



The New Miraj Education Society's
Kanya Mahavidyalaya, Miraj

CODE OF CONDUCT

CODE OF CONDUCT TO BE FOLLOWED BY THE PRINCIPAL

1. The Principal is the academic and administrative head of the institution. He/she should work for the growth of the institution.
2. The Principal should ensure that the development of plans of the institution with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
3. The Principal should coordinate and motivate teachers, administrative staff and support the staff to carry out their respective roles more effectively.
4. Principal should be responsible for the smooth running of college curricular, cocurricular and extra-curricular activities.
5. Principal should work for common goal of providing effective education and mentoring to enable students to build promising careers and lifelong learning. Similarly, he/she should ensure the efficient and smooth administration especially for the staff for its service-related matters.
6. The Principal is the spokesperson of the Governing Body. He/She is required to participate in regional, national and international conventions, especially for the development of education.
7. It is the responsibility of the Principal to ensure the observance of the acts, ordinances, rules and regulations, other orders issued by the University authorities, other regulatory bodies and the Management, from time to time.
8. The decision should be taken with the help of various department heads, senior faculty members and various committees as required.
9. As the head of institution, the Principal has the responsibility to address and resolve all the issues concerned with the stakeholders of education. He/She has to maintain the healthy atmosphere for the overall development of the institution.
10. Principals should seek the assistance of the Governing Body of the Society in matters relating to the implementation of important decisions.

CODE OF CONDUCT TO BE FOLLOWED BY THE TEACHERS

(The Institution follows the norms of Shivaji University, Kolhapur)

1. Teachers should be committed to safeguard the interests of the students as the main objective of the teaching profession is to educate.
2. Teachers should not prevent any student from expressing her point of view, even if it is different from their own point of view. Instead, students should be encouraged.
3. He/She should try to develop thoroughly an educational environment.
4. All students should be treated equally regardless of caste, creed, gender, religion, socio-economic status. He/She should be completely objective in his/her behaviour with students.
5. The teacher should inculcate in his students a scientific and democratic outlook and make them socially oriented, patriotic and broad minded. It is part of his social responsibility.
6. The aim should be to motivate students to develop more interest and develop a sense of inquiry in search of knowledge.
7. Teachers carry out their duties consistently and diligently in the form teaching, practical, tutorial and seminar work.
8. Teachers should treat their colleagues with respect and cooperation, help them and share responsibilities with them. In the same way, administrative staff and supportive staff should be treated well.
9. Developing new educational policies and curricula, as well as planning a revised education system, should be an integral part of his/her professional duties.
10. The teacher will have to carry out the institutional, educational responsibilities such as admission process, examination duty and so on. He should also be participating in extra-curricular activities of the institution such as cultural programmes, outreach and extension activities, sports etc.
11. Teachers should have regular communication with the parents of the students as it is necessary for the improvement of the students and the institution.

12. The teachers must be confidential in the matters related to examination and should not be victim to any attraction.
13. Teachers should be aware of the social issues and participate in activities that will guide the progress of the society.
14. Teachers are abided by the rules laid down by the Government, University, Governing Body of the institution and Principal from time to time.

CODE OF CONDUCT TO BE FOLLOWED BY THE ADMINISTRATIVE STAFF

1. Administration staff should be punctual as their prior attendance is required daily for the commencement of college activities and smooth functioning.
2. The administrative staff should acquaint themselves with the college policies and adhere to them to their best ability.
3. They should perform their duties with honesty and integrity.
4. The administrative staff should show no discrimination on basis of gender, caste or religion.
5. They should be helpful and cooperative to the students and academic staff and try to understand their problems.
6. They should realize that it is the shared functioning that will generate a harmonious environment.
7. The administrative staff comes in contact with the parents of the students for the purpose of examination and other office work. They should be treated with restraint and politeness which will create a good reflection of the institution.
8. Administrative staff has normally access to confidential information related to examination and other matters related to other staff. Hence confidentiality is expected in such cases.
9. They should also be responsible for the proper use and maintenance of college equipment's and furniture's.

10. Administrative staff should abide by the rules laid down by the Government, University, Governing Body of institution and Principal from time to time.

CODE OF CONDUCT TO BE FOLLOWED BY THE STUDENTS

1. Students must follow the rules of discipline and identity in the college premises.
2. Students should be present in class at 7.15 am. Students who will arrive late will not be admitted to the class.
3. All the students should attend the classes regularly. Attendance of the students must be at least minimum 75% for the eligibility of the exam.
4. Students should read the notice boards of the college regularly.
5. It is mandatory for students to attend internal evaluation tests and unit tests.
6. Student should take part in all extra-curricular activities such as NSS, NCC, cultural events, career guidance programmes, sports activities, guest lectures, workshop/seminars, study tours, personality development programmes etc.
7. Students should handle the books in the library carefully. The study room should be used as much as possible.
8. Student should co-operate in keeping the campus clean and beautiful.
9. Students should safeguard the property of the college. Those who indulge in any misbehaviour will be subjected to strict disciplinary action.
10. Strict action will be taken against students who miss the lecture and wander here and there in the college premises.
11. Parents will be called to the college as the requirement to review the academic progress of the students.
12. Many schemes are implemented in the college by the institution for the welfare of the students in which the students should register.
13. Students should also behave well even out of the campus as it reflects the discipline of the college.

14. Students should not discriminate other students and teachers on the basis of religion, caste, gender, intelligence, disability, socio-economic status, language.
15. It is crime for students to carry dangerous chemicals, drugs, deadly weapons, flammable substances in the college premises.
16. All the students have to interact and behave very nicely with teaching and non-teaching staff.
17. Student should submit all kinds of documents (Examination forms, Scholarship form, Eligibility form etc.) whenever required and asked by the office within stipulated time. Failing to this, college will not be responsible for any kind of consequences from it.
18. Students should submit all kinds of complaints in written to the concern authority. Students can also avail the facility of complaint box.
19. This is mandatory to follow examination rules of Shivaji University and college. Any grievance regarding this will be admitted by the concerned college authority.
20. Students should abide strictly to the rules and regulations mentioned above. If not, severe action will be taken accordingly.

