

The text is centered within a decorative frame. The frame features two vertical columns on either side of the text, topped and bottomed by ornate, symmetrical scrollwork and floral motifs. The background of the frame is black, while the text itself is on a white rectangular area.

Code of conduct
handbook exists for
students, teachers,
governing body,
administration
including
Principal /Officials and
support staff



Code of Conduct

Powers and Functions of the Management Body

- Members elected or nominated shall have a term of five years.
- They prepare the budget and financial statements.
- They recommend to the management for the creation of teaching and other posts, for improvement of the standards of teaching in the college.
- The management committee shall have full control over the working of all institutions. The Local Management Committee/CDC meets at least twice a year. Summon the meetings of any kind of the General Body and from their agenda. Consider the appointment, dismissals, promotions and punishment of staff.
- Enroll members of the General Body.
- To promote intellectual: moral, cultural, spiritual and physical advancement of the people in general and of the fair sex:
- To promote youth ideals of simplicity of life, dignity of labor, national out-look, educational technical, vocational or otherwise, as may be decided from time to time:
- To inaugurate and maintain institutions, education, technical, vocational or otherwise as may be decided from time to time.



Code of Conduct

Code of Conduct for Principal

- The principal is the academic and administrative head of the institute and works for the growth of the institute. The Principal monitors admissions, examinations, evaluation for smooth functioning the system.
- The Principal is authorized to nominate, Coordinators, **m**embers and other administration functionaries in various committees. She is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.
- The Principal hold Ex-Officio members meetings as per the norms.
- The Principal coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
- The Principal works for the common goal of providing effective education and guiding to enable the students to carve out promising career and lifelong learning.
- The Principal is the spokesperson of the Institution and shall take part in regional, national and international conventions in serving the cause of development of education.
- The Principal along with all the staff working under her, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
- The Principal takes care of the academic and financial administration, generally guided by the rules and regulations as well as the norms laid down by RTM Nagpur University, UGC, State Government and the Governing body of the college.
- Shall be assisted by various Heads of the departments, senior faculty members and various committees.
- In matters related to decision implementation, Principal will be assisted by the Governing Body of the Institution.



Code of Conduct

Code of Conduct for Students

- Students will follow the rules and syllabus of the University. Minimum 75% attendance will be mandatory for every students in all the subjects offered: failing which he/she will not be permitted to appear for the examination.
- Student may opt for NSS.
- It is compulsory for every student to qualify physical competence examination at the end of each academic session.
- It is compulsory for every student to remain present in the college for the annual medical examination.
- Every student has to read notice board in the college regularly.
- It is mandatory for every student to appear for all the tests and examinations conduct in the college.
- Student will have to attend lecturers, tutorials and practical session regularly according to the time table. They will have to compensate for any damage/s cause by them to the college furniture, books, newspapers, sports equipment, etc. nobody is allowed to publicize any kind of information of/about the college in the print/ electronic/ social media without the prior permission of the principal.
- Students shout refrain from roaming unnecessarily in the corridor.
- Students should be polite and courteous in their behavior with the teachers, the non-teaching staff and fellow students of the college. Any miss behavior will be dealt with strictly.
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- Students will have to park their vehicles in specific area on their own risk.
- It is compulsory for every student to attend and participate in various academic, social and cultural activities conducted in the college from time to time.
- Ragging is a grave offence and student should refrain from including in any such activity. If found guilty of ragging, they will be liable for maximum possible punishment under the various anti ragging laws of the UGC and the Government of Maharashtra.
- Students will neither be given any document from the college nor will they be allowed to appear for the University examination unless they clear all the dues.
- Students should mentioned and offer only those subjects in the admission form which are taught in the college. They will be allowed to appear for University examination in the same subject only.
- Students must carry their identity card all the time in the premises.
- After their admission in the college, the students will be issued a library card. This card is not transferable and is meant to be used only by the students whose name appears on it.
- If identity card or library card is lost by the student she/he can get a duplicate identity card or library card only on application with payment of a fee of Rs. 20/- in the office.
- Students may not receive admission card for university examination unless they clear the library dues.
- If a student is not allowed to appear for the examination by the University their result is withheld due to any mistake/ incomplete information furnished by the students, he/she will be responsible for the consequences.
- For the breach of the code of the conduct, action will be initiated against him/her as per the rules.
- All the rules of the University will be obligatory on the student. In case of any dispute, the decision of principal will be final and obligatory.



