



S.S. Maniar College of Computer & Management

Code of Conduct for students

Dos:

- ✓ Wear college uniform.
- ✓ Be regular in attendance and never be late to college.
- ✓ Keep the classrooms and college premises clean.
- ✓ Close the taps after use in the drinking area and washrooms.
- ✓ Switch off the fans and lights after use.
- ✓ Respect the deadlines given by teacher.
- ✓ Respect your parents, teachers, elders, friends and classmates.
- ✓ Be disciplined.
- ✓ Be excited, pleasant and cheerful to everyone in college building.
- ✓ Turn off your cell phone while attending lectures/practical's.
- ✓ Show initiative and participate in college activities.
- ✓ Use helmet and Drive slowly.

Don'ts : Do Not

- ✗ Be irregular to college.
- ✗ Use abusive language in the college premises.
- ✗ Invite brothers/friends/relatives for socializing.
- ✗ Invite brothers/friends/relatives and involve them in physical fights to settle scores.
- ✗ Damage college property.
- ✗ Wear expensive and gold jewelry to college.
- ✗ Keep money in bag and leave it unattended.
- ✗ Carry ghutka/pan/tabacco/cigarettes/alcohol in college premises and spit in urinals.
- ✗ Do not bunk classes and sit chit chatting with friends.
- ✗ Drive and make a loud noise of vehicles while entering/leaving college.



Code of Conduct for Teachers

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. Teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Seek to make professional growth continuous through study and research;
- (ii) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (ii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (iii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (v) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (vi) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (ii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) maintain contact with the guardians, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- ii) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



Code of Conduct for Non-Teaching

1. Be punctual
2. Complete allotted work as per schedule and well in time
3. Inform higher authorities well in time and in writing if they are / will remain absent from work
4. Use phones sparingly and be very brief, in any case not more than two minutes and only when essential
5. They must inform in advance and also write down in the note book as to the reason why they would not be able to attend college at 10.30 a.m. or why they would leave early
6. If they are late on a/c of official work they must write down in a note book kept near the attendance register the details of work done during absence from college.
7. Bring to the notice of higher authorities if there are any requirements for smooth conduct of work.
8. Give suggestions to higher authorities for efficient completion of work.
9. Inform higher authorities if there is a likelihood of work not being completed on time.
10. All files and papers must be kept in order.
11. Inform higher authorities if there is any discrepancy in file being put up for signature.



Code of Conduct for Principal

1. Shall be assisted by various Heads of the departments, Examinations in charge of the college, senior faculty members and various committees
2. Shall take efforts to look after overall welfare of staff and students.

3. For effective functioning of the college he shall build close rapport between staff, students and management.
4. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
5. Shall maintain regular, right and appropriate contacts and interaction with external agencies
6. In situations of time bound activities related to external agencies including the University/ Govt. / U.G.C. shall ensure timely submission of documents.
7. Shall constitute various committees for smooth and efficient functioning of the college
8. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
9. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
10. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
11. Shall assist the time table committee to submit this on time and make appropriate changes as and when required
12. In matters related to student attendance, drop outs, medical condemnation, Principal gets assistance from Director who is responsible for overall welfare of staff and students.
13. The principal should promote industry-institute interaction for better employability of the students.



Code of Conduct for Director

To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that they play their respective roles more effectively. Shall work for the common goal of providing effective education and guiding to enable the students to carve out promising career and lifelong learning. The duties of the Director may be suitably categorized as

a) Academic Administration:

- (i) In academic matters the Director is generally guided by the rules and regulation as well as the norms laid down by R.T.M.Nagpur University, State Government and the Governing Body of the college.
- (ii) Shall be assisted by various Heads of the departments, senior faculty members and various committees .
- (iii) In matters related to decision implementation, Director will be assisted by the Governing Body of the college.
- (iv) In matter of admissions, Coordinator, admissions will assist the Director
- (v) In matters related to academic work, he will be assisted by the heads of the departments.
- (vi) An integrated time table of the entire institution shall be prepared and submitted to the Director.
- (vii) Shall closely monitor the class work as per the time tables.
- (viii) Shall closely observe various academic activities like conduct of conferences, seminars, workshops etc.
- (ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- (x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Director will be assisted by senior teachers.
- (xii) In matters related to student attendance, drop outs, medical condonation, Director will be assisted by Heads of the departments.
- (xiii) The Director should plan for deputation of the staff for training programs like refresher courses, orientation courses, faculty improvement programs, quality enhancement programs etc.
- (xiv) Director shall also ensure quality assurance.
- (xv) Shall monitor, evaluate research, development and consultancy activities.
- (xvi) The Director should promote industry-institute interaction for better employability of the students.
- (xvii) Arrange finishing School for the students with the active association of Training and Placement in/charge
- (xix) Shall make efforts to look after overall welfare of staff and students.
- (xx) For effective functioning of the college he shall build close rapport between staff, students and management.

(xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

(xxii) Shall maintain regular, right and appropriate contacts and interaction with government, UGC and the University.

(xxiii) Shall involve faculty members at different levels for various institutional activities.

b) General Administration

On general administrative matters Director shall be assisted by Heads of Departments, functional heads etc.

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, *ad hoc*, and daily wage employees

(ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and non teaching staff.

(iii) Arrange performance appraisal of faculty and supporting staff.

(iv) Shall have power to sanction C.L., EL, ML, EOL up to the level of Heads of departments, except himself.

(v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the Director.

c) Financial Administration

(i) Subject to the budget allocations for a specific area of expenditure, Director is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

(ii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

(iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Director.