



Sainath Education Trust's
Rajiv Gandhi College
of Arts, Commerce, & Science. Vashi Navi Mumbai.
(Permanently Affiliated to University Of Mumbai)
ACCREDITED BY NAAC, GRADE 'B'

CODE OF CONDUCT COMMITTEE MEMBERS

The following faculty members are hereby informed that you have been appointed as a coordinator and member of the code of conduct committee for the academic year 2021- 22. You are further instructed to prepare the code of conduct as per UGC guidelines and communicate the same to all the concerned in our institution.

Sr. No.	Name of the Member	Designation	Signature
1	Principal B .S. Pandey.	Chairman	
2	Asst. Prof . Sarojini Biradar	Coordinator	
3	Asst. Prof. G.Subhashini	Member	
4	Asst. Prof. Anamika Singh	Member	
5	Asst. Prof. Veena Sawant	Member	
6	Asst. Prof. Arun Vishwakarma	Member	
7	Mr. Rupesh Jangam	Member	
8	Mrs. Devika Salvi	Member	



I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 703.



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CODE OF CONDUCT COMMITTEE MEETING

The code of conduct committee meeting is scheduled on 8th July 2021 at 11:30 a.m. in the Principal's office all the members of the set committee are requested to remain present for the same.

Sr. No.	Name of the Member	Designation	Signature
1	Principal B .S. Pandey.	Chairman	
2	Asst. Prof . Sarojini Biradar	Coordinator	
3	Asst. Prof. G.Subhashini	Member	
4	Asst. Prof. Anamika Singh	Member	
5	Asst. Prof. Veena Sawant	Member	
6	Asst. Prof. Arun Vishwakarma	Member	
7	Mr. Rupesh Jangam	Member	
8	Mrs. Devika Salvi	Member	

Agenda: To discuss and communicate the code of conduct for maintaining the discipline and the work decorum in the institution.



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Minutes of the meeting:

A code of conduct committee was held under the guidance of Principal B.S.Pandey on 8th July 2020 at 11:30 a.m. in the principal's office.

The following members were present for the same.

Sr. No.	Name of the Member	Designation	Signature
1	Principal B .S. Pandey.	Chairman	
2	Asst. Prof . Sarojini Biradar	Coordinator	
3	Asst. Prof. G.Subhashini	Member	G. Subhashini
4	Asst. Prof. Anamika Singh	Member	Anamika Singh
5	Asst. Prof. Veena Sawant	Member	Veena Sawant
6	Asst. Prof. Arun Vishwakarma	Member	Arun Vishwakarma
7	Mr. Rupesh Jangam	Member	Rupesh Jangam
8	Mrs. Devika Salvi	Member	Devika Salvi

The topic of revising and updating the code of conduct for all concerned stakeholders and faculties to maintain disciplined behavior and work decorum in our institution was discussed and the following decisions were taken in the meeting.

1. The responsibilities and duties of the teaching faculties hods and principles were discussed and the list of the same was prepared as per UGC guideline it was for the decided to communicate the same to all.
2. The role of system administrator in maintaining the network system and PCS printers and scanners was discussed and it was decided to convey the same to the system administrator.
3. The concern lab assistant and their duties were working in the labs were too discuss to maintain the safety and security of the students in the campus and the concerned faculty members were in form about the safety measures to be followed and adopted by them.
4. The placement cell and its responsibility in the placement of stakeholders was put forth in the discussion and it was for the decided to inform the placement cell to sign the MOU's use with different industries and sector so that placement camps will be arrange for the students in future.

5. The duties of office superintendent (OS) the clerks and the accountant were prepared as per the guidelines received from Mumbai University and the rules and regulations of Maharashtra government. It was decided to communicate the same to the office superintendent (OS) the clerks and Accountant.

6. To conduct all the University exams properly and maintained proper decorum during the exam period, the duties of exam department too were put forth in a discussion and the concerned chairperson and the supporting staffs were intimated about the roles in the smooth conduct of the University & College exams.

7. Since the college believes in the holistic development of student committed community the code of conduct for them too was discussed, revised and updated as per the UGC guidelines and the same was displayed and shared on the students' class WhatsApp group.

The meeting ended with the vote of thanks by Asst. Prof. Sarojini Biradar.




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CODE OF CONDUCT FOR THE PRINCIPAL

1. The principal is the academic and administrative head of the institution and is committed to the cause of growth and the progress of the institute.
2. To conduct the meeting of college development committee as per the stipulated guidelines.
3. To co-ordinate and motivate the faculty, administrative authorities and supporting staff, in order to enhance their efficiency and competence.
4. He along with all the stakeholders, University, state government, UGC, students and parents for the smooth and effective functioning of the college.
5. He shall closely observe various academic activities like organization and conduction of conferences, seminars, workshop and other academic events.
6. Shall hold meetings of adopt the department to review the work progress of academic work and suggest effective measures to achieve desired academic outcome.




