



# 6.2.1

## Handbook for Staff



**ANJUMAN KHAIIRUL ISLAM  
POONA INSTITUTE OF MAANGEMENT  
SCIENCES AND ENTREPRENEURSHIP  
CODE OF CONDUCT HANDBOOK**

**STAFF MEMBERS**



## **MESSAGE FROM GENERAL SECRETARY**

**Dear AKI's Family Members,**

I extend my warmest greetings to each member of our esteemed community. As we embark on a new academic year, let us reaffirm our commitment to the principles outlined in our Code of Conduct Handbook. It serves as our compass, guiding us toward a harmonious and productive environment.

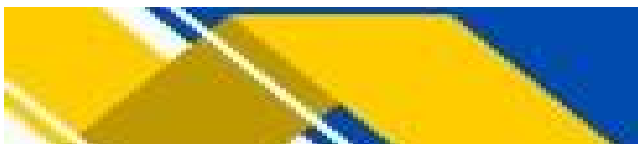
The Governing Body, Director, Teaching and Non-Teaching Staff play pivotal roles in shaping the institution's character. Your dedication, professionalism, and adherence to the Code are fundamental to our collective success. Let respect, integrity, and collaboration be the cornerstones of our interactions.

May this academic year be one of growth, enlightenment, and shared accomplishments. Together, let us nurture an environment where trust thrives, and the spirit of our Code resonates in every endeavour.

Best wishes for a successful and fulfilling year ahead.

**Regards,**

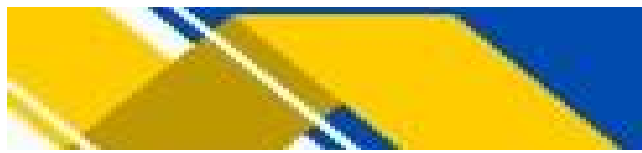
**Hani Ahmed Farid  
General Secretary  
Y & M Anjuman Khairul Islam's Trust**





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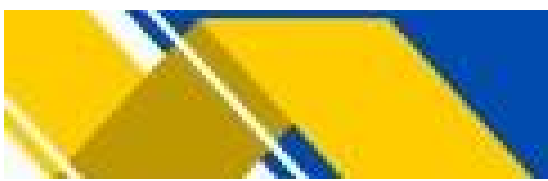




## **CODE OF CONDUCT FOR THE GOVERNING BODY**

The Institute shall be managed by a duly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed by the University Act and HRD Ministry.

- Decisions and resolutions made by the Governing Body are mandatory.
- The members of the Governing Body shall maintain their character, transparency, integrity and good image.
- No property of Trust will be used for personal benefits.
- All the members of the Governing Body should accept collective responsibility for all decisions made by the governing body. Members will not express non- satisfaction with any decision made by the Body, it will be discussed or expressed in the meeting only; one must respect the decisions taken by majority.
- Any member of the Governing Body needs any primary information from the Institute; he/she will communicate to the Director and will not have any oral or written communication with the employee.
- All have a duty to act fairly and without prejudice, and members shall have responsibility for staff and will fulfil all that is expected of a good employer.
- If any misconduct and action by the employee defames the Institute, it will be communicated to the Chairman orally or in writing.
- Respect other member's opinions and give them a chance to express their say.
- In responding to the criticism or complaints affecting the Institute, members should follow the procedures established by the governing body.



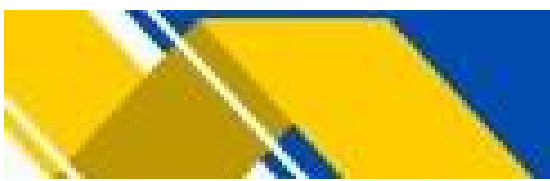


## CODE OF CONDUCT FOR THE DIRECTOR

The Director as the Head of the Institute is responsible for addressing and resolving all issues concerned with the stakeholders of college. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Director as a Head of Institute.

**Responsibility of the Director:** Subject to the supervision and general control of the Management, the Director being Academic and Administrative Head of the Institute, shall be responsible for-

- Academic growth of the Institute.
- Participation in the Teaching, Research, Curricular and Extracurricular activities of the institute.
- Assisting in planning and implementation of academic programmes such as FDP's, Seminars, in-service and other training programmes organised by the University.
- Admission of students and maintenance of discipline of the Institute.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the Institute.
- Liasoning with regulatory authorities and stakeholders of the Institute.
- Administration and supervision of curricular, co-curricular/extracurricular, students' welfare activities of the Institute.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of Institution.







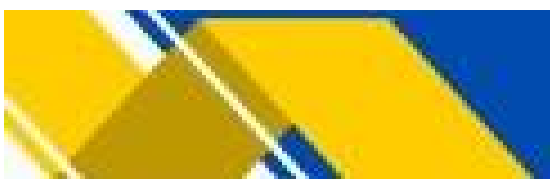
- Overall supervision and smooth conduction of the University Examinations.
- Maintenance of performance appraisal reports of the teachers and their service Books.
- Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

### **CODE OF CONDUCT FOR TEACHING STAFF**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is 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:**

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organisations and strive to improve education and profession through them.

