



आर.एस.मुंडते
धरमपेठ कला वाणिज्य महाविद्यालय

R. S. Mundle Dharampeth Arts & Commerce College, Nagpur

Affiliated to R.T.M. Nagpur University

Re-accredited by NAAC with 'A' Grade with a
CGPA of 3.01

Code of Conduct

Code of Conduct

- 1.The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized.

Code of Conduct Monitoring Committee:

Dr.Tanuja Nafde-Principal
Dr. Mohan Nagrale
Dr.Shrinivas Manekar
Dr.Vivek Diwan
Dr.Ajinkya Deshpande

Institutional Code of Conduct for Students:

Discipline:

- The students ought to follow strict and stern disciplinary rules of the institution in all respect :
- They need to schedule their mobility / attendance as per the prescribed calendar
-The students should be aware of severe parameters in case of any indiscipline or misconduct
 - Intentionally damaging or destroying Institute's property or property of other students or Faculty members will be treated seriously
 - Any disruptive activity in a class room or in any event sponsored by the college will be penalized.
 -The students should keep the institution ----- corridors, classrooms and campus clean. They should extend their co-operative hand in keeping the campus plastic-free, the need of the time.
 -As far as parking of the vehicle is concerned, the students must follow the instructions, directions And park systematically in the allotted zone, to avoid any commotion or confusion.
 - No outsider should be invited or entertained without the prior permission of the college Authority.
 -While availing the various facilities provided by the institution , the students must regularize Themselves as per the rules of that department.

..... Smoking or eating any such harmful drugs will not be tolerated

..... Rough, impolite or abusive language, which offends the listener would be dealt with serious Action.

..... participating or organizing meetings and processions without permission will not be allowed

..... Possessing, consuming, distributing, selling of alcohol in the institute or throwing empty bottles In the campus area will not be allowed

..... students are expected not to interact, on behalf of the institution, with media representatives Or invite media persons in the campus without prior permission of the institute authority.

..... students are not permitted to do recording of either video or audio of the lectures delivered in The class room, actions of the other students, faculty or staff without prior permission.

..... students are expected to be careful and responsible and exercise restraints while using the Social media.

..... thievery or abuse of institution's computers or other ICT instruments and institution's Services are not allowed

I-CARD.....

As I-card is a portable document, digitally embedded information which confirms someone's Identity so -----

..... Every student must have his/ her I-card everyday while entering the campus. The student should Collect I-card and also Library card, from the library at the beginning of the session.

..... I-Card will be available a week after the student produces the identity card size photographs Along with Admission Receipt.

..... The student should collect I-card within 15 days from the date of admission.

..... The I-card should be with the student regularly and should produce when demanded by the Authorized person of the institute.

..... At the time of issuing a book, the Identity card must be presented along with the Library card.

Without I-Card the reader may be refused the use of the home lending facility.

..... If student has lost library card or I-Card, it should be reported immediately to the coordinator

Or HOD and the librarian with an application.

DRESS CODE / UNIFORM

.....Students must wear college uniform regularly as the fervor of uniform adds to the sense of discipline a feeling of belongingness and a sense of commitment to the institution.

..... Students must arrange to buy the uniform as early as possible and try to wear a neat, clean, decent uniform.

MOBILE PHONE :

..... The students should keep their mobile phones off / in silent mode while in the classroom, library etc. as per the notification.

..... As mobiles are strictly prohibited in the examination hall, the students should not keep the phones with them while writing exams.

..... The loss or theft of mobile or any costly gadget are at the students' risk.

RAGGING :

..... Ragging is banned in the colleges as per the law , being ordered by Supreme court.

Therefore no student should get involved in any such activity which might take the shape of ragging.

..... A serious action would be taken against students indulging and abetting in Ragging cases.

It could be.....

1. Suspension
2. Withdrawing scholarship
3. Withdrawing fellowship
4. Debarring from appearing in university exam
5. Withholding results
6. Could be even expulsion from the institution
7. Even FIR could be filed with the Police against the student found involved

ATTENDANCE :

..... Students should be regular in attendance for the complete session during the working Days.

..... A student should have at least 75 % attendance to be eligible to appear in university Examination.

.....If any student is found irregular in attendance or defaulter as per the norms related to Attendance, disciplinary action will be taken.

.....Students coming late shall not be allowed to enter the class. In case of sickness, or Genuine reason, the student must report to the institute timely.

..... On no account will student be allowed to remain absent for any mid-semester, term-end Examination conducted by the institute or by faculty.

..... Leave Travel Concession as per the rules and regulations of Indian Railways MSRTC will be Allowed only for designated vacations and concession forms will not be made available For travel in between vacations, whatever be the reason.

