

**Jagruti Shikshanshastra Mahavidyalaya, Gadhinglaj**  
**Tal - Gadhinglaj Dist- Kolhapur 416502**



**A. Institutional Code of Conduct for Students -**

1. Trainees should strictly follow the rules and regulations of the organization.
2. Every trainee must have an I-Card with him / her while entering the college campus or for lectures and examinations.
3. Each trainee should collect his / her identity card from the library at the beginning of the year.
4. Trainees are expected to wear college uniforms regularly.
5. As per the notification, the trainees have to go to class, laboratory, library etc. It is mandatory to keep your mobile phone switched off while in.
6. To make the college campus free from plastic and other wastes, the trainees should use the rubbish bins kept in the classrooms, hostels and offices for disposal.
7. Trainees must park their vehicles in the parking zone.
8. Disciplinary action will be taken against the trainees if they are found to be involved in harassment, molestation, ragging / harassment, bullying and inappropriate incidents.
9. Absence will not be possible without the permission of the Head of Department, for which the trainee will have to apply for leave with prior permission and get the leave approved.
10. It is mandatory for every trainee to complete the theory demonstration work on time during all the sessions.
11. Smoking, tobacco products or addictive substances are strictly prohibited in the college premises.
12. Incitement and violence inside and outside the campus is considered a serious breach of discipline and appropriate action will be taken against the culprits.
13. The trainee is expected to complete the course in which he / she has joined. If any trainee wants to stay in the middle, a transfer certificate will be issued only if he / she pays the full college fee for the remaining semester of the course.

## B. Institutional Code Of Conduct For Staff -



1. All employees of the organization should accept responsibility for preventing and protecting all physical and movable property of the organization from theft or misuse or damage.
2. All staff members should abide by the rules prevailing from time to time.
3. All the employees of the organization need to give their time and effort for the progress of the organization.
4. Employees should contribute to the organization's goals, policies and objectives by engaging in working hours should be.
5. Employees of the organization are honest, punctual and regular in their approach.
6. Employees are required to attend all the programs of the college as per the instructions of the coordinator and the concerned department head.
7. Every employee should maintain the activities of the college and the activities of their constituents Confidentiality.
8. No information of confidential nature should be disclosed directly or indirectly to public members or college staff.
9. Employees will get occasional leave, medical leave, personal leave as per the rules of the organization or college.
10. All employees should refrain from any form of harassment or unlawful discrimination against other employees, such as physical disability or infirmity, marital status, sexuality, etc.

### **C. Institutional Code of Conduct for Teaching Staff -**

1. Professors must be present during the office hours of the college.
2. Since it is the job of the teacher to achieve the objectives of the teaching profession and to satisfy the appetite of the trainees for knowledge, the professors should be concerned and dedicated to achieve it.
3. Professors should engage themselves as guides for conducting seminars, workshops, seminars, sports and cultural activities.
4. Professors should use information communication technology (ICT) in teaching to make their lectures more effective.
5. The professor should encourage the trainee to ask his doubts or questions.
6. While teaching in the class, the professor should complete his 50 minute lecture, do not leave the class early.
7. Professors should take care of disabled or dynamic trainees as well as their special needs in the therapeutic teaching class.
8. All professors are required to submit their self-assessment report in the prescribed format at the end of each term of the academic year.
9. Faculty members are expected to attend seminars / workshops / conferences to study their knowledge after obtaining necessary permission from the Principal.
10. All faculty members should strive to publish research papers and articles in reputed international / Indian journals / journals and periodicals.
11. Professors should act as authors or co-authors of textbooks according to the changing curriculum.
12. Each department head professor should accept additional responsibilities assigned by the academic as well as co-curricular principals in addition to teaching.
13. Whenever professors want to take leave, they should first get it approved and make suitable and alternative arrangements for class, lab, laboratory.
14. To meet all the challenges and requirements in the teaching method, the faculty member should try to prepare himself academically so that the input from them can be useful for a large number of trainee communities.
15. Professors should seek feedback from trainees and make appropriate adjustments in teaching.



#### D. Institutional Code of Conduct For Principal -

Principal's multiple roles such as administrators, supervisors, and a variety of educational activities guide follows the rules that apply when such a behavior ..

1. The principal tried a huge settlement and development of the organization of the various component collective interests of the organization Should.
2. Principals should treat all employees equally without discrimination, such as employee's religion, caste, gender, political, economic, social characteristics, etc.
3. Necessary steps should be taken to reduce or eliminate incidents of sexual harassment.
4. Financial transparency should be maintained in matters relating to the organization.
5. Professors should be encouraged to organize and participate in seminars, workshops, seminars and conferences.
6. Principals should encourage professors to write textbooks and publish research papers in reputed international / Indian journals / journals.
7. The principal must review this Code of Conduct from time to time to ensure that it is consistent with the current law.
8. The principal should convene meetings of any authority body or committee as required.
9. Principals should organize frequent guidance and programs to continuously improve the quality of education and educational services and make the trainees good individuals or responsible citizens of the country.
10. Principals will be responsible for sending annual reports to the management on the progress made in various developmental and collaborative programs.

  
**PRINCIPAL**  
Tagor Shikshan Shashtra Mahavidyalaya  
Gadhinglaj.