive feedback.

3. Academic Excellence:

- a. Support and promote academic programs that enhance student learning and success.
- b. Encourage innovative teaching methods and research activities among faculty.
- c. Ensure the continuous improvement of academic standards.

4. Administrative Responsibilities:

- a. Efficiently manage administrative tasks and resources.



b. Collaborate with various departments to streamline processes and improve overall efficiency.

c. Ensure compliance with relevant laws, regulations, and college policies.

5. Communication and Collaboration:

a. Foster effective communication between faculty, staff, students, and other stakeholders.

b. Collaborate with other college administrators to achieve common goals.

c. Resolve conflicts and disputes in a fair and timely manner.

6. Professional Development:

a. Engage in continuous professional development to stay current with educational trends and best practices.

b. Encourage and support the professional development of faculty and staff.

7. Confidentiality:

a. Maintain the confidentiality of sensitive information related to students, faculty, staff, and the institution.

b. Exercise discretion in handling confidential matters.

8. Conflict of Interest:

a. Disclose and manage conflicts of interest promptly and ethically.

b. Make decisions in the best interest of the college without personal bias.

9. Compliance:

a. Adhere to all relevant laws, regulations, and college policies.

b. Report any violations or concerns promptly.

10. Evaluation and Accountability:

a. Participate in regular performance evaluations.

b. Take responsibility for actions and decisions.

11. Miscellaneous:

a. Any additional college-specific guidelines or expectations.



Code of Conduct for Dean of Arts, Science, and Commerce

Preamble:

The role of the Deans of Arts, Science, and Commerce at Tuljaram Chaturchand College is critical in fostering academic excellence and ensuring the overall development of their respective faculties. This Code of Conduct establishes the expectations and ethical standards for the Deans to maintain a high level of professionalism, integrity, and commitment.

Duties and responsibilities of a Dean:

1. Professionalism and Integrity:

- a. Demonstrate the highest standards of professional conduct and ethical behaviour.
- b. Uphold the values and mission of Tuljaram Chaturchand College in all academic and administrative activities.
- c. Foster a culture of academic integrity and ethical behavior within the respective faculty.

2. Academic Leadership:

- a. Provide effective academic leadership within the Dean's designated faculty.
- b. Promote innovative teaching methods, research, and academic programs.
- c. Collaborate with faculty members to enhance the academic experience for students.

3. Administrative Responsibilities:

- a. Efficiently manage administrative tasks related to the respective faculty.
- b. Collaborate with other Deans and college administrators to streamline processes and improve overall efficiency.
- c. Ensure compliance with relevant laws, regulations, and college policies within the faculty.

4. Communication and Collaboration:

- a. Foster effective communication between faculty members, staff, and students.
- b. Collaborate with other Deans and administrators to achieve common academic goals.
- c. Resolve conflicts and disputes within the respective faculty in a fair and timely manner.

5. Student Engagement and Welfare:

- a. Promote student engagement and ensure a positive learning environment.
- b. Address student concerns and grievances in a timely and fair manner.
- c. Collaborate with student support services to enhance student welfare.

6. Research and Innovation:

- a. Encourage and support faculty research and innovation within the respective disciplines.
- b. Foster a research culture that contributes to the academic reputation of the college.
- c. Facilitate opportunities for interdisciplinary research and collaboration.

7. Professional Development:



- a. Engage in continuous professional development to stay current with academic trends and best practices.
- b. Encourage and support the professional development of faculty within the respective faculty.

8. Confidentiality:

- a. Maintain the confidentiality of sensitive information related to faculty, staff, and students.
- b. Exercise discretion in handling confidential matters.

9. Conflict of Interest:

- a. Disclose and manage conflicts of interest promptly and ethically.
- b. Make decisions in the best interest of the respective faculty and the college without personal bias.

10. Evaluation and Accountability:

- a. Participate in regular performance evaluations as per college policies.
- b. Take responsibility for the academic and administrative performance of the respective faculty.

11. Compliance:

- a. Adhere to all relevant laws, regulations, and college policies within the scope of the respective faculty.
- b. Report any violations or concerns promptly.

