

MGE Society's

Huzurpaga Smt. Durgabia Mukunddas Lohia Mahila Vanijya Mahavidyalaya Mahila Mahavidyalaya Code of conduct for the Principal, Teaching, Non-teaching staff and Students

Goal of Higher Education

The basic purpose of education is to create skill knowledge and awareness of our glorious national heritage and the achievement of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism, peace, and the principles enunciated in the Preamble to our constitution.

We believe that, Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

We firmly believe that Higher education should strive for academic excellence, and progress of arts and science. We undertake education, research and extension in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor of societal needs.

A. Code of Conduct of Principal

1. Implement the policies approved by the Board of Governors of MGE Society and highest decision-making body of the college.
2. Achieve coordination among various statutory committees and non- statutory bodies including Academic Council.
3. Monitoring admissions, examinations and evaluation for smooth functioning of the system.
4. To conduct meetings of the Teaching and Non-teaching staff as per the stipulated guidelines.
5. To hold College Development Committee meetings as per the norms.
6. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that they play their respective roles more effectively.
7. To work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
8. The Principal along with all the staff working under him, is singularly and collectively responsible to the MGE, Academic Council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

9. Monitoring the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.
10. Observing various academic activities like conduct of conferences, seminars, workshops etc.
11. Holding meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
12. Instructing the class work coordinators and Heads of the Departments to conduct remedial classes academically to support the slow learners if necessary.
13. Planning for Training Need Analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
14. Ensuring quality assurance with the help of IQAC.
15. Monitor, evaluate research, development and consultancy activities.
16. Promoting industry-institute interaction for better employability of the students.
17. Developing close rapport between staff, students and management.
18. Ensuring perfect order and discipline among all the staff concerned and ensure good academic environment in the campus.
19. Maintaining regular, right and appropriate interaction with government, UGC and the University.
20. Involving faculty members at different levels for various institutional activities.
21. Making proposal for appointment to all posts of cadres including contract, part-time, ad-hoc, and daily wage employees.
22. Conduct performance appraisal of faculty and supporting staff.
23. All such cases requiring arrangements such as suspension, removal, dismissal from the services shall be referred to the Governing Body by the Principal.
24. 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 Principal.
25. Principal shall forward monthly salary bills of all the staff of the college to the Accounts Department for necessary action and also the members of the Governing Body and its sub-committees.
26. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

Financial Administration (i) Principal is assisted by the Finance Committee in financial administration. (ii) Subject to the budget allocations for a specific area of expenditure, the Principal 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. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

The duties of the Principal may be suitably categorized as

an Academic Administrator:

- (i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by, MGE Society, UGC, State Government and the Governing Body of the college.
- (ii) Shall be assisted by various Heads of the Department
- (iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- (iv) In matter of admissions, Coordinator will assist the Principal.
- (v) In matters related to academic work, he will be assisted by the Governing body of MGE Society.
- (vi) An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, coordinator of time-tables, First Year Coordinators along with the various Heads of the departments will extend support to the Principal.
- (vii) In matters related to internal examinations, semester end examinations (both theory and practical), result analysis, and matters related to detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.

General Administration:

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

B. Code of Conduct of Teachers

1. Towards Students

- 1. Keeps a proper conduct consistent with the expectations from a teacher as a role model.
- 2. Facilitates students' physical, social, intellectual, emotional, and moral development.
- 3. Treats all students with love and affection.
- 4. Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- 5. Teach the curriculum in conformity with the values enshrined in the Constitution of India.

6. Adapts teaching to the individual needs of students.
7. Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
8. Respect the right and dignity of the student in expressing his/her opinion.
9. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
10. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
11. Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
12. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
13. Help students to develop an understanding of national heritage and national goals.
14. Refrain from inciting students against other students, colleagues or administration.

2. Towards Parents, Community and Society

Teachers Should

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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.
6. Strives to develop respect for the composite culture of India among students.
7. Establishes a relationship of trust with parents/guardians in the interest of all round development of students.
8. Keeps the country uppermost in mind, refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.
9. Not doing anything which is unfavorable to the respect of the student or her parents/guardians.

