



Nagaon Education Society's

# Gangamai College of Education

Nagaon, Tal. & Dist. Dhule. Ph. 02562-243173, 243000

Email : gangamaibed1986@gmail.com

Website : gangamaibed.com

Recognised by N. C. T. E. New Delhi & Affiliated by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

**Late. Annasaheb D. V. Patil**

Founder Chairman

**Manohar D. Patil**

Secretary

**Raghvendra M. Patil**

Chairman

## CODE OF CONDUCT FOR STUDENTS

### ATTENDANCE –

- 1) Students should regularly attend all classes during the academic year.
- 2) It is mandatory to appear in the semester examinations.
- 3) The student should complete the theory assignment, internship and practice teaching plan, and other activities as specified in the curriculum before the given time.
- 4) Student should be regular in attendance for all semesters.
- 5) Student should be regular in attendance for all sessions during the day.
- 6) Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.

### DISCIPLINE –

- 1) The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- 2) The student should follow the academic calendar as per the instructions of the Principal.
- 3) Any act of indiscipline or misbehavior by the student will be liable for severe punishment.
- 4) Students are prohibited from indulging in any anti-institutional, anti-national, anti-social activities within the campus and hostel.
- 5) All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students and with the written consent of the Principal.
- 6) Damage to college property due to negligence / lack of care would result in punishment and compensation for loss caused.
- 7) All Students should retain their I-card and attend in dress code daily except on the exempted day.



  
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## I-CARD & LIBRARY CARD -

- 1) The student must carry the college I-card with his in the college and any other college related activity.
- 2) Library card would be issued to students to avail library facilities.
- 3) In the case of loss of I-card or Library card it should be informed immediately to HOD and librarian.
- 4) At the time issuing a book, the identity card must be presented along with the library card, Without I-card the reader may be refused the use of the Home Lending facility.
- 5) The student should collect his / her I-card within 15 days from the

## MOBILE PHONE –

- 1) The student should switch off their mobile while in the classroom and the library.
- 2) Students are not allowed to carry mobile phone in the examination hall.
- 3) Students should give a written letter in case of loss/theft of mobile phones.

## EXAMINATION –

- 1) Student must appear at the examination hall half an hour before the commencement of the examination.
- 2) Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by the examination committee it will not be returned in any circumstance.
- 3) Candidate should not communicate transfer and pass on any cheating/copy/writing material to one another in any manner during the examination.
- 4) Candidate is permitted to bring the following items to an examination- Pen, Pencil, Scale and if permitted, non programmable calculators. All stationary brought to the examination must be placed on the candidate's desk and kept in view during the examination.



*R. Patil*  
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## CODE OF CONDUCT FOR TEACHERS

### ATTENDANCE –

- 1) Teachers are expected to conduct themselves in accordance with the ideal of the profession.
- 2) Teachers should express their free and frank opinion in the meetings for the betterment and upliftment of the organization.
- 3) Teachers must maintain a cordial relation with their colleagues.
- 4) Teachers should participate in extension, co-curricular activities and community service.
- 5) Teachers should motivate students to improve their academic and professional achievements.
- 6) Teachers shall communicate with students impartially regardless of their religion, caste, or economic characteristics.
- 7) Teachers should perform their duties with full honesty and dedication, as given by the principal or head of the department.
- 8) Teachers should cooperate towards college's green initiative by adopting sustainable practices like switch off the lights/ fans/ computers/ and electrical devices when not in use/ require communicate via e-mail take print when it is very importance use both sides of papers etc.
- 9) All teachers are required to maintain good and healthy academic climate and work culture.
- 10) All teachers should devote their time and their best efforts for the progress of the institute, and obey all the orders given by authority.
- 11) All teachers should retained their I-card and attend in dress code daily except the exempted day.
- 12) If any teacher want to go Leave may be give Leave application prior on day if there is emergency cause he/she may be contact by telephone/mobile with authority and sanction his/her leave.



  
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## CODE OF CONDUCT FOR PRINCIPAL

- 1) The Principal should monitor the administration of the academic programmes.
- 2) The Principal should plan the budgetary provisions for the academic session in advance.
- 3) The Principal should take all appropriate steps to maintain discipline in the college.
- 4) The Principal should form various cells/committees for the smooth functioning of the college.
- 5) The Principal should encourage faculties for their professional development by attending seminars/conferences and author research papers/books.
- 6) The Principal should take steps to make coordination among different departments within the Institute.
- 7) The Principal should conduct meetings of various cells/committees as and when required.
- 8) The Principal shall be responsible for the submission of an annual report on the progress of the department/Institute.
- 9) The Principal shall be aware and responsible for the College discipline.
- 10) The Principal should attend and supervise all the administration and college work.
- 11) The Principal should observe and supervise the office work and maintain the discipline in the college.



  
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## CODE OF CONDUCT FOR STAFF

### Initiation and coordination of following activities -

Meetings of Statutory Bodies / Committees such as – Board of Governors, Academic Advisory, Local Managing, Anti-Ragging / High level Standing, Grievance Redressal, Committee to Restrain Sexual Harassment, Maintenance, Transport, Hostel, Canteen etc. Nature of work is to decide dates, prepare agenda and maintain notices and proceeding book, and related documents. This shall be done in consultation and with approval from the Principal.

- 1) Work in respect of accounts and related activities such as College Budget and Utilization, and Other fiscal matters.
- 2) Institute Publicity which include, apart from others, Information Brochure Advertisements and News in various media
- 3) Grievance Redressal mechanism, except student related problems
- 4) Issues related to Stores.
- 5) Legal and related matters.
- 6) Students' admissions, transfers and related matters.
- 7) Repository in hard as well as soft copy of staff data and also students' data such as admission records, branch transfer documents, general register, result ledgers, etc.
- 8) Student Scholarships.
- 9) Repair and maintenance, house-keeping and security related works.
- 10) Transport facility.
- 11) Establishments such as canteen, mess, etc.
- 12) Correspondence, however, in case where it is statutory, signature of Principal or Secretary/Chairman, as the case may be, be taken. Also letters of invitation & thanks shall have counter signature of Dean.
- 13) Other matters as and when referred by the Principal.



  
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