



SHRI MOUNI VIDYAPEETH'S

**KARMAVEER HIRE ARTS, SCIENCE,
COMMERCE AND EDUCATION COLLEGE**

Muralidharnagar, Gargoti, Tal - Bhudargad,

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CODE OF CONDUCT

I. Code of conduct for Academic Staff:

The teachers shall,

- always be punctual in attending to duties in the institute
- always teach the curriculum after making thorough preparation for the lessons to be taught
- treat all students equally and be impartial to all irrespective of caste, creed, gender, status and religion
- guide the students in their physical, social, intellectual, emotional, moral and spiritual development
- set a standard of clothing, speech and behavior worthy of example to the students
- provide information regularly to parents regarding the attainments and shortfalls of the wards
- always function within the framework of the Constitution of the organization
- develop mutual respect and trust with fraternity
- submit leave applications (Regular & Medical) in time with sanction by HoD and with proper alternative provision.
- abide by the policy of research ethics

II. Code of conduct for Administrative and Non- Teaching Staff:

The employee shall,

- regularly contribute for the personal development of students, while looking after their interest and welfare
- have respect and friendly attitude towards all students and guide them in official procedure
- deal with parents/guardian of students politely and compassionately when they approach the office, with regard to ward's educational matters, thereby ensuring proper public relations
- develop friendly and co-operative relationship with the faculty members.
- develop fraternal relationships with colleagues to nurture proper interpersonal relationships and to develop team spirit
- avoid unethical practices
- submit leave applications (Regular & Medical) in time with sanction by head.

III. Code of conduct for Students:

The student shall,

- maintain the standards of discipline inside as well as outside the College campus.
- abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
- come to the college in approved uniforms
- wear their identity cards, well displayed. Identity card is a college identity and any teaching staff and non teaching staff shall have the right to inspect it. Denial of that will invite disciplinary action.
- be punctual in attending classes and practicals.
- enter or leave the class room when the session is on without the permission of the teacher concerned
- No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
- attend all college functions in college uniform unless otherwise specified
- maintain silence in the academic buildings to retain the good manners
- use library reading room or class room for their independent study
- follow the mobile phone policy and bring to the notice of the authorities violations if any.
- keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- Refrain from consumption of prohibited substances in any form or smoking or using chewing gum, pan masala etc.
- refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- carefully handle the furniture, equipments, fixtures and appliances of the college and lab.
- use of academic, co-curricular and extracurricular facilities available to the optimum levels
- avoid Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence
- desist from malpractices of any kind during examinations.