10. Adhere to a responsible pattern of conduct and expected by the community.

3. Towards Colleagues

Teacher should

1. Refrain from making unconfirmed statements against colleagues or higher authorities.
2. Avoid making unfavorable statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
3. Respects the professional standing and opinions of colleagues.
4. Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.
5. Treat other members of the profession in the same manner as they themselves wish to be treated speak respectfully of other teachers and render assistance for professional betterment;
6. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

4. Towards the Profession

Teacher should

1. Strive for continuous professional development.
2. Complete the syllabus in time and produce good results in the subjects handled by them and are accountable for the same.
3. Be present in the college campus at least 05 minutes before the College beginning time.
4. Remain in the campus till the end of the College hours.
5. Take prior written permission from the Principal / at least a day in advance while availing CL or OD.
6. Must always wear their Identity cards while inside the college premises.
7. Start and End lecture at the prescribed time.
8. Manage private affairs in a manner consistent with the dignity of the profession.
9. Seek to make professional growth continuous' through study and research;
10. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
11. Maintain active membership of professional organizations and strive to improve education and profession through them.
12. Perform duties in the form of teaching, tutorial, practical and seminar work simultaneously with dedication.
13. 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation

14. Participate in extension, co-curricular-and extra -curricular activities including community service.

5. Teachers and non-teaching staff

Teachers should

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.
2. Help in the function of joint staff-councils covering both teaching and the non-teaching staff.

6. Teachers and guardians

Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, 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.

C. Code of conduct of Non-Teaching

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (10 a.m. to 5 p.m.). They should report for duty at least 10 minutes in advance (8.50 a.m.)
2. They should wear Uniform provided by the Management.
3. They must always wear their Identity Cards 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, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. They shall carry out their duties as instructed by the authorities to whom they are attached.
8. They shall not leave the College premises without permission before 5 p.m.

D. Code of Conduct of students

Students are advised to follow strictly the following code of conduct during their studentship of the college:

1. Students must produce the College Identity Card at the gate everyday failing which they will be denied entry.
2. Any student involved in RAGGING of any sort directly or indirectly shall attract disciplinary action (including dismissal from the college) in addition to facing action by the law enforcing authorities. An undertaking to this effect is to be signed by both Students and Parents.
3. The students are expected to be in the college campus during the entire period of the college hours. Absentees must submit leave application addressed to the Teacher-in-charge stating the reason and signed by the parent/guardian. Any student who has been found to be absent from her classes for more than 10 days at a stretch without sufficient ground and prior intimation, will not be allowed to continue his/her studies at the College.
4. They should keep the college clean and tidy and also should not damage the College properties like the walls, doors, windows, tables, benches, black boards etc, by pitching, pasting poster or by writing.
5. Only enrolled students of the College and their parents shall normally be permitted to enter the College campus.
6. Students are bounded by duty of every student to abide by the rules and regulations of the college.
7. They have to maintain the rules of book lending and keeping silence in the college library.
8. Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves. They should behave in a proper manner with all teachers, staff members, employees and other students of the College.
9. Maintenance of discipline within the College campus is of utmost importance; hence disturbance of the academic pursuit at any manner will not be tolerated.
10. Students must be punctual and regular in attending classes. The percentage of attendance in classes fixed by the Authority is mandatory (i.e. 75%). Anyone who fails to adhere to this shall not be permitted to appear for the examinations.
11. During college hours, no student is allowed to attend coaching classes, join other courses of study or engage herself in any other related activity outside the College premises.
12. Use of Mobile/cell phone in the corridors, classroom and Library is strictly prohibited.
13. They must rise when the Professor enters the classroom; remain standing till they are directed to sit, or till the Professor takes his/her seat. When the attendance roll is called, each one must rise and answer to his/her name or register number.

14. Students should be seated in their respective Lecture Halls at the stroke of the bell. Students are not to loiter about in the corridors or make any disturbance. Students are expected to make use of the library during free periods. Movement of students in the corridors of the College buildings during lecture hours or sitting on the steps of the stair or at the entrance of the College is not permitted.
15. Girls are expected to dress modestly. The college uniform is to be wearing on the day's prescribed and/or special occasions.
16. Participate actively in class activities, co-operate with others in group activities and complete Assignments and Projects in time.
17. Be polite and respectful to all others at the College and in the wider community.
18. Follow all College policies and procedures.
19. Use your own email when emailing teachers and other staff of the College, check your email regularly and respond to messages promptly.
20. Ensure College has your current details including your phone number and address.
21. Do not bring illegal substances or dangerous items into the College or arrive at the College intoxicated or under the influence of any illegal substance.
22. Do not behave aggressively to the College Staff or Other Students.
23. Be knowledgeable of and comply with the College policies as outlined in the Student Handbook, College Brochure, and Course Syllabi.

Departure/Withdrawal from College:

A student who is withdrawing from the college has to make a formal withdrawal by completing the "Withdrawal from college" form obtainable from the General Office.

Consequences of Breach of College Rules:

Ignorance of the college rules and regulations is not an acceptable reason/excuse. The Student Management Committee, with the authorization of the college administration, has the right to mete out disciplinary actions deemed fit against any student(s) caught violating the Code of Student Conduct.

The Principal, teachers, non-teaching staff and students are requested to carry out the code of conduct framed by the MGE Society and the College. All parties are further expected to uphold the prestige and glory of the institution by maintaining peace and discipline.