

**Shri Sharda Bhavan Education Society's**

**Rajiv Gandhi Mahavidyalaya, Mudkhed.**

**Nanded.**

**Affiliated**

**To**

**Swami Ramanand Teerth Marathawada University,**

**Nanded.**

# **Code of Conduct**



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**Rajiv Gandhi Mahavidyalaya  
MUDKHED, Dist. Nanded**

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# 1. Code of Conduct for Students

## 1.1 General discipline

The students are expected to maintain high discipline and maintain the reputation of the institution. They should refrain from engaging in party politics and anti-social activities. The strict action will be taken on this violation.

- Only licensees are allowed to come to college by bike. Bicycles and two-wheelers should only be parked in the respective parking stands.
- Students should bring their ID cards to the college every day and produce the cards as per the demand.
- There is no ragging on the campus. The anti-ragging vigilance team will monitor the behavior of senior students and vice-versa.
- Serious action will be taken against loud and derogatory language that offends the listener.
- The relationship between seniors and juniors should be loving, friendly and cordial.
- The students are personally responsible for the college assets like furniture, electric fittings, labs equipment etc.
- Penalties will be levied if any damage is done.
- Students are expected to keep the campus clean. They should not write on the walls or throw trash in classrooms.
- Students who close the course should pay the fee for the rest of the semester before taking the transfer certificate.

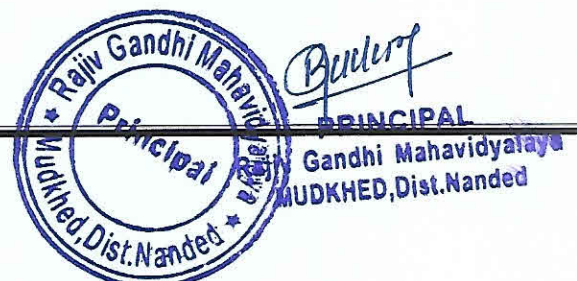
## 1.2 Attendance

- Each student must have 75% attendance to take the final semester exam.
- In college time the students should seek permission from their respective department heads to leave campus in the afternoon.

## 1.3 Dress code

- Students are expected to dress polite and wear clothes that reflect Indian culture. They can all wear formal attire except jeans.

## 1.4 Mobile phone





- As per the notification, the students have to go to class, laboratory, library etc. Their mobile phones must be turned off while in.
- Mobile phones are strictly prohibited in the examination hall at the time of examination. Students are at risk of losing or stealing mobiles, modern means of communication, valuables and other items.

### 1.5. Library

- The working library is open on all working days from 8 am to 5 pm.
- Strict silence should be observed in the library.
- Students should leave books, notes, purses, files etc. in the space provided at the entrance. They only need to keep pens and paper in the library.
- Each student will be given a member ID card which can be used for books.
- Writing in books or marking in books or folding books or damaging books in any other way is prohibited.
- The books must be returned immediately on the due date or a fine of 50 paise per day will be recovered.

### 1.6. College Discipline Rules for Students

- Students are required to maintain a high level of discipline both inside and outside the college.
- They will strictly follow the rules of discipline laid down by the college. The principal will treat them according to his/her merits and his decision will be final.
- When the lecturers enter the class, the students will get up and stand until they are asked to sit down.
- Each subject teacher keeps a close eye on the attendance, progress and conduct of the students.
- They deserve disciplinary action, such as irregular attendance, indifference to class work and examinations, disrespect for teachers, conscientiousness, words and actions, including expulsion from college.
- Attendance at college functions like association meetings, college assemblies, seminars, group discussions, industrial visits, viva voce etc. is mandatory for all students.
- Students may not conduct any activities without the permission of the principal or belong to any outside group affiliated with the college.



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- The principal will have the power to remove any student from the college for serious misconduct or for violating student order and discipline.
- The teacher's permission is required to move from one seat to another or to leave the room during class hours.
- Every student must have an identity card issued by the college which should be prepared while working in the office on special request.
- The college has developed a tradition of treating each other with love and respect, taking responsibility for the informal home environment of freedom. We are proud of the alumni who have established a very good tradition. However, we do write down some rules of common conduct.
- Students need to increase consistency in exam performance and get promotions in subsequent semesters.

## 2. Code of Conduct for Teachers

The Professional Code of Conduct for Teachers acts as a guiding compass as teachers strive to teach ethical and respectful courses throughout their careers and maintain the dignity and honor of the teaching profession.

### 2.1. Teachers and their Responsibilities

Anyone who accepts education as a profession assumes the obligation to follow his / her profession's ideals. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no inconsistency between his command and practice. The national standard of education already lays down and its own ideal should be strong among the students. The next requirement of this profession is that teachers should be calm, restrained and communicative by nature and loving by nature. Teachers should Follow a responsible pattern of conduct and behavior expected from society.