Code of Conduct for IQAC Coordinator

Preamble:

The role of the Internal Quality Assurance Cell (IQAC) Coordinator at Tuljaram Chaturchand College is instrumental in promoting and sustaining a culture of quality in all aspects of academic and administrative activities. This Code of Conduct establishes the expectations and ethical standards for the IQAC Coordinator to uphold the integrity and effectiveness of the institution's quality assurance processes.

Duties and responsibilities of a IQAC Coordinator

1. Professionalism and Integrity:

- a. Demonstrate the highest standards of professional conduct and ethical behaviour.
- b. Uphold the values and mission of the college in all IQAC activities.
- c. Act in a manner that promotes transparency, fairness, and trust.

2. Leadership and Management:

- a. Provide effective leadership in the planning, execution, and monitoring of quality



assurance initiatives.

- b. Collaborate with faculty, staff, and administrators to ensure the integration of quality measures in all academic and administrative processes.
- c. Foster a culture of continuous improvement within the institution.

3. Compliance and Documentation:

- a. Ensure compliance with established quality standards and guidelines.
- b. Maintain accurate and comprehensive documentation of IQAC activities and outcomes.
- c. Facilitate the preparation and submission of the Annual Quality Assurance Report (AQAR).

4. Communication and Collaboration:

- a. Facilitate effective communication on quality assurance matters between different stakeholders.
- b. Collaborate with academic and administrative units to implement quality enhancement measures.
- c. Conduct awareness programs on quality assurance for faculty, staff, and students.

5. Data Integrity and Analysis:

- a. Ensure the integrity of data collected for quality assurance purposes.
- b. Analyse and interpret data to identify areas for improvement and excellence.
- c. Present meaningful reports to stakeholders for informed decision-making.

6. Professional Development:

- a. Engage in continuous professional development to stay abreast of best practices in quality assurance.
- b. Encourage and support the professional development of IQAC members.

7. Confidentiality:

- a. Maintain the confidentiality of sensitive information related to quality assurance Processes and outcomes.
- b. Exercise discretion in handling confidential matters.

8. Evaluation and Accountability:

- a. Participate in regular performance evaluations as per college policies.
- b. Take responsibility for the effectiveness of the IQAC and its initiatives.

9. Conflict of Interest:

- a. Disclose and manage conflicts of interest promptly and ethically.
- b. Make decisions in the best interest of the college without personal bias.

10. Compliance:



- a. Adhere to all relevant laws, regulations, and college policies in the execution of IQAC duties.
- b. Report any violations or concerns promptly.

Code of Conduct for Non- Teaching Faculty

Duties and Responsibilities Assigned To Non-Teaching Employees Mentioned In The Standard Code 1984 Of Maharashtra Government And Maharashtra Civil Service Rules.

Registrar (Head of the Non-teaching Staff):

- a) The Registrar shall regulate the work and conduct of the staff in accordance with the Standard Code 1984 and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.
- b) The Registrar shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
- c) The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
- d) The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- e) The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.
- f) The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- g) The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
- h) The Registrar shall sign letters issued from the College office of a routine nature.
- i) The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- j) The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
- k) The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College.



Office Superintendent:

- a) The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- b) He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- c) He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.
- d) It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- e) He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- f) He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- g) The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
- h) The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- i) He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
- j) The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k) The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the Principal.
- l) Any other work assigned to the Superintendent by the Principal or Registrar from time



to time.

Accountant:

- a) The Accountant shall inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
- b) He shall attend to all the Government scrutiny, inspections and audit.
- c) He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.
- d) He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
- e) If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- f) The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

Head Clerk or Deputy Accountant:

- a) Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
- b) He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- c) He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
- d) He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- e) He shall train the members of his department and provide guidance to all.
- f) He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
- g) He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the



work.

- h) He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- i) He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- j) He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
- k) He shall submit notes or drafts for approval of the authorities through the Superintendent.
- l) He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- m) He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- n) He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
- o) If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case maybe.
- p) He shall attend to any other work assigned to him from time to time by the Higher Authorities.

All other non-teaching staff:

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.

Librarian:

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

- a) Planning new services for the Library.
- b) Making rules for the Library
- c) Acquisitions and Gift books selection
- d) Classification
- e) Catalogue entries – checking & keywords
- f) Software for Library
- g) Library Committee
- h) Correspondence
- i) Signatory for all bills, correspondence notices.



