

# D.K.MAHILA MAHAVIDYALAYA

## KURKHEDA DIST-GADCHIROLI

### Code of conduct committee

Teaching is a noble profession and teacher plays a very crucial role in shaping a student's career. The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management.

### Code of conduct committee Member

The College Has Constituted Code of Conduct Committee at College Level. The College Code of Conduct Committee is headed along with other member, Established For 5 years (2020 To 2024)

Sr. No.	Name	Designation	Position
1	Dr. Pallavi L. Tagade	Principal	Chairman
2	Prof. Suraj B. Shende	Librarian	Member
3	Dr. Aruna N. Shende	Professor Representative	Member
4	Dr. Priya A. Sangole	Professor Representative	Member
5	Mr. Anil M. Borkar	Non-Teaching Representative	Member
6	Ku.Hasina R. Kapurderiya	Students Representative	Member
7	Ku. Hemlata V. Raut	Students Representative	Member

## Code of conduct for the principal

- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
- Keep the co-ordination in all college works.
- Provide guidance, leadership, direction to the all stakeholders.
- To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
- Observance and implementation of directives issued by Government, / U.G.C. / Director of Education / Higher Education / University and other concerned authorities.
- Maintain Assessment Reports of the teaching and non teaching staff of the college.
- Assessing the academic syllabus/ course of the students.
- To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues
- Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
- A service book shall be maintained by the head clerk or any other officer duly authorized by him.
- To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
- To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
- To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
- To encourage teaching and non teaching staff for their professional development.

## Code of conduct for the faculty

- Our institution is esteemed for the value it imbues to its students. Therefore the institution drafts code of conduct to each of its staff members, so that they are worthy and honorable to induct discipline and ethical behavior in the minds of students.
- Faculty members should handle the subjects assigned by the Head of the Departments
- They should complete the syllabus on time.
- Tutor system must be effectively implemented. They shall monitor both the academic / the personal activities of the students assigned to them.
- They should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- They should maintain the respect the right and dignity of the student in expressing his / her opinion. They should maintain decorum both inside and outside the classroom and set a good example to the students.
- They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- They should perfect in carry out the extracurricular, co-curricular and organizational activities to be assigned to them.
- No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the college campus.
- The faculty should report for duty even if they are on vacation if called for to attend to any important duty that may arise.
- Usage of Cell Phone inside the classroom is strictly prohibited.

## Code of conduct for the student

- It is obligatory on the part of the student to abide by the rules and regulations of the College for maintaining good standard, discipline and individual progress.
- The students must behave very decently in the college campus. Their manners should not cause any disturbance to other students, to the public and to the smooth functioning of the college.
- The students should always wear the identity cards inside the College campus and the College bus.
- The students must follow the dress code to maintain the dignity and decorum of the College.
- Smoking is strictly prohibited inside the college campus.
- Students are directed to co-operate with the authorities in keeping the college campus clean and tidy. They must avoid writing on walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dustbin provided for the purpose.
- Every student should handle the college property with care. Damage caused to college property will be charged to the accounts of the students concerned.
- Polythene covers are prohibited inside the college premises.
- Students who indulge in any kind of malpractice will be investigated by a committee comprising of the Principal.
- The student should not take part in any violent or unwanted activities regarding politics, community and religion.
- No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal.
- Loitering and making noise in the college campus are strictly forbidden.
- Students must be punctual for all classes. Students should leave the classroom only after the staff member has left the class.
- In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum.

## Code of conduct for Non-teaching staff

- Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
- Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Must join/attend the duty punctually every day.
- Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
- Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Every employee should behave and perform fair and committed to the best interest of the college.
- Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
- No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.