



BHAWABHUTI SHIKSHAN SANSTHA's

***BHAWABHUTI MAHAVIDYALAYA
AMGAON – 441902
Distt. Gondia (M. S.)***

AFFILIATED WITH RTM NAGPUR UNIVERSITY, NAGPUR

NAAC Reaccreditation at 'A' Grade (CGPA 3.11)

The Handbook of
Code of Conduct and Ethics
(For Staff, Students and Principal)

Published by

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In collaboration and consultation

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Bhawabhuti Mahavidyalaya, Amgaon (Maharashtra)

This booklet contains recommendations for the teaching and non-teaching staff, the students and the Principal of Bhawabhuti Mahavidyalaya, Amgaon. These recommendations do not replace or override any of the legal or statutory stipulations in force as mandated by UGC, RTM Nagpur University or the Government of Maharashtra.

Ideas, suggestions and feedback are welcome at bhawabhuti@rediffmail.com

This code of conduct is applicable to all the students studying in the institution in the current year, to all the teaching and non-teaching staff, both permanent and temporary and to the head of the institution.

The Institution follows the norms of R.T.M. Nagpur University, Nagpur

Code of conduct for Students:

Students should abide by rules of the Institution.

- Students shall be regular and punctual in attending the classes (theory and practical) and submission of assignments
- Uniform is compulsory for the students in week days (excluding Thursday) in the college campus.
- Identity card (duly signed by the authority) is compulsory for the students in the campus.
- Students should attend the prayer positively.
- Use of mobile phones by the students in the class-rooms/laboratory/library is strictly prohibited.
- Female students for their grievances should approach the Internal Grievance Cell of the Institution.
- A minimum of 75% of attendance in classes (theory and practical) is compulsory for the students to appear in the University Examinations.
- Smoking, tobacco chewing and consumption of alcoholic drink is strictly prohibited in the campus.
- Students are expected to use library services exhaustively.
- Students should maintain silence in the Library Reading Hall.
- It is mandatory for the students to be present in the college on the occasion of Independence Day and Republic Day.
- Students should take care and contribute to keep the campus clean and beautiful.
- Students should not make any discrimination on the basis of gender, caste, religion, social status and disability.
- Ragging is prohibited in the college premises. Students should not engage themselves in ragging, physical assault or any kind of unfair activities in the campus.
- Any student found indulging in ragging in any form will be liable for a disciplinary action by the institution.
- Students should not cause any damage to any property, equipments or items of the institution.
- Students must read prospectus carefully as many ethics and code of conducts for students are mentioned in it.
- Students should be meticulous in following the rules of the institution and the university.

Code of conduct for Teachers:

Teachers are expected to adhere to the following standards of conduct:

- Be punctual and disciplined in all the works assigned by the institution.
- Uniform is compulsory in the campus excluding the days – Wednesday and Thursday.
- Teachers should attend the prayer positively.
- Teachers should utilize full 48 minutes lecture and should not leave the class early.
- Keep updating with new knowledge in their domain.
- Adopt skills for making teaching-learning process more enjoyable for the learners.
- Teachers should adopt ICT based Teaching-Learning process.
- Research work should be promoted.
- Knowledge of soft skills should be attained gradually.
- To inspire and motivate the students and support in all their efforts.
- Doubts and questions from students should be solved.
- Teachers should treat all the students equally making no discrimination with respect to gender, caste, region, religion, social status and disability.
- Always try to inculcate positive attitude and maintain cordial relationship with students and all the other stakeholders.
- Motivate the students for reading reference and competitive examination books.
- To Inspire the students to use learning resources in the e-library to enhance their knowledge,
- Healthy atmosphere to be maintained amongst the staff.
- Teachers should cooperate with the administration, management, and other public bodies in the interest of the institution, the students and the society.
- Rules for leave will be observed as per Maharashtra Government.
- Allotted University duties will be the part of Teachers' duty.
- Teachers must cooperate wholeheartedly to conduct University Examinations.
- Active and sincere work in the co-curricular committees.
- Active and sincere support in the work expected by IQAC of the institution.
- No Negligence on the part of faculty members to submit the data for AQAR preparation to the IQAC Coordinators.

Code of conduct for Non-Teaching Staff:

- To follow the office timings and remain present in the office during office hours.
- Uniform is compulsory in the campus excluding the days – Wednesday and Thursday.
- Non-Teaching staff should attend the prayer positively.
- Treat all the stakeholders of the institution like students, teachers, parents, members of the management and the visitors with due respect and dignity.

- Lab attendants should ensure the cleanliness of respective laboratories.
- Peons should ensure cleanliness of respective laboratories, class rooms, and staff rooms.
- In order to provide best services Non-Teaching staff should keep themselves update with the knowledge and skills and the technologies to keep pace with time and change.
- Maintain punctuality, discipline, accountability, and ethics of honesty.
- Non-teaching staff should follow the norms and regulations of the institution, the state government and the parent university.
- Do not engage in such activities which are against the interest of the institution or that damage the reputation of the institution.
- The non-teaching staff should practice and encourage transparency, efficiency, courtesy, decency and professionalism in its work
- The non-teaching staff should diligently contribute to the management and maintenance of records, facilities, equipment and resources on the college campus

Code of conduct for Principal:

The principal is the academic and administrative head of the institute and works for the growth of the institute.

- The Principal should take all necessary disciplinary actions as and when required to maintain the discipline in the institute.
- The Principal monitors admissions, examinations and evaluation process for smooth functioning of the system.
- The Principal is authorized to nominate coordinators, members and other administration functionaries in various committees.
- The Principal should encourage Faculty Members to update their knowledge by attending Seminars / Workshops / Conferences.
- The Principal should encourage Faculty Members to publish text books, research papers in reputed International / National Journals / Conferences.
- Polite behavior is expected from the Principal with the staff and the parents on the college campus.
- Organization of Programmes and Activities in the institution under the guidance of the principal.
- The Principal should coordinate and motivate the faculty and the supporting staff, so as to play their respective roles more effectively.
- The Principal should deal with the academic and financial administration as per the rules and regulations as well as the norms laid down by RTM Nagpur University, UGC, State Government and the Governing body of the college.
- In matters related to decision implementation, Principal will be assisted by the Governing Body of the Institution.



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