- j) HRD special issues
- k) Maintaining Discipline in Library
- l) Replacement of Library books lost
- m) Assigning work to the Library Staff
- n) Weeding out
- o) Reference to teachers, students, visitors
- p) Reports to be submitted to Auditors, UGC/IQAC, Principal
- q) Library Annual Report
- r) Library Orientation Lectures & Tours
- s) Honours in Library Science
- t) Training Staff

Assistant Librarian:

The Job responsibilities of an Assistant Librarian are as follows:

- a) Catalogue – Data entry
- b) Library Notices– Drafting, putting up notices on the Library Notice board
- c) Displays
- d) Binding of Books & Journals
- e) Journals – General supervision
- f) Discipline in the Library
- g) Solar System & Panel
- h) Library Clearance
- i) Correspondence – Print & Dispatch
- j) Library Maintenance – Liaison with Administrator
- k) Hardware & Network – Liaison with Knowledge Centre
- l) HRD day today
- m) Library Statistics
- n) Library Membership
- o) Summer cleaning administration
- p) Weeding out
- q) Reference
- r) Printing of Spine / Book/ Barcode Labels
- s) Library Orientation Tours
- t) Any other work assigned by the Librarian from time to time.



Clerk in Establishment Section:

- a) Maintain personal files of teaching and non-teaching staff.
- b) Maintain attendance registers of teaching and non-teaching staff.
- c) Maintain service books.
- d) Maintain leave record of staff.
- e) Issue of advertisement for recruitment of teaching and non-teaching staff.
- f) Getting approval from University in concern with Principal.
- g) Preparing proposals for approval of staff by University of Pune
- h) Maintaining of all the files duly numbered updated in all respects
- i) Any other duties assigned by the Principal from time to time

Clerk in Admission Section:

- a) Custody of original documents of students and their final disposal.
- b) Collect the T.C. Eligibility forms
- c) To issue Transfer Certificate to students whenever they approach promptly ensuring that 'No Dues Certificate' is receivable from the students.
- d) To prepare merit list of all the students admitted to first year category wise as required by Directorate of Technical Education, Maharashtra and submit the same to Directorate of Technical Education, Maharashtra for their approval in a time bound manner.
- e) Typing all the letters pertaining to the section and at the time of emergency typing other work assigned by Office super indent and Officers
- f) While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly
- g) Any other duties assigned by the Principal from time to time.

Library Clerks:

- a) Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- b) Display of recent arrivals of books, binding of old books
- c) Plastic binding of new books, printing of Journal Labels
- d) Library Shelf / Stack guides
- e) Library Membership
- f) Printing of Spine / Book / Barcode Labels
- g) Stationery – Purchase & Distribution
- h) Printing of Stationery & circulation
- i) Liaison with Administrator
- j) Liaison with Knowledge Centre



- k) Circulation – overdue books – Phone reminders
- l) Multimedia Management
- m) Assisting Librarian in acquisition work
- n) Typing & Other Assistance to Librarian
- o) Any other work assigned by the Librarian from time to time

Library Attendants:

- a) Issue / Return of books
- b) Writing statistics of issue /return
- c) Label pasting (Spine, Book &Barcode)
- d) Shelving of Books & dusting
- e) Shelving of Journals
- f) Summer cleaning
- g) Physical Verification of Books
- h) Any other work assigned by the Librarian from time to time

Laboratory Assistant & Laboratory Attendant:

Lab Assistant or Laboratory Attendant for assist to the teacher and conduct the experimentations during the practical sessions and help to lab In-charges for keeping the laboratories records and maintenance of lab equipment.