- Manage their private affairs consistently with respect to the business. Continue to search for professional growth through study and research.



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- Feel free to participate in business meetings, seminars, conferences, etc. about the contribution of knowledge.
- Try to improve education and business through professional membership of professional organizations.
- Perform their duties faithfully and diligently in the form of teaching, training, practical, seminars and research work.
- Assisting in the work related to the academic responsibilities of the college and university such as: Assisting in evaluating the applications for admission, advising and counseling the students as well as assisting in organizing, supervising and awakening the university and college examinations and evaluation.
- Participate in extension, co-curricular and extra-curricular activities with community service.

## 2.2. Teachers and the students

### Teachers should

- Respect the student's right to express his/her opinion and his/her dignity.
- Treat students fairly and impartially regardless of their religion, caste, political, economic, social and physical characteristics.
- Identify differences in students abilities and try to meet their individual needs
- Encourage students to improve their progress, develop their personalities and at the same time contribute to social welfare.
- Respect for student scientific approach and physical labor and respect for democracy, patriotism and peace
- In quality assessment, focus only on student achievement.
- Make it available to students beyond their class time and help and guide students without paying or rewarding them.
- Help students understand our national heritage and national goals.
- Do not provoke students against other students, colleagues or the administration.

## 2.3. Teachers and Colleagues

### Teachers should



- Treat other members of the profession the way you would like to be treated.
- Talk respectfully about other teachers and support professional advancement.
- Avoid filing irrelevant allegations against co-workers with higher authorities.
- Don't allow thoughts of caste, religion, creed, race or gender in their professional endeavors.

#### 2.4. Teachers and Authorities

##### Teachers should

- Resolve their business responsibilities in accordance with existing rules and make changes in any rules that are detrimental to business interest through their own institutional bodies and / or professional bodies in a manner consistent with their business.
- Restrict private tuition and coaching classes to any other employment and commitment that may interfere with their professional responsibilities.
- Accept the various offices and assist in deciding the policies of the organization and fulfill the responsibilities that such offices may request.
- Collaborate through their organizations and accept offices when formulating policies for other organizations.
- Collaborate with the authorities for the progress of the organization keeping in view the interests of the organization.
- Give proper notice and expect before changing position.
- Considering their specific responsibilities of completing the academic schedule, refrain from taking leave without unavoidable reasons and as much practical leave as possible.

#### 2.5. Teachers and Non-Teaching Staff

- Teachers should consider non-teaching staff as colleagues and equal partners in co-operative activities.
- Teachers should assist in the work of the Joint Staff Council, which covers teachers and non-teaching staff.

#### 2.6. Teachers and Guardians

##### Teachers should



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- Try to see through the teachers' associations and organisations that the institutions keep in touch with the parents, their students and send their performance reports to the parents as required and meet parents at meetings held for the purpose of exchanging views and for the benefit of the organization.

## 2.7. Teachers and Society

### Teachers should

- Understand that education is a public service and try to inform the public about the educational programs provided.
- Work to improve education in the community and strengthen the moral and intellectual life of the community.
- Be aware of social issues and participate in such activities which will be useful for the progress of the society and therefore for the whole country.
- Carry out the duties of citizenship, participate in community work and shoulder the responsibilities of public office.
- Avoid participating in or supporting any activities that incite hatred or animosity between different communities, religions or linguistic groups but actively work for national unity.

## 2.8. Leave

- Written permission must be obtained from the Principal / at least one day in advance while availing the leave.
- More than 25% of the department's staff members are not allowed to go on leave on certain days.
- Eight-day of causal leave can be omitted in a calendar year.
- Causal leave can be combined with other holidays. However, the total period of continuous absence from duty should not exceed fifteen days.
- Medical leave will be granted for medical reasons only. A medical certificate must be submitted with such leave.
- Study leave will be given for higher studies at the discretion of the government.

## 2.9. General Rules - Teachers

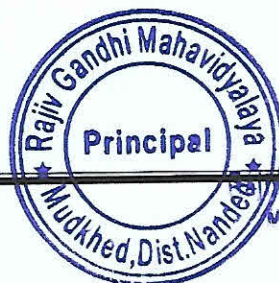




- The subjects assigned by the department head should be handled by the teachers.
- Two unit tests will be conducted in one session. The answer books have to be priced and the marks have to be reported to the students. Assignments, unit tests, seminars are to be entered in the mark register.
- Teachers should be good mentors and facilitators. They need to help, guide, encourage and help students to ensure that the teaching-learning process is effective and successful. Value based education should be their motto.
- Teachers should place decorum both inside and outside the classroom and set a good example for students.
- Teachers should carry out other academic, co-curricular and institutional activities assigned to them from time to time.
- Teachers should sign the attendance register while reporting the duty.
- Teachers need to be aware that even if their workload is 40 hours a week, their maximum class hours are 16 to 21 according to their designation.
- Teachers are expected to attend departmental educational association meetings, seminars, etc., as well as college events such as Sports Day, College Day, Independence Day and Republic Day celebrations.
- Teachers are expected to take extra classes for volunteer of NSS, university courses or other career-offering programs.
- HODs are responsible for all college assets in their department. It is their responsibility to keep them clean and functional. Any damage or loss to their property (such as tables, chairs, laboratory equipment, chemicals, electrical equipment) should be reported to the principal immediately in writing.

