

PURUSHOTTAM THOTE COLLEGE OF SOCIAL WORK

Narsala Road, Nagpur-440034 (MS)

CODE OF CONDUCT COMMITTEE

Teaching is a noble profession and teacher plays a very crucial role in shaping a student's career. The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen the institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management.

Code of Conduct Committee has been constituted with the following members:

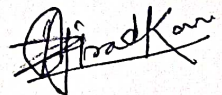
COMMITTEE MEMBERS:

NAMES

Dr. P.Y.Thote, Principal



Dr. Devanand Giradkar, HOD, HRD/HRM



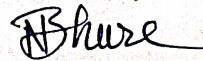
Dr. Sarla Dhabekar, HOD, C.D.



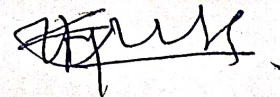
Dr. Ramprakash Borban, HOD, Physical Education



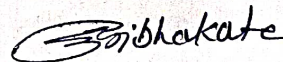
Dr. Nandashri Bhure, HOD, FCW



Dr. Sanjoo Utpure, HOD, MPSW



Dr. Shankar Jibhakate, Office Superintendent



About Code of Conduct Committee:

Teaching is a noble profession and teacher plays a very crucial role in shaping a student's career. The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management.

Roles and Responsibility of Code of Conduct Committee:

- Identifying the code of Conduct for the following stakeholders Students Teachers Administrators Other staff
 - Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
 - Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.
 - Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
 - Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
 - Plan and organize in coordination with the IQAC professional ethics programmes for students, teachers, administrators and other staff.
 - Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programmes, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews.
1. The male staff members have to wear pants and slack shirts.
 2. The male faculty members should wear shoe.
 3. The female staff members should wear saree.
 4. Faculty members should handle the subjects assigned by the principals.
 5. They should complete the syllabus on time.
 6. Tutor system must be effectively implemented. They shall monitor both the academic / the personal activities of the students assigned to them.
 7. They should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
 8. They should maintain the respect the right and dignity of the student in expressing his / her opinion.
 9. They should maintain decorum both inside and outside the classroom and set a good example to the students.
 10. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

11. They should perfect in carry out the extracurricular, co-curricular and organizational activities to be assigned to them.
12. No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the college campus.
13. The faculty should report for duty even if they are on vacation if called for to attend to any important duty that may arise.
14. Usage of Cell Phone inside the classroom is strictly prohibited.
15. Faculty should utilize the facilities available in the college efficiently for the improvement of the students as well as for their academic development only.
16. All the faculties are responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway.

Code of Conduct for Principal

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Admission of students, maintenance of disciplines of the Institute.
4. Receipts, expenditure and maintenance of true and correct accounts.
5. The overall administration of the Institute and recognized Institution and their libraries and if any. 6. Correspondence relating to the administration of the Institute.
7. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students' welfare activities of the Institute and Recognized Institution and maintenance of records. 8. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
9. Overall supervision of the University Examinations.
10. Observance of provisions of Accounts code.
11. Maintenance of Self –Assessment Reports of teachers and their service Books.
12. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Leave (Teaching / Non-Teaching)

1. Staff members are expected to log their attendance at the respective timings in a manner prescribed by the college. Bio-metric system is kept in the campus for the recording of attendance, while entering and leaving the college.
2. Casual leave for 15 days for the Calendar year (i.e. January to December) will be allowed.
3. Maternity leave for women faculty is six months.
4. Leave on Duty for 15 days is allowed for one Academic year (i.e. June to May)

5. The Staff members in the service of the college can do higher studies only after the consent and knowledge of the college management.

6. The Staff members should be present in the College / Department at least 10 minutes before the college time.

Code of Conduct for Librarian:

1. To prepare and issue of Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up return of books issued to students and staff members.
4. To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
5. To receive requisitions and issue and receive books from students, staffs following complete procedure.
6. To display new arrivals by photocopy of the cover page of the books and journals
7. To receive international journals & magazines and highlight important articles, news.
8. To update and maintain files of paper cuttings.
9. To compile back volumes of journals and periodicals and arrange for binding and stacking.
10. To see that library is in a presentable and tidy condition at all the time.
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day wise records of visits of students/staff faculty members in library.
13. Display of cuttings of newspapers on education /social matters on notice boards.
14. To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
15. To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
16. To take care of library automation & update the same from time to time
17. To carry out 100% annual verification prepare list of books which one outdated & damaged beyond use.
18. To regularly under take binding of books which are damaged.

Code of Conduct for Students

1. It is obligatory on the part of the student to abide by the rules and regulations of the College for maintaining good standard, discipline and individual progress.

2. The students must behave very decently in the college campus. Their manners should not cause any disturbance to other students, to the public and to the smooth functioning of the college.
3. The students should always wear apron (A dress code of college) and the identity cards inside the College campus.
4. The students must follow the dress code to maintain the dignity and decorum of the College.
5. Smoking is strictly prohibited inside the college campus. Students found intoxicated will be dismissed immediately from the College
6. Two-wheeler riders should wear helmets and must possess valid Driving Licenses. Students should park their vehicles in an orderly manner only in the sheds meant for the purpose
7. Students are directed to co-operate with the authorities in keeping the college campus clean and tidy. They must avoid writing on walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dust bin provided for the purpose.
8. Every student should handle the college property with care. Damage caused to college property will be charged to the accounts of the students concerned.
9. Polythene covers are prohibited inside the college premises.
10. Students who indulge in any kind of malpractice will be investigated by a committee comprising of the principal.
11. The student should not take part in any violent or unwanted activities regarding politics, community and religion.
12. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the principal.
13. Loitering and making noise in the college campus are strictly forbidden.
14. Students must be punctual for all classes. Students should leave the classroom only after the staff member has left the class.
15. In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum.

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NOTICE

The following is the constitution of code of conduct monitoring committee. All the members of the committee are hereby requested to prepare a code of conduct Hand Book for the students, teachers and the administration to be implemented by the college. It is also further requested to recommend necessary awareness programs to the concerned committees on the regular basis.

Name of committee Members:

Dr. P.Y.Thote, Principal

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Dr. Devanand Giradkar, HOD, HRD/HRM

Giradkar

Dr. Sarla Dhabekar, HOD, C.D.

Dhabekar

Dr. Ramprakash Borban, HOD, Physical Education

Borban

Dr. Nandashri Bhure, HOD, FCW

Bhure

Dr. Sanjoo Utpure, HOD, MPSW

Utpure

Dr. Shankar Jibhakate, Office Superintendent

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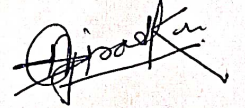
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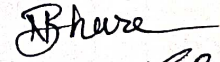
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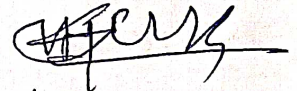
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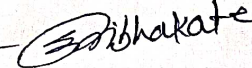
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