..... The student ought to complete all the practicals and Term-work such as journals, Assignments and projects.

EXAMINATION :

..... The institute will conduct two Unit Tests [First-term Examination and Preliminary Examination] on the scheduled dates in accordance with the college academic diary.

..... Attendance in all the prescribed examination is compulsory. In case student remain Absent in these examination, the student have to furnish valid reason for absence from Parents / guardians in writing to the concerned authority and have to make up for the Academic loss.

.....Student must reach the examination hall at least half an hour before, to avoid any type of Panicky situation.

..... Mobile phone is strictly prohibited in the examination hall and if found, it will not be Returned in any circumstances.

..... All students writing exam, should follow the rules of university as being notified.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE :

..... The conduct of staff could be titled as the plinth of any institution which is expected to Be disciplined and within the notified norms by the University.

..... The rules and regulations of the institution as prevalent from time to time, are to be Followed strictly and sincerely.

..... The staff should devote their worthy time and sincere efforts for the progress of the Institute.

..... Staff should extent an undaunted efforts to achieve the vision, mission and goals of The institute through utilizing the working hours effectively.

..... The staff should be punctual, sincere and regular in their approach.

..... The staff must get involved in all functions of the institute, following the instructions of Coordinator and head of the respective department.

..... The staff must be cautious about not to get involved in any unlawful activity—like—

1. Gender discrimination
2. Sexual harassment
3. Caste based discrimination
4. Behavior with physically disabled
5. Pregnant woman.....etc....

..... The staff should work in co-operation and collaborative manner with others along with Academic and administrative activities to achieve the targeted institutional goals.

..... Every staff should maintain the confidentiality regarding the college affairs.

..... The staff should show no partiality to any segment or individual student on any of the ground.

LEAVES :

.....The staff shall get Casual leave, medical leave, Earned leave and vacations as per the rules of the University prescribed.

..... Whenever a faculty member intends to avail leave, should get the leave sanctioned in advance And with proper alternate arrangements made for the work-load allotted.

In case of emergency , the HOD or the next senior faculty must be informed with appropriate Arrangements suggested.

CONTINUOUS ASSESSMENT

..... The faculty member should prepare lecture wise lesson-plan fo his / her subject.

..... The planned lesson-plan should get approved by HOD and the principal. The plan should be as Per the prescribed format.

..... The faculty member must strive to prepare an academically approved plan to meet all the Challenges and requirements in the methodology of teaching.

..... The staff should get the feedback from students and act or adjust the teaching appropriately

..... The staff should be alert enough to check, observe and inform the coordinators or HOD about habitual absentees, slow learners, or any objectionable behavior.

..... Every faculty member should maintain academic record book.

CODE OF CONDUCT FOR SUPPORTING STAFF

Administrative staff:

..... Confidential report of the department should be kept confidential by the concerned staff members working with this department.

..... Staff should take additional responsibilities if required as assigned by the principal.

Accountant:

- Accountant should prepare, examine and analyze accounting records, financial statements and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with Payment, reporting and other tax requirements.
- Accountant should report to the principal regarding the financial status of the college at Regular intervals.
- Accountant should assess accuracy, completeness and conformance to reporting and Procedural statements.
- Accountant should provide all necessary accounting documents and financial statements For yearly account audits.

CLERK

- Clerk should maintain service book of all staff of the institute.
- Clerk should maintain college level / department level all document files.

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms .
- Peon should do all the work assigned by the HODs and other staff members .
- Peon should not leave the office until and unless the higher authority permits.

CODE OF CONDUCT FOR PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder Multilateral responsibilities having characteristics of a Patron, custodian, supervisor, administrator,

Adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct jotted underneath:

- The Principal should uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution
- The Principal is responsible to protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the growth of institution.
- The Principal should maintain the essence of social justice irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- The Principal should create and maintain an unbiased gender-free atmosphere within the periphery of the Institute.
- The Principal should create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- The Principal should promote and maintain the practice of extra-curricular activities amongst the students and thus adds to the societal dynamism simile to essence-of-life.
- The Principal should observe and monitor the administration of the academic programmes And general administration of the institute to ensure efficiency and effectiveness in the Overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited Statements of the Institute.
- The Principal is the final authority to take all necessary actions as and when required to maintain Discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars / workshops / conferences and also by arranging such programmes.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should review the following code of conduct periodically:
 - .. As it deems necessary to ensure that this Code of Conduct conforms to Applicable Laws.
 - .. Meets or exceeds Institute standards and any weaknesses.
 - .. Any of the other policies revealed through monitoring, auditing, and Reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.

- The Principal should ensure that quality in education and academic service is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all the staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.