

**Shahid Shikshan Prasarak Mandal's**

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**

A/P- Titave, Tal- Radhanagari, Dist.- Kolhapur, 416208

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**Code of conduct for student, Faculty, Non-teaching staff and Principal**

<b>Title</b>	<b>Code of conduct</b>
<b>Students</b>	<ol style="list-style-type: none"><li>1. It is compulsory to use uniform regularly.</li><li>2. College identity is compulsory for every student for college entry and violation of rules leads to penalty.</li><li>3. Regularity of practice classes and lectures are compulsory otherwise exam permission is not given.</li><li>4. Follow the college rules strictly.</li><li>5. Outcomes are strictly prohibited.</li><li>6. Those students are coming for office work not to be longer elsewhere.</li><li>7. Disciplines less students are liable to penalty.</li><li>8. 75% attendance of class is necessary for Board and University examinations. Less attended students are not allowed to appear the final examination.</li></ol>
<b>Teachers</b>	<ol style="list-style-type: none"><li>1. Faculty shall conduct himself / herself with absolute dignity and decorum in his/ her dealing with the superiors' colleagues and student every time.</li><li>2. No Faculty remains absent himself / herself from duties at any time without prior permission from higher ups.</li><li>3. Faculty shall agree to execute all work assigned to him/ her by Head of Department and Head of Institution from time to time honestly, sincerely and carry out all the orders of the superiors.</li><li>4. The Faculty undertakes not to carry on any other Trade, business or activity which goes against the contract of employment with the college.</li><li>5. Faculty shall not accept any work outside the institution without the permission of the principal of college.</li><li>6. Faculty should not raise / receive any money / donation for the goodwill of the college without prior permission of principal.</li><li>7. Faculty should actively participate in all the college activities and programs for motivating the student.</li><li>8. Faculty should give extra inputs to make the students not only academically brilliant, but confident, competent and fully developed personality.</li></ol>

	<ol style="list-style-type: none"> <li>9. Faculty shall not indulge in any organized anti- institutional activity and should not promote, abet, assist or motivate any groupism or unhealthy activity.</li> <li>10. Faculty shall not directly apply to seek another Job expect through the secretary of the management / Sanstha.</li> <li>11. Faculty shall report to the management, if there is any criminal complaint, action / proceeding lodged against him/herin any police station/ court or forum.</li> <li>12. Faculty shall not collect any money except when he/ she is specifically authorized by the Head of Institute / management of sanstha in writing for any particular fund rising program.</li> <li>13. Faculty shall abide by the code of conduct and the rules enclosed with in terms and conditions of service hereto.</li> </ol>
<b>Principal</b>	<ol style="list-style-type: none"> <li>1. The principal should oversee and monitor the administration of the academic program and general administration of the institute to ensure efficiency and effectiveness in the overall administration task and assignments.</li> <li>2. The Principal should chalk out policy and plan to execute the vision and mission of the college.</li> <li>3. The Principal should monitor financial matters efficiently.</li> <li>4. The principal should go through the financial audited statement of the institute.</li> <li>5. The principal should form various college level committees which are necessary for the development of the institution.</li> <li>6. The Principal should convene meetings of different Cells as and when required</li> <li>7. The principal should encourage the faculty members to author text books and publish research papers in reputed national and international journals.</li> <li>8. The principal should provide leadership, direction, and co – ordination within the institute.</li> <li>9. The principal should periodically review this code of conduct.</li> <li>10. The principal is responsible for the development of academic program of the institute</li> <li>11. The principal should motivate the faculty to submit research proposal to various funding agency</li> <li>12. The Principal should ensure quality in education and academic activities.</li> <li>13. The Principal should form various college level committees and appoint coordinators.</li> <li>14. The Principal should motivate teachers to enhance their knowledge by attending various training programs conference workshop etc.</li> <li>15. The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.</li> </ol>

<b>Officials and Support Staff</b>	<ol style="list-style-type: none"> <li>1. It is compulsory to use uniform and identity regularly.</li> <li>2. Non - teaching staff working in the college office or department should remain on duty during college hours. They should report for duty at least 30 minutes in advance.</li> <li>3. Staff employed in the college shall absent himself from his/her duties without permission. In a case of sickness or absence on medical ground , a medical certificate shall be produced within a period of week</li> <li>4. Non – teaching staff not leave the college premises without permission before 5.30 p.m.</li> <li>5. Administrative staff should look after student’s admission and examination.</li> <li>6. Administrative staff should be well versed in e- administration</li> <li>7. Administrative staff should behave politely and compassionately with parents/guardians.</li> <li>8. Administrative staff should develop co-operative and friendly relationship with faculty members.</li> <li>9. Administrative staff should perform all professional activities through proper channels.</li> <li>10. Administrative staff should not involve in unethical practices.</li> <li>11. Administrative staff should not remain absent from duties without prior permission.</li> <li>12. Administrative staff should not engage directly or indirectly in any trade or business</li> <li>13. Maintain honesty, integrity, fairness in all activities</li> <li>14. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public</li> <li>15. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.</li> <li>16. Must not intercept or misappropriate college money.</li> <li>17. Must not be absent from duty without official approval or approved sick leave.</li> <li>18. Avoid social networking sites such as Face book, WhatsApp, etc. during the working hours.</li> </ol>
<b>Teachers and College Teachers</b>	<ol style="list-style-type: none"> <li>1. Treat other members of the profession with dignity.</li> <li>2. Treat respectfully to other teachers, render assistance for professional assistance.</li> <li>3. Refrain from lodging unsubstantial allegation against colleagues.</li> <li>4. Teachers and Authority Teachers should Discharge their professional responsibility according to the existing rules and</li> </ol>

	<p>adhere to procedures consistent with profession.</p> <ol style="list-style-type: none"> <li>5. Refrain from undertaking any other employment and commitment such as private tuitions.</li> <li>6. Cooperate in formulation of policies of the institution.</li> <li>7. Cooperate with the authorities for the betterment of institution.</li> <li>8. Should adhere to the conditions of contract.</li> <li>9. Refrain from availing themselves of leave except on unavailable ground and with prior intimation</li> </ol>
<p><b>Teachers and Non-Teaching Staff</b></p>	<ol style="list-style-type: none"> <li>1. Teachers should treat the non-teaching staff as colleagues and equal partners and cooperate with them.</li> <li>2. They should help in the function of Joint Staff Council in which nonteaching staff also members.</li> <li>3. Teachers and Society Teachers should through institution maintain contact with the guardians of their students, send report of their performance to guardians, meet them exchange their ideas and feedback for the benefit of the institution.</li> <li>4. Recognize that education is public service and keep them informed of educational program being provided. Work to improve education in community.</li> <li>5. Be aware of social problems and take part in activities which would be conducive to the progress of society.</li> </ol>
<p><b>Students and Teachers</b></p>	<ol style="list-style-type: none"> <li>1. Respect the right and dignity of the students in expressing his/her opinion.</li> <li>2. Deal justly and impartially with students regardless their religion, caste, political, economic and physical characteristics.</li> <li>3. Encourage students to improve their attainment and develop their personalities.</li> <li>4. Inculcate among students scientific outlook, dignity of labor, patriotism.</li> <li>5. Be affectionate to students and not to behave in eradicated manner.</li> <li>6. Make themselves available to students even beyond their classrooms, help and guide students.</li> <li>7. Refrain from inciting students against other students.</li> </ol>

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*[Signature]*

IQAC Coordinator  
SVLM, Titave



*[Signature]*  
Principal

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