7.1.10 - 1 **Code of Conduct display of Website**

Code of conduct for Students

- Student will follow the rules and syllabus of Sant Gadge Baba Amravati University, Amravati.
- The college maintains strict discipline & expects rules to be followed by every student.
- As per the University rules, the students having an attendance 75% will. Be mandatory for every students in all the subjects offered if failing which, he/she will not be permitted to appear for the University Examination.
- Students are advised to see the information displayed on the Notice Board regularly. As well as what Sapp and mail.
- Every student should carry Identity Card during his/her stay on the campus.
- Every student should pay visit to the Library and observe silence.
- Every student should attended prayer. Dress code is compulsory for the students.
- Students should refrain from roaming unnecessary in the corridor.
- Wearing jeans and T-shirt is not allowed.
- Participation in Curricular, Co-curricular and Extra-curricular activities is must.
- Every student is required to go for 'Physical Efficiency Test' as per the University rules.
- Use of unfair means in the college & University Examinations is strictly prohibited.
- Arrogance/indecent talk /abusive language would invite the serious action.
- Littering of papers, plastic bottles and spitting at campus are banned.
- Every student should have high regards for the Nation, National heroes & National identities.
- Ragging is a punishable act as per Government Rules.
- Smoking and Gutkha chewing are strictly prohibited. Offenders shall have to face legal action.
- Students should not scribble on walls, doors and furniture.
- Students should be polite and courteous in their behavior with the teachers, non-teaching staff and fellow students.
- It is mandatory for every student to appear for the internal unit test and common test exams.

Prof. Dr. Siddharth B.Jadhav
H.O.D.
Dept. Of History
Smt. Nankibai Wadhawani
College Yavatmal (M.S.)

Principal
Smt.Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001

7.1.10.3

Code of Conduct for Teachers

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Teacher should carry out other academic, co- curricular and organizational activities that may be assigned to them from time to time.
- Teacher should maintain decorum both inside and outside the classroom and set a good example for the students.
- Every teacher staff must wear college dress code every day.
- Each teacher can organized maximum of one guest lecture per subject thought on topic related is/her subject.
- Teacher should be present in the campus till the end of their duty hours.
- Seek to make professional growth continuous through study and research.
- Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
- Co-operate and assist in carrying out the functions relating to the academic and administrative responsibilities of the college and the university.
- Participate in extension, co-curricular and extra-curricular activities, including the community services.
- Deal justly and impartially with students and staff regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- Treat other members of the profession in the same manner as they themselves wish to be treated and render assistance for professional betterment.
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

Prof. Dr. Siddharth S. Jadhav
H.O.D.
Dept. Of History
Smt. Nankibai Wadhawani

Principal
Smt.Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001

- ❖ Manage their private affairs in a manner consistent with the dignity of the profession.
- ❖ Respect the right and dignity of the student in expressing his/her opinion.
- ❖ Refrain from inciting students against other students, colleagues or administration.
- ❖ Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- ❖ Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Prof. Dr. Siddharth B.Jadhav
H.O.D.
Dept. Of History
Smt. Nankibai Wadhawani
College Yavatmal (M.S.)

Principal
Smt.Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001

7.1.10.3

Code of Conduct for Non-teaching staff

- Duty hours have to be observed meticulously by all the staff members.
- Timely arrival at working place and timely departure is highly adorable.
- On duty wearing uniform is compulsory.
- Maintenance of cleanliness, neatness & tidiness at working place is must.
- Commitment, dedication, punctuality and sincerity at assigned work is xpected.
- A separate register for the record of right off items has to be maintained in each department.
- The support staff has to follow the instructions of the authorities and discharge their duties as and when asked for.
- The staff shall not leave the college premises/ working place without permission of the in-charge.
- The staff should always behave courteously with students and all the faculty members and help them solve their problems. Arrogant/bad behavior will be dealt seriously.
- The ICT literacy is must for all.
- While availing leaves, assign your responsibilities to the substitute.

Prof. Dr. Siddharth B.Jadhao
H.O.D.
Dept. Of History
Smt. Nankibai Wadhawani
College Yavatmal (M.S.)

Principal
Smt.Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001

7.1.10.3

Code of Conduct for the Principal

- Be a dynamic and democratic leader.
- Monitor all the activities of the college efficiently and effectively.
- Convene meeting of the council periodically to take decisions regarding college activities.
- Encourage the faculties to organize academic activities to initiate, sustain and enhance quality culture in the institution.
- 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.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conductive working and learning environment.
- 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.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including the community services.
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.
- Listen to and redress the grievances of the students, staff and parents.
- Insist on discipline, punctuality and accountability of the students

Prof. Dr. Siddharth B.Jadhav
H.O.D.
Dept. Of History
Smt. Nankibai Wadhawani
Yavatmal (M.S.)

Principal
Smt.Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001

7.1.10.3

General Rules-

- No teacher should involve himself/herself in any immoral/illegal act.
- which may bring discredit to the institution or Management.
- Teacher Associations should not be formed without the prior permission of the Management.
- Teacher are barred from using cell phones while talking classes.
- No teacher shall send circulars/distribute handbills to the staff, organize meeting in the campus without prior permission of the principal.
- Duties and services conditions of the. Teachers as framed by the Government of Maharashtra and the UGC should be strictly follow.
- Dress code should be followed as the occasion demands. Casual wear is prohibited.

Prof. Dr. Siddharth B.Jadhav
H.O.D.
Dept. Of History
Smt. Nankibai Wadhawani
College Yavatmal (M.S.)

Principal
Smt.Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001



Teaching Stap
Dress Code

Non-Teaching Stap
Dress Code



Prof. Dr. Smt. Nalini D. Jadhav
H.O.D.
Dept. of History
Smt. Nankibai Wadhwani
College Yavatmal (M.S.)

Principal
Smt. Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001



Students Dress Code

Smt.Nankibai Wadhwani
College Yavatmal (M.S.)

Principal
Smt.Nankibai Wadhwani
Kala Mahavidyala
Yavatmal-445001