

# Miraj Mahavidyalaya Miraj

## **CODE OF CONDUCT FOR PRINCIPAL, FACULTY, NON TEACHING**

### **Code of Ethics for Principal**

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He/ She has to

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
- Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

### **Code of Conduct for Faculty**

The first thing that you must know about teaching as a profession is that teaching is about inspiring and motivating students to realize and exceed their potentials. The greatest teachers of all time have devoted their life in inspiring and empowering their students to achieve great things and be a good human being. Besides, the teachers have to

- Report to duty at least 10 minutes in advance.
- Adhere strictly to the laws and regulations of the college.
- Remain on duty during college hours.
- Respect and maintain the hierarchy in the Administration.
- Must wear an outfit which is in tune with our culture. Which must be decent and presentable.
- Maintain honesty, integrity, fairness in all activities.

- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to students
- Be impartial and non-discriminative against students. Help, guide, encourage and assist students in their learning.
- Avoid social networking sites such as Facebook, Whatsapp, etc for demeaning, demoralising the management, institution, colleagues etc,. Not to involve in any kind of gossips in the premises or on social media like whatsapp, Facebook, Twitter or any such platform.
- Avoid applying leave during the examinations (both External and Internal). Invigilation duties are part and parcel of academics.
- Must not be absent from duty without official approval of leave.
- Must take up any work assigned by the management, head of the institution without refusal, in the interest of the institution.
- Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.

### **Code of Conduct for Non-Teaching Staff**

*The following traits are expected from the Non-teaching staff. He / She must*

- Report to duty at least 10 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.

- Must not be absent from duty without official approval of leave.
  - Avoid social networking sites such as Facebook, Whatsapp, etc for demeaning, demoralising the management, institution, colleagues etc,. Not to involve in any kind of gossips in the premises or on social media like whatsapp, Facebook, Twitter or any such platform.
  - Avoid applying leave during the examinations (both External and Internal).  
Invigilation duties are part and parcel of academics.
  - Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.
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## **2. Code of Conduct for Students**

**Yashwant Shikshan Sanstha's**

**MIRAJ MAHAVIDYALAYA, MIRAJ**

### **CAMPUS CODE OF CONDUCT FOR STUDENTS**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior and show due respect to the authorities, employees and elders, inside as well as outside the campus of institution. They shall abide by the rules and regulations of the institution and should act in a way that highlights the discipline and esteem of the institution.
2. A six day working schedule from Monday to Saturday is to be followed.
3. Students must always carry and wear their Identity Cards and must be displayed at the gate and whenever asked for by any teaching staff and non teaching staff. Denial of that alone invites disciplinary action.
4. The students should park their bicycles and two wheelers in the vehicle stand only.
5. All visitors are expected to establish their identity and purpose of visit upon entry to the campus premises.
6. Important Notices / Notifications / Circulars etc. are displayed at separately allocated Notice Boards. Students are expected to make it a practice to regularly read such displayed information.
7. Students should compulsory be attend the National Independence Day and Republic Day.
8. For any certificate that is to be collected from the Principal's Office, request letter must be submitted two days in advance,
9. The National Anthem will be played at 11.27 a.m. through P. A. System. The students shall stand in attention till the Anthem ends. Those who are standing outside the classroom are also expected to follow this.
10. Students are expected to be seated in their respective classrooms / laboratories, during theory / practicals.
11. Students shall rise from their seats when the teacher enters the class room and remain standing till they are allowed by the teacher to sit. Silence shall be observed during teaching hours.
12. Students are not expected to go out of campus during their teaching hours.

13. Attendance (80%) in classes as per university norms is strictly enforced and is a prerequisite for appearing for University exams. Students are expected to adhere to the prescribed rules strictly.
14. No student shall enter or leave the classroom when the teaching is on without the permission of the teacher concerned.
15. In the events of Student seminars / tests / presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
16. All the students are expected to attend all institution functions, unless otherwise specified.
17. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
18. During free hours and for independent study, students are expected to make use of the classrooms, library services etc. and shall not wander in the passages, staircases, premises when the lectures are going on.
19. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the institution beyond class hours.
20. The students should not arrange any trip or excursion without prior consent of Principal.
21. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the campus.
22. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
23. Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances and spitting are strictly prohibited in the Campus
24. It is strongly advised to refrain from activities such as scribbling or noting on walls, door, furniture, benches, library books etc. which could deface the institution and destroy the academic ambiance.
25. Carefully handle the furniture, equipments, fixtures and appliances of the institution and laboratories. 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.

26. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
27. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
28. Students who intend to represent the institution in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
29. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus. Unauthorized meetings, processions or fund collections are forbidden within the institution and outside the institution.
30. No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, buildings or on the compound walls.
31. Politically based students' and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
32. 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.
33. 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.
34. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the institution.
35. University academic sessions start as per schedule, exams are conducted as per timetable and results are announced in time. In addition, internal examinations are also conducted by the institution as per the schedule drawn time to time.

36. Assignments, Tutorials, Seminars and Tests will be conducted in all subjects as per the instructions given by the respective departments. Examinations conducted by the institution are compulsory for all students.
37. The students will be evaluated by the faculty as per the instructions given by the institution from time to time.
38. Suggestions concerned with the working of institution should be neatly written with name, class and signature of the student and inserted in the Suggestion box.
39. The decision about the Annual Social Function will be taken by the Principal.
40. Any matter not covered in the above rules will be dealt with at the absolute discretion of the Principal.

❖ **Mobile Phone Policy**

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Use of mobile/cell phones along the corridors or inside the classrooms, laboratories or library is strictly prohibited and will lead to confiscation & strict action against the student.
  - The mobile phones shall be kept in silent mode, if necessary.
  - All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
  - Students violating the above rules will be fined and the confiscated mobile phones will be returned to the students.
  - Staff members are allowed to use mobile phones in their respective cabins.
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