



CHINTAMANI COLLEGE OF ARTS & SCIENCE ,GONDPIPRI DIST:CHANDRAPUR

UGC Recognised 2F College Affiliated to Gondwana University,Gadchiroli,(MS),India
ISO 9001:2015

CODE OF CONDUCT FOR PRINCIPAL:

- The Principal of Institution should always be punctual, disciplined, objective, supportive and protective. Besides, the following traits are expected from the Principal.
- He/She has to chalk out guidelines and plan to carry out the vision and mission.
- He/She has to inculcate research development activities among students and teachers also promote industry institution interaction
- He/She should listen the student's ideas and set a supportive tone.
- He/She should have strong leadership skills.
- He/She should be clear about disciplinary actions for all the members of faculty, non-teaching staff and students.
- He/She should have ability to carry out responsibilities and challenges.
- He/She ensures about the staff and student that they are conscious of rules, policies and procedures laid down by the college and implement them appropriately. Recommend and forward communication to the authorities.
- He has to educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Empower all his staff and students to reach their maximum potential.

FOR NON TEACHING STAFF :-

- **Non teaching staff should be regular.**
- **They should report to duty at least 30 minutes in advance of their scheduled time.**
- **They should not go anywhere during their duty time or working hours.**
- **They should be honest and loyal and should follow laws and regulations of the college. He should give respect and maintain the hierarchy in the Administration.**
- **Maintain honesty, integrity, fairness in all activities.**
- **Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public .**
- **Must not disclose official secrets, damage, erase 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 Face book, Whats app, etc during the working hours.**

FOR TEACHERS:-

- **A professional code of ethics outlines teachers' main responsibilities to their students and defines their role in students' lives.**
- **Above all, teachers must demonstrate integrity, impartiality and ethical behavior in the classroom and in their conduct with parents and coworkers.**
- **It shapes the character, calibre and future of an individual.**
- **Besides, the teachers have to Maintain the admiration and dignity of the teaching profession.**
- **Help, guide, encourage and assist students in their learning.**
- **Interact with the students in a friendly manner.**
- **Afford an innovative and quality education to pupils.**
- **Be fair and discriminative against students.**
- **Abide by the rules and regulations of the institution.**
- **Abide by the procedures to ensure student's safety.**
- **Should maintain good teamwork with fellow teachers.**
- **Should be an accountable person,who interrelate positively with parents and other stakeholders in educating the students.**
- **He should be a good counsellor and facilitator.**

FOR STUDENTS:-

- **College uniform is compulsory to all students except Thursday.**
- **Also casual wear are not allowed. Uniform should be clean and neat.**
- **Student should be inside the class before the entry of teacher. Also, he cannot go outside without the permission of the teacher.**
- **He can't leave the college campus before last period or practical.**
- **Students who violate this rule will have to face disciplinary action.**
- **The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship.**
- **Any behaviour contrary to this spirit is deemed unlawful and punishable.**
- **Student should use library during leisure hours they should not be present in the classrooms.**
- **When a teacher enters the classrooms, the students should keep standing until they are asked to sit or until the teacher takes his/her seat.**
- **Late comers are not allowed from entering the classrooms.**
- **Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.**
- **Students should handle the furniture and other properties with care.**
- **Damage to the furniture will lead to penalty or suspension from college.**
- **Students should stay away from any anti social activities.**
- **Students should wear their identity cards (if available) inside the campus daily.**
- **Ragging is not allowed in the campus as well as out of the campus.**
- **Damage fee will be collected for any damage caused by them knowingly or unknowingly.**
- **Without the prior permission of Principal or concerned teacher visitors are not allowed to meet the students.**
- **Students should take care of their belongings. The institution will not be responsible for any loss.**

**Asst.Prof.Ms.P.S.Chandel,
Contact : 9766778573
Co-ordinator
Discipline Committee**