Principal



Code of Conduct

Code of conduct for teaching staff

Responsibility and Accountability:

- Teachers should handle the subjects assigned to them by the principal.
- Teachers should complete the syllabus in time and produce good result in the subjects handled by them. They are accountable for the same.
- Tutor-ward (Mentor-Mentee) system must be effectively implemented. Teachers shall take care of the mantes.
- Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching learning process is effective and successful. Value based education must be their Moto.
- Teachers should maintain decorum inside and outside the class room and set a good example for the students.
- Teacher should carry out other academic, co-curricular and organizational activities which are assigned to them from time to time.

Punctuality and attendance

- Teachers must report in time for duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Prior permission should be obtained for coming late in the morning or evening early. No one should leave the college premises without permission.
- Teachers should signed the attendance register while reporting for duties.
- Teachers should be present in the campus till the end of their duty hours.

Leave

- Prior written permission is required from the principal at least a day in advance while availing any kind of leave. Any case of emergency, the principal may be informed by a phone call/ SMS/ E-Mail.
- Half a day CL will not be sanctioned to the teachers.
- Ten casual leaves can be availed in an academic session.
- Casual leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
- Everyone must report for duty on the reopening day and the last working day of each session.

Publication of Research Papers and Books and Participation in Research Project, Seminars, Conferences etc.

- 1) Teachers are encouraged to write text books, published articles in reputed journals and present paper in seminars, conferences and take up research projects.
- 2) They should also attend faculty development programs, quality improvement programs etc. to update their knowledge.
- 3) Absence from duty for the above-mentioned purposes will be treated as duty leave which needs to be sanctioned in advance.

General Rules

- 1) No teacher should involve himself/herself in any immoral/ illegal act which may bring discredit to the institution/ Management.
- 2) Teachers' associations should not be formed without the prior permission of the management.
- 3) Any instructions issued by the competent authority by way of circulars from time to time must be complied with.
- 4) No teacher shall send circulars/ distribute hand bills to the staff, organized meetings in the campus without prior permission of the principal.
- 5) Teachers are barred from using cell phones while taking classes.
- 6) Teachers must always wear their identity badges inside the college premises.

- 7) Time table committee must submit the time table to the teachers at the beginning of the academic session. Any change must be reported to the principal in writing.
- 8) Teacher should attend meetings/academic association meetings seminar etc. and functions like college annual day, Independence day and Republic day without fail.
- 9) Teacher should volunteer, to take up extra classes for students of certificates, diploma and other career oriented programs and do remedial teaching as and when required.
- 10) No representation to any government authority or university in the name of the college should be made, by any teacher, without the permission of the principal.
- 11) Duties and service conditions of the teachers as framed by the government of Maharashtra and the UGC should be strictly followed.

Disciplinary Action

- 1) Violation or noncompliance of the service rules will attract punishment as a stipulated under the rules of UGC and the state Government.
- 2) All staff members should coordinate and cooperate with each other for the betterment of the college and the students.



Principal



Code of Conduct

Code of conduct for Librarian

- To prepare and issue of Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
- To receive requisitions and issue and receive books from students, staffs following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information.
- To update and maintain files of paper cuttings. .
- To compile back volumes of journals and periodicals and arrange for bin ding and stacking. '.
- To see that library is in a presentable and tidy condition at all the time. .
- To attend to problems of the staff members, if any, and redress the same promptly.
- To maintain the day wise records of visits of students/staff faculty memb ers in library.

