

Marathwada Sarvodaya Shikshan Prasarak Mandal Partur's



Swami Vivekanand Senior College

Mantha 431504 Dist. Jalna (M.S.) India

(Affiliated to Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad)

HAND BOOK OF CODE OF CONDUCT


(Code of Conduct, Professional Ethics for the Principal, HOD, Teaching Staff, Librarian, Physical Director, Lab Assistant, Lab attendant, Peon and Students)

Prepared by

Internal Quality Assurance Cell (I.Q.A.C.)

Swami Vivekanand Senior College, Mantha





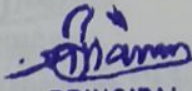
PRINCIPAL

Swami Vivekanand Sr. College
Mantha, Tq. Mantha, Dist Jalna-431504.

INDEX

| Sr. no. | Particular | Page no. |
|---------|--|----------|
| 1. | Cover page | 1 |
| 2. | Index | 2 |
| 3. | Two words about college | 3 |
| 4. | Vision Mission of the college | 4 |
| 5. | Introduction | 5 |
| 6. | Code of Conduct for Principal | 6 |
| 7. | Code of Conduct for Head of the Department | 6-7 |
| 8. | Code of Conduct for Teaching Staff | 7 |
| 9. | Code of Conduct for Physical Director | 8 |
| 10. | Code of Conduct for Librarian | 8 |
| 11. | Code of Conduct for Lab Assistant | 8 |
| 12. | Code of Conduct for Lab Attendant | 9 |
| 13. | Code of Conduct for Clark | 9 |
| 14. | Code of Conduct for Peon | 10 |
| 15. | Code of Conduct for Student | 10-12 |




PRINCIPAL
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Two words about college

Swami Vivekanand Senior College was established in 1993 under the umbrella of Marathwada Sarvodaya Education Society became a premier institute in the Mantha Taluka for teaching and research. We have built and endured a legacy not only on the magnitude of our experience in education but also because we continuously embrace innovation and exploration. The college is affiliated to **Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**. The college is recognized under the section 2 (F) and 12 (B) of UGC act. College has completed two NAAC cycles. College is accredited with "B" grade by NAAC. The majority of the students admitted in this College come from the rural, economically backward and agriculture background for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. Our success has been entirely due to the trust and confidence placed in us by our students and their guardians. We understand and acknowledge that their faith has enabled us to create the goodwill that we enjoy in society.



Sham

Principal/NAAC Co-ordinator
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The Institution works with a clear Vision & Mission

Vision

Vision of the college is to cater value based education for all round development of rural and tribal students, to make them capable to touch the new horizons of knowledge and employment for their better future, well as to emerge responsible citizen for the service of community.

Mission

- To provide education for enlightenment and intellectual advancement of the rural and tribal students.
- To pursue the excellence in higher education.
- To generate manpower to be absorbed in political, social and economical policy development of India.



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PRINCIPAL

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Mantha, Tq. Mantha, Dist Jalna-431504.

1 Introduction.-

College has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of college depends on the academic performance as well as on behaviour of the students. Our Motto is "Self Discipline Is The Best Discipline". The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

1) By paving way for innovative thinking and ideas, promote and motivate the collaborative work culture in the college's stakeholders.

2) For inculcation of quality, professionalism, satisfaction and service to the nation and society, promote a work culture and ethics in the college.

3) Participation in the various co-curricular, extra-curricular activities and extension.

B) CODE OF CONDUCT FOR HEAD OF DEPARTMENT

1) Strong academic leadership is solicited from the Head of the Department.

2) For the achievements in highest possible standards of excellence in all its academic activities, the Head of Department should lead, manage and develop the department.

3) Maintain the general discipline and staff.

4) Provide academic atmosphere.



PRINCIPAL

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Mantha, Tal. Mantha, Dist Jalna-431504.

CODE OF CONDUCT (HANDBOOKS) FOR VARIOUS STAKEHOLDERS

As per UGC guideline this code of conducts (handbooks) is prepared for various stakeholders and professional ethic. The Job responsibilities of various stakeholders are as follows.

A) CODE OF CONDUCT FOR PRINCIPAL

- 1) By the policy formation, operational management, organization of human resources and concern for environment and sustainability Principal should provide inspirational and motivational value- based academic and executive leadership to the college.
- 2) Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
- 3) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- 4) By paving way for innovative thinking and ideas, promote and motivate the collaborative work culture in the college's stakeholders.
- 5) For inculcation of quality, professionalism, satisfaction and service to the nation and society, promote a work culture and ethics in the college.
- 6) Participation in the various co-curricular, extra-curricular activities and extension.

B) CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- 1) Strong academic leadership is solicited from the Head of the Department.
- 2) For the achievements in highest possible standards of excellence in all its academic activities, the Head of Department should lead, manage and develop the department.
- 3) Maintain the general discipline of the students and staff of the Department.
- 4) Provide academic atmosphere for the smooth functioning of the department.

