

**VIDYA VIKAS ARTS,  
COMMERCE &  
SCIENCE COLLEGE  
SAMUDRAPUR**



**Code of Conduct  
Handbook for  
Student, Teachers,  
& Non-teaching  
Staff**

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## Preface:

The code of conduct for Students, Teachers, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff. It is expected that all students teaching and non- teaching staff should strictly follow the code of conduct mentioned in this document.

## 1. Code of Conduct for Students:

- ✚ All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:
- ✚ Students shall come clean, tidy and smartly dressed.
- ✚ Every student should wear Identity Card (ID) issued by the college at all times while on campus. In case of loss of identity card, student must inform the office to get a new ID card by paying Rs. 25/-.
- ✚ Student should be regular and punctual in attending the classes and all other activities of the college.
- ✚ The first bell announcing commencement of the session and so they shall find themselves seated in their respective class rooms.
- ✚ During class hours gathering in groups at entrance and exit pathways, playfield, garden, gateways and lobby (veranda) is strictly prohibited.
- ✚ Strict silence should be observed inside the class room.
- ✚ Student should get up quietly as lecturer enters the class and keep standing till the latter sits or desires them to be seated.

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- ✦ Students will not be permitted to attend the classes without the text/reference books as an when informed by faculty.
- ✦ No student should leave the classroom without prior permission of the faculty.
- ✦ Students are expected to read notices put up on the college notice board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
- ✦ Students shall not hold meeting for criticizing the authorities of the college. Such meeting will be deemed unlawful and the Principal may take such action as he/she may feel necessary under the rules.
- ✦ No Notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.
- ✦ Bicycles and Two wheelers must be parked safely in the allocated places only. Vehicles found parked in unauthorized placed shall be impounded.
- ✦ Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will distract any player or team.
- ✦ While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.
- ✦ Students are forbidden from collecting any donation for any purpose without the permission of the Principal.
- ✦ Students are not allowed to address any authority in a body. Such combined action is subversive of good order.
- ✦ Students should not address public meetings, media or take part in the political activities of any kind. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
- ✦ The Principal will deal strictly with students who play a leading part by organizing or assisting in strikes.
- ✦ Regular attendance in the class room as well as submission of periodical assignments is

expected from all the students. Any irregularity in this regard or absence without prior permission will affect adversely the evaluation of the student concerned and may entail disciplinary action.

- ✚ The Principal can suspend a student for irregular attendance for habitual neglect of homework, indolence, disobedience and disrespect towards teachers and office staff and for indecorous conduct. Students should not indulge in misbehavior such as ragging; eve teasing, etc., Such students shall be strictly dealt as per law and may be dismissed from the college. (See Maharashtra Government Act in the upcoming pages).
- ✚ Cell phones are banned on campus. Students are not permitted to use cell phones at any times or in any place in the college campus.
- ✚ Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
- ✚ Spitting, smoking and throwing bits of paper inside the college campus must be avoided.
- ✚ Students are prohibited from damaging the building or any other property of the college in any way. The cost of any damage so caused will be recovered from the students collectively.
- ✚ Representation of complaints and grievances may be made individually to the Principal through Class In-charge and HOD.
- ✚ Smoking or alcoholic consumption are strictly prohibited.
- ✚ All students admitted to the college are subject to the discipline and control of the college authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the college authorities. Proper observance of college discipline, good conduct and participation in games and other events will play an important role in recommendation for final college examination/scholarship/placement/award of certificates, when leaving the college. In case of breach of discipline the Principal shall have the power to fine, suspend or even compel the concerned student(s) from the college.
- ✚ For any certificates that are to be collected from the Principal's Office, request letter must be submitted through Class-In-Charge & HOD and the same can be submitted two days in

advance.

- ✚ The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.

### **Punishment for Violation of Rules and Regulations:**

The Competent Authority may impose any of the following punishments on any student if Found guilty of any of the acts of indiscipline or misconduct and violation of rules and regulation of the institute.

- ✚ Debarring from appearing university examination.
- ✚ Deduction of Internal marks.
- ✚ Expulsion from the institute and or hostel.
- ✚ Withholding results.
- ✚ Fine up to Rs. 20,000/-. (In case of Ragging as per Supreme Court order/rules)
- ✚ Lodging of FIR with the police.
- ✚ Ragging is a criminal offence.

### **Ragging constitutes any of the following acts:**

- ✚ Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student,
- ✚ Indulging in indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student,
- ✚ Asking any student to do any act which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student,
- ✚ Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person,
- ✚ Any act or abuse by spoken words, emails, posts, public insults which would also include

deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student,

- ✚ Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **Punishment for Violation of Rules and Regulations of Ragging:**

- ✚ Cancellation of admission,
- ✚ Withholding/withdrawing scholarship/freeship and other benefits,
- ✚ Suspension/Expulsion from the hostel,
- ✚ Lodging of FIR with the Police,
- ✚ Fine up to Rs. 20,000/-.