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CODE OF CONDUCT FOR SUPPORT STAFF

Responsibility and Accountability

1. Support staff should complete all the responsibilities assign to them.
2. They should behave professionally at all times.
3. They should be prompt in their services.
4. They should report to duty and to the concerned departments which they have been assigned.
5. They should contribute towards enabling a supportive learning environment.

Punctuality and Attendance

1. They should sign the attendance register while reporting for duty.
2. They must use biometric system to record their time of arrival and departure from the college.
3. They are expected to be present in the college campus at least 10 minutes before the college start.
4. They should remain in the campus till the end of college hours or the number of hours specified to them in their appointment order.

Leave:

1. Prior written permission is required from principal or HOD at least a day in advance while availing leave.
2. Not more than 25% of support staff in a department will be allowed to go on casual leave or duty leave on any particular day.
3. A half day casual leave will not be sanctioned.




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CODE OF CONDUCT FOR TEACHERS

1. Teacher should handle the subject assign to them by head of the department.
2. Teacher should complete the syllabus on time.
3. Teacher should carry out other academic co-curricular exam related duties and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Teacher should sign the attendance register while reporting for the duty.
2. Teacher must use biometric system to record their time of arrival and departure from the college.
3. Teachers are expected to be present in the college campus at least 10 minutes before the college starts.
4. Teacher should remain in the campus at least for five and a half hours.
5. Increase the teacher need to leave the campus for personal work she/he needs to sign the movement register.

Leave

1. Leaves are sanctioned as per the guidelines of regulatory authorities.
2. Prior written permission is required from Principal or HOD at least a day in advance while availing Casual Leave or Duty Leave.
3. Not more than 25% of staff member in a department will be allowed to go on Casual Leave or Duty Leave on any particular day.
4. A half day Casual Leave will not be sanctioned.
5. A Maximum of 15 days of Casual Leave can be availed in one academic year.

General

1. Teachers are barred from using cell phones while taking classes and while supervising examination work.
2. Teachers are expected to always wear their identity card while inside the college premises.
3. Head of department must submit the department time table and individual teachers time table to the principal on the last working day of previous semester. Any change must also be reported to the Principal in writing.




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JOB RESPONSIBILITIES OF SYSTEM ADMINISTRATOR

1. To maintain network and PC.
2. To attend to any complaint from student or staff regarding PC or network.
3. To keep printers, scanners, etc in serviceable condition at all times.
4. To assist in purchasing hardware, software and equipment.
5. To initiate immediate steps to ensure the internet connectivity to the department and the college of his to complete the academic work in time.



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JOB RESPONSIBILITIES OF LABORATORY ASSISTANT

1. To plan a laboratory schedule for the student and display it on the board.
2. To maintain discipline and the record of student attendance.
3. To have the strength in laboratory while attending the apparatus.
4. To assess the system administrator to maintain the network and the computer.
5. To assist the faculty members in conducting laboratory sessions for students.
6. To keep the dead stocks/ consumables/semi -consumables records of relevant laboratories.
7. To maintain lab instrument and equipment properly.
8. To carry out any other duties assign by the by the teacher/head /principal.
9. Taking care of daily hygiene and observe the experiment in the form of laboratory presentable are kept in the setup and stacking the equipment in their proper stacking place.
10. To inspect laboratory equipment and supply at least once a week.




Principal
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JOB RESPONSIBILITIES OF OFFICE SUPERINTENDENT

1. Scrutinizes admission and eligibility document and admission registration.
2. Supervise and maintain personal files of staff and faculties.
3. Maintain P.F. account
4. Discipline and work schedule of class 4 employees.
5. To Scrutinize the attendance record of the employees and keep their copy with the Principal for daily signature.
6. Keep informal leave registration.
7. Keep a movement register of employees under office administration.
8. Observe the daily report received from various departments of the college.
9. Initiate disciplinary action where necessary as directed by the Principal and Management.
10. Submitting/ guiding/ assisting to accounts and other departments when required.
11. Organize printing of brochures and other documents for the organization.
12. Initiate and record all correspondence.
13. Systematically keep up to date with all the files in a systematic manner as required.
14. To monitor the control of admissions.
15. General discipline and healthy relationship should be maintained among the staff of the college.
16. To see to it that all the minor grievances of the student regarding personal issues are resolved sympathetically and on time and the students are always happy.
17. Taking care of biometric requirements.
18. Any other duties assigned by the Principal from time to time.



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JOB RESPONSIBILITIES OF EXAMINATION CHAIRPERSON

1. Organize all work related to college & University examination searches preparation of supervision chart appointments of senior supervisors in consultation with the Principal.
2. To correspondence with the university regarding University examination results of students and complaints of students regarding examinations.
3. To fill up examination form of students to conduct re-evaluation and verification forms.
4. To obtain results of students and its distribution
5. To send the requirement of examination is stationary to administrator and keep it up to date record.
6. To maintain the records of all passed out students of this college in a separate register and also in a soft copy.
7. To see the day today notifications circular on University website and bring the content to the notice of students/ faculty/ Principal from the college.
8. To send the program of the dates of proposed practical examinations to the university and to get the practical or oral examination.
9. To submit term work or oral practical marks to office superintendent.
10. Arrangement of furniture for examination and determination of number of examination seats.
11. Any other duties assigned by the Principal from time to time.




