

Late Chindhuji Laxmanrao Purke Shikshan Prasarak Mandal's
INDIRA GANDHI KALA MAHAVIDYALAYA,
RALEGAON

Affiliated To Sant Gadge Baba Amravati University,
Amravati.

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A MANUAL OF CODE OF CONDUCT FOR STAKEHOLDERS



PREFACE

This manual of Code of Conduct is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of administration and other educational activities. The college has a great vision of preparing the students to serve the society by their all-round development viz. communication skills, leadership quality, group work, presentation skills, technical skills, ethics, general aptitude etc. This document incorporates the working of various stakeholders for the betterment of the institute and enhancement of quality of administration and discipline. It has, therefore, been a fruitful endeavor preparing this manual on code of conduct. The undersigned, heartily thanks all those who have made the venture successful.

This manual is meant to be dynamic document; provisions have been made in this manual for suitably amending the various rules, tenure and provisions whenever it is necessary with permission of the concerned authority.

This manual will come into force from the day the “Declaration of Adoption” contained herein is signed by the Principal

Principal
I.G.K.M., Ralegaon

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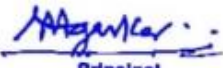
Declaration of Adoption

On this day, the 21st August 2020, I declare that this manual on code of conduct for stakeholders is formally adopted for the use. The manual will remain in the force from this day until it is amended or replaced by another manual following the relevant procedure laid down herein for such purpose.

In testimony of this declaration, I place my signature and official seal of the college

Date: 21st August 2020

Place: Ralegaon


Principal
Indira Gandhi Kala Mahavidyalaya
Ralegaon, Dist. Yavatinal

About the College

Education teaches us to strengthen the down trodden in the society and to make the world a better place than when we found it. Prof. Vasantrao Chindhuji Purke, Founder of Late C.L. Purke Shikshan Prasarak Mandal , Darda Nagar , Yavatmal , a great literary figure in Marathi literature is such a person who embodied this purposefully and carried through his whole life. His heart is in education and his roots are in education. He teaches us how education can be made available to rural & tribal students from diverse backgrounds, irrespective of religion, caste, economic strata and academic performance. In earlier years, to make them competent, in this competitive & global world. Our visionary leader Prof. Vasantrao Chindhuji Purke started Indira Gandhi Kala Mahavidyalaya at Ralegaon in 2009, with finger counted quantity of students, to extent the higher education in remote, rural, tribal & undeveloped area. This year Indira Gandhi Kala Mahavidyalaya steps into 12th year of its existence and serving to nation. Right now we are running this institution along with approximately more than 600 students including Science & Technology and Humanities. We committed not just to teach but to educate, not just to mould the mind but to develop generations. Education is such a platform of knowledge that we illuminate the lamp of knowledge in the huts of poverty stricken, labour, farming society with it. Taking this view into consideration, Indira Gandhi Kala Mahavidyalaya started at Ralegaon. The college was established with clear vision. The main objective of the college is to contribute in educational aspect in such a way that it will enhance the personality of the students & to emerge good citizens of our country. Naturally, we have the students from diverse background, different religions, castes and creed. To utilize the rural youth power is critically important for India on its growth path to become global power. We are empowering the youth by providing the right skill-sets and the environment to unleash their potential. Though we are not blessed by any financial aid from external sources, the institution have created sufficient infrastructure for enrichment of teaching learning process.

On the academic front, the college is taking efforts for the young generation to make them capable for the employment and the betterment of their future. The institution is very much aware that the dimensions and quality of education keeps on changing with a time. We are bound and committed to impart quality education to the students to face challenges in the ages to come. Indira Gandhi Kala Mahavidyalaya ,Ralegaon, presently affiliated to the Sant Gadge Baba Amravati University, Amravati (MS). The Humanities under graduate programme began in the college in 2009 and in 2010 Science faculty. The college had a meteoric rise and developed into a premier institution of education. This is the only one college with magnificent Architectural Heritage, spread over 4.5 acres of land in Ralegaon. The college outreaches to the widest range of students from backward as well as tribal area. Giving appropriate emphasis on curricular and co-curricular activities, college attempts to develop all rounded personalities through teaching. Indira Gandhi Kala Mahavidyalaya is committed to empowering students to think independently; to understand the complexities and challenges of today's life and transform them into opportunities; to set benchmarks for others and finally to optimize the change they seek to bring in the world and like torch bearers, lead it towards a brighter future. Upholding the noble traditions lay down by the founders, the institution surges ahead towards excellence.

The College offers 02 U.G. programmes i.e. B. A. and B.Sc. with 17 subjects Marathi, Marathi (Literature), English, English (Literature), Political Science, Economics, Sociology, History, Physical Education, Music, Geography, Home Economics, Physics, Chemistry, Mathematics, Botany and Zoology. The continuous research work is carried out by most of the faculty members. Students passing percentage of our college is always good. In addition to the conventional academic activities, our college undertakes several co-curricular and extension activities for the overall personality development of the students.

