

Guru Vishwambharkrupa Bahuuddeshiya Shikshan Prasarak Mandal Lakkadjawalga's

Shivneri Mahavidyalaya, Shirur Anantpal,

Dist. Latur-413544

(Arts, Commerce & Science)

NAAC accredited 'B' Grade with 2.54 CGPA



**HANDBOOK
ON
CODE OF CONDUCT FOR STAKEHOLDERS**

Internal Quality Assurance Cell

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▪ **Definitions**

1. The term “College” means **Shivneri Mahavidyalaya, Shirur Anantpal**
2. The term “Parent University” means Swami Ramanand Teerth Marathwada University, Nanded.
3. The term “Principal” means the Head of Institute.
4. The term “Student” means all persons admitted and enrolled to regular courses at the College.
5. The term “Staff member” means any person a regular Professor, Associate Professor, Assistant, Professor, Teacher appointed on fix payment, Teacher appointed on Clock Hour Basis payment or utilized by the College to conduct classroom or teaching activities.
6. The term “Administrative staff” includes any person employed by the College, performing assigned administrative, facilities, or professional responsibilities. In some cases, graduate level interns or assistants may also be assigned such administrative or professional responsibilities.
7. The term “College Campus” includes all land, buildings, facilities, and other property owned by the College.
8. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Handbook, the College web page and computer use policy, and Swami Ramanand Teerth Marathwada University, Nanded Rules of Conduct.
9. The “Discipline Committee” sets expectations related to cheating, plagiarism, and other acts of academic dishonesty.
10. The term “Public place” means any place or premises to which the public have or are permitted to have access, whether on payment or otherwise.

CODE OF CONDUCT

Shivneri Mahavidyalaya, Shirur Anantpal affiliated to Swami Ramanand Teerth Marathwada University, Nanded and run by Guru Vishwambhar Krupa Bahuuddeshiya Shikshan Prasarak Mandal, Lakkadjawalga's, Shirur Anantpal, Dist. Latur has prepared an ideal code of conduct for Principal, Assistant/Associate Professors, Librarian, Non-teaching Staff and Students to perform their duties in college. This code of conduct is obligatory for every teaching and non-teaching staff in the college. This provides an explicit definition of the standards of professional conduct expected from the principal as a Head of the college.

▪ Code of Conduct for Principal

- As the Head of the institution, the principal shall plan all the administrative, academic and other work in the college.
- He should concentrate on the academic growth of the college and has to participate and promote teachers to participate in the teaching, research, training programmes of the college.
- Also, he should promote his teachers to participate in various conferences, seminars, symposiums, workshops, Refresher Courses, Faculty Development Programmes, Orientation Programmes, guest lecture programmes, etc.
- He has to promote innovative programs in the college by encouraging the concerned staff.
- He has to observe the Act, Statutes, Ordinance, Regulation and Rules, Orders, issued by the university authorities and bodies, etc. from time to time
- In order to complete all the work in the college in a planned manner, the principal should divide the work among all concerned and review it.
- He must be impartial in treating all of the employees of the college.
- He is responsible for maintaining Self-Assessment Reports of teachers and their Service Books.
- Any other work related to the institute relating to the administration of the college as assigned to him by the Management from time to time.

▪ **Code of Conduct for Teachers**

- The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, Orientation, Refresher Courses, Faculty Development Programmes, In-service programme, etc.
- The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College.
- The teacher will plan the annual academic work of their department.
- The teacher shall engage the classes regularly and punctually going to the classroom and impart such lessons and instructions according to the time table of the college.
- The teacher should not remain absent from work without prior permission or grant of leave.
- The teacher should complete the course prescribed by the University within the prescribed time.
- The teacher shall observe and follow the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified from time to time and abide by the decisions of the Management, Principal.
- The teacher shall ensure the interest of the College, such decision, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation, etc. If it is found by the Management that damage or loss has been caused to the College by an act or negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- The teacher has to assist Principal in administrative and educational work.
- In addition to the duties of teaching and allied activities, the teacher shall, as needed, attend to extra-curricular, co-curricular activities organized by the College and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- The teacher must not discriminate on the basis of religion, caste, race and gender.
- The teachers are also prohibited from using college equipment for their own personal purposes.

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- The teacher should impart knowledge to all students equally and without discrimination.
- The teacher shall provide research guidance to undergraduate and Ph. D. students.
- A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.

The Teacher shall;

- i) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- ii) not consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his duty;
- iii) refrain from consuming any intoxicating drink, drug and having tobacco in the college area and a public place;
- iv) shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug;
- v) not appear in a public place in a state of intoxication:

▪ Code of Conduct for Librarian

The librarian shall perform the following duties;

- The librarian shall purchase books required in the college library by following the guidelines of Library Committee and Purchase committee and keep a record of them.
- The librarian shall exchange library books for students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
- The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.
- The librarian shall pay special attention to create an ideal and digital library.
- The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- The librarian shall will register the new books in the library and classify them according to the rules and keep all the books.

▪ **Code of Conduct for Non-teaching staff**

▪ **Office Superintendent**

- 1) The office superintendent shall check the functioning of every department in the office.
- 2) The office superintendent shall get work done within the prescribed time by the concerned staff.
- 3) The office superintendent shall give immediate notification of confidential information to the organization and the Principal.

