

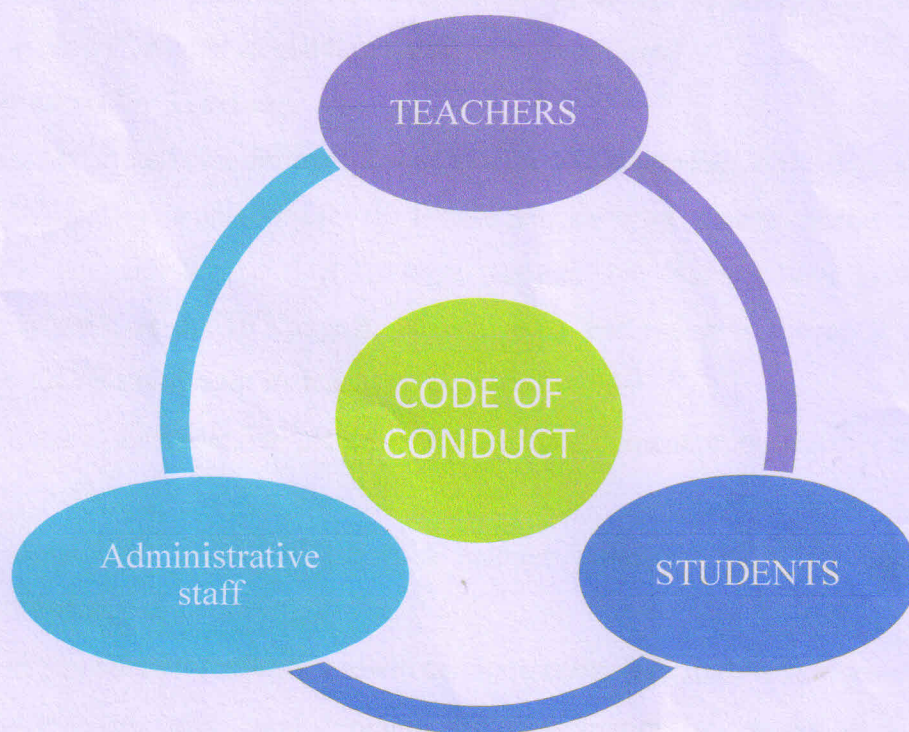


Vidya Prasarak Mandal's

**Amolakchand Vidhi Mahavidyalaya, Yavatmal**

Affiliated to Sant Gadge Baba Amravati University, Amravati.

# CODE OF CONDUCT MANUAL



*Suresh*  
Principal  
Amolakchand Vidhi Mahavidyalaya  
Yavatmal



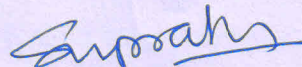
## CODE OF CONDUCT

The college intends to impart an education in an environment which provides holistic development of students. So, the college strives to provide student friendly, teacher-friendly and administrative staff- friendly atmosphere in the campus. At the same time it is the policy of the college to maintain the discipline in its overall administration. Accordingly, the college drafted and implements the Code of Conduct for all its stakeholder. The college has a prescribed code of conduct for students, teachers and administrative staff. Code of professional ethics have been displayed on official website. It is also the practice of the college to organize welcome programme/induction programme for fresher's/ newly admitted students in the college in which each and every information about the administration policy of college as well as disciplinary norms of the college and policy on code of conduct for all is given in detail.

### **Code of conduct for Teachers:**

Teacher should also follow the prescribed code of conduct while they are working in the institution. It is mandatory for the female teacher to wear saree on all working days and formal pant with formal shirt for male teachers. All teachers have to wear blazer occasionally such as on 15<sup>th</sup> august, 26<sup>th</sup> January. Following is the code of conduct adopted by the institution for its teachers. Teacher should--

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge
- Maintain active membership of professional organizations and strive to improve education and profession through them
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication

  
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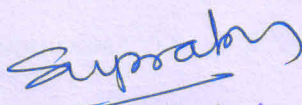
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation, and
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Respect the right and dignity of the student in expressing his/her opinion
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students' scientific outlook and respect for physical Labour and ideals of democracy, patriotism and peace
- Be affectionate to the students and not to behave in a vindictive manner towards any of them for any reason
- Pay attention to only the attainment of the student in the assessment of merit
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- Aid students to develop an understanding of our national heritage and national goals
- Refrain from inciting students against other students, colleagues or administration

### **Code of Conduct for Students**

#### **RULES OF DISCIPLINE**

The violation of any of the disciplinary rules of the College given below may entail the disciplinary action against erring student which may include, fine, expulsion from the College etc. The Final Authority is with Principal.

- Maintenance of discipline and peaceful atmosphere
- Regularity and punctuality in attending the classes. As per University Rules 75% attendance in each subject is essential.