**Anti-Ragging Committee & Squad:** Anti-Ragging Committee is established as per the guidelines of AICTE, University or any other competent authority. All the students are encouraged to approach the committee without any hesitation in case of ragging.

## **2. Code of Conduct for Principal:**

- ✚ Be responsible, as the principal academic and administrative officer of the HEI, to see that the provisions of Acts/Ordinances and Regulations of the HEI are duly observed.
- ✚ Comply with laws, rules, and regulations of the government applicable to the HEI.
- ✚ Provide Inspirational and motivational value-based academic and executive leadership to the HEI through policy formation, operational management, optimization of human resources and concern for environment and sustainability
- ✚ Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the HEI.
- ✚ Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the HEI to the maximum extent.
- ✚ Follow the objectives and policies of HEI and contribute constructively to ongoing evaluation and reformulation.

- ✦ Maintain the confidentiality of the records and other sensitive matters. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- ✦ Refrain from any misappropriation of financial and other resources.
- ✦ Refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

### 3. Code of Conduct for Teachers:

**In fulfillment of their obligations to the teaching profession, teachers will strive to:**

- ✦ Teachers should handle the subjects assigned by the Head of the Department
- ✦ Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- ✦ Tutor - Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- ✦ Two Continuous Assessment Tests (CAT) Tests and Model Examinations are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CAT Tests, Seminars if attended are to be entered in the ERP module.
- ✦ Teachers 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. Value based education must be their motto.
- ✦ Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- ✦ Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- ✦ Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- ✦ Teachers should sign the attendance register and bio-metric while reporting for duty.
- ✦ Teachers are expected to be present in the college campus at least 10 minutes before the college beginning time.
- ✦ Teachers should remain in the campus till the end of the college hours.
- ✦ Prior written permission is required from the Principal / at least a day in advance while availing CL

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or OD.

- ✦ Ten days of causal leave can be availed in a calendar year.
- ✦ All must report for duty on the reopening day or the last working day of each semester.
- ✦ Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
- ✦ Staff members are encouraged to write text books, publish articles in reputed journals and present papers in seminars and conferences.
- ✦ Staff members are encouraged to take up research projects.
- ✦ Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes, etc. to update their knowledge.
- ✦ Teachers Associations should not be formed without the permission of the Management.
- ✦ No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- ✦ Teachers should attend the college neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.
- ✦ Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
- ✦ Any instructions issued by the Competent Authority by way of circulars from time to time must be complied with.
- ✦ No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission of the Principal.
- ✦ Teachers are barred from using cell phones while taking classes.
- ✦ Teachers must always wear their identity badges while inside the college premises.
- ✦ Heads of Departments must submit the department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.
- ✦ Teachers are expected to attend department academic association meetings, seminars and college functions like Sports Day, College Day, Independence Day and Republic Day celebrations, etc. without fail.
- ✦ Teachers are expected to volunteer or to take up extra classes of Certificate, Diploma and other Career Oriented Programmes for students.
- ✦ HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to the property (like,



tables, chairs, lab equipment, chemicals, and electrical appliances) must be reported to the Principal in writing immediately.

#### 4. Code of Conduct for Non-teaching Staff:

- ✚ Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- ✚ All Staff members should display the highest possible standards of professional behavior.
- ✚ All Staff members should be punctual and discipline towards their work.
- ✚ Non-Teaching staff (Peon) should wear the uniform provided by the management.
- ✚ Non-teaching staff assigned to laboratories should keep the labs clean.
- ✚ Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- ✚ Every Staff members should cooperate with students, colleagues & superiors.
- ✚ All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- ✚ All the staff members should respect for the rights and opinions of others.
- ✚ Every staff member should follow all norms and job details assigned by the Management, Principal & Head of Department and Superintendent from time to time with full dedication.
- ✚ All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

Violations of code of conduct by the Teaching & Non-teaching staff are subject to disciplinary action, show cause notice, memo, enquiry committee, transfer to any other institute, suspension, termination, etc. or any other action as per the Component Authority.

#### 5. DRESS CODE: FACULTY:

Following is the dress code for the faculty of Institute:

- ✚ Gentlemen: Blazer, Tucked in shirts and shoes
- ✚ Ladies : Saree

## 6.ID CARD:

- ✚ It is mandatory for students and staff to display ID cards at all times when they are in campus.
- ✚ Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

## 7.COMMUNICATING WITH PARENTS:

- ✚ Faculty should not summon parents to the institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

## 8.STUDENTS - LATE COMING:

- ✚ Students should not be denied admission into the classrooms/labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- ✚ Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- ✚ Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

## 9.TAKING ATTENDANCE:

- ✚ Staff members must take attendance within first 5 minutes of starting the period.
- ✚ Late comers should not be denied admission into the classes for being late. However,

such students need not be given attendance.

