

Lokmanya Tilak Mahavidyalaya, Wadwani, Dist. Beed (M.S.)

Handbook of Code of Conduct

Sr. No.	Topic	Page No.
1	Definitions	1
2	Code of Conduct for Students	2
3	Code of Conduct for Teachers	3
4	Code of Conduct for Principal	6
5	Code of Conduct for the Governing Body	7
6	Code of Conduct of Non Teaching Staff	8

Definitions

- The term '**college**' means Lokmanya Tilak Mahavidyalya, Wadwani, Dist. Beed
- The term '**Parent University**' means Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- The term '**Principal**' means the head of the institution.
- The term '**Student**' means all persons admitted to regular courses in the college.
- The term '**Staff Member**' means regular professor, Associate Professor, Assistant Professor, Teachers appointed on fix pay or Clock Hour Basis.
- The term '**Administrative Staff**' means the persons employed by the college to perform assigned administrative or professional responsibilities.
- The term '**College Campus**' means all buildings, facilities, land and other property in the possession of the college.
- The term '**Organization**' means any number of persons who have complied with the formal requirements for Lokmanya Tilak Mahavidyalya, Wadwani, Dist. Beed.
- The term '**Policy**' means the written regulations of the college as found in the Student Handbook and the Rules of Conduct of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- The term '**Discipline Committee**' controls malpractices, cheating, plagiarism and other acts of academic dishonesty.
- The term '**Public Place**' means any place of the premises which is permitted to access for the public.

Code of Conduct for Students

Introduction

The Code of Conduct for students is applicable to all students enrolled in any course of the college. It is applied to all in the campus for academic and social activities which are organized and supervised by the College. Prohibited conduct by any student may subject to disciplinary action. The rules and regulations are communicated to the students through College prospectus, pamphlets, admission criteria, enrollment contracts and notices. The Principal will address the violations of academic policies defined under this Code. The student may be suspended immediately from the College by the Principal if found guilty. This suspension will not be challengeable.

Objectives

- To institutionalize the standards of educational and personal conduct for all the students.
- To ensure safety and security for the students.
- To inculcate human values, ethical sensitivity and social responsibility among the students.
- To formulate the requisite behavior and relationship of students with the College staff.

Rules and Regulations

Dress code

The college uniform and Identity Card is must for the students in the college campus. It is required to produce Identity Card any time whenever demanded.

Attendance

Students will remain present in the classroom as 75% attendance is compulsory. In case of attendance less than 75%, parents will be conveyed and preventive measures will be taken.

Misconduct

Grievance Redressal Cell is active in the college. Abuse or harassment, physical, verbal or any other misconduct based on sex, gender, caste, religion, race, ethnicity, colour, nationality, disability, age, and political or religious beliefs by any student in the College premises is strictly prohibited.

Disciplinary Code

- Smoking is strictly prohibited inside the campus.
- The possession, use or distribution of alcohol in the College premises is prohibited. The students found using drugs or liquor will be dismissed.
- Student should not spit anywhere in the campus.
- Student should not use foul language or behave rudely towards the staff members, administrative or non-teaching staff. He will be expelled from the college if found guilty.
- Use of Mobile phones in the class rooms is prohibited.
- The students should keep the campus clean and neat.
- The Students should follow the rules and regulations issued from the college time to time.
- Silence should be maintained during teaching hours in the classroom also while moving from class room to anywhere in the campus.
- Students should read notices regularly which are put on the notice board and follow the instructions.
- Any malpractice in the examinations is strictly prohibited under University Act and norms laid down by the College from time to time.

Misuse of Resources

The damage or misuse of the College property is strictly prohibited. The damage will be fulfilled by the concerned student at his/her own cost.

Anti-Ragging

According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, college has formed Anti-ragging Committee.

Jurisdiction

The Principal of college will be the sole authority to resolve any query and question regarding the Code of Conduct. The final rights of matter related to the Code of Conduct are with the Principal.

Appeal

The request or appeal can be heard by the principal.

