

**Mahatma Fule Arts, Commerce and Sitaramji Chaudhari Science  
Mahavidhyalay, Warud Dist. Amravati**

**Code of conduct for Students**

- 1) Students shall come to the college in approved uniforms only.
- 2) Students are expected to maintain the highest standards of discipline inside the College campus.
- 3) All the students are expected to be present in the classes well in time.
- 4) No student shall enter or leave the class room when the session is on without teacher's permission.
- 5) Keep the campus neat and clean. Do not throw waste anywhere in the campus. Use dustbins for this.
- 6) Misbehavior towards girl's students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- 7) Any act of discrimination (Physical or verbal conduct) based on an individual's gender, caste, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. are seriously punishable.
- 8) Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of the government of Maharashtra and the Hon'ble Supreme Court of India.
- 9) All students shall leave the classes immediately after college time. No students shall wander or gather in verandah, corridor, and staircase etc.
- 10) All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- 11) All the students are expected to attend all college functions in college uniform unless otherwise specified.
- 12) All the students shall wear their identity cards, well displayed. Any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- 13) All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of society academic values will be referred to the discipline committee.

- 14) Students are expected to maintain silence in the campus to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- 15) For independent study, students are expected to use the class rooms, library or the demarcated areas of the campus and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- 16) All the students are advised to follow the institute's Mobile phone policy and bring to the notice of the authorities violations if any.
- 17) Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited and will be duly punishable.
- 18) Carefully handle the furniture, equipments, fixtures and appliances of the college and lab.
- 19) Careless handling/misuse of the above could result personal injuries or damage to property will have to bear the cost of replacement/repair with fine.

### **Code of conduct for Teachers**

- 1) The work-load of all the staff should be fixed by the head of the department as per requirements.
- 2) The Head of the Department should be responsible for academic planning and academic audit of the department
- 3) The Head of the department will have rights for implementation of academic policies approved by the Principal.
- 4) The Head of the Department should arrange the meetings of the staff to appraise the progress of academic and administrative work.
- 5) The Head of the Department should fill in confidential report for all staff members of his/her department and submit it to the Principal.
- 6) All staff shall devote their time and efforts for the progress of the Institute and to achieve the vision, mission and goals of Institute.
- 7) All Staff must be punctual, sincere and regular in their approach.
- 8) Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status pregnancy or likelihood of pregnancy physical features, disability or impairment (Physical disability or medical status)
- 9) Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- 10) Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents.
- 11) The Staff should not involve himself/herself in any unethical practice.
- 12) The staff should pay proper attention to slow learners and potential toppers.
- 13) Every Faculty Member should maintain academic record book.
- 14) The staff should make effective use of "Information Communication Technology (ICT)" during lectures.
- 15) Faculty Members should involve them in various research activities of their subject from time to time.

### **Code of conduct for Supportive Staff**

- 1) 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.
- 2) Staff should take additional responsibilities if required as assigned by Principal.
- 3) Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- 4) Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- 5) Accountant should establish tables of accounts, and assign entries to proper accounts
- 6) Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- 7) Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- 8) Accountant should provide all the necessary account statements and documents for various committees of the institute.
- 9) Lab assistant should help the lab in-charge to carry out the lab related work.
- 10) Lab assistant should maintain attendance register.
- 11) Lab assistant should keep the setup ready before conduct of the practical.
- 12) Lab assistant should ensure the cleanliness of laboratories.
- 13) Lab attendant should help the lab assistant to carry out the lab related responsibilities.
- 14) Peon should do all the work assign by the Head of the department and other staff members.
- 15) Peon should not leave the office until and unless the higher authority permits.

### **Code of conduct for Principal**

- 1) The Principal should ensure that the short-term and long-term development plans of the college.
- 2) The Principal should plan the budgetary provisions and go through the financial audited statements of the college.
- 3) The Principal should monitor the general administration of the college and administration of the academic programmes.
- 4) The Principal has authority to take all the necessary actions to maintain discipline in the college.
- 5) The Principal should form various college level committees which are necessary for the development of the Institute.
- 6) The Principal should provide leadership, direction and co-ordination within the Institute.
- 7) The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference and published research papers and periodicals etc.
- 8) The Principal should periodically review code of conduct, standards and any weaknesses occurred in college.
- 9) The Principal is responsible for the development of academic programmes of the Institute.
- 10) The Principal should convene meetings of any of the authorities, bodies or committees when required.
- 11) The Principal should ensure that directions issued by the management are strictly complied and implemented.
- 12) The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- 13) The Principal shall be responsible for submission of an annual report and the progress achieved by the various committees.

## **Code of conduct for Governing body**

College has a separate College Development Committee consist of the following members.

- Chairperson of the management or his nominee
  - Secretary of the management or his nominee
  - One Head of department, to be nominated by the Principal
  - Three elected teachers in the college out of whom at least one shall be a woman
  - One elected non-teaching employee.
  - Local members nominated by the management from the fields of education, research, industry and social service of which at least one shall be alumnus.
  - Coordinator, Internal Quality Assurance Committee of the college.
  - President and Secretary of the College Students' Council.
  - Principal of the college as Secretary.
- 1) The College Development Committee shall meet at least two times in a year.
  - 2) Prepare an overall development plan of the college regarding academic, administrative and infrastructural growth.
  - 3) Prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval.
  - 4) Decide about teaching programmes or academic calendar of the college.
  - 5) Frame suitable admissions procedure for different programmes by following the statutory norms.
  - 6) Recommend to the management about creation of additional teaching and administrative posts and introducing new academic courses.
  - 7) Make specific recommendations to the management to encourage research, consultancy and extension activities in the college.
  - 8) Make recommendations regarding the students' and employees' welfare activities in the college.
  - 9) Take review of the Non-granted courses in the college and make recommendations for their improvement.
  - 10) Make recommendations regarding the improvement in teaching and training programmes for the employees.
  - 11) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
  - 12) Recommend the distribution of different medals, prizes and awards to the students.