

Pravin Khodke Memorial Trust, Amravati's

**Vinayak Vidnyan
Mahavidyalaya, Nandgaon
Kh.**



**CODE OF
CONDUCT**

Code of Conduct

Code of Professional Ethics

Our college has developed a Code of Professional Ethics which is consistent with the guidelines of Sant Gadge Baba Amravati University, Maharashtra State Government and University Grants Commission New, Delhi regulation 2018.

RESPONSIBILITIES

- 1. General Behaviour:-** The organization expects all employees to maintain cooperative, efficient, positive and productive work environment. These standards are applicable while working at the premises and at any place where they are the Organization's representative. The attitude followed by the staff should be "Student-First".
- 2. Respect for each other:-** It is to make a conscious effort to treat one another fairly and without discrimination or harassment of any kind. It is professional responsibility of individual to respect each other, avoid privacy gossip and rumours.
- 3. Biometric:-** Employees should report to work on time and mark their presence by providing thumb impression daily on the biometric device while entering and leaving the premises.
- 4. Attendance:-** Employees are expected to report to work on scheduled time. If it is not possible (due to any reason) to report for work as scheduled, staff must call respective Head/Principal well in advance. If the Head/Principal is unavailable, a message/sms should be sent. If the employee wishes to continue the leave beyond the first day of the request, it is the responsibility of the employee to notify the respective Head on a daily basis.
- 5. Intoxication and Smoking Abuse:-** As per government resolution, intoxication in any form and /or smoking is strictly prohibited in the college premises.
- 6. Dress code:-** Employee must report to work with professional dress code .
- 7. Mobile Usage:-** The usage of mobile during the Lectures/ Practical is strictly prohibited, must be used in silent mode other than the Lectures and Practical timing

8. Classroom Etiquettes:- Strict discipline should be maintained inside the classroom. The faculty should:

- Make sure that Teacher is properly equipped with chalk, duster, attendance sheets, pen and notes.
- Report to the classroom on time.
- Follow the Teaching plan designed for that subject.
- Use Marathi as well as English as the communication medium with the students,
- Provide notes to the students.
- Make the session interactive, whenever doubts are raised by the students; try to clarify with correct justifications.
- Give at least five minutes for general queries at the end.
- Clean the black-board,
- Take roll call and dismiss the class.
- Conclude the lecture with what is covered today and what will be discussed next time.
- Leave the classroom only when the next Faculty reports to the classroom,
- Tests & assignments should be conducted as per University / Institutional guidelines,

09. Lab Discipline :- Strict discipline should be maintained inside the laboratory. The faculty Should:

- Report to the laboratory on time.
- Allot two candidates for performing one experiment on a setup.
- In Computer laboratory, each single candidate should be allotted a PC for programming.
- The journal/record book for a particular experiment performed in a particular session must be evaluated and graded in the same session.
- For the absent candidate, the scheduled practical should be taken at the end of session.
- laboratory attendance should be taken immediately once the practical is over
- The certificate should be signed by the Faculty only after the completion of all the laboratory sessions

10. **Leaves :-** Leave rules are applicable as per the affiliating University norms.

USE OF COLLEGE ASSETS

1. **General:-** It is responsibility of the employee for the proper usage of the College assets and must safeguard such assets against loss, damage or misuse. College equipment and assets should be used for college purposes only and not for personal use.

2. **Print Outs:-** Print outs should be taken only for official reasons. Personal usage of the same should be strictly avoided.

3. **Internet:-**This facility should be availed only for educational purposes.

4. **Library:-**The library use should be done for reading purpose/ internet usage and accessing e-granthalaya library software. Silence should be maintained so as to avoid disturbing the students and or peers. The library register should be signed and time you enter and leave the library mentioning the purpose of visit along with the duration spent in the library.

5. **Electricity usage :-** Staff should switch off the lights/fans/appliances in their respective work places when not in use.

Teachers

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 and their Responsibilities

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 organizations 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.
- Cooperate 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
- Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and Students

Teachers should

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;

- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

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, 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.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession
- Adhere to the terms of contract.
- Give and expect due notice before a change of position takes place.
- Refrain from avail rig 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.

Director Physical Education and Sports librarian should

- Adhere to a responsible pattern of conduct and demean or expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

- Participate in extension, co-curricular and extra-curricular activities, including the community service

CODE OF CONDUCT FOR STUDENTS

This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- Student shall be regular and must complete his/her studies in the College.
- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus.
- A six day working schedule from Monday to Saturday is followed.
- They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- Indulging in any form of Harassment on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.
- Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

- Student shall not indulge in any act of ragging pertaining to Maharashtra Prohibition of Ragging act 1999.

CODE OF CONDUCT FOR GOVERNING BODY

The Governing Body shall function on the following points: Establishes the strategic direction by:

- Setting the vision and mission for the institute.
- Improvement strategy with priorities and targets Ensuring financial probity by:
- Setting the budget
- Monitoring spending against the budget
- Ensuring optimal utilization of resources
