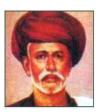# MAHATMA JYOTIBA FULE ARTS COLLEGE
ASHTI DIST GADCHIROLI

I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS DISCIPLINE

♣ The student must observe and strictly follow the disciplinary rules and regulations of the college.

♣ Any act of indiscipline or misbehaviour by any student will attract punishment.

♣ Damage to the college & campus property due to negligence/lack of care would lead to punishment and compensation for loss caused.

♣ Students shall only use the waste bins for disposing waste materials in classrooms, offices and ground to make the college campus free from plastic and other litter.

♣ Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.

♣ No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.

♣ Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.

• Disciplinary action will be initiated against students indulging into teasing, molestation, ragging, harassment, bullying and untoward incidents.

• All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/ Guardian of the students' and with the written consent of the principal.

♣ Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College. Handbook of Code of Conduct

♣ Any case of criminal activity or violation of law and order in the College Campus will be reported to the police. I-CARD

• Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card.

• I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt/Form.

• The student should collect his / her I- Card as per instructions from office.

• The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.

• At the time of issuing a book, the Identity Card cum Library card must be presented. Without I-Card the reader may be refused the use of the Home Lending facility.

• If student has lost library card or I-card, it should be reported immediately to the librarian with an application.

HUMAN VALUES

♣ Be conscientiously honest in all academic activities and with all the stakeholders of the institute.

♣ Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.

♣ Believe in loving, sharing and caring.

DRESS CODE

♣ Students are expected to wear college uniform regularly.

♣ Dress code should be strictly observed. MOBILE PHONE

♣ The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.

♣ Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

 ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING AS PER THE DIRECTIONS OF HON'BLE SUPREME COURT OF INDIA. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

♣ Cancellation of admission and also debarment from taking admission in any institution in India.

♣ Suspension from attending classes.

♣ Withholding/Withdrawing scholarship / fellowship and other benefits.

♣ Debarring from appearing in any test/examination or other evaluation process.

♣ Withholding results.

♣ Debarment from representing the institution in any regional, national or international meet, tournament, youth festival etc.

♣ Suspension / expulsion from the institution.

♣ Collective punishment if larger numbers of students are involved in the act of ragging.

♣ An FIR filed without any exception with local police station. ATTENDANCE

♣ Student should be regular in attendance for all sessions during the day.

♣ Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.

♣ If the student is found irregular in attendance, disciplinary action will be taken and the same will be informed to the parents.

♣ The student coming late shall not be allowed to enter the class.

♣ The student must report about the sickness to the Institute.

♣ On no account will students be allowed to remain absent for any end semester examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

♣ The student should complete all the Practicals and Term – work such as Assignments and Projects and Unit Tests, etc.

EXAMINATION

♣ Candidates must appear at the examination hall half an hour before the commencement of the examination.

♣ Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Gondwana University, Gadchiroli, it will not be returned in any circumstance.

♣ Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.

♣ A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.

♣ All students should follow the rules of Gondwana University published by university examination department.

CODE OF CONDUCT FOR PROJECT/ASSIGNMENTS etc.:

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

II: INSTITUTIONAL CODE OF CONDUCT FOR STAFF DISCIPLINE

• All staff of the college is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to the college assets including all kinds of physical assets, movable and immovable property.

• All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.

 • All staff shall devote their time and their best efforts for the progress of the Institute.

 • Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.

 • Staff must be punctual, sincere and regular in their approach.

• Staff must attend all functions of the college as per the instructions of coordinators and the principal.

• Staff must refrain from any form of harassment or unlawful discrimination based on the existing legislative requirements.

 • Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve the Institutional goals.

• Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

• The Faculty Member should show no partiality to any segment / individual student. LEAVES

 ♦ Staff shall get casual leaves, medical leaves; earned leaves and vacations as per UGC & Maharashtra Government and Gondwana University Rules. III:

CODE OF CONDUCT FOR TEACHING-STAFF DISCIPLINE

 ♦ The Faculty Member should report to the college at least 05 minutes before the commencement of college timing.

♦ The work plan of teaching staff should be in consistent with regard to the roles, jobs and targets assigned to them by the Institution. LEAVES

• Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / invigilation. In case of emergency, the Principal or any person so authorized by him must be informed in person or over telephone, or through SMS / Whatsapp message.

CONTINUOUS ASSESSMENT

• Once the subject is allotted the staff should prepare lecture wise lesson plan/teaching plan.

 • The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.

• The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.

• The staff should get the feedback from students and act / adjust his/her teaching appropriately.

CLASSROOM TEACHING

• The staff should engage the full 48 minutes lecture in the most effective and efficient manner.

• The staff should use student-centric teaching methodologies like experiential learning, participatory techniques of teaching for effective teaching-learning experience.

• The staff should use Information Communication Technology (ICT) for effective delivery of lectures as and when the content requires.

• The staff should undertake innovative teaching techniques.

• The staff should encourage students to ask doubts / questions.

• The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.

• The staff should motivate the students and bring out the creativity / originality in the students and should make himself / herself available for doubt clearance.

• Every teaching staff should demonstrate a high standard in teaching and learning by:

- engaging students in their learning

- working to achieve high level outcomes for all students

- maintaining records to manage, monitor, assess and improve student learning

- using research and student achievement data to inform professional practice

- engaging in reflective practice and developing their professional knowledge and teaching skills

- supporting the personal and professional development of others

- providing constructive feedback to colleagues that is considered positively and

- become helpful for further growth and development

- assisting in developing and mentoring less experienced staff members

- accepting responsibility for their own professional learning and development