IGKM Management

The institution Indira Gandhi Kala Mahavidyalaya, Ralegaon has its rich history almost from 11 years. It is always stood for the betterment of society. Our visionary leader Prof. Vasantaoji Purke , founder member of the institution, wanted the youth of this rural and tribal area to have higher education, with open access system, irrespective of caste, creed and colour. In order to impart the higher education to rural, backward and economically weak tribal youth, institution is taking painstaking efforts since its inception.

Responsibilities of Head of Department

- Administration of the department.
- To display notices, mark sheets, attendance sheets etc. pertaining to the students
- Review of academic activities of the department periodically.
- Interaction with other institutions, Universities at state, national and international levels.
- Student's counseling.
- Continuing education activities.
- Evaluations of tutorials, assignments, journals and answer papers.
- Teaching, laboratory development, writing of books & ensuring attendance of students as per University norms
- Planning and implementation of instructions received from Principal.
- Organize parents meet in association with Teacher& Parent.
- Interaction with industry.
- Consultancy Services.
- To Maintain dead stock and consumable registers with the help of lab in-charge.
- Involvement in curricular, co-curricular and extra-curricular activities.
- Organizing seminars, workshops, conferences and trainings for teachers and professionals.

- Student's assessment and evaluation.
- Developing resource material for teaching and learning.
- Extension of services to the industry and community.
- Curricular, Co-curricular and extra-curricular activities.
- To motivate faculty members for Publication of research papers, articles & Books
- To motivate faculty member for participate in seminars/conferences/workshops.
- Participation in college level administration
- Contribute to the activities sustaining accreditation of the institute.
- Examination work pertaining to college and university such as organizing supervision and assessment etc.
- Arrangement of remedial coaching.
- Any other duties assigned by the Management and Principal from time to time.

Responsibilities of Assistant Professor

- Teachers must be enthusiastic in taking up the subjects allotted to them by the Head of the Department.
- They should prepare a teaching plan to be followed through the semester.
- After completion of each topic, they should give assignments to the students and return them after corrections and evaluation.
- Mentor-mentee scheme must be followed and the mentor teacher should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.
- Teachers should evaluate the answer sheets of the students for two Sessional and one pre-university examinations conducted during the semester, show the answer sheets to the students and display the marks.
- They should mentor the students in a way that human and ethical values are inculcated in them.
- They should responsibly conduct regular classes, practical's and also take extra classes whenever necessary.
- They should seek to make professional growth continuous through study and research.
- They should maintain active membership of professional organizations and strive to improve education and profession through them.
- They should Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, and with dedication;
- They should discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

- They are abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- They should co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students

Teachers should:

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace among students
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;

Teachers and Authorities

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions.
- Adhere to the terms of contract;

Teachers and Non-Teaching Staff

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational Programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Code of Conduct for Assistant Professor

It is accepted that teaching is the noblest profession and it can shape the character, caliber and future of an individual. A teacher can inspire and ignite the students and instill amongst them a sense of love for learning. Hence, the teachers of the college are expected

- To love his /her students and love his/her profession by upholding the honor and dignity of the teaching profession.
- To abide by the rules and regulations of the institution, government and affiliating university.
- Abide by the procedures to ensure student's safety.
- To provide an innovative and quality education to students.
- To be impartial towards his/her students.
- To interact with the students in a friendly manner.
- To co-operate and collaborate with fellow teachers.
- To be responsible, interact positively with parents and other stakeholders in the interest of the students.
- To be good friend, and to guide, assist, counselors and facilitators to his/her students.
- To behave as a model for his / her students in all respects.

Code of Conduct for Non-teaching Staff

The members of the Non-teaching staff are crucial in the college administration since the students need their help for various purposes. Hence the college has prescribed certain Code of Conduct for them. The following traits are expected from the Non-teaching staff. A member of the non-teaching staff has

- To report to duty at least 30 minutes in advance and remain on duty during college hours.
- To adhere strictly to the laws and regulations of the institution, Government and affiliating university.
- To respect and maintain the hierarchy in the college administration.
- To maintain honesty, integrity and fairness in all activities.
- To must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- To exercise self-discipline and restrain at all times and deal positively with staff, students and parents.
- To must not be absent from duty without official approval or approved sick leave.
- To avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.
- To treat the issues related to the student in sympathetic and serious manner.
- Not to misappropriate college finance and properly.
- Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean and updated.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.

- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- For articles damaged by the students, a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- They should not handover any documents to the outsiders or non-relevant person.
- They should also maintain the confidentiality of the documents, papers or records of the college.

