



Dr. L. D. Balkhande College of Arts and Commerce, Pauni Dist.- Bhandara

Service Rules

2018-2023

Service Rules for the Principal

The Principal is highly respected person of the institution. He should lead by following examples.

- 1) The Principal should avoid intruding on his teachers unique teaching methods.
- 2) He should listen student's ideas and must possess cooperativeness.
- 3) The Principal should have the courage to make unpopular decisions for maintaining discipline in the college.
- 4) He should possess high ethical standards.
- 5) The Principal must report acts of alleged abuse to the Governing body.
- 6) The Principal should always be honest, fair law-abiding, supporting and objective.
- 7) He must not engage in political activities inside or outside in the college.
- 8) The Principal must stand by his word.
- 9) He should make all his decisions based on the best interest of students.
- 10) He must be fair in his disciplinary actions for both staff and students.


Service Rules for Teachers

- 1) Teachers should teach the syllabus assigned by the University.
- 2) Teachers should complete the syllabus in time and shall produce good results of the subjects handled by them.
- 3) Assignments of each subject should be collected before the examination of each semester.
- 4) Teachers should conduct class tests, class seminars and activities related to the subjects.
- 5) Teachers should work as a counselor. They should help, guide students to make teaching, learning process effective.
- 6) Faculty members are encouraged to write articles and present papers in seminars and conference.
- 7) Teachers should also attend faculty development programmes, quality improvement programmes.

- 8) Teachers must not involve in immoral activities that bringing discredit to the institution.
- 9) No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- 10) Teachers should not participate in any strikes, demonstrations inside or outside the University with the college name made by any teacher, without prior permission of the Principal or Management.

Service Rules for Non-teaching staff

- 1) Non-teaching staff working in the college office or Departments should remain on time during college hours (10.00 am to 5.00 pm)
- 2) Non-teaching staff (Peon) should wear the uniform provided by the Principal.
- 3) Non-teaching staff must wear their identity badge during working hours in the College.
- 4) Any loss or damage to any article in the college should be reported to the Principal.
- 5) Non-teaching staff, shall maintain stock register for all the articles and equipment.
- 6) Your services are governed by BCSR and MCSR, UGC and RTM Nagpur University Nagpur.
- 7) No representation to any Govt. authority or university in the name of college should be made without prior permission of the principal.


Principal
Dr. L.D. Balkhande
College of Arts and Comm
Pauni, Dist. Bhandara