Duties -

- a) Maintain dead-stock register;
- b) Display information related to Lab time-table, Total laboratory cost, List of major Equipment, Lab area
- c) Monitor condition of equipment, conduct preventive and predictive maintenance, calibration, and annual maintenance contract of laboratory equipment;
- d) Suggest new equipment to meet the needs of teaching, erection/installation and commissioning of new equipment, procurement of consumables etc. before the implementation of revised syllabus (if any);
- e) Determine size of the batch, number of sets, demonstration kits etc. to be arranged;
- f) Preparation of Continuous Assessment Sheet for allotted batch
- g) Preservation of sample journal copy;
- h) Maintain laboratory utilization register and equipment utilization for specific work;
- i) Maintain testing and consultancy (if any) records conducted in laboratory;
- j) Prepare laboratory budget
- k) Keep laboratory safety and cleanliness.



l) **Peon:**

Duties -

- a) To maintain cleanliness in college campus and office administration.
 - b) To offer water, tea/coffee to the visitors.
 - c) Get the signatures of principal on Notices and letters issued to the students and faculty.
 - d) Any other task as assigned Principal and Registrar.
1. Admissions will not be allowed after the last date. Forged documents/information, which is deliberately hidden or any other administrative or official error will be unpardonable and the Principal has the final authority to cancel the admission in such cases.
 2. If the student remains absent after taking admission for 15 consecutive days without giving a valid reason, the Principal has the authority to cancel such admissions. The Institution adopts a Zero-Tolerance Policy towards Ragging.
 3. Students indulging in any ragging activities will be punished, they can be rusticated from the hostel and college and any other additional benefits like scholarship etc. will be withdrawn. Besides this, a severe fine can be imposed along with a public apology.
 4. If a student leaves the college after taking admission or his admission is cancelled or if he is rusticated for any reason, his fee will not be returned. In case of students who are admitted to technical or professional courses, directives of the state government will be followed.
 5. 75% Attendance is compulsory for students in the classroom.
 6. Ragging is completely banned in the college. Student and his/her guardian has to give an undertaking not to participate in any ragging activities and it is included in the prospectus also.

AMENDMENTS

1. The Institute shall examine its Code of Conduct Policy on a regular basis and change it as necessary to comply with national policies and directives issued by competent apex bodies.
2. Pertaining to any contradiction in the Policy of the Institution, the later revised policy will take precedence.

PUBLICATION OF CODE OF CONDUCT POLICY:

The Code of Conduct Policy shall be widely publicized to the students of the Institution using the entire possible medium and prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

IMPORTANT LINKS:

<https://www.ugc.ac.in/oldpdf/pub/report/5.pdf>

<https://www.ugc.ac.in/pdfnews/4033931> UGC-Regulation min Qualification Jul2018.pdf




ACKNOWLEDGEMENTS

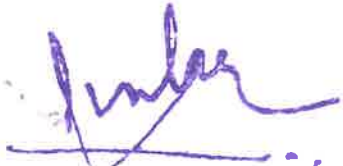
A "Code of Conduct" document has been drafted under the guidance of an Expert Committee: Prof.Dr. Avinash Jagtap (IQAC Coordinator), Prof. Dr.Sachin Gadekar (IQAC Joint Coordinator), Dr. Arun Magar (IQAC Asst. Coodinator), Dr.Sushil Deshmukh and Dr. Vijaykumar Shinde.

IQAC acknowledges Dr. Chandrashekhar Murumkar (Principal), Mr. Abhinandan Shah (Registrar) and Mr. Vikas Bhosale (Office Superintendent) for their guidance and extensive support during the preparation of this document. All the other members of IQAC also need a special mention for their suggestions and guidance during the preparation of the policy.

IQAC acknowledges and appreciates the earnest efforts made by the Expert Committee and all others in preparing this document.




Prof. Dr. Avinash Jagtap
Coordinator IQAC


Dr. Chandrashekhar Murumkar
Principal



Anekant Eductaion Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

NO- 56.1

Date: 13/06/2019

NOTICE

A meeting of all teaching staff is schedule on 15 June 2019 at 11:30 am in the Prashashan Bhavan Hall

- Agenda:
1. Discussion on Academic Calendar
 2. Felicitation of Faculty
 3. Review of Academic Audit
 4. Discussion on Role and responsibility of Teacher.

All are requested to attend the meeting for the same.



