



Late. Babasaheb Varhade Education Society, Amravati's

**Sant Gadge Maharaj Arts,  
Commerce & Science College,  
Walgaon, Dist. Amravati**

**AFFILIATED TO SANT GADGE BABA  
AMRAVATI UNIVERSITY, AMRAVATI**



**CODE OF CONDCUT**

## **INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

### **DISCIPLINE:**

- The student must strictly follow the disciplinary rules and regulations of the institute.
- Any act of indiscipline or misbehavior by any student will be liable for punishment as per rules.
- Damage to Institute & campus property due to negligence/lack of care would be liable for punishment and compensation for loss caused.
- Students shall use the waste bins for disposing waste materials.
- Students have to park their vehicles in parking zone only
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial and communal activities within the campus.
- Disciplinary action will be initiated against students indulging in eve casing, molestation, ragging, harassment, bullying and untoward incidents.
- To participate in educational tours or excursion tours, the necessary undertaking from the Parents / Guardian of the students is necessary.
- 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.
- Identity card should be produced when demanded by the authorized persons of the Institute.

### **DRESS CODE:**

- Students should wear college uniform regularly except on Wednesday.
- 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 and Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles and other belonging are at students' risk.

**RAGGING:**

- ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABUSING IN Ragging as per the Direction 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 29<sup>th</sup> August 2012)
- Cancellation of admission and also debarred from taking admission in any Institution in India.
- 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 last 75% attendance in the Lectures of every subject.
- If the student is found irregular in attendance, disciplinary action will be taken.
- Students must present for Unit Test and common Test Examination conducted by the Institute or continuous assessment conducted by faculty in class.
- The student would complete all the Practical Term Work such as Assignments Projects and Viva Voce.

## **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 fo 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.

## **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.

## **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 library, class room and staff rooms.
- Peon should do all the work assign by the Head of 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 book and publish research papers in reputed International / Indian Journal / 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 committee 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.

## **CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE**

- There shall be a separate College Development Committee comprising of the following members, namely:-
- Chairperson of management or his nominee
- Secretary of the management or his nominee of One Head of department to be nominated by the Principal.
- Three teachers in the college, elected by the full time amongst themselves out of whom at least one shall be a woman.
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
- Four local members, nominated by the management in consultation with the Principal from the fields of education, industry, research and social service of whom at least one shall be alumnus.
- Coordinator, Internal Quality Assurance Cell of the college.
- President and Secretary of the College, Students' Council of Principal of the college - Member - Secretary.
- The College Development Committee shall meet at least four times in a year. Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

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