

**SMT. VATSALABAI NAIK MAHILA MAHAVIDYALAYA, PUSAD.**

**DIST. YAVATMAL.**

**CODE OF CONDUCT**

**(FOR PRINCIPAL, TEACHING & NON TEACHING STAFF)**

**Eligibility—**

All employees across all levels & all locations.

**Objectives—**

To establish statutory compliance & a guiding document for 'Code of Conduct.'

**1) Dress Code –**

Employees should be aware that working for an educational institution carries a lot of responsibility, one of them is being dressed appropriately to suit the environment taking this into consideration and employees are instructed to abide by formal dress code on all working days including official visits outside the campus.

**2) Disabilities Policy--**

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability, if the person is qualified & able to perform the 'essential functions' of the job with 'reasonable accommodations.'

**3) Drug & Alcohol Free workplace Policy—**

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institution is prohibited by the institution's policy. All employees must as a condition of employment ( a ) abide by the institution's policy on controlled substances, and ( b ) inform the institution of any conviction of a criminal drug statute which occurs, within 5 days after such conviction.

**4) Equal Employment Opportunity—**

It is a policy of the Institution to give equal opportunity to all employees & applicants for employment without regard to religion, race, creed, cast, color, sex, disability & age. The policy applies to initial employment, promotion, compensation &

termination Employees shall not be denied benefits, or otherwise be subjected to discrimination under any program or activity of the Institution.

**5) Sexual harassment—**

Sexual harassment of employees at the institution is prohibited & shall subject the offender to dismissal an other conditions. Unwelcome sexual advancements, requests for sexual favour & other verbal or physical conduct of a sexual nature constitute sexual harassment when;

- a) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing.
- b) Submission to or rejection of such conduct is used as a basis for employment affecting an individual.
- c) Such conduct interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

**6) Soliciting / Canvassing—**

Canvassing, placing signs & posters for solicitation purposes chain letters, & collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institution's resources & facilities. Any faculty member found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

**7) Personal Conduct—**

The institution expects all employees to follow rules & regulations & standards of Courtesy, conduct & cooperation. The following are examples of actions, which are unacceptable to the institution & may result in disciplinary action or termination of employment.

- Insubordination
- Theft

- Conviction of a felony involving moral turpitude
- Bringing discredit to the institution
- Falsifying records, reports or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks.
- Habitual absence or tardiness
- Job abandonment

**8 ) Safety**

Safety on the job & care of property & employees are the responsibilities of all employees. Every effort should be made to avoid careless work habits. It is necessary to report unsafe working conditions & any on-the-job-injury, regardless of severity, to the departmental head (HOD) immediately the Human Resources Office also is to be notified immediately of the injury. A qualified doctor is available on the campus along with a fully equipped clinic during the work timings & is also available on call for emergencies. Basic medicines are also provided to all the employees free of charge.

**9 ) Confidential Information—**

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information will have suitable action taken against him / her depending on the severity of the matter.

**10 ) Gratuities-**

Employees of the Institution shall not accept gratuities, courtesies or gifts in any form from any person or persons, corporations or associations that, directly or indirectly, seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

**11 ) Disruptive Behaviors—**

While supporting freedom of expression & peaceful dissent, the Institution, in the best interests of orderly operation & the preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any faculty or staff member. The institution stipulates that any employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity or any other activity authorized to be discharged or held on the campus of the institution is considered to have committed or act of gross irresponsibility & shall be subject to disciplinary procedures, possibly in dismissal demotion or termination of employment or admission.

**12) Outside Employment—**

Employment outside the institution is not permitted.

**13) Malpractices—**

No employee shall indulge in or encourage any form of malpractice connected with examinations or other activities of the institution.

**14) Grievance Redressal—**

Every employee shall represent his / her grievance for redressal, only through proper channel.

**15) Publications—**

No employee shall without proper sanction from the Management give talk on media or publish any statement either by name or non-related to institutional matters. Employees & superiors should contact the Appointed institutional HR Personnel ( HR ) immediately if assistance is needed related to these policies.

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(FOR PARENTS)**

- It is compulsory for the parents to bring their ward with them at the time of admission.

- Parents should read about fees structure, attendance and conduct of their ward and be attentive about the conduct of their ward.
- It is compulsory for the students to appear for unit test, test exam and to pass the exam or they will not be, permitted to appear for the university exam.
- Parents should be careful about the attendance and progress of their wards. They should follow the instruction given by the college.
- Parent's attendance will be compulsory regarding the problem of their ward.
- Parents should encourage their wards to participate in different competition for the overall development of the ward.
- Parents should attend parents meet and review the progress of their ward.
- Parents hereby informed about the time-table of the unit-test and exams held in 2017-18

First Unit Test

Second Unit Test

Third Unit Test

Fourth Unit Test

Test Exam

Exam Dates will be changed for semester pattern.

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**( FOR STUDENTS)**

Students are expected to adhere to the code of conduct. Non-compliance with the rules shall lead to dismissal from the college.

- Students shall fill every column of the application form carefully.

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior in the college campus.
- All students are expected to be present in the class well within time. Late coming will result in loss of attendance the corresponding lecture.
- All leave application shall be submitted in time for sanction by the principal.
- Students shall come to the college in approved uniform.
- It is compulsory for the students to be present for all the programmes arranged by the college.
- All the students shall wear their identity cards.
- Students are expected to maintain silence in the academic buildings to maintain decorum.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus.
- Misbehavior toward staff will be considered as a very serious case of misconduct.
- Student shall pay the fees before 15 Dec.
- It is expected that students should submit documents in the allotted time. Late submission will be.
- Students shall be present for the medical checkup.
- Students are not permitted to publish information about college, to meet management board or to form unauthorized union, without the permission of the principal.
- Any violation of the above rules will invite penalty in the form of warning, bringing of the parents or any course of corrective measure as found suitable by higher authority of the college.
- Ragging is an objectionable and liable to be a criminal offence. It is cognizable offence under Maharashtra prohibition of ragging Act 1999.