



CODE OF CONDUCT

Asmita shikshan mandal's

Mahatma Jyotiba Fule Mahavidyalaya, Amravati

AFFILIATED TO SANT GADGE BABA
AMRAVATI UNIVERSITY, AMRAVATI

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms and the college campus to keep it free from plastic and other litter.
- Students have to park their vehicles in parking zone only.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the management.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

- Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations.
- I-Card will be available immediately after the admission process.
- Identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card.

HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly except on Thursdays.
- Students are expected to wear formal dress while on college campus.

MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

- ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)
- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

ATTENDANCE

- Student should have at least 75% attendance in the Lectures of every subject.
- If the student is found irregular in attendance, disciplinary action will be taken.
- On no account will students be allowed to remain absent for any Unit Test and Common Test Examination conducted by the Institute or continuous assessment conducted by faculty in class.
- The student should complete all the Practical and Term – work such as Journals, Assignments, Projects and Viva-Voce.

EXAMINATION

- ❖ Candidates must appear at the examination hall half an hour before the commencement of the examination.
- ❖ Mobile phone is strictly prohibited in the exam hall during the examination.
- ❖ Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- ❖ All students should follow the rules of university ordinance.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF DISCIPLINE

- ❖ All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- ❖ All staff shall devote their time and their best efforts for the progress of the Institute.
- ❖ Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- ❖ Staff must be punctual, sincere and regular in their approach. □ Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- ❖ Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/ disability.
- ❖ Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- ❖ The Faculty Member should show no partiality to any segment / individual student.

LEAVES

- Staff shall get casual leaves, medical leaves; APL and vacations as per Rules of S.G.B. Amravati University Amravati

CLASSROOM TEACHING

- ❖ The staff should engage the full 48 minutes lecture and should not leave the class early.
- ❖ The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- ❖ The staff should encourage students asking doubts / questions.
- ❖ The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- ❖ The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.

TEST/ASSIGNMENTS

- ❖ In problem oriented subject, regular tutorials have to be conducted.
- ❖ The Tutorial problems to be provided to the students a week prior to the actual class.
- ❖ Test, submission of Assignments / Assignments/ Practical Records for examination must be conducted as per the academic calendar.

APPRAISAL REPORT

- ❖ All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- ❖ Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- ❖ Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.

CODE OF CONDUCT FOR SUPPORTING STAFF ADMINISTRATIVE STAFF

- ❖ Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- ❖ Staff should take additional responsibilities if required as assigned by Principal.

CLERK

- ❖ Clerk should maintain service book of all staff of the Institute.
- ❖ Clerk should maintain college level/department level all document files.

PEON

- ❖ Peon should report the college half an hour before the college time.
- ❖ Peon should maintain cleanliness of laboratories, class and staff rooms.
- ❖ Peon should do all the work assign by the Head of the department and other staff members.
- ❖ Peon should not leave the office until and unless the higher authority permits.

CODE OF CONDUCT FOR PRINCIPAL

- ❖ The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ❖ The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- ❖ The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- ❖ The Principal should form various college level committees which are necessary for the development of the Institute.
- ❖ The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- ❖ The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- ❖ The Principal should provide leadership, direction and co-ordination within the Institute.
- ❖ The Principal is responsible for the development of academic programmes of the Institute.
- ❖ The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- ❖ The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- ❖ The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- ❖ The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- ❖ The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- ❖ The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

The College Development Committee shall

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- Decide about the overall teaching programmes or academic calendar of the college or recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research or make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)

- Make recommendations regarding the students' and employees' welfare activities in the college.
 - Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
 - Frame suitable admissions procedure for different programmes by following the statutory norms.
 - Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 - Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
 - Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
 - Recommend the distribution of different prizes, medals and awards to the students.
 - Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
 - Perform such other duties and exercise such other powers as may be entrusted by the management and the university.
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CODE OF CONDUCT FOR TEACHING-STAFF DISCIPLINE

- ❖ The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- ❖ The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

LEAVES

- ❖ Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation.
- ❖ In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- ❖ Once the subject is allotted the staff should prepare lecture wise lesson plan.
- ❖ The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- ❖ The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- ❖ The staff should get the feedback from students and act / adjust the teaching appropriately.
- ❖ Every Faculty Member should maintain academic record book.