Principal



College with excellence at par

Dr. Chandrashekhar V. Murumkar

PRINCIPAL

Life Time Achievement Awardee

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॥ सिद्धिनेकान्तात् ॥

Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati, 413102

(Autonomous Institute)

Estd-June 1962

Religious Minority Institute

NAAC Reaccredited 'A+', CGPA 3.55

● ISO - 9001 - 2015 Certified

● Green Audit Certified

● Best College Awardee-SPPU

● DST FIST 'O' Level

● UGC - CPE Status

● Best Principal Awardee-SPPU

● DBT - Star College Scheme

● UGC - B. Voc. Programme

Affiliated to Savitribai Phule Pune University (Formerly University of Pune) (Id No.PU/PN/ASC/016/1962) Univ. College Code No. 032, HSC Board Code No.J 11.02.001(1976-77)

Ref. No. AES/TCC/_____

Date :-

Minutes of the Meeting for code of conduct on 15th June 2019

1. The meeting was conducted on 15 June 2019 by Dr. Chandrashekhar Murumkar Principal, Dr. Avinash Jagtap Vice principal Faculty of Science, Dr.Sachin Gadekar Vice principal Faculty of Arts and Commerce.

2. Following items were discussed during the meetings:

a.) Dr. Chandrashekhar Murumkar briefed about the agenda of the meeting and discussed the academic calendar.

b. All teachers were urged to uphold the honour and dignity of teaching profession and promote quality education among stockholders.

c. Teachers were oriented to be impartial and not to disseminate students based on their religion, caste gender and nationality.

d.) principal also mention that maintaining co operation and healthy relation between teaching and non teaching staff is key to improvement quality education to students.

e.) General issues were discussed regarding academic audit of the various departments and finalized the task to the Head of the departments and IQAC Coordinators and office staffs regarding new academic year.

3.) Meeting conclude with vote of thanks by Dr. Sachin Gadekar Vice principal faculty of Arts and Commerce.


IQAC

Co-ordinator.





Principal



Anekant Eductaion Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

No- 43.L

Date: 14/06/2020

NOTICE

A meeting of all teaching staff is schedule on 15 June 2020 by online mode on 11:30 am on Google meet.

- Agenda: 1. Discussion on Academic Calendar
2. Online Admission Process.
3. Online lectures and Responsibility.
4. General code of Teacher.

All are requested to attend the meeting for the same.




Principal



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Ref. No. AES/TCC/_____

Date :-

Minutes of the Meeting for code of conduct on 15th June 2020

1. Virtual meeting on Google Meet for the teaching staff was conducted on 15th June 2020 by the principal Dr. Chandrashekhar Murumkar
2. Following items were discussed during the meetings:
 - a.) Dr. Chandrashekhar Murumkar updated the staff with the current situation of the ongoing pandemic (covid-19) and the functioning of the college in this situation
 - b. The principal also briefed the staff about guidelines given by the UGC, Savitribai Phule Pune University and Director of Higher education regarding the commencement of academic year 2020-21.
 - c. The principal asked the admission committee to do the necessary things for online admission process in the academic year 2020-21
 - c. The principal urged the teachers to continue with the present mode of online teaching till the college reopens in a normal way.
 - d.) Principal instructed the college examination committee to bring the necessary changes in the mode of online examination.
 - e.) General issues were discussed regarding code of conduct for the teachers and office staff during working hours.
- 3.) Meeting concluded with vote of thanks by Dr. Avinash Jagtap Vice principal faculty of Science.

IQAC
Co-ordinator.



Principal



Anekant Eductaion Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

No-50.1

Date: 14/06/2021

NOTICE

A meeting of all teaching staff is schedule on 15 June2021 at 11:00 am in the Prashashan Bhavan Hall

- Agenda: 1. Discussion on formation of various committees for
The academic year 2021-22
2. NAAC and AQAR for 2020-21
3. Preparation of academic calendar by every
Department
4. Code of conduct for teachers

All are requested to attend the meeting for the same.



