


## Code of Conduct

### Governing Body

1. Should place the interests of the institution above their own interests, and should not seek to profit from their positions otherwise than as provided by the legislation in force.
2. Should not accept any mandate to act or refrain from acting in a particular way from the organization or body which has appointed them, or accept any instruction from any individual, or from any political party, religious or other external source.
3. Should declare at the start of a meeting where they, or any member of their immediate family, have any personal interest in any item on the agenda for discussion, including human resources (including staff appointments and promotions), financial, contractual or other relevant matters, and should withdraw officially from the meeting if any such matters are discussed.
4. Must not solicit or accept any bribe or other financial consideration, or seek or accept any other personal favor, which may influence them in the decision-making process.
5. Must immediately report any attempt to bribe or offer personal favor to the relevant authorities.
6. In exercising their collective authority or personal delegated authority to make or enforce rules for the governance and management of the institution, ensure that such rules comply with the legislation in force and the ethical principles set out in the code.
7. Should adopt internal audit and risk management processes which enable members to be satisfied that the financial and other affairs of the institution are being conducted fairly, transparently, efficiently and effectively.



  
Principal  
Dada Ramchand Bakbru  
Sindhu Mahavidyalaya, Nagpur-17.

### **Code of Conduct for the Principal**

1. Principal should conduct the meetings of the committees duly constituted by him for the development of the college.
2. Coordination and motivation to the faculty as administrative authorities may be the mandatory role of Principal.
3. Principal shall also ensure quality assurance and he/she should be assisted by the Director, IQAC.
4. The principal should promote industry –institute interface for better employability of the students.
5. Principal should involve faculty members at different levels for various institutional activities.
6. Principal should closely monitor the class work as per the time tables with assistance of class work coordinator and other faculty-in-charges.
7. Responsibility to observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
8. Principal should hold meetings of Heads of Department to analyze the development of academic work, suggest active procedures to attain the desired academic outcome and supervise for all co-curricular activities.
9. Efforts should be made for the well-being of staff and students.




**Principal**  
**Dada Ramchand Bakhru**  
**Sindhu Mahavidyalaya, Nagpur-17.**



### Code of Conduct for the Teachers

1. Teachers should handle the subjects assigned by the HOD and complete the syllabus in proper as well as produce good results.
2. Mentor-Mentee system must be implemented effectively. Teachers shall monitor the respective group of students who are attached to them.
3. Assignment topics for each course must to be given in time to the students
4. Teachers must be good counselors and Facilitators and have responsibility to guide, encourage and assist the students.
5. Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
8. Teachers should remain in the college campus as per the guidelines of UGC.
9. Teachers should sign the attendance register and biometric entry while reporting for duty.

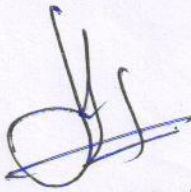


  
Principal  
Dada Ramchand Bakhru  
Sindhu Mahavidyalaya, Nagpur-17,

## **Code of Conduct for Non-Teaching**

1. Non-Teaching staff working in the College office or departments should report for duty at least 30 minutes in advance.
2. Non- Teaching staff remains on Duty during College hours.
3. Non- Teaching staff must always wear their identity cards during working hours.
4. Non- Teaching staff assigned to Laboratories should keep the Labs. clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non- Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non- Teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College campus without permission before the prescribed time.



  
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## CODE OF CONDUCT FOR STUDENTS

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1. A student should carry his/her identity card while in the campus and produce it wherever he is asked to by any teaching or non-teaching staff member of the college.
2. A student must be present in the class at least 75 percent of the college instructional days.
3. Any misuse, damage or loss of college property by a student shall be considered a serious offence and it will stand a legal punishment.
4. Any indecent behaviour by male students towards female students is a serious offence and shall be dealt with legal action.
5. Any indecent and rash behaviour towards college staff members shall be considered a punishable offence.
6. It is obligatory on the part of every student to abide by the rules and regulation made time-to-time.
7. A student should place his/her difficulties, complaints and demands through the prescribed channel and manner.
8. A student must never provide any wrong information to the college. Any such attempt shall be legally persecuted.
9. Disrupting normal functioning of the college by any sort of fund raising or social, political demonstrations on the campus will be dealt with legal action.
10. Ragging is a serious crime on the college campus and it shall be legally dealt as per government rules and regulations.



  
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