



*Sarvodaya Shikshan Mandal's*

# **SARDAR PATEL MAHAVIDYALAYA**

Ganj Ward, Chandrapur (M.H.)

## **CAMPUS CODE OF CONDUCT**

### **I. Teachers should:**

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent : with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organisations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
7. 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 counselling students as well as assisting in 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.

### **II. Teachers and the students**

Teachers should

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals and
10. Refrain from inciting students, against other students, colleagues or administration.

### **III. Teachers and Colleagues**

Teachers should

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities:**

Teachers should

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organisations in the formulation of policies of the other institutions and except offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest

and in conformity with dignity of the profession;.

6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **V. Teachers and Non-Teaching staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff,
- 3.

## **VI. Teachers and Guardians**

Teachers Should

1. Try to see through teachers' bodies and organisations that institutions maintain contact with the Guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. Teachers and Society**

Teachers Should

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities

of public offices;

5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## **VIII. Student Should:**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 7.30 a.m. The first period will begin with the National Anthem which will be played through sound system. The students shall stand in attention till the National Anthem. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam" and a "Thank you Sir/Madam" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. All students shall leave the classes immediately after all lectures over. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
9. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
10. Students shall come to the college in approved uniforms, besides those who are in laboratories shall wear their respective lab-coat.
11. Students shall not make any alterations to the Uniform issued from the college.

12. All the students are expected to attend all college functions in college uniform unless otherwise specified.
13. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
14. 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.
15. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
16. 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 college beyond class hours.
17. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.
18. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
19. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing- gum, pan masala etc. are strictly prohibited.
20. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
21. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. 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.
22. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
23. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
24. 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.

25. Students who intend to represent the college 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.
26. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
27. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
28. 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.
29. 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.
30. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
31. 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 College.
32. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of the college, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

Dr.P.M.Katkar  
Principal