

Vidyabharti sanstha, Wardha

Dr. R. G. BHOYAR ARTS, COMMERCE AND SCIENCE COLLEGE, SELOO

(Vidyabharti College, Seloo)

Dist-Wardha-442104 (MS)

“B+” Grade by NAAC

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur



Manual of Code of Conduct

Visit Us: vidyabharti868@gmail.com

www.vbcseloo.org

Index

Sr. No.	Content	Page No.
1	Preamble	1
2	About the College	2
3	Management of the Institution	2
4	Committees of the College and their responsibility	3
5	Service rules	3
6	Code of conduct for Students	4
7	Code of conduct for Principal	4
8	Code of conduct for head of departments	4
9	Code of conduct for Teachers	5
10	Code of conduct for non-Teaching staff	7
11	Institutional core values	8
12	Useful Links for Code of Conduct	9

1) Preamble

Dr. R. G. Bhoyar Arts, Commerce and Science College, Seloo, Dist. Wardha is governed by Vidyabharti Sanstha, Wardha and affiliated to Rashtrasant Tukadoji Maharaj Nagpur university, Nagpur. Our college always strives for quality sustenance and enhancement in higher education.

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the College. Our college aims at catering to the academic excellence of the students by providing them with facilities to develop their inherent talents. This document incorporates the working of various committees for the betterment of the college and enhancement of quality education. This document mentions general rules and regulations of college and certain code of conducts to be followed by the faculties.

Vision: -

(गुणः सर्वत्र पूज्यते)

- The vision of institute is to inculcate good values in students and to make education more accessible to rural and backward class students of this region.
- To create a class of intellectually, morally sound and committed citizens, who will become a human resource of high caliber; cater the need of society by taking into rapid changes in the global scenario.

Mission: -

The mission of Vidyabharti Sanstha is:

- To create learning environment and knowledge based society.
- To create a teaching learning environment conducive to the pursuit of higher knowledge, relevant skills and experience to rural and backward class students.
- To create research environment, this will be helpful for all round development of society.
- To include new developments in education into the curriculum so as to promote academic advancement leading to national development.
- To sensitize the students on socio-economic issues (emphasizing on gender and human rights) by including related topics into the curriculum, and through co-curricular activities.
- To promote awareness on ecological and environmental issues.
- To promote and develop use to ICT learning by taking into consideration global changes.
- To undertake various extension activities so that it reflects the aim and objectives of the Institution.
- To uplift rural girls who lack in educational opportunities.

Aims and Objectives

- To educate students of all sections of the society.
- Selection of highly qualified teachers and facilitation of their professional and personal growth.
- Provision of good infrastructure for laboratories, library, internet access etc.

- Systematic process of teaching and learning.
- To incorporate the latest scientific and technological development in the curriculum.
- To provide conducive environment for creativity and research.
- To provide equal opportunity to both genders.
- To develop the skills of students for better employment prospects.

2) About the College

The Vidyabharti college has inspired by Dr. Rajesh Bhoyar's innovative vision which established in 2008. Our institute is only in Seloo taluka, Dist.- Wardha (Maharashtra), which gives service to rural flock to spread knowledge and provide quality education. The institute has succeeded in caring a niche for itself in the field of education and has earned the trust and confidence of the society mainly because of its quality and value based education. The institute is near from Bor Wildlife Sanctuary, Sevagram Ashram and Vinoba Bhave tomb in Pavnar. The primary goal of institution is to provide the standard education in the field of Science, Commerce and Arts.

3) Management of Institution

- **College development cell**

The College Development Cell (CDC) comprises of Chairman, Secretary and representative of Management, Principal, Vice-Principal and nominated representatives of teaching and non-teaching staff. This cell can make recommendations for the improvement and up gradation of existing academic, administrative, infrastructure etc.

- **Principal and vice-Principal**

The Principal and Vice Principal are involved in the implementation of the perspective plans of the College. They ensure that academic and administration functions efficiently through the departments and various committees constituted for the respective cause.

- **Internal Quality Assurance cell**

IQAC has been established in the college, which meets regularly to assess the quality deliverance of the education in the institute leading to achieve the course and program outcomes.

- **Head of Departments**

The Head of the departments ensure that the academic calendar provided by the university/ college is implemented properly and efficiently.

4) Committees of the College and their responsibility

Following various academic and administrative committees are constituted for specific task as per the academic and administration plans of the college

- Staff Council
- Internal Quality Assurance Cell (IQAC)
- Admission Committee
- Academic audit Committee
- Time table and Workload Committee
- Examination/ Internal assessment Committee
- Prospectus and Annual calendar committee
- Alumni and Parents committee
- Feed-back and student satisfactory survey committee
- Competitive exam and student counseling committee
- Placement cell
- Student environment and scholarship committee
- Result committee
- Student grievance and Redressal cell
- Anti-ragging committee
- Women cell
- Research cell
- N.S.S. committee
- Adult education committee
- Student council and student welfare committee
- Library committee
- Sport committee
- Collego magazine committee
- Cultural committee
- Website updating committee
- Purchase committee
- Discipline and building maintenance committee
- Nature club/Green audit committee
- UGC/RUSA committee
- Innovative practices and projects committee

5) Service rules

The college follows the service rules as per the provision of the relevant annexure of university statute and directives, state government and statutory bodies under ministry of HRD.

