



Ref. No. :

Date :

## Code of conduct for various stakeholders

This code of conducts for various stakeholders and ethic are as per UGC guidelines. The Job responsibilities of various stakeholders are as follows:

### (A) Principal's Job Responsibilities

- (1) Provide the college with inspirational and motivating value-based academic and executive leadership through policy creation, operational management, human resource organisation, and environmental and sustainability concerns.
- (2) Act in the best interests of the college with transparency, fairness, honesty, the highest level of ethics, and decision-making.
- (3) Act as a steward of the college's assets by managing resources responsibly, optimally, effectively, and efficiently in order to provide a conducive working and learning environment;
- (4) Encourage a collaborative, shared, and consultative work culture in the college, allowing for innovative thinking and ideas.
- (5) Strive to foster a workplace culture and ethics that promotes quality, professionalism, satisfaction, and service to the nation and society.

### (B) Responsibilities of the Department Head

- (1) The Department Head's primary responsibility is to provide good academic leadership.
- (2) The Head of Department is responsible for leading, managing, and developing the department to ensure that all of its activities meet the highest possible standards of excellence.
- (3) Maintain the Department's general discipline among students and employees.
- (4) To ensure that the department runs well and that constant academic ambience is provided.
- (5) In charge of the regulations, curriculum, syllabi, and workload.

### (C) Assistant Professor Job Responsibilities

- (1) Perform their obligations with diligence and dedication in the form of teaching, lectures, practicals, seminars, and research work.
- (2) Participate in professional meetings, seminars, conferences, and other forums to provide knowledge
- (3) Maintain active membership in professional organisations and work to improve education and profession through them

### (D) Librarian Job Responsibilities

- (1) Choosing, cataloguing, and categorising library resources.
- (2) In conjunction with students and staff, develop, implement, evaluate, and maintain library strategies and policies that properly reflect the College's educational goals and objectives.
- (3) Assist and guide students and teachers in making the most of the College's library services and facilities.
- (4) Work with subject heads to design a stock selection policy.



(2)

(5) Arrange library items and resources in a way that facilitates retrieval, including systematic indexing and classification.

#### **(E) Physical Educator's Responsibilities**

(1) To administer physical education and encourage student health in order to ensure that they are physically fit.

(2) Keeping track of sporting equipment and overseeing all athletic activities.

(3) Encourage students to participate in a variety of sports and to encourage teamwork.

(4) Provide regular training to the assistance.

(5) To organise tournaments, competitions, and special events.

#### **(F) Lab Assistant Job Responsibilities**

(1) Each practical batch receives weekly planning and technical support.

(2) Technical assistance to students in the use of various equipment.

(3) Maintaining attendance records for students participating in practical work.

(4) Laboratory maintenance and cleaning, equipment labelling, and optimum equipment arrangement.

(5) Checking for dead stock and repairing equipment.

(6) Follow the orders that the Head of Department issues from time to time.

#### **(G) Lab Attendant Job Responsibilities:**

(1) Arranging the equipment in accordance with the schedule

(2) Cleaning the laboratory and correctly arranging the equipment

(3) Work that is allocated by the department head and departmental faculty

#### **(H) Clerk Job Responsibilities**

(1) Respond to students' written and verbal enquiries about college admission procedures, entrance tests, and outcomes.

(2) Prepare letters and reports by typing and formatting them.

(3) Maintain paper and electronic records, such as staff and student information.

(4) Maintain the confidentiality of all staff and student information.

#### **(I) Peon Job Responsibilities:**

(1) Work and duties assigned by college higher authorities are completed.

(2) Classroom, office, and complete college campus cleaning

#### **(J) Students' Code of Conduct**

(1) In college, each student should act honestly. He or she should treat the teachers, non-teaching staff members, library workers, and fellow students with respect. If students have an issue, they should consult with the college's principal or vice-principal.

(2) Every student on campus must have an identity card.

(3) Students should park their vehicles in the designated parking outside the college's campus area and prohibited inside the campus.

(4) Students should avoid becoming lost on campus by skipping classes and practicals.

(5) On the college campus, smoking, drinking, and chewing 'gutkha' are severely prohibited.





(3)

- (6) Tobacco and beetle leaf chewing and littering are completely prohibited on college grounds.
- (7) Students should not take images on campus and should refrain from using their smart phones.
- (8) Students are not permitted to carry any weapons inside the campus that could cause bodily harm to others.
- (9) It is definitely forbidden for students to scribble anything on the classroom and restroom walls. If this occurs, pupils will face serious consequences.
- (10) In the classroom and on campus, students should not harm the benches, tables, chairs, fans, or lighting. If this occurs, the student will be harshly reprimanded, and compensation will be demanded.
- (11) It is strictly forbidden for students to make noise on the college campus, communicate in the reading room, or stand on the college porch.
- (12) Each student is required to follow the office and library policies.
- (13) Plastic is strictly prohibited in college campus.
- (13) Without the consent of the Principal and Vice Principal, students should not organise a picnic on their own.



  
**Principal,  
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