



Janata Shikshan Prasarak Mandal's  
**LOKNETE MARUTRAO GHULE PATIL**  
**MAHAVIDYALAYA**

Dahigaon-Ne, Tal- Newasa ,Dist- Ahmednagar, Pin-414502

**HANDBOOK**  
**Of**  
**Institutional**  
**Code of Conduct**

# Composition of committee

To smooth the conduction of work, the college has formed the following committee which is responsible for adherence to the code of conduct.

Sr.No	Name	Designation	Role
1	Dr.Kharat Nilesh Pushphar	I/C Principal	Chairman
2	Dr.Nabade Rajendra Pandurang	Teacher Representative	Member
3	Mr.Sabale Balasaheb Shesherao	Physical Director	Member
4	Mr.Chitale Jalindar Rohidas	Non-Teaching Representative	Member
5	Ku. Kapare Divya Sandip	Student Representative	Member
6	Mr. Agale Ganesh Arjun	IQAC Coordinator	Convener



**Co-Ordinator**  
**IQAC**  
L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



**Principal**  
Loknete Marutrao Ghule Patil Mahavidyalaya  
Dahigaon-ne, Tal-Shevgaon, Dist-Ahmednagar

# Index

<b>Sr. No</b>	<b>Particulars</b>	<b>Page No</b>
1	PREAMBLE	5
2	GENERAL RULES	5
3	GOVERNING BODY	5
4	PRINCIPAL	6
5	IQAC	7
6	ROLE AND RESPONSIBILITIES	8
7	CHAIRPERSON-	8
8	CO-ORDINATOR AND ASST CO-ORDINATOR	8
9	MEMBERS	8
10	TEACHING STAFF	8
11	ADMINISTRATIVE STAFF	9
12	NON-TEACHING STAFF	10
13	STUDENT	10

14	LIBRARIAN	<b>11</b>
15	PHYSICAL DIRECTOR	<b>12</b>
16	ALUMNI ASSOCIATION AND ALUMNI	<b>12</b>
17	CODE OF CONDUCT WITH REGARD TO SEXUAL MISCONDUCT	<b>13</b>
18	CODE OF CONDUCT WITH REGARDS TO RAGGING WITH ANY KIND IN THE CAMPUS	<b>13</b>
19	CODE OF CONDUCT WITH REGARD TO PRIVACY OF STUDENT RECORDS	<b>13</b>
20	CODE OF CONDUCT WITH REGARDS TO ALCOHOL AND DRUGS, TOBACCO AND TOBACCO PRODUCTS ETC.	<b>14</b>
21	CODE OF CONDUCT WITH REGARDS TO ALCOHOL AND DRUGS, TOBACCO AND TOBACCO PRODUCTS ETC.	<b>14</b>
22	CODE OF CONDUCT WITH REGARD TO CROSS-CUTTING ISSUES	<b>14</b>
23	TEACHER GUARDIAN SCHEME	<b>14</b>
24	CODE OF CONDUCT WITH REGARD TO GREEN CAMPUS INITIATIVES	<b>15</b>

# Code of Conduct

## Preamble

Institutional Code of conduct is governed by the institutional policy, code of conduct and the applicable law of the state and union. It is designed to promote a vision of college and to protect the rights of the students, faculty and staff harmoniously.

## General Rules

The following behaviour constitutes a violation of the general conduct rules and the person who is responsible for it will be subject to disciplinary action. Violation of college policy, rules and regulations. Indecent conduct. Disruption of regular college activities. Threatening a person through unwanted conduct and intimidation causes reasonable fear for safety. Theft and damage to the property of the college. Public intoxication or possession of narcotics and other dangerous material causing public threats Falsification, forgery and providing misinformation. Unauthorized access to the college property and using college property for unauthorized activities. Gambling, stalking and sexual misconduct on the campus. Filing complaints without basis intentionally. Failure to attend the summons extended by the respective authorities. Failure to comply with sanctions imposed on pending disciplinary violations of rules and orders. Violation of rules and orders given by the Director from time to time according to the contingent situation.

## Governing Body

To ensure that the institute meets the needs for which it has been set up.

To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate.

To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making. Make such provisions, as may enable the institute to undertake specialized studies with proper provisions for laboratories, and libraries.

Present the budget estimates as received from the IQAC with modifications, if any, to the principal for its final approval.

Provide infrastructure, premises, furniture, apparatus, consumables and other means needed for the smooth conduct of the academic work of the institute.

Consider the perspective plan for the academic development of the institute.

Take overall responsibility for student welfare.