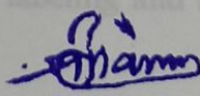


- 5) Responsible for designing the regulations, curriculum, syllabi and workload to the colleagues.

C) CODE OF CONDUCT FOR TEACHING STAFF

- 1) With dedication and consistently perform duties of teaching, tutorials, practical's, seminars and research work.
- 2) Seek to make professional growth continuous through study and research.
- 3) For the contribution of knowledge, express free and frank opinion by participation at professional meetings, seminars, conferences etc.
- 4) Put sincere efforts to improve education and profession by active membership of professional organizations.
- 5) Participate in educational 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 supervision, invigilation and evaluation.
- 6) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- 7) Encourage students to improve their attainment, develop their personalities and at the same time contribute to the community welfare.




PRINCIPAL
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D) CODE OF CONDUCT FOR LIBRARIAN

- 1) Selecting developing, cataloguing and classifying library resources.
- 2) With the consultation of students and staff develop, implement, evaluate, and maintain library strategies and policies that fully reflect the educational aims and objectives of the College.
- 3) For the best use of the library services and facilities within the college, guide and assist students and teaching staff.
- 4) Remain contact with Heads of subject to develop a stock selection policy.
- 5) Library resources and materials are accessible to promotes effective retrieval, including the systematic indexing and classification.

E) CODE OF CONDUCT FOR PHYSICAL DIRECTOR

- 1) Efforts are implemented in physical education for good health of students to build they fit.
- 2) Record of all sports equipments should properly maintained.
- 3) To supervise the all athletic activities.
- 3) To encourage the students for participation in various sports and also promote team play.
- 4) To train the students about regular activities.
- 5) To arrange the tournaments, competitions and events.

F) CODE OF CONDUCT FOR LAB ASSISTANT

- 1) Weekly planning and technical support to each practical batch.
- 2) Guidance for the students to technical handling of various equipments.
- 3) Maintenance of attendance registers of the students attending practical work.
- 4) Maintenance and cleaning of Laboratory, equipments labeling and arranging equipments in proper order.
- 5) Repairing equipments and verify the dead stock.
- 6) Follow the order as per given by Head of department time to time.



G) CODE OF CONDUCT FOR LAB ATTENDANT

- 1) Arranging the equipments as per practical schedule.
- 2) Cleaning the laboratory and placed equipments properly.
- 3) Work performed which are assigned by head of department and departmental faculty.

H) CODE OF CONDUCT FOR CLERK

- 1) Clear the written and verbal inquiries from students about college admission procedures, admission tests and results.
- 2) Type and format correspondence such as letters, memos, and reports.
- 3) Maintain paper and electronic records such as staff and student information.
- 4) Ensure that all staff and student information is kept confidential.




PRINCIPAL

Swami Vivekanand Sr. College
Mantha, Tq. Mantha, Dist. Jalna-431504.

1) CODE OF CONDUCT FOR PEON

- 1) Work and duty performed which are assigned by higher authorities of college.
- 2) Cleaning of classroom, office and entire college campus.

2) CODE OF CONDUCT FOR STUDENTS

- 1) Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside the College campus. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library and with the co-students. If the students have any problem they should meet the principal or the vice-principal of the college.
- 2) They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- 3) Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
- 4) Students should have park their vehicles in the place allotted to them.
- 5) Those who are in laboratories shall wear their respective lab apron.
- 6) Students should follow the time table for the class.
- 7) In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- 8) By bunking the classes and practical's students should not wander in the college campus.
- 9) Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college campus.
- 10) Chewing tobacco and beetle leaf and throwing clutter in the college campus is strictly prohibited.
- 11) Weapons which would physically harm others should not bring to college. Such students are prohibited from entering into college campus.
- 12) Strict action will be taken against student if he scribbled anything on the walls of the classroom and of the toilet.

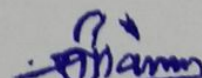


[Signature]

- 13) Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished.
- 14) Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- 15) Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- 16) The rules of the office and the library are mandatory for each student.
- 17) Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.
- 18) All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of SVC academic values will be referred to the discipline committee.
- 19) As per the Govt. order, students shall not bring powered vehicles inside the campus.
- 20) Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
- 21) Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
- 22) Students who wish to represent the college in intercollegiate events shall take prior permission from the concerned head of the department. Such selection will be based on parameters such as academic performance, attendance, character,



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PRINCIPAL

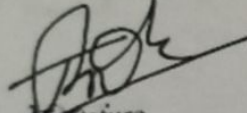
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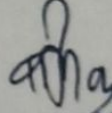
existing academic pressure and competence of the student in the proposed event for participation.

23) Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

24) Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

25) Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.


Signature
Co-Ordinator
Swami Vivekanand Sr. College
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