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इंदिरा महाविद्यालय, कळंब.

Indira Mahavidyalaya, Kalamb

Accredited with "B" Grade by NAAC
(Affiliated TO Sant Gadge Baba Amravati University)

CODE OF CONDUCT

Code of Conduct for Students

- 1) When professors, respected guests, elders enter the class, student would get up from their seats as a mark of respect and later take their seats after their permission.
- 2) Students would not leave the class. It inevitable students would seek permission of the teacher about it.
- 3) Students are strictly prohibited to wander in the wings / premises of the office & class rooms when the periods are going on.
- 4) Indulging in ragging is a punishable act. Guilty students will be punished in this regard.
- 5) Students have to be very alert to keep the premises clean by not spiting on the walls of the class-room and throwing chit o paper and useless materials in the class-room and premises of the college.
- 6) Students will be punished and will have to be borne penalty for damaging college building, electric and electronic fixtures, and water arrangements.
- 7) Students will be in uniform every day. Students will come in college in white unifier on Independence and Republic Day.
- 8) Students have to come to college with identity card hanging around their neck without fail.
- 9) Students will not publish any defamatory information about college or management.
- 10) Students must have books pertaining to syllabus and other reference books.
- 11) Students are not allowed to enter the cabin of principal, staff room, and office without their prior permission.
- 12) Students should read notices on the notice board and behave accordingly.
- 13) Students would not bring any person alone with them in the campus that is not related with the college.
- 14) Students will be punished for their rude or undisciplined behaving in the premises or outside of the college.
- 15) Drunkards, tobacco-chewers and other materials like Ghutakha addicted Students are strictly prohibited to enter the campus of the college and disciplines action would be taken against them.
- 16) Students are bound to inform change in their address or mobile number to the office.
- 17) Political activities or violent demonstrations in college or outside in the name of college will not be tolerated.

18) Students have to take guidance about games and sports and other activities relating to it from concerning teacher.

19) Students and parents would read and bound with the information in the prospectus.

20) Students those who are in service and do farming or absent in the class for medical reasons will have to seek permission of the Principal for above mentioned matter. Council would take decision about such matters.

21) Students those who have leisure time (off periods) would be seen reading and taking notes from the reference books, etc. in the library to use their leisure time to touch the heights in their lives.

Students should refrain from

- 1) Assaulting, harassing, intimidating, or threatening another individual or group
Endangering the health or safety of others.
- 2) Stealing, misusing, destroying, defacing or damaging college property or property belonging to someone else including public property.
- 3) Disrupting college activities
- 4) Using college facilities, equipment, services or computers without authorization.
- 5) Making false accusations against any member of the college.
- 6) Supplying false information to the college or forging, altering or misusing any college document or record.
- 7) Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on college premises.
- 8) Using, possessing or distributing illegal drugs.
- 9) Hazing Encouraging, aiding, or conspiring in any prohibited conduct.

Institutional code of conduct for teachers

Professional values and relationship teachers show.

1. Fair, caring and devoted to the profession and promotes holistic development of students.
2. Address the needs/ problems of students to make them able for the betterment of future.
3. Develop positive relationship with student's colleagues, parents, Management and society.
4. Try to build and maintain the culture of mutual trust and mutual respect in the institution.
5. Adopt and act with honesty in the institution.
6. Acquires proper teaching, learning and assessment strategies which support the learning in positive way within students.
7. Conduce an environment where students can become active for the acquisition of lifelong learning skills.
8. Promote the employability of the students.
9. Teacher should motivate the students in extension, co-curricular and extra-curricular activities to make students conscious about social awareness and community service.
10. Teacher should participate in strengthen the communities' moral ethical and intellectual life for the emergence of good citizenship.
11. Play vital role in the improvements progress of communities through the arrangement of public programme.

Code of conduct for faculty and staff

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her.

a) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college,

b) An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D. or directly, if / she happened to be the H.O.D, mentioning the contact address during the period of his her absence from the headquarters.

c) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.

d) No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.

e) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

f) An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.

h) An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.

j) No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.

j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his I her application to any higher authorities unless the competent authority has r ejected his I her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time,

k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 1 5 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.

l) No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

Principal and Administrations :

Principal is expected to ensure

- 1) Maintain confidentiality in professional relationships.
- 2) Communicate openly and honestly with colleagues and students.
- 3) Carry highest integrity and avoid careless decisions that result in violations of the law.
- 4) Honest, Supportive and Protective

Code of Ethics for Administrations:

- 1) A administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- 2) A administrator shall not make false or malicious statements about students staff or colleagues.
- 3) A administrator shall not accept gratitude, gifts or favours that impair professional judgment.