- Display of cuttings of news papers on education /social matters on notice boards.
- To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
- To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time
- To effectively encourage faculty & student to use e-journals.
- To carry out 100% annual verification prepare list of book which are outdated & damaged beyond use.
- Do regularly under take binding of books which are damaged.
- To make report to HOD/section heads books not at all referred by faculty and students.
- To receives expert committee & present to them effectively.
- Any other matter assigned by Principal from time to time. . . .



Principal



Code of Conduct

Code of conduct for Director of Physical Education

DPE lessons:

- Arrive promptly, and enter orderly into the changing rooms.
- Students are to get changed quickly and safely into suitable clothing, making sure your belongings are neatly placed altogether in your bag.
- Once changed students should go to their area promptly and safely, ready for the practical activity.
- Changing rooms are checked by Staff, but students should report any incidents in the interests of health and safety.

PE teachers cannot take responsibility and look after students valuables during lessons. Therefore, students should lock valuables in their lockers before coming to PE or leave them at home on PE days.

DPE staff will look after locker keys. All other items; phones, iPods, jewelry, watches etc. should not be brought to the lesson as we cannot guarantee their safety.

Uniform and equipment:

- If your child is participating in hockey or football they need to bring and wear shin pads and long football socks.
- If your child is participating in rugby they need to bring and wear a gum shield.
- Trainers are required for all PE lessons apart from gymnastics. Black plimsoles are not appropriate!
- All long hair needs to be tied back and all jewelry removed. Earrings should be taped if they cannot be taken out (students need to bring their own tape for this).

- If your child cannot participate in PE for any reason please sign a note in their planner or on a separate piece of paper.
- If your child forgets their kit they will have a lunchtime detention of 10 minutes, if they forget it three times they will receive an after school detention.
- What your child is doing in PE can be found on the website under curriculum, PE and click on 'Activity List'.
- All extra-curricular clubs, fixtures and tournaments can be found if you click on extra-curricular



Principal



Code of Conduct

Code of conduct for Junior & Senior Clerk

- To maintain all files pertaining to the office of the Principal
- To receive all correspondence pertaining to the office of the Principal
- To circulate correspondence pertaining to the office of the Principal.
- To fix up appointment of staff, faculty and students with the Principal.
- To fix up appointment of the visitors with the Principal.
- To keep inward and outward register of correspondence of the office of the Principal
- To maintain consumable register and dead stock registers pertaining to the office of the principal.
- To maintain records of snacks and tea provided to the visitors, guests and ensure prompt payment of the same.
- To do secretarial work of the principal.
- To receive email of the principal's office and promptly action the same.
- To maintain record of Local Managing Committee, Governing - Body, and Academic Advisory Body and such other committees constituted by the principal
- To maintain diary of the principal pertaining to his office.
- To supervise cleaning and maintenance of principal's office and premises
- To supervise working of the attendants attached to the principals office.
- Any other duties assigned by the Director & superiors from time to time
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Principal



Code of Conduct

Code of conduct for Non- Teaching Staff

- Non-Teaching staff working in the college office or department should remain on duty during the duty hours assigned to them. They should report on duty at least 15 minutes in advance.
- They should always behave courteously with students and all faculty members and help them solve their problems. Arrogant/ bad behavior will be delete with seriously.
- Non – Teaching staff must always wear their identity badge during working hours.
- For articles damaged by the students, a separate registered should be maintained and record along with the cost of material should be submitted to the authority at the end of the session.
- Non-Teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff shall not leave the college premises before their duty hours.

Principal



Code of Conduct

Code of conduct for Officer in charge of Examination

- To organize all works related to university examinations such as preparation of supervision chart, appointments of invigilators in consultation with principal.
- To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
- To organize the filling of examination forms, revaluation & verification forms of students & submission to university of Pune.
- To obtain results of students and its distribution.
- To send requirement of finance for examination to University & maintaining its up to date records.
- To arrange for online examinations as per schedule & instructions of university.
- To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
- To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
- To submit term work /oral practical marks to University & time bound manner.
- To organize arrangement of furniture and numbering of examination seats for University examinations.
- To receive the examination stationery & keep in the strong room.
- Any other duties assigned by the Principal from time to time.

Principal