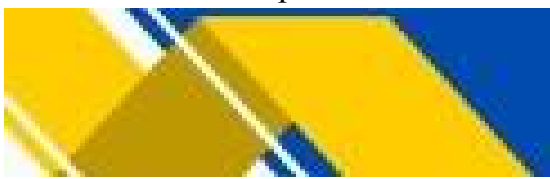




- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the institute and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
- Participate in extension, co-curricular and extra-curricular activities including community service.

### **Duties towards Institute**

- The roles and responsibilities assigned to teaching staff & Code of Conduct will be as per statute of Maharashtra Universities Act, 1994, Ordinances and Rules and Regulations laid down by the Savitribai Phule Pune University, State Government of Maharashtra from time to time.
- Employee's appointment will be on a full time basis on successfully completing probation of one year from the date of joining the duties.
- Employees should submit all original as well as certified true copies of relevant testimonials such as birth certificate, last pay certificate, caste certificate, experience certificate, Change of name certificate (if any) etc. before joining the duties.
- Employees are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Management.
- Employees shall not engage in any other job paid full time, part time otherwise during the continuance of your service, without the permission of the Management.
- Employees will not undertake any testing consultancy of R & D work without the prior approval of the Trust, nor will register any Degree / Diploma / Certificate of other course without prior permission of the





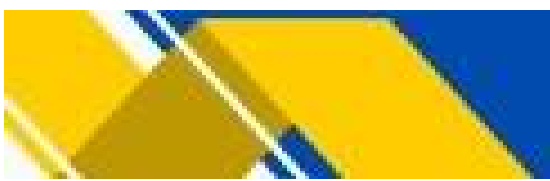


Trust, nor will apply any other job without the prior permission of the Trust.

- Employee appointment may be terminated by giving One Month's notice or One Month pay in lieu of notice period by either side.
- If an employee is found absent continuously for more than 30 days without prior permission, the employee's services will stand terminated automatically. If employees are found guilty of violation of any terms and conditions mentioned above, employees would be liable for disciplinary action and punishment as decided by the Trust and as provided in the status. During the period of services employees shall not directly or indirectly do such things, which are subversive to the interest of the Trust/ University/ Institute/ Students.

#### **Duties towards Students**

- Teachers should respect the right and dignity of the student in expressing his / her opinion.
- Teachers should deal just and impartially with students regardless of their religion, caste, creed, political, economic, social and physical characteristics.
- Teachers should understand the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Teachers should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace should be inculcated among the students by the Teachers.
- Teachers should be affectionate to the students and not behave in a vindictive manner towards them for any reason.
- Teachers should only pay attention to the attainment of the student in the





assessment of merit.

- Teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Teachers should aid students to develop an understanding of national heritage and national goals.
- Teachers should refrain from inciting students against other students, colleagues or administration.

### **Teachers and Colleagues:**

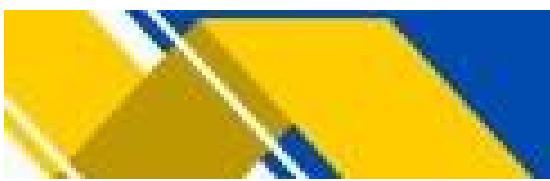
Teachers should:

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

### **Teachers and Authorities:**

Teachers should:

- 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 organisations 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





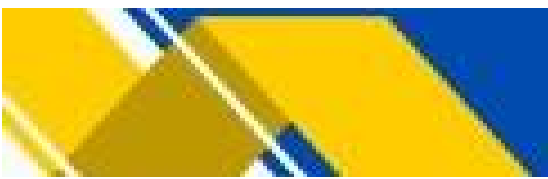
interfere with their professional responsibilities.

- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made.
- 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 academic schedule.

### **Teachers and Non-Teaching Staff:**

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Help in the function of joint staff-councils covering both Teachers and the non-teaching staff.





## **CODE OF CONDUCT -NON-TEACHING STAFF**

Non Teaching Staff members of the Institute should

- Take responsibility for protecting and taking reasonable steps to prevent the theft or misuse or damage of Institute assets.
- Treat all students impartially irrespective of religion, community, caste, creed, and gender, economic and social status.
- Follow the rules and regulations of the Institution as prevalent from time to time.
- Devote their time and their best efforts for the development of the Institute and attainment of vision, mission and goal of the institute.
- Be punctual, sincere and regular.
- Attend all functions of the Institute as per the instructions of coordinators and Head of the Institute.
- Avoid doing so from any form of harassment or unlawful discrimination.
- Work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Maintain the confidentiality regarding the Institute's affairs and should not to reveal, directly or indirectly, any information of confidential nature either to a member of the public or of the Institute's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- Respect and co-operate with the faculty members for accomplishing the institute's objectives.

