

Kalyan Shikshan Sanstha, Nagpur's

Shri Govindprabhu Arts and Commerce College, Talodhi (Balapur), Ta. Nagbhid, Dist. Chandrapur

CODE OF CONDUCT FOR STUDENTS

- College campus is covered by CCTV camera. Strict action will be taken against anyone found misbehave.
- The students are expected to maintain strict discipline in and out of the college. Any misconduct with teachers, staff, fellow students and girls in particular will invite severe punishment including rustication.
- College has introduced dress code for all the students. They must attend college in prescribed Uniform, otherwise action may be taken.
- The students should wear their prescribed uniform and Identity card in the college premises.
- No cell phone is allowed in the college campus during the college hours.
- While taking admission in college, read the college prospectus thoroughly so as to get proper information regarding various courses and their fees. Produce all required documents at the time of admission. Original and attested Xerox copies of School/College leaving certificate, Mark list of qualifying examination, Character certificate, Eligibility certificate, Migration certificate, Two Passport size Photographs. Attested two Xerox copy of Caste certificate only for students of Reserved Category.
- Number of Xerox copies of their documents must be kept with them before submitting original documents to the college.
- Attested Xerox copy of ADHAR CARD and Election card is necessary for all the students.
- Academic Bank of Credit (ABC) registration is mandatory for all the Students.
- Each student must fill their admission form carefully and give their Mobile No., Adhar card No. and email id correctly.
- The students are expected to see the notice boards daily to get up-to date information of all kinds.
- Loitering in the Corridors and disturbing the classes during the free period will invite punishment.
- Students must park their cycles/vehicles at the cycle stand provided in college campus. Keeping vehicles in front of main entrance/ at other places is strictly prohibited.
- Permission of the Principal is necessary for any absence otherwise a student is liable for a fine. For absence on medical grounds, a medical certificate has to be produced.

- The admission card for University Examination will be issued only on receiving a clearance certificate from all concerned departments.
- The students are not allowed to give any information about the college for publication without the prior permission of the principal otherwise strict action will be taken against them.
- A student is liable for rustication on the grounds of showing no academic progress, continuous absence without permission, non-payment of fees and other dues, misconduct, submitting fake certificates or information and such other serious misconduct.
- To get benefit of Student Safety Insurance, the concerned student or his/her parent/guardian should apply with proper papers to the principal.
- Strict action will be taken against the student found chewing tobacco, Kharra, Pan, Gutka or Smoking or drinking liquor or other drugs in the college premises.
- The student should verify about their eligibility for any scholarship from scholarship section of the college.
- The principal has the right to withdraw the scholarship facility and recover any amount already paid to a student on the charge of misconduct, participating in strikes, unsatisfactory academic progress or short of attendance in the class.
- As per the Government rules, the student availing any scholarship or concession must have 80% attendance in classes and show satisfactory progress in tests conducted by the college.
- A student will be eligible to appear in University examination only after attending 75% classes (including Lectures and practical). If a student is absent continuously for 15 days without permission his name will be struck off from the register.
- The attendance of students in uniform for Flag Hoisting ceremony on National Days (15th Aug. & 26th Jan., & 1st May) is compulsory.
- National Anthem will be at 08.00 am on all working days.
- Medical and Physical Test is mandatory to all students.
- Registration to Electoral roll is mandatory to all students who have completed 18 years of age.
- It is mandatory to all students to participate during the organization of National Identities Programs and the Programs organized on Fundamental Duties and Rights of Indian Citizens and other constitutional obligations.

Code of Conduct for Teachers

- In fulfillment of their obligations to the teaching profession, teachers will strive to:
- Advance the interests of the teaching profession through responsible ethical practices.
- Make an effort for the continuous development through training programs, workshops and research and development activities.
- Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Guiding and counseling students as a mentor and inculcating human and ethical values in them.
- 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 motto.
- Conduct himself / herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- Prepare a teaching plan to be followed through the semester and should complete the syllabus in time.
- Deal impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
- The mentor teacher should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- ID CARD: It is Mandatory for teacher to wear prescribed uniform and ID cards at all times when they are in campus.
- All must report for duty on the reopening day and the last working day of each academic session.
- No cell phone is allowed during the teaching hours in classroom. Cell phone is only allowed for communication purpose or for college work only in college campus.
- Leave should be enjoyed only after the prior sanction from the principal, otherwise leave application will not be entertained.

Code of Conduct for Non-Teaching/Administrative Staff

- All non-teaching staff should remain present in the college, at least 30 min before the start of college and shall not leave the College premises without prior permission of principal and should mention motive on Halchal Register before leaving the campus.
- It is Mandatory for non-teaching staff to wear prescribed uniform and ID cards at all times when they are in campus.
- The staff should follow the instructions from the higher authorities.
- They should carry out the assigned work with complete enthusiasm.
- They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
- The staff working in laboratories should keep proper maintenance and cleanliness.
- They should carry out additional work assigned to them.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal in writing immediately.
- The staff shall make themselves available for duty/other work if required by the principal on notified/ Government/Weekly holidays.
- No cell phone is allowed during the working hours. Cell phone is only allowed for communication purpose or for college work only in college campus.
- Leave should be enjoyed only after the prior sanction from the principal, otherwise leave application will not be entertained.
- Information about the college, students, and infrastructure documents should be provided to the teachers if needed for college work on priority basis.

Code of Conduct for Principal

College Principal should:

- Provide inspirational and motivational value based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- Working towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
- Conducting regular meetings with Heads of the Department and various committees.
- Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Participate in extension, co-curricular and extra-curricular activities, including the community service. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

Principal

Shri Govindprabhu Arts and Commerce College,
Talodhi (Balapur) Ta. Nagbhid. Dist. Chandrapur
