



“Swawlamban, Swabhiman, Swadeshprem hech Amache Brid”.

KRANTIAGRANI G. D. BAPU LAD MAHAVIDYALAYA KUNDAL

TAL. PALUS, DIST. SANGLI



HANDBOOK OF CODE OF CONDUCT

Published By

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Vision, Mission, Aim & Goals

Vision:

“Committed to provide value based quality higher education and harness inherent potentials in the rural students to develop human resource equipped with contemporary skills to enable them to be self-reliant and contribute to nation building.”

Mission:

The Mission of Gandhi Education Society, Kundal and college is same, that is “Swawlamban, Swabhaiman, Swadeshprem Hech Amache Brid”. (Self-reliance, Self-Respect, Patriotism is our Motto.)

Aims and Goals:

- To cater the needs of quality higher education of the socially and economically backward rural students and make them self reliant and competent to face the challenges of the fast changing world.
- To create an awareness about value based and quality higher education among the students.
- To facilitate and support teaching and learning by developing and maintaining educational infrastructure.
- To provide Distance Education for the educationally deprived students in Kundal and nearby villages.
- To strive for excellence in higher education through quality teaching and encouragement for research.

CODE OF CONDUCT FOR TEACHERS

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development
Be truthful when making statement about their qualifications and competencies
- Contribute to the development and promotion of sound educational policy
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose,
- Respect confidential information on colleagues unless.
- Speak out if the behaviour of a colleague is seriously in breach of this code.

RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in
- The subjects handled by them and are accountable for the same
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the• respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.

DRESS CODE: FACULTY:

- Following is the dress code for the faculty of Institute:
- Gentlemen : Tucked in shirts and shoes
- Ladies : Sari

ID CARD:

- It is Mandatory for students and staff to display ID cards at all times when they are in Campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

Code of Conduct for Student

- ❖ It is important that the student attends the Institute from the day of opening to the last day of each semester during the academic year.
- ❖ All students are expected to be in college every day and on time for each class, as per the academic time-table, class tests & examinations
- ❖ Every student is expected to have a minimum of 75% attendance during each semester. If not the student will not be eligible to appear for the final examination.
- ❖ Students will be required to give a valid reason for absence from college or class.
- ❖ The students shall follow all the University norms, as notified from time to time.
- ❖ Carrying/using mobile phones is prohibited in the academic premises (classrooms, corridors, library, lab etc)
- ❖ Use of Internet for the purpose other than academic activities, is strictly banned and Use of Social networking sites is banned.
- ❖ Students have to wear prescribed uniforms in the institute.
- ❖ All students must carry their Institute Identity Cards. They are required to show their ID cards to the college authorities when ever demanded. Any loss of ID card should be immediately reported to the institute office.
- ❖ Ragging is a criminal offence. Ragging is prohibited under 'Anti-Ragging Act, 1999'. Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary action will be taken as per orders of Court.
- ❖ Harassment, whether written, verbal, sexual, physical, is a serious offence and will be a punishable act.

1. Treat everyone with respect.

- Behave and speak in a way that does not offend others.
- Verbal and physical abuse will not be tolerated.

2. Do not use mobile phones during class.

- Mobile phone should be on silent during class.

3. Lectures and college staff instruction should be followed at all times

4. All assignments should be submitted by the given deadlines.

- If not submitted on time, there will be penalties.
- Plagiarism will not be tolerated.

5. Behave professionally.

- Have consideration for college health and safety rolls.

6. All students must attend all classes on time.

- Do not disturb others by singing and leaving.
- Your Attendance every semester should remain above 80 %.

7. Treat all college staff and college property with respect.

- Students are expected to behave at all times.

8. Avoid Disrupting others in class.

- Avoid talking when lectures and other students are talking.

Classroom code of conduct.

- 1. We will be polite at all time.**
- 2. We will work quietly and not disturb other.**
- 3. We will listen when others are speaking.**
- 4. We will be friendly to others.**
- 5. We will be honest and trustworthy.**
- 6. We will respect our teacher.**
- 7. We will be prepared for class.**
- 8. We will arrive to class on time.**
- 9. We will cooperate with others.**
- 10. We will always do our best.**

Rules of computer lab

- 1. Keeps the computer lab neat and clean.**
- 2. Do not install Software on the lab computers without permission**
- 3. Use of mobile phone is strictly prohibited.**
- 4. Uses of social networking sites are not allowed.**
- 5. Maintain Disciplines in the lab.**
- 6. Handle computers and other equipments with care.**