▪ **Code of Conduct for Clerks**

Clerks of the college shall perform the following duties:

- To complete the work assigned by the Principal in time.
- To adhere with guidelines for the student admission, examination process and financial record keeping.

▪ **Code of Conduct for Peons**

Peons of the college shall perform the following duties:

- To perform all the tasks assigned by the office bearers.
- To clean the classroom, laboratories and sanitation facilities of the college premise.
- To obey orders from higher authorities viz. Principal, Assistant/Associate Professors and senior officers promptly.

▪ **Code of Conduct for Students**

- Students must attend college regularly.
- Students should not smoke in college.
- Students should not carry any recording or photography equipment in the college premises.
- Students should not behave in a way that will damage college property.
- Students should come to the college with keeping an identity card with them.
- Students should go to the library in their spare time and read books.
- Attendance more than 75 percent as per university rules is obligatory.
- Students should behave sincerely with all the staff.

The Student Code of Conduct, essential to all in the campus for academic and social activities to be sponsored or supervised by the College, applies to all the students to have enrolled in any course or program at **Shivneri Mahavidyalaya, Shirur Anantpal**. Prohibited conduct of any student may take a student to disciplinary action. The rules and regulations shall be communicated to the students via the College prospectus, leaflet, catalogues, pamphlets, and posted notices. The Principal shall address Violations of academic policies defined under this Code. The student may be suspended immediately from the College by the Principal in his or her sole discretion; and this suspension will not be challengeable.

Rules and Regulations

Following are the rules and regulations for the College students:

- **Admission** will be given strictly on *first come first serves* basis.
- **Attendance** Students will remain present in the classroom as 75% attendance is compulsory. In case of attendance less than 75%, parents will be conveyed and preventive measures will be taken. No student of one class shall enter any other class under any pretext.
- **Sex/gender-based misconduct:** Any Abuse or harassment, physical, verbal and mental by any other means by any student in the College premises is strictly prohibited; this consists of abuse or harassment on the basis upon such factors as **sex, age, gender, cast, religion, race, ethnicity, national origin, handicap, and political or religious beliefs**.

▪ **Disciplinary Code**

- i) The unlawful possession, use or distribution of alcohol in the College premises is prohibited; including, possession or use of any narcotic substance, or carrying to the

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College under intoxicated condition. Students found using drugs or liquor will be dismissed. Smoking is strictly prohibited inside the campus.

- ii) Students found guilty of using foul language or behaving rudely towards the staff members, or administrative or non-teaching staff will be expelled from the college.
- iii) Absolute silence should be maintained during teaching hours in the classroom also while moving from class room to laboratory/ library/ auditorium and anywhere in the campus.
- iv) No student should leave the class room hours during lecture without the permission of the lecturer.
- v) Students are advised to read notices regularly put on the notice board and not to ignore the instructions; also, they should convey the notification to their parents/guardians.
- vi) Open flames, including the burning of candles, firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns, weapons like knives and all ammunition or hand loading equipment and supplies for the same, are not allowed.
- vii) Students are not permitted to possess or use fireworks, dangerous devices, chemicals, or fiery in the College premises in its environs.
- viii) Use of cell phones inside the class rooms is not permitted; lengthy and un-necessary conversation anywhere in the campus is disallowed.
- ix) The Students should stick on to the rules and regulations that may be issued from time to time.
- x) Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus.
- xi) Student should not pinch anywhere in the campus.
- xii) The students are responsible to keep the campus clean and neat.
- xiii) Student should not sit in the steps or staircases.
- xiv) Attempted or actual theft of property of the College or belongings of a Staff member of the College will not tolerate.
- xv) Any malpractice in examination will be prohibited under University Act and norms laid down by the College from time to time.
 - **Misuse of Resources:** In case of damage or destroying the college property, the concerned student shall replace the same at his/her own cost.

- **Misconduct of IT Resources:** Theft of IT resources, hacking College website or official password without permission is treated as cybercrime under Cyber Crime Laws and handed over to the concerned regulatory authorities.
- **Anti-Ragging:** As per UGC Regulations, college has formed Ant-ragging Committee. According to the Maharashtra, Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college.

▪ **Jurisdiction**

The Principal of college will resolve all query and questions regarding the Code of Conduct. The final rights of matter concerned with the Code of Conduct and disputes lie with the Principal.

▪ **Actions**

The following disciplinary actions may be imposed independently or jointly. The college reserves the right to impose other sanctions or disciplinary actions not listed in this handbook.

- a) The issues of disputes related to the students themselves or with teaching/non-teaching staffs are resolved amicably through Consensus.
- b) Disciplinary Notice or Warning: students will be issued a written notice about violation of the Code that may result in more serious action against the student.
- c) The case of failure of student to pay the penalties towards damage/recovery in any form after lapse of notice period, recovers from students/parents before the issue of TC.
- d) Fine will be imposed for not attending College continuously or having attendance less than 75%.
- e) A student involved in misconduct of a serious nature will be asked to cancel his/her admission.

▪ **Appeal**

Request of a student for reconsideration of the decision on cancellation of admission/penalty is entertained by the Principal.