➤ **Principal**

- Comply with applicable governmental laws, rules, and regulations.
- Act with competence and strive to advance competence, both in self and in others.
- Devote time, thought, and study to the duties and responsibilities to render effective service.
- Understand the Institute's objectives, and policies and contribute constructively to their ongoing evaluation and reformulation.
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
- Refuse to accept any gift, favour, service, or other item of significant value from any person, group, private business, or public agency that may affect the impartial performance of one's duties.
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.
- The principal shall appoint the various portfolios of the department to the faculties in the first week of the start of the year. Various portfolios may include the coordinator for various Annual committees.
- The principal shall take the review course file and teaching plan before the start of the academic year work.
- The principal shall record the summary of events conducted.
- The principal should guide and encourage the faculties to do academic work.
- The principal shall record the summary of feedback and discuss it with the Administrative Officer and External Academic Expert for necessary action.
- The result analysis shall be done immediately after the declaration of the result by the university and should be observed by the Principal.

- The report of the meeting should be sent to management for necessary action.
- The confidential reports of the teaching and non-teaching staff are to be submitted to the governing body at the end of the year.
- The principal should provide an approved and prescribed format for staff.

➤ **IQAC**

Internal Quality Assurance Cell(IQAC) is for the effective implementation of strategies in the teaching-learning process, structures, methodologies of operations and learning outcomes of the curriculum with coordination of CDC and various committees at periodic. IQAC ensures timely, efficient and progressive performance of academic, administrative and financial tasks and support services to meet the goal of institutions in higher education.

- ❖ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ❖ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- ❖ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ❖ Dissemination of information on various quality parameters of higher education.
- ❖ Organization of inter and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles.
- ❖ Documentation of the various programmes /activities leading to quality improvement
- ❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practices
- ❖ Development and maintenance of institutional database through MIS to maintain/enhance the institutional quality
- ❖ Development of Quality Culture in the institution
- ❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

## **Role and Responsibilities**

### ➤ **Chairperson-**

- Supervision on overall activities of IQAC
- To approve the minutes of the meeting.
- Communication of decisions taken during IQAC meetings to the management.
- Approval authority for SOPs.

### ➤ **Co-ordinator and Asst Co-ordinator-**

- Scheduling of meetings, preparation of the agenda and minutes of the meeting.
- Maintain documents relating to IQAC activities, communication (within the organization) and archival.
- Updating of SOPs as and when required.
- Responsible for the implementation of rules of regulations given by the governing body for the academic development of the institution.

### ➤ **Members-**

- Actively participate actively in all the activities of IQAC
- Suggest and discuss the area of work.

### ➤ **Teaching Staff**

#### **Roles and Responsibilities**

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities that such offices may demand.

- Co-operate with the authorities in the formulation of policies and for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Should adhere to the conditions of the contract. Give and expect notice before a change in position is made.
- Keeping in view their responsibility for completion of academic schedule refrain from availing themselves on avoidable ground.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD so that alternative arrangements may be made

➤ **Administrative Staff**

- Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment.
- Staff members should seek to cooperate with their colleagues, providing support, help and guidance as required by them and the Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
- Staff members should not use their position in the institute for private advantage or gain.
- Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff /students/parents).
- Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff members should be aware of and should follow institute policies, systems and procedures. They should normally communicate through the management structure and should ensure students do likewise.
- Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan.
- Periodically, employees will be required to attend certain training activities.

- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the administrative head, so that alternative arrangements may be made.

➤ **Non-Teaching Staff**

**Roles and responsibilities**

- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration,
- Maintain honesty, integrity, and fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents /receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, WhatsApp, etc. during working hours.
- Remain on duty during college hours.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the administrative head, so that alternative arrangements may be made.

➤ **Student**

- Students should carry identity cards with them while present on campus.
- Students must be in uniform every day as per the dress code except Thursday.
- Students should read the notices and emails regularly.
- It is mandatory for the student to make a minimum of 80 % attendance in theory as well as practical courses.
- No absence is excused for religious obligations or legal obligations unless approved by the highest authority.

- It is necessary for all students to make hygiene everywhere on campus.
- Use of mobile phones is strictly not allowed in classrooms, Library and Laboratories.
- Students should attend the guest lecturers/seminars organized by the college.
- Active participation from students in extra-curricular activities is expected.
- Home assignments, tests, tutorials, and seminars are compulsory for all students.
- Damage to any college property caused by students will be duly recovered by them.
- During the examination, students should carry an admit card and hall ticket.
- Attendance for Independence, Republic Day, Birth and Death Anniversary of great Indian personalities is mandatory for all the students.
- Any type of misbehaviour on a college campus is strictly prohibited.
- Students should always avoid the use of plastic as well as tell others to do the same.
- Students should maintain the green campus by not destroying the garden.
- Turn off the electricity when not in use.
- Maintain environmental consciousness.