Code of Conduct for Teachers

Introduction:

The Code of conduct for teachers is normally related to the conduct of teacher related matters such as recruitment, teaching, learning, evaluation. It also addresses the teacher's relationship with the students, associated staff, parents and management. It includes duties and responsibilities, moral & professional ethics, human values, external services, moral turpitude, devotion, dedication, and integrity of the teacher towards the College.

Duties of the Teacher

- The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programs, such as Seminars, Orientation, Refresher Courses, In-service program, etc.
- The Management shall give the teacher every possible opportunity to do so.
- The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College and recognized Institution examinations will encourage pursuit of learning in the students.
- The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the Management, Principal and shall ensure the interest of the College, such decision, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation, etc. If it is found by the Management that damage or loss has been caused to the College by an act or negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- In addition to the duties of teaching and allied activities the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the College and administrative and supervisory work and maintenance of records and self-reports

or any other duties befitting the status of a teacher assigned to him/her by the Principal.

- A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.

Code of Conduct

- The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:
 - a) Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
 - b) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
 - c) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)
 - d) Raising questions of castes, creed or religion race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
 - e) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the College to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
 - f) Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
 - g) Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.
 - h) Involvement in the Anti-academic activities directly or indirectly such as
 - i) Writing of questions- answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
 - ii) Undertaking of any office of profit, agency. The teacher shall not avoid any work related to the University/College examinations without reasonable grounds.

- iii) The behavior of the teacher with male and female students and other employees shall be modest.

The Teacher shall

- i) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- ii) not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty; and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug;
- iii) refrain from consuming any intoxicating drink or drug in a public place;
- iv) not appear in a public place in a state of intoxication;
- v) Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.

Librarian

In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

- The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
- The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

Code of Conduct for Principal

Introduction

Principal is the Head of the institute. Hence he is solely responsible for addressing, attending and resolving all issues concerned with all the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

Responsibilities of the Principal

Subject to the supervision and general control of the Management, the principal as the executive and Academic Head of the College, shall be responsible for –

- Academic development of the college.
- Participation in the teaching, research and training programs of the college.
- Assisting in planning and implementation of academic programs such as seminars, in-service and other training programs organized by the University/College for academic competence of the Faculty Members.
- Admission of students and maintenance of disciplines of the college.
- Maintenance of the Receipts, expenditure and accounts.
- The overall administration of the college, library and Hostels.
- Correspondence relating to the administration of the college.
- Administration and supervision of curricular, co-curricular/ extracurricular or student's welfare activities of the college and maintenance of records.
- Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- Supervision of the examination, setting of question papers moderation and assessment of answer papers and such other work pertaining to the examinations of college.
- Overall supervision of the University Examinations. Observance or provisions of Accounts Code.
- Maintenance of Self-Assessment Reports of teachers and their service Books.
- Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.

Code of Conduct for the Governing Body

Introduction

The college shall be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

Code of Conduct

- Decisions and resolutions made by the Governing Body, Executive Body are obligatory.
- The members of Governing Body shall maintain their character, transparency, mannerism, good image and non-addiction.
- No property of Sanstha will be used for personal benefits.
- Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body; it will be discussed or expressed in the meeting only. One must respect majority.
- If any member of the Governing Body needs any primary information from College, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
- If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
- As per the decision of Executive Body, while enjoying facilities provided by the library, all rules will be followed strictly.
- If any advance amount is sanctioned for any duty allotted by the Management, it is mandatory to submit expenditure statement timely. No member of the Governing Body will interfere directly or indirectly in day to day administration.
- The Governing Body will receive any notice in writing only from the Principal; in the same way the Governing Body will issue order in writing avoid any oral order.
- Respect others opinion and give them a chance to express. If necessary permit to register contradictory opinion.
- Member of the Governing Body will take care that his/her dynamic personality will not affect the decision making process.

Code of Conduct for Non-Teaching Staff

- Loyalty to the College by punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining with strong relationships with:
 - a) Proper interactions with students
 - b) Maintaining professional boundaries with students and staffs.
- Dignity by treating students by care and kindness.
- Being supportive and cooperate with other staff members
- Responsibility by meeting the required standards for every assigned task.
- Respect by mutual respect, trust and confidentiality
- Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- He / she must respect and maintain the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Must not use unauthorized persons to perform official duties.