6) Code of Conduct for Students

1. It is compulsory for students to wear College dress with identity card.
2. Students should follow the rules and regulations mentioned on Notice board of college. Those students who are eligible for Scholarship or free ship have to submit their forms in office before mentioned date.
3. Students have to give College fees before last date.
4. Students should behave in discipline. If student's indiscipline is observed college has authority to give student his T.C.
5. In some circumstances if teacher is absent in class, student should sit in library or can play in ground.
6. Students should use library books very carefully and should return it within speculated time otherwise they have to pay due fees.
7. Attendance of student should be 75% in one session otherwise they will not allow for exams.
8. If students are participating in NSS, sports or any National program they have to attend it and make it successful.
9. During lecture hours students should not roam in college campus.
10. Student should write their residential address in detail and should write correct contact number so that college can send letter in case of emergency. If such letter is not reached up to student, college is not responsible.
11. Smoking, Drinking, Tobacco etc. is banned in college campus. If it is observed college will take fine up to 500/- . In such case college can cancel admission of student.

7. Code of conduct for the principal

1. To conduct regular meetings with Heads of the departments and various committees.
2. Working towards achievement of vision and mission of the institute, so as to impart quality education to the students, along with good ethical values.
3. Motivating the faculty and supporting staff to work efficiently.
4. Implementing disciplinary initiatives in consultation with the enquiry committee.

8. Code of Conduct of Head of the departments

1. H.O.D. of respective departments should monitor the academic schedule, attendance, syllabus completion, internal examinations etc.
2. Monitoring the requirements in the laboratories and preparing proposals for purchase.
3. H.O.D. should execute the discipline among the students.
4. Conduction of regular faculty meetings and forwarding the minutes of the meeting to the principal.
5. Fulfill the responsibilities assigned time to time.

9. Code of Conduct for Teacher's

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
4. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
5. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Teacher's Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

Teacher's Leave

1. All leave will be permissible as per the direction of university as well as university act 2016. Prior written permission is required from the Principal, at least a day in advance while availing CL or DL.
2. Not more than 25% of staff members in a Department will be allowed to go on DL / CL on a particular day.
3. All must report for duty on the reopening day and the last working day of each semester.
4. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

Teacher's Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
2. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
3. Staff members are encouraged to take up Research projects.
4. Staff members should also attend Faculty Development Programs, Quality Improvement Programs etc. to update their knowledge.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules for teachers

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands.
5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity badges while inside the college premises.
10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.
11. Each Department Association must conduct at least three special meetings in each semester.

Teacher's Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
2. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
3. Staff members are encouraged to take up Research projects.
4. Staff members should also attend Faculty Development Programs, Quality Improvement Programs etc. to update their knowledge.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules for teachers

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands.
5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity badges while inside the college premises.
10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.
11. Each Department Association must conduct at least three special meetings in each semester.

12. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.

13. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programs.

14. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.

15. Duties and Service conditions (standards of conduct) of the Teachers as framed under Sec.18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976 are to be followed.

16. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

Teacher's Disciplinary Action

1. Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

2. The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

10. Code of Conduct for Non-Teaching Staff

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours. They should report for duty at least 30 minutes in advance

2. Non-Teaching staff should wear the Uniform provided by the Management.

3. Non-Teaching staff must always wear their identity badge during working hours.

4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.

5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.

6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.

7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.

8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

9. Non-Teaching staff shall not leave the College premises without permission.

11. Institutional Core values.

1. Our college provides a learning environment that develops responsible, moral and integrated behavior, respecting the dignity of the members of society. The academic activities are solely governed through the prescribed norms and guidelines of statutory authority.
2. We conduct activities that make us look into our holistically. We adopt practices that are fair, honest towards students, staff and stakeholders.
3. We strive for genuine well-being of our student by harnessing our abilities to deliver the curriculum and other essential services and respond to inquiries and requests from the stakeholders in appropriate and timely manner.
4. We provide quality education by utilizing our intellect, social, physical and ethical abilities. We also plan and prepare programs that lead to acquisition of knowledge and skills necessary to achieve information for career advancement, personal enrichment, leadership and service to the society.

12) Useful links for Code of Conducts

1. UGC Act
<https://www.ugc.ac.in/oldpdf/ugcact.pdf>
2. Maharashtra University Act
<https://bhasha.maharashtra.gov.in/pdf/RajyaMarathiAdhiniyam/2017-6.pdf>
3. Rashtrasant Tukadoji Maharaj Nagpur University Guideline
<https://www.nagpuruniversity.org/pdf/Ordinance2010.pdf>

IQAC Coordinator



Principal

PRINCIPAL
Dr. R. G. Bhowar Arts, Comm.
& Science College, SELOO