

VIDYA PRASARAK MANDAL's THANE MUNICIPAL COUNCIL LAW COLLEGE, THANE
CODE OF CONDUCT, ETHICS AND RESPONSIBILITIES FOR TEACHING AND NON-
TEACHING STAFF
(Circular No. CONCOL/TAU/40/ of 2012-2013 Mumbai University)

Organisation, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of College and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his control.

There are:

Assistant Professors

Part-time Assistant Professors

Librarian

Office Superintendent

Head Clerk

Senior Clerks

Junior Clerks

Library Attendants

Peons

The Powers & Duties of Officers & Employees

1. Powers of Principal Subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra, the Principal as an administrative and academic Head of the College shall be responsible for:

- a) The Academic growth of the College.
- b) The teaching, research and extension programmes of the College.
- c) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extracurricular activities.
- i) The observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai from time to time.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- ii. Manage their private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research.
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- v. Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS Teachers should:

- i. Respect the right and dignity of the students in expressing his / her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.

- viii. (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix. Aid students to develop and understanding of our national heritage and national goals and
- x. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES Teachers should

- i. Treat other members of the profession in the same manner as they themselves wish to be treated. (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- ii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iii. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. TEACHERS AND AUTHORITIES: Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- vi. Should adhere to the conditions of contract.
- vii. Give and expect due notice before a change of position is made and (viii) Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution and
- b. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS: Teachers should:

- a. Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians

whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmers which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.
- c. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices. (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Teachers are expected to:

- a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations and strive to improve education and their profession through them.
- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

3. TEACHERS AND THE STUDENTS – Teachers are expected to:

- i. Respect the right and dignity of the student in expressing his / her opinion
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics

- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- v. Inculcate among students a scientific outlook and respect for physical labor and the ideals of democracy, patriotism and peace
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- vii. Pay attention to only the attainments of the student in the assessment of merit
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

4. TEACHERS AND COLLEAGUES – Teachers are expected to:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.
- ii. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor. and
- iii. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

5. TEACHERS AND AUTHORITIES - Teachers are expected to:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- ii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iii. Co-operate in the formulation of policies of the institution and accept offices.

- iv. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- v. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- vi. Give and expect due notice before a change of position is made
- vii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

6. TEACHERS AND NON-TEACHING STAFF:

- i. Teachers should treat the non-Teaching staff as colleagues and equal partners in a cooperative undertaking within the institution

7. TEACHERS AND GUARDIANS:

- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8. TEACHERS AND SOCIETY

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmers which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.
- c. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole conducive to the progress of society and by extension, the country as a whole.
- d. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules. 1. 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 nonteaching 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 nonteaching 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.
- f. 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.
- g. The Registrar shall sign letters issued from the College office of a routine nature.
- h. 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.
- i. 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.
- j. 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 and Management of the Society.

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

Head Clerk:

- 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 behavior 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 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 may be.
- 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:

- 1. Planning new services for the Library.
- 2. Making rules for the Library

3. Acquisitions and Gift books selection
4. Classification
5. Catalogue entries – checking & keywords
6. Software for Library
7. Library Committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours
19. Training Staff

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

SUPERVISION AND ACTION TAKEN POWER

The Procedure followed in decision-making process including channels of supervision and accountability all academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and ratified by Management Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Management Board of the College.



J. Sri Vidhya

Incharge Principal
VPM's TMC Law College, Thane

UNIVERSITY OF MUMBAI

No. CONCOL/TAU/ 40 / of 2012-2013

CIRCULAR :

Ref: No. CONCOL/119 of 2011, dated 7th June, 2011.

In supersession of the Circular mentioned above the attention of Directors / Head of various University Departments and the Principals of the Aided and Unaided Colleges of Arts, Humanities, Science, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication, Music, Dance, Drama, Visual (Fine) Arts is hereby invited to the UGC Notification No. F.3-1/2009, dated 30th June, 2010 framing the Regulations for appointment of teachers & other Academic Staff and Career Advancement Scheme of teachers in University and Colleges and measures for the maintenance of standards in Higher Education 2010, which has been accepted by the Government of Maharashtra, Department of Higher and Technical Education, vide its G. R. No. Sankirna – 2011/(25/11) vishi-1, dated 15th February, 2011, and then accepted by the Academic Council at its meeting held on 25th May, 2011 vide item No. 3.1 and subsequently approved by the Management Council at its meeting held on 30th May, 2011 vide item No. 17. The UGC Regulation and Government Resolution is available on Government of Maharashtra web site www.maharashtra.govt.in unique code No. 20110215142730001.

As per the University Grants Commission guidelines, the University has designed the Performance Based Appraisal System (PBAS) Proforma based on Academic Performance Indicator (API) for the CAS and the same has been accepted by the Academic Council at its meeting held on 25th July, 2012 vide item No. 7.1 and subsequently approved by the Management Council at its meeting held on 22nd October, 2012 vide item No. 7.

The Directors / Head of various University Departments and the Principals of the Aided and Unaided affiliated colleges in Arts, Humanities, Science, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication, Music, Dance, Drama, Visual (Fine) Arts are hereby requested to download the copy of above Circular along with its enclosures from the University web site www.mu.ac.in for their reference & necessary action.

Mumbai – 400 032.

Date : 19th March, 2013.

Ch 19/3/13
REGISTRAR
UNIVERSITY OF MUMBAI



J. Sri Vidhya
Incharge Principal
V.P.M's TMC Law College, Thane

To,

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The Director / Head of various University Departments /the Principals of the aided and unaided affiliated colleges in Arts, Humanities, Science, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication, Music, Dance, Drama, Visual (Fine) Arts for information and necessary action.

No. CONCOL/TAU/ 40 / of 2012-2013

19th March, 2013

Copy forwarded with compliments for information to :-

1. The Secretary of the Management / Societies of aforesaid Colleges.
2. The Secretaries to the Government of Maharashtra Education and Employment Department, MantralayaAnnexe, Madame Cama Road, Mumbai – 400 032.
3. The Joint Director of Education (Higher Education Grants), Mumbai Region and other than Mumbai (Panvel).
4. The Presiding Officer, College Tribunal for Mumbai and S.N.D.T. Women's Universities, University Building East Wing, Second Floor, Fort, Mumbai – 400 032.
5. University of Mumbai Colleges Principals Association 1, Dnyansadhana College of Arts, Science & Commerce, Sathewadi, Thane – 400 604.
6. The Secretary, Association of Principals of non-Government College, University of Mumbai, C/o. RamnaraInRuia College, Matunga, Mumbai – 400 019 (Two Copies).
7. The General Secretary, Mumbai University and College Teachers Union, Mumbai University Club House, "B" Road, Churchgate, Mumbai – 400 020. (Two Colleges)
8. The Deans of Faculties of Arts, Science, Commerce and Law.
9. The Director, Department of Technical Education, Maharashtra State, MahapalikaMarg, Mumbai – 400 001.
10. The Director of Education (Higher Education) Maharashtra State, Central Building, Pune – 411 001.

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REGISTRAR
UNIVERSITY OF MUMBAI

Copy to :-

1. Director, Board of College and University Development.
2. Director, Students Welfare.
3. Director, Institute of Distance and Open Learning.
4. Finance and Accounts Officer.
5. Controller of Examinations, Examination House.
6. All Deputy Registrar, Assistant Registrar and Personal Assistant to the Vice-Chancellor.
7. P.A. to Pro. Vice-Chancellor.
8. P.A. to Registrar.
9. Record Section (10 copies).



T. Srinivasa

Incharge Principal
VPM's TMC Law College, Thane