- ✚ Teachers are advised to refrain from awarding punishments like:
  - ✚ Dismissal from the class rooms,
  - ✚ Making them stand in the class rooms,
  - ✚ Summoning their parents to campus.
- ✚ Trouble makers in the class rooms must be reported to the HOD/Principal for further action.
- ✚ Students violating dress code must not be allowed to attend the lecture classes, laboratories and library. Faculty members must report such cases to the HOD/Principal for cancellation of attendance for that day.

## 10. DAILY DIARY:

Every teacher must maintain a daily diary for each subject offered during semester/year. It shall have following details:

- ✚ Syllabus
- ✚ Date and time of preparation
- ✚ Date and time of delivery
- ✚ Involvement in college related activities

## 11. CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

- ✚ As per the rules of the institute, staff members should inform the HOD before going on leave.
- ✚ The HOD of the concerned department will adjust the classes of the faculty on leave with the assist of other faculties.

## 12. PROCEDURE FOR RELIEF ON RESIGNATION:

- ✚ As per the service rules of the institute, faculty members intending to resign are required to give 3 months' prior notice. Institute reserves the right to relieve the staff member at any time during notice period.

## 13. INSTRUCTIONS TO INVIGILATORS:

- ✚ Report to the Exam Controller at least 30 minutes before the commencement of examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.

- ✚ The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the examination.
- ✚ Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- ✚ Ensure that the relevant question papers are given for distribution in the hall.
- ✚ Candidates are not allowed to leave the examination hall until 3 hours or end of the exam process from the commencement of examination.
- ✚ Please ensure to collect the answer books from the candidates before they leave the examination hall.
- ✚ Malpractice cases, if any, should be reported to the Chief Superintendent / Controller of exam immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

## 14. NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

- ✚ Practical examinations have to be conducted as per the norms of RTM Nagpur University, Nagpur in the institute.

## 15. PROMOTION POLICY:

- ✚ Staff members belonging to all branches may be promoted as Assistant Professor/Associate Professors on completion of due time period of service provided they possess desired qualifications. These promotions are need based i.e. to fulfill the criterion required as per Maharashtra Government's norms.
- ✚ Staff members belonging to other disciplines shall be promoted to higher positions based on University selection only.
- ✚ Staff belonging to Basic Sciences & Humanities with required teaching experience shall be advised for promotion as Assistant Professor/Associate Professors as per university selection norms.
- ✚ Promotion to the cadre of Professor is through the university selection and Joint

Directors nominee only.

- ✚ While promoting staff to higher cadre, due weightage shall be given to feedback, involvement in extra-curricular activities and administrative responsibilities.
- ✚ Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.

## 16. DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT (HOD):

- ✚ HOD is responsible for conducting all academic programmes of the concerned department as per the norms of the affiliating University.
- ✚ To formulate departmental time – tables and to provide adequate teaching hours to complete the assigned syllabus well in time.
- ✚ To train and update the faculty and to deliver good instruction to the students.
- ✚ To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- ✚ To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.

## 17. SPECIFIC DUTIES OF HOD:

HOD of various departments should :

- ✚ Ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day.
- ✚ Verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Principal's perusal.
- ✚ Go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- ✚ Convene meetings of faculty twice in a month to review academic and other activities of the concerned department.
- ✚ Arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be

invited to deliver guest lectures.

- ✚ Monitor students' development and problems through feedback and counseling.
- ✚ Appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

## 18. DUTIES OF LAB-TECHNICIAN:

- ✚ Any unexpected breakdowns of lab machines / equipment must be reported immediately to the teaching staff / in-charge of the particular lab.
- ✚ Damages caused to the lab equipment by students due to mishandling must be reported to the concerned staff member / in-charge for further action.
- ✚ The responsibility of Lab Assistant is to identify the requirement of lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- ✚ All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular lab class work.
- ✚ Issue register for tools issued to the students must be maintained for every lab.
- ✚ Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- ✚ To ensure the availability & proper maintenance of first aid facilities & fire extinguisher.
- ✚ Avoid other activities during lab hours unless assigned by the faculties or head of the department.
- ✚ Adjust lab work to an assistant who is familiar with that lab, in case of your absence.
- ✚ Ensure that the Machine is in proper working condition & then allow the students to do the assigned job.

## 19. DUTIES OF LAB-IN CHARGES:

- ✚ Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- ✚ Lab-In Charge should take necessary steps to procure additional equipment / other materials required through HOD.

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