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JOB RESPONSIBILITIES OF LIBRARIAN

1. Create and distribute library cards to students.
2. Receiving demand slip from students and giving books to student as per their demand and library rules.
3. Withdrawal of books given to student and staff members.
4. To keep record of recovery of fines and instruct the students to deposit the amount of fine in the cash counter.
5. Request and issue and receive books for students, staff following the entire process.
6. Displaying new arrivals by photocopying the cover of books and journals.
7. Receive journals and magazines and highlight important articles news etc.
8. Updating in maintaining files of paper cuttings related to college activities.
9. To ensure that library is always presentable and neat.
10. Pay attention to the problems of staff members if any and result them promptly.
11. Pay attention to the problems of the staff members, if any, and resolved them promptly.
12. Keeping day wise record of student/ staff faculty visiting in the library.
13. To hold meeting of library committee as per guidelines.
14. To compile the requirement of books and periodicals and to submit to office superintendent for further purchase.
15. Take care of library automation and updated from time to time.
16. Effectively encourage faculty and students to keep e- journals-books in a working condition.
17. Regularly bin books that have gone bad.
18. Any other matter appointed by the Principal from time to time.




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JOB RESPONSIBILITIES OF CLERK IN ESTABLISHMENT SECTION UNDER OFFICE SUPERINTENDENT

1. Checking website of University regularly for recent updates.
2. Maintaining of personal files of teaching and non-teaching staff.
3. Maintenance of attendance registers of teaching and non-teaching staff.
4. Maintenance of service books and leave record of staff.
5. Preparing proposal for approval of staff from Mumbai University.
6. Maintaining of all files Julie number update in all respects.
7. Typing all work pertaining to the section and at the time of emergency typing other work as signed by OS.
8. Any other duties assign by the Principal from time to time.




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JOB RESPONSIBILITIES OF ACCOUNTANT

1. To maintain account records
2. To prepare documents for submission of 6 monthly and annual audit.
3. To verify bills for payment.
4. To check the monthly pay sheet.
5. To check the cash book daily.
6. To handle all statutory books of accounts, dead stock registers, ledgers and consumables.
7. Register, register fixtures, fittings, print and certify them every month.
8. To keep possession of received book and vouchers.
9. To prepare all the records required by statutory auditors and submit them regularly to the statutory auditors.
10. To control and check the advance registration and ensure timely recovery of advance amount.
11. To supervise maintenance of all the files and records pertaining to account section held by account assistant.
12. To receive record of fee's collection from cash counter and maintain its record.
13. To notify and collect use from Student and ensure that all the fees are collected in same academic year under guidance of Principal (administrative).
14. To settle journey claims and advances.
15. To prepare TDS statement and submit to Chartered Accountant.
16. To maintain fee collection register.
17. To ensure writing of ledger by the cashier.
18. Any other duties to assignment by the Principal from time to time




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RESPONSIBILITIES OF CLERK: STUDENTS' SECTION (ADMISSIONS)

1. Possession of original document of students and their final disposal.
2. Keep all documents neatly in personal folders, example 10th marksheet, 12th marksheet, graduation marksheet, past certificate, degree certificate, transfer certificate, migration certificate, caste certificate and cast validity certificate.
3. TC eligibility form: to get the eligibility form of students with xerox copies of required certificate should be submitted on time.
4. To maintain files in registers related to department.
5. To maintain all current and back volume of files neatly, labelled and numbered.
6. Receiving scholarships form for economical backward class students and the students belonging to SC, ST, NT, VJ, DT, OBC and SBC submit the document and the same record to social welfare department along with validity and other documents complete in all respect in time limit.
7. Issuance of Transfer Certificate to student whenever they are contracted immediately making sure that 'No Certificate of Payment Certificate can be obtained from the students.
8. Typing all letters related to department at the time of emergency typing, other work assigned by OS.
9. When interacting with students, past students, professors and the staff he will always be polite and extend all help voluntarily.
10. Any other duties assigned by the Principal and management from time to time.



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CODE OF CONDUCT FOR STUDENTS

Students / parents/guardians are specific requested to make a note of the rules and guidelines related to discipline and code of conduct for the student of Rajiv Gandhi College of Arts, Commerce and Science, Vashi, Navi Mumbai Maharashtra:

1. Students are expected to attend classes from the day forces comments to the last day of each term when the courses are declared to conclude during each academic year.
2. Student should complete all the term work assignments, workshops, journals as per the specified schedule.
3. Students must maintain punctuality while attending all theory and practical classes.
4. Send must wear the college identity card every day without fail and come to college appropriately dressed.
5. Strictly action will be taken against those students who fail to attend test, practical and internal assessment.
6. Students must not participate in any political and anti-social activities.
7. Students should help in maintaining the building and campus of the college and keeping it clean and tidy.
8. Students will not indulge in addictive habits and follow all regulations pertaining to ragging etc.
9. Students are expected to show respect to elders and teachers and get along well with their peers.




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