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(Regd. No. Society Act XXI of 1960/507/70/ & Bombay Public Trust 1950/F.1974) (Ested 1970)

Shri Basaveshwar Education Society's

## SHRI SANT GADGE MAHARAJ MAHAVIDYALAYA

(An Affiliated by Govt. of Maharashtra & Nagpur University, Nagpur)

Takli Cargo Road, Hingna, Dist. Nagpur (Maharashtra)

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• Junior & Senior Wing • Marathi Medium • Arts, Commerce, Science & Vocational •

Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Code of Conduct for students	30/07/2018	<ul style="list-style-type: none"><li>• DISCIPLINE<ol style="list-style-type: none"><li>1. The admitted student should strictly follow the discipline and regulations set by the Institution.</li><li>2. Disciplinary action will be taken against students indulging into ragging, harassment, or any kind of malpractices.</li><li>3. Engagement of the students in Anti-institutional, Anti-national, Anti-social, Communal, Immoral or Political expressions and activities within the Campus are strictly allowed.</li><li>4. The student should follow the academic calendar provided in the prospectus.</li><li>5. Students must employ the USE ME for waste materials to make the plastic free and clean campus.</li><li>6. Students should park their two wheelers and cycles or vehicles in parking shed only.</li><li>7. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.</li></ol></li><li>• RAGGING<ol style="list-style-type: none"><li>1. ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING AS PER THE DIRECTIONS OF HON'BLE SUPREME COURT OF INDIA. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)</li><li>2. Cancellation of admission and also debarred from taking admission in any institution in India.</li><li>3. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.</li><li>4. Suspension from attending classes.</li><li>5. Debarring from appearing in any test/examination or other evaluation process.</li><li>6. Withholding/Withdrawing scholarship / fellowship and other benefits.</li><li>7. Suspension from the college.</li><li>8. Collective punishment if larger numbers of students are involved</li></ol></li></ul>

		<p>in the act of ragging.</p> <p>9. An FIR filed without any exception with local police station.</p> <ul style="list-style-type: none"> <li>• UNIFORM &amp; I-CARD <ol style="list-style-type: none"> <li>1. The student must wear only his/her uniform in the college.</li> <li>2. The student must bring their I-card every day with him / her in the college</li> <li>3. The student should collect his / her I- Card within 15 days from the date of admission.</li> <li>4. At the time of issuing a book, the Identity Card must be presented along with the Library card.</li> <li>5. If student has lost library card or I-card. He/She should be reported immediately to the librarian with an application.</li> </ol> </li> <li>• ATTENDANCE <ol style="list-style-type: none"> <li>1. Student should be regular in attendance for all sessions of the college.</li> <li>2. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.</li> <li>3. The student must report about the sickness to the Institution.</li> <li>4. If the student is found irregular in attendance, disciplinary action will be taken.</li> <li>5. The student will be entirely responsible for academic loss.</li> </ol> </li> <li>• EXAMINATION <ol style="list-style-type: none"> <li>1. Candidates must appear at the examination hall half an hour before the commencement of the examination.</li> <li>2. Mobile phone is strictly prohibited in the exam hall during the examination.</li> <li>3. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.</li> <li>4. A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators.</li> <li>5. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.</li> </ol> </li> <li>• MOBILE PHONE <ol style="list-style-type: none"> <li>1. Mobile phones are strictly prohibited in the classroom, Laboratory and Library for the Students.</li> <li>2. Mobile phones are strictly prohibited in the exam hall during the examination.</li> </ol> </li> </ul> <p>Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.</p>
Code of Conduct	30/07/2018	1. All the staff Members should follow the rules and regulations of the Institution.

for Teaching staff		<ol style="list-style-type: none"> <li>2. All staff shall devote their time and their best efforts for the progress of the Institution.</li> <li>3. Staff should contribute to the vision and mission of the Institution.</li> <li>4. Staff must be punctual, sincere and regular in their duties.</li> <li>5. The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.</li> <li>6. Staff must attend all functions of the college as per the instructions.</li> <li>7. Staff should work in cooperation and collaborative manner with others in academic and administrative activities.</li> <li>8. Staff must refrain from any form of harassment or unlawful discrimination based on Caste/ Creed/ Race/Religion or Language.</li> <li>9. Every staff should maintain the confidentiality regarding the College's affairs.</li> <li>10. Once the subject is allotted the staff should prepare lecture wise lesson plan.</li> <li>11. The staff should get the feedback from students and act / adjust the teaching appropriately.</li> <li>12. The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.</li> <li>13. The staff should use "Information Communication Technology (ICT)" for effective curriculum transactions.</li> <li>14. Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning to achieve high level outcomes for all students</li> </ol>
Code of Conduct for Non-Teaching staff	30/07/2018	<p>It is mandatory for nonteaching staff to present in the college, at least 30 min before the start of college and shall not leave the College premises without prior permission of principal, viceprincipal and should mention purpose on Hachal Register before leaving the campus. Instructions are given to the staff working in laboratories to keep proper maintenance and cleanliness in the laboratories. NonTeaching Staff working in the Laboratory maintain a stock register for all the articles, equipments, chemicals, etc. Institution has constituted stock verification committee which verify stock register at the beginning of every academic year.</p>
Code of Conduct For Principal	30/07/2018	<ol style="list-style-type: none"> <li>1. The Principal is the academic and administrative head of the college.</li> <li>2. The Principal monitors admissions, examinations and evaluation for smooth functioning of the tasks in the college.</li> <li>3. The Principal is nominated chairperson of academic and administrative committees of the college.</li> <li>4. The Principal co-ordinates, supports and motivates the faculties, administrative authorities and non-teaching staff to perform their respective duties.</li> <li>5. The Principal is the spokesperson of the college and should take part in conventions for serving in the development of the college.</li> </ol>