### 3. Code of Conduct for Non-Teaching Staff

- Non-teaching staff members should be regular and faithful in all their duties and assigned task.
- Proper communication with students and staff members and maintaining professional boundaries.
- Respect each other, trust and privacy.
- He / she should respect and maintain the lineage in the administration.



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- He / she should strictly adhere to working hours / closing hours again and dress modestly and appropriately.
- Labs should be kept clean by non-teaching staff assigned to laboratories.
- Any loss or damage to any article in the lab or classroom should be reported in writing to the HOD immediately.
- Non-teaching staff, working in the lab, can keep stock registers for all articles, equipment, chemicals, etc.
- They will be submitted to the HOD and the principal at the end of each semester and their signatures will be taken.

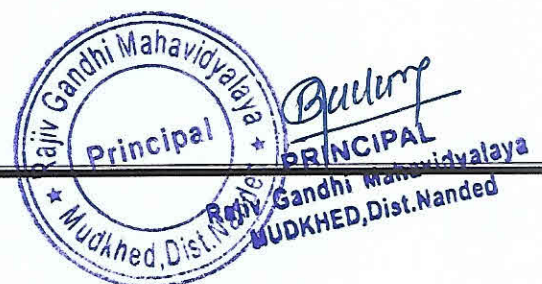
#### 4. Code of Conduct for Principal

Principal is the academic and administrative head of the organization and work for the growth of the organization. It will implement the policies approved by the governing body, the highest decision-making body of the college. He will coordinate between various statutory committees and statutory bodies, including the Academic Council. It monitors access, testing and evaluation for smooth functioning of the system. He has the power to nominate coordinators, members and other committee officials to various committees. He is responsible for the expansion or changes various functions in the administration with the approval of the Academic Council. The duties of the principals can be properly classified

**1. Educational Administration** - Principals are generally guided by the rules and regulations on academic matters as well as the rules laid down by University, UGC and State Government.

**2. General Administration** - General Controller of Examinations, Coordinator IQAC, Head of Department, Senior Teachers and various committees will assist the principal on general administrative matters.

- The principal will assist in the implementation of the decision through the college's governing body and the academic committee.
- In case of admission, the Coordinator, Admissions Committee will assist the principal.
- In matters relating to academic work, he was assisted by the Secretariat and the Heads of Departments.

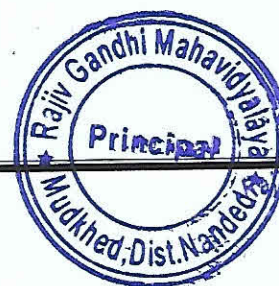




- An integrated timetable of the entire organization will be prepared and submitted to the principal. In this endeavor, the coordinators of the time-table along with the heads of departments support the principal.
- The class work coordinator and other teacher in charge will closely monitor the class work according to the time table.
- Various educational activities like technical festivals, conferences, seminars, workshops etc. will be closely observed.
- Meetings of Heads of Departments will be held to review the progress of academic work and to suggest effective measures to achieve the desired academic results. Regarding internal examinations, semester end examinations (both theory and laboratory), result analysis, retained candidates, principals will be assisted by the Controller of Examinations and Additional Controller of the College.
- Principals get help from the head of the department in matters related to student attendance, drop out etc.
- The principal will also guarantee the quality and he should be assisted by the IQAC Coordinator. It will monitor, evaluate research, development and consulting work. He should advise the faculty members to get research projects sponsored by various funding institutes. We will strive for the overall welfare of the staff and students.

## 5. Professional Ethics

- Work with the highest standards of honesty and ethical conduct when working on college premises and in offsite venues such as workshops, seminars and social events or wherever the staff represents the organization.
- Avoid any actions that involve stakeholders in any non-transaction
- Adherence to the organization's code of conduct
- Employees must respect the privacy of that person, students, and other employees of the organization.
- Employees should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Employees should respect the dignity, rights and opinions of colleagues and students.



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- Employees should respect the cultural, ethnic and religious differences of colleagues and student.

## 6. Code of Conduct for Governing Body

- Follow the norms and standards for the establishment and development of educational institutions.
- Establish and support high standards and professional ethics in all areas of education.
- Maintain transparencies in policy and financial matters.