➤ **Librarian**

- To prepare and issue Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members. To maintain the fine collection register and instruct students to deposit the fine in the bank through challan. To receive requisitions and issue and receive books from students, and staff following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, and news.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that the library is in a presentable and tidy condition at all times.

- Display cutting so newspapers on education/social matters on notice boards.
- To conduct the meeting of the library committee as per guidelines & work as a secretary of the library committee.
- To Compile requirements of books & periodicals periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time.

➤ **Physical Director**

- To encourage students to organize and take an active part in various outdoor and indoor games.
- Fine-tuning the skills of students by assuring the participation of students in sports
- Planning for annual sports to be conducted and submitting to principal.
- Preparing various sports schedules.
- Attending meetings of physical directors at the university level
- Preparing notices and passing them to students.
- Preparing the annual budget for sports & getting sanctioned by higher authority.
- Looking after maintenance & marking of the sports ground.
- Issuing materials and instruments to students for various sports
- Completing the procedures related to sports competitions.
- Managing sports activities reports.
- Help to maintain discipline in the campus area.

➤ **Alumni Association and Alumni-**

- Coordinate with the Head of the institution
- Maintain the documentation of the same for accreditation purposes
- Identify Alumni for planning the activity
- Develop a sense of belonging.
- The Alumni Cell should contact the Alumnus, decide the dates for the activity and make all arrangements for local logistics.

- The dates/activity shall be decided by the Alumni Cell in coordination with the Head of the Institution.
- Ensure that discipline and the rules are maintained during the event.
- Ensure that the protocol of the Alumni Association is being followed.

➤ **CODE OF CONDUCT WITH REGARD TO SEXUAL MISCONDUCT**

- The college prohibits sexual misconduct of any nature and strives to end all types of sexual discrimination and misconduct on the campus as per policy.
- Even consensual sexual contact is prohibited at public level. Dating violence, domestic violence, any kind of sexual contact, sexual exploitation, sexual harassment, hazing stalking etc. are banned on campus.

➤ **CODE OF CONDUCT WITH REGARDS TO RAGGING WITH ANY KIND IN THE CAMPUS**

- The college strictly prohibits ragging or hazing on the campus as per guidelines.
- It is punishable as per the college law as well as the state and union law.

➤ **CODE OF CONDUCT WITH REGARD TO PRIVACY OF STUDENT RECORDS**

- The college prohibits intrusion into the personal information of students by any unauthorized person.
- The students are expected to give consent to inspect, verify and assess all educational qualifications, information and documents presented as prerequisites for admission in line with the rules and establish their authenticity through authorized persons.

➤ **CODE OF CONDUCT WITH REGARDS TO ALCOHOL AND DRUGS, TOBACCO AND TOBACCO PRODUCTS ETC.**

- The college prohibits the possession, use, transaction or distribution of alcohol and alcoholic beverages, tobacco and tobacco products.
- Events with alcohol are subject to the policy prescribed by the college.
- The college prohibits the presence of drugs on the campus as directed by the Government of India.
- The violation of the code of conduct in the case of drug possession leads to disciplinary action not only by the college but also by the Government of India.

➤ **CODE OF CONDUCT WITH REGARD TO CROSS-CUTTING ISSUES**

**Human Values:-** Unity must be observed by treating all with love, care, affection and commitment and inculcating good values among them without favouritism and discrimination.

**Professional ethics:-** The assigned person for respective responsibility shall take effective measures regarding professional ethics in curriculum and co-curricular activities.

**Gender:-** Every individual on campus shall take effective measures for the safety and security of all genders.

**Environment Sustainability:-** Awareness programs related to environmental sustainability should be conducted and implemented by everyone connected with the institute.

➤ **Teacher Guardian Scheme**

- The Teacher shall keep track of the academic performance of students and help them through counselling or by arranging additional lectures, if necessary.
- Behavioral and discipline matters of the students.
- Achievements, talents and co-curricular activities of students.
- Health and physical well-being of the student.

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➤ **CODE OF CONDUCT WITH REGARD TO GREEN CAMPUS INITIATIVES**

Mandatory to follow the policies regarding environmental sustainability.

Preserve the greenery of the campus with support.

Save electricity, turn off lights and unplug electronics when they are not in use.

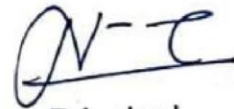
Avoid single-use Plastics.

Conserve water with proper use.



**Co-Ordinator  
IQAC**

L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



**Principal**

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