



**Khandala Vibhag Shikshan Samiti's
Sushila Shankarrao Gadhave Mahavidyalaya,
Khandala**

Handbook

On

Code of Conduct

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Code of Conduct for Teachers

1. A teacher should obey rules/orders/suggestions of University and College time to time
2. A teacher should act with honesty and integrity of their work.
3. A teacher should teach in such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
4. A teacher is responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of students.
5. A teacher may not delegate his or her responsibilities to any person who is not a teacher.
6. A teacher does not engage in activities, such as private tuitions which adversely affect the qualities of professional ethics.
7. A teacher should integrate his teaching and learning with his or her research.

Code of Conduct for Students

1. Students should strictly follow dress code and carry identity cards in the campus.
2. Students should read notices daily displayed on board, sent by Google class room, mail or social media.
3. All students shall must follow the rules and regulations of the College, and University time to time
4. A college working schedule from Monday to Saturday is followed excluding holidays.
5. The classes are scheduled in one shift for all streams. The students shall attend the national anthem and the classes punctually.
6. Students should complete mandatory 80% attendance required as a part of eligibility.
7. Without the permission of teacher nobody shall enter or leave the classroom when the session is on.
8. Use of computers and Wi-Fi facility should be made for educational purposes only.
9. The students shall give respect to teachers and administrative staff.
10. The students should not be involved in ragging behavior, accordingly they submitted Anti ragging Affidavit at the time of admission.
11. Students should participate in NSS programs, co-curricular and extracurricular activities as per their interest.
12. Students should follow the rules of internal as well University examination.

Code of Conduct for Administrative staff

- 1.** The College administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
- 2.** The administrator should provide the effective academic and administrative leadership to the institution.
- 3.** The principle of decentralization and participative management should be followed in the institutional practices.
- 4.** The administrator should ensure welfare of staff and students.
- 5.** The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
- 6.** The College administrators should maintain financial transparency and delivery.
- 7.** The College administrators should make the utmost efforts to develop the institution in versatile manner.