

MANOHARRAO KAMDI MAHAVIDYALAYA



CODE OF CONDUCT FOR STUDENTS, TEACHERS, AND NON-TEACHING STAFF.

Introduction

- The CODE OF CONDUCT indicates the standard procedures and practices of Manoharrao Kamdi Mahavidyalaya for all students enrolling for pursuing UG courses. All the students must be aware that it is obligatory for them to abide by this code of ethics and conduct and the rights and responsibilities that is associated with it. This code of conduct shall apply to all kinds of conduct for the students that occur in the college including University sponsored activities, functions and any off campus conduct that has or may have serious consequences and adverse impact on the institutions interest or reputation.
- **Students Responsibilities of learning**

The student shall:

- Be punctual in the classes and to be in the class at least 5 minutes before the commencement of period.
- Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities,
- Have a clear knowledge of the programs, admission policies, rules and regulations of the institution,
- To maintain perfect order and strict silence inside the lecture hall/classroom or during college Programmes.
- Follow the time schedules, rules and regulations of the institution,
- Make optimum use of the learning resources and other support services available in the institution.
- To cultivate habit of looking at the Notice Board of the institute/department every day.
- To keep campus neat and clean
- To bring integrity in institutional work, give suggestions to institute.
- Prepare for continuous internal assessment and term-end examinations.
- Give feedback for system improvement.
- The student should not be involved in ragging acts.
- Have faith and ability to pursue lifelong learning.
- Live as worthy alumni of the institution.

CONDUCT RULES FOR STUDENTS

Students should abide by the rules of the Institution.

Students must keep mobile phones on silent mode in the college premises.

Students remaining absent for long period due to illness/mishaps in the family are expected to submit Medical Certificate/letters from parents/guardians immediately on joining, submitting the same at the end of the year shall not be entertained.

- Do not put any waste anywhere except in the wastepaper baskets kept at corridor.
- Students with poor attendance will be fined.
- Rs.25/- per paper will be fined on remaining absent for college examination.
- No student shall be permitted to appear for the University Examination unless paid all dues to the college and attendance found satisfactory.
- Academic Or social misconduct will be subjected to disciplinary action by the institution.
- Students shall be expected to obey all the orders and behave respectfully towards their respective lecturers, other teaching and non-teaching staff of the college.
- Students are expected to be punctual and fully responsive in the class. No student shall attend classes other than her own or bring in the college premises any friend who is not a student of this college.
- Student shall behave in a disciplined manner and follow the instructions given by the Principal and teachers from time to time.
- It is mandatory for the students to attend the National festivals.
- Off periods may be spent in library reading room/student's common room.
- Students shall not unnecessarily loiter in the college premises or sit/stand in the corridors.

AS PER THE UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTES 2009 (Under section 26(1)(g) of the University Grants Commission Act, 1956) bearing No. F.116/2007(CPP-II) dated 17-6-2009 ragging is totally prohibited in the institution. AND ANYONE FOUND GUILTY OF RAGGING AND/ OR ABETTING RAGGING, WHETHER ACTIVELY OR PASSIVELY OR BEING A PART OF CONSPIRACY TO PROMOTE RAGGING, IS LIABLE TO BE PUNISHED IN ACCORDANCE WITH THESE REGULATIONS AS WELL AS UNDER THE PROVISIONS OF ANY PENAL LAW FOR THE TIME BEING IN FORCE. The students can contact Principal and Coordinator IQAC in the college for help. An Anti-Ragging toll free helpline has been made operational w.e.f. 20-6-2009 by University Grants Commission, New Delhi-110002 with a Toll-free Anti-Ragging Helpline number 1800-180-5522, E-mail-helpline@antiragging.net and the other toll-free number 1552

Code of Conduct for Teachers:

- A teacher should teach in such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
- A teacher is responsible for analysing needs prescribing and carrying out educational programs with updated knowledge and high quality.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned from time to time.
- A Teacher must follow Professional Ethics like Honesty, Devotion and Sincerity.
- Teachers must report on time to duty as per working hours prescribed and should be available in the campus unless otherwise they are assigned duties elsewhere.
- Teachers should complete syllabus in time. Teachers shall produce good results in the subject handled by them and are accountable for them.
- A teacher should be caring, fair and committed to the best of the pupils.
- Innovative Methods to be adopted in teaching and learning process.
- Rules for leave will be observed as per Maharashtra Government
- Assigned duties by the principal to be performed mandatorily.
- Healthy atmosphere to be maintained amongst the staff.
- It is to be noted that the Allotted university duties will be the part of your duty.
- Dedication to complete the work assigned a stipulated time frame.

For Non-Teaching Staff –

- Non-teaching staff working in the college office or departments should remain on duty during college hours.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- They are responsible to carry out the functioning and maintaining of the students records.
- They should be readily available to help the students and reply to their queries whenever the need arises.
- Rest rules apply as per the college and University rules and regulations.

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[PRINCIPAL]
OFFICIATING PRINCIPAL
Manoharrao Kamdi Mahavidyalaya
Chitanvispura, Mahal, NAGPUR.