  
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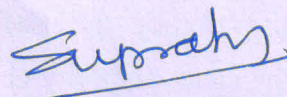


- Not to cause damage to the property of the College and the property of Fellow Students, Teachers, Non-Teaching Staff and Visitors.
- Not to indulge and not to instigate the Fellow Students to indulge in Ragging activities, other unlawful activities or any other activity which may be in violation of Law. Anyone found guilty is liable to be punished as per Law.
- Keep silence, not to make noise in the College premise, specifically when the classes are in progress.
- Not to resort to chew Pan, Gutkha, Tobacco and Tobacco items, Bubble Gum, Smoking, etc. in College premise.
- To be respectful to College Staff and Fellow Students, Parents and Visitors.
- To pay the College fees and dues if any, in time.
- It is mandatory to appear in College Test Exams, Discussions, Seminars, Conferences, Moot Court Competitions, Viva-Voce, all curricular and co-curricular activities etc.
- To take active part in extra-curricular activities.
- Make it habit to see the Notice Board. College will not responsible for any loss caused to the student due to not reading of any notice affixed on the Notice-Board.
- Communicate immediately the change in address if any to office in writing.
- It is mandatory for every student keep his or her identity card along with him/her at every time within college premise & it should be duly signed in time.
- Students are prohibited to enter in college premise with unauthorized persons and to indulge in any violent & Political agitation either in college premise or in the name of college.
- To keep the vehicles only in the vehicle stand meant for the student.
- To submit the home assignment, practical, journals in time.
- Students should switch of cell phone/s as soon as he/she enters the college premise.

#### **DRESS CODE**

- Boys - Black Pant and White Shirt
- Girls - Black Salwar & White Kurta with Black Odhanior

White Saree /White Saree with border with matching Blouse.



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Yavatmal**



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

**Conduct** – (1) The employee of the University or the College shall be at the disposal of the University or College for full- time and shall serve in such capacity and at such place as he may, from time to time, be so directed.

2) The employee shall conform and abide by the provision of the Act, Status, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.

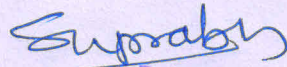
3) The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the University or the College as the case may be. He shall ensure the integrity and devotion to duty of all employee under his control and authority for the time being.

4) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University or the College, as the case may be.

5) No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favour of a Company or firm or in any other body of persons in which he or any member of his family is interested except with the prior permission of Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.

6) a) The employee, except in accordance with any general or special order of the Competent Authority or in performance of his duties and in good faith, shall not communicate or cause to communication directly or indirectly any official document or any part thereof or information to any person, within the University or the College or outside, to whom he is not authorised to communicate such document or information, or to make any use thereof.

b) The employee shall not contribute to the Press any matter connected with the University or the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, paper

  
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Yavatmal



or information, which may have come in his possession in his Official capacity. He shall also not try to obtain unauthorisedly any information, documents, paper which may not come in his possession in his official capacity, in order to make any use thereof.

c) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University or the College or being the University or the college in disrepute.

7) i) The employee shall not take active part in politics or in violent demonstration. He shall not take part in campaigning or canvassing in any manner for and on behalf of or against any candidate in elections to the University authorities.

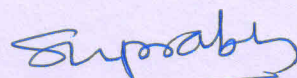
ii) No employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he take part in, or subscribed in aid of, or assist in any other manner, any political movement or activity.

iii) No employee shall canvass or otherwise interfere with, or use his influence in connection with, or take part in an election to any legislature or local authority (hereinafter referred to as "the election"):

Provided that, an employee qualified to vote at such election may exercise his right to vote, and where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

Explanation - 1) Where an employee assist in the conduct of an election in due performance of a duty imposed on him by under any law for the time being in force or by an order of the Government, he shall not be deemed to have contravened the provisions of this rule.

2) The display by an employee in his personal vehicle or residence of any electoral symbol shall amount to using his influence in connection with the election and his proposing or seconding the nomination of a candidate at the election shall amount to taking part in the election, within the meaning of this rule, and accordingly, an employee shall, in any such eventualities, be deemed to have contravened the provisions of this rule.



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8) The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee or Authority and shall not criticize the policy or action of the Competent Authority.

Provided that the employee may give evidence at –

- a) an inquiry before an authority appointed by the Competent Authority.
- b) a judicial inquiry, or
- c) a departmental inquiry ordered by the Competent Authority.

(9) The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.


(10) The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of University or College.

Provided that the collection of monthly subscription of membership at the rate prescribed, collected by the office bearer of the Employer's Union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realisation of other contribution for this purpose

Explanation 1 - The expression "gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Explanation 2 - The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.

(11) The employee shall not accept, solicit, or seek except with the previous sanction of the Competent Authority any outside office, stipendiary or honorary work. He shall not engage in any trade or business or canvass in support of in any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit Society

  
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Every employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the University or College:

Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary or artistic or scientific in character, including TV/Radio talk without affecting his official duties.

(12) The employee shall not apply for job, post or scholarship without the previous knowledge of the Competent Authority.

(13) The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence.

(14) The employees shall not bid either directly or indirectly, at any auction of any University or College property nor shall he submit any tender for any supply to the University or College.

(15) The employee shall not, by writing speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.

(16) The employee shall not enter upon a course of studies or appear for any examination by University or other bodies without the previous permission of the Competent Authority.

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