



Mahtma Gandhi Vidyamandir's,
ARTS COLLEGE, NIMGAON
Tal. Malegaon, Dist. Nashik.
Affiliated to Savtribai Phule Pune University, Pune

Code of Conduct for the Administrative Staff

Subject to the supervision and general control of the Governing Body of the management, the Principal, Vice-Principal as an administrative of the college

- A) Academic growth of the College.
- B) Participation in the teaching work, research and training programme of the college.
- C) Assisting in Planning and implementation of academic programmes such as Orientation, Seminar in service and other training programmes organized by the college, for academic competence of the faculty members.
- D) Admission of students and maintenance of discipline of the college
- E) Administration and supervision of curricular, co-curricular/Extra- curricular or extra moral activities and welfare of the college.
- F) Observation of the Act, Statues, Ordinance, Regulation, and the other orders issued there under from time to time.
- G) Supervision of the college and University exams setting of question papers for the college and such other work pertaining to the examination as assigned.
- H) Assessing reports of the teacher.
- I) Any other work relating to the college as may be assigned to him by the competent authority from time to time.
- J) Observance and implementation of the directives issued by Government, University and other concerned authorities.
- K) Safe-guard the interests of the teacher/Non-Teacher staff members and the Management.
- L) Regularity of lecturers
- M) Any other Work assigned by the Management and Principal.