Principal



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Ref. No. AES/TCC/_____

Date :-

Minutes of the Meeting on code of conduct on 15th June 2021

1. The meeting was conducted by Dr. Chandrashekhar Murumkar Principal, Dr. Avinash Jagtap vice Principal Faculty of Science, Dr. Ajit Telve Vice Principal Faculty of Science, Dr. Ramchandra Sapkal, Vice Principal, Dr. Seema Naik-Gosavi, Vice Principal, Faculty of Arts and Commerce

2. Following items were discussed during the meetings:

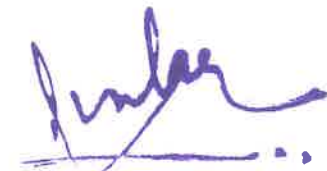
- a.) Dr.Chandrashekhar Murumkar briefed about the agenda of the meeting and discussed the formation of various committees for the academic year 2021-22
- b. The principal instructed all the HoDs and committee heads to send the detailed reports of activities to the IQAC for filling up the AQAR 2020-21.
- c. The principal instructed HoDs of all departments to do proper planning for the academic session and prepare academic calendar of their departments for organising various activities throughout the year.
- d.) The principal discussed the code of conduct to be followed by teachers while performing their academic duties.

3. Meeting conclude with vote of thanks by Dr. Avinash Jagtap Vice principal faculty of Science


IQAC

Co-ordinator.





Principal



Anekant Eductaion Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

NO-711

Date: 14/06/2022

NOTICE

A meeting of all teachers is schedule on 15 June 2021 at 11:00 am in the Prashashan Bhavan Hall

- Agenda: 1. Discussion on intake of admission for the academic year 2022-23
2. Result analysis of last academic year
3. Implementation of NEP
4. Code of conduct for teachers

All are requested to attend the meeting for the same.



Principal



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Dr. Chandrashekhar V. Murumkar

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Ref. No. AES/TCC/_____

Date :-

Minutes of the Meeting on code of conduct on 15th June 2022

1. The meeting was conducted by Dr. Chandrashekhar Murumkar Principal, Dr. Avinash Jagtap Vice Principal Faculty of Science, Dr. Ramchandra Sapkal Vice Principal Faculty of Science and Vice Principal Dr. Seema-Naik Gosavi, Vice Principal, Faculty of Arts and Commerce.

2. Following items were discussed during the meetings:

a.) The principal briefed the HoDs of all departments about the intake for various undergraduate courses in the academic year 2022-23.

b. The principal instructed that admission should be given on merit plus first come first serve basis.

c. The principal informed the staff about implementation of NEP 2020 from the next academic year and asked them to prepare the Curriculum and Syllabus according to the CBCS structure

d.) The principal discussed the code of conduct to be followed by teachers while performing their academic duties.

3. Meeting conclude with vote of thanks by Dr. Avinash Jagtap Vice principal faculty of Science

IQAC

Co-ordinator.



Principal



Anekaant Educaion Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

No- 70.1

Date: 14/06/2023

NOTICE

A meeting of all teaching staff is schedule on 15 June 2023 at 11:00 am in the Prashashan Bhavan Hall

- Agenda: 1. Discussion on admission procedure for first year Students as per NEP
2. Courses and Program codes for subjects of first Year of UG and PG subjects.
3. Website updating
4. Code of conduct for teachers

All are requested to attend the meeting for the same.




Principal



Prof. Dr. Avinash S. Jagtap

M.Sc. Ph.D.

PRINCIPAL

॥ सिध्दिरनेकान्तात् ॥

Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati - 413102.

Dist. Pune. Maharashtra, India.

Empowered Autonomous Status

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Ref. No. AES/TCC/ _____

Date :-

Minutes of the Meeting on code of conduct on 15th June 2023

1. The meeting was conducted by Dr. Avinash Jagtap Principal, Dr. Ashok Kalange Vice principal Faculty of Science, Dr. Sachin Gadekar Vice principal Faculty of Arts and Commerce

2. Following items were discussed during the meetings:

a.) Dr. Avinsh Jagtap briefed about the agenda of the meeting and informed the members about the schedule of admission process for first year students as per NEP 2020 rules and regulation. It was resolved to council the students at the time of admission about newly introduced courses like AEC, OE, Major, Minor etc.

b. The principal instructed all the staff about implementation of NEP 2020 from the current academic year and make the necessary changes in the course codes and program codes as per the academic council resolution.

c. The principal informed the staff about updating of college website on the background of upcoming NAAC reaccreditation and urged the HoDs and teachers to update their department profiles.

d.) The principal discussed the code of conduct to be followed by teachers while performing their academic duties.

3. Meeting conclude with vote of thanks by Dr. Sachin Gadekar Vice principal faculty of Arts

IQAC

Co-ordinator.



Principal