Code of Conduct of Lab. Attendant

- To ensure safety of the students in the laboratory
- To draw the lab schedules for the students and display on the notice board
- To record and maintain the attendance of the students
- To ensure discipline of the students in the laboratory
- To assist the teacher conduct lab examination as and when required.
- To assist the faculty member in conducting lab sessions of their students
- To maintain the dead stock, consumable and semi consumable registers & fin collected registers of respective laboratories
- Maintenance of all instruments/equipment's in the respective laboratories
- To carry out any other duties assigned by the faculty member /Head/ Principal
- To check at least once in a week working of instruments & equipments.
- To prepare the requirement of consumables for the lab and place indent for the same.

Code of Conduct Lab. Assistant

- Weekly planning and execution of class wise practicals and activities in consultation with subject teacher.
- Guidance for the students to conduct Practical's and activities.
- To assist Assistant Professor in Science Club or any other work related to projects and seminars.
- Procurement of materials and equipment's for laboratory as per norms in consultation with Head of the Department.
- Maintenance of Laboratory equipment's , labeling and arranging equipment's and specimens in proper order.
- Attending monthly staff council.
- To ensure that Laboratory is kept clean and in orderly manner with proper labels on flask containing the chemicals , material etc. and an index of the items which could be pasted on the cupboard etc with the help of Lab. Attendant.
- To see the apparatus are washed clean and place in proper place after the practical's are over.
- To note any breakage occurred during the conduct of the practical's or otherwise and register the same on the breakage register.

Code of Conduct of Peons

- To maintain the academic atmosphere of the College through the works assigned to them.
- They are not allowed to sub-delegate the responsibilities entrusted to them without the prior permission of the principal.
- They are not allowed to leave the College campus during the working hours unless permitted by the principal.
- They should adhere strictly to the laws and regulations of the College.
- On unavoidable circumstances, they can take leave on working days. They should get permission from the Principal and inform the leave to the immediate superiors for the proper functioning of the offices.
- They should deal with students, staffs and colleagues with respect and courtesy.
- They should maintain honesty, discipline, fairness and justice in their official duties.
- They should refrain from the use of alcohol, tobacco products and other intoxicants in the campus and also from receiving bribes of any type. Moral uprightness is expected from all staff members.
- If anyone raises complaints against the functioning of any section, he/she should be directed to the Head Clerk. Matters beyond the jurisdiction of the Head Clerk should be referred to the Principal without any delay.
- They should not handover any documents to the outsiders or non-relevant person.
- They should also maintain the confidentiality of the documents, papers or records of the college.

Code of Conduct of Librarian

- To prepare and issue of Library cards to students and staff.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine
- To display new arrivals by photocopy of the cover page of the books and journals.
- To receive journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and stacking
- To maintain the day wise records of visits of staff & faculty members in library .
- Display of cuttings of newspapers on education and social matters on notice board
- The list of requirement of book and others should be submitted to the principal for further procurement.
- To ensure discipline of the students in the library.
- To effectively encourage faculty & student to use e-journals, reference book and others.
- Regularly undertake binding of books and journal volumes which are damaged.
- Any other matter assigned by Principal from time to time.
- To maintain the visitors book & students attendance.
- To arrange the meetings of library advisory committee.
- To organized various programmes related to library & other activities.
- To update the libraary database in offline and online mode.
- To maintain and update the softwares and other ICT tools.
- To upload the current information of library on college website.

Code of Conduct for Students

- Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem, they should meet the Head of the Department or Principal of the college.
- Uniform and Identity Card is compulsory for each student in college campus.
- Students should park their vehicles in the place in vehicle stand..
- Students should not wander in the college campus by bunking the classes and practical's.
- Smoking, drinking and chewing 'gutkha' and other products are strictly prohibited in the college campus.
- Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
- Students should not click photographs in the college campus & avoid the use of cell phone strictly.
- Students are prohibited from bringing any such weapons in the college which would physically harm others.
- Students are strictly prohibited to scribble anything on the walls of the classroom & the toilet. If such a thing happens necessary action will be taken on them.
- Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation will be taken from them.
- Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.

- The rules of the office and the library are mandatory for each student.
- Students should not organize picnic or any other programme on their own without the permission of the Principal.
- If the students have any prejudices about the college, he/she should give complaint to the Principal and should not give any complaint, on their own to the newspaper and media.
- No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities and discrimination.
- Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- At the time of examination, electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
- The leaving certificates given to the college by the students at the time of admission will not be returned to the students. The students should keep the attested copies of them before taking admission.
- Action will be taken against students if it's found that they have made changes in any document on their own.
- Students will not be allowed to form any board or associations without the permission of the Principal.
- It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, term-end examination and behave badly in the college.
- Students should take admission in the college by filling in the form given by the college only.

- Students should take the receipts of the fees paid from time to time from the concerned clerk.
- Every student must complete average attendance of 75% in each semester. Students having low attendance will not be allowed to fill the examination form as per University norms.
- Students should strictly adhere to all the instructions displayed on the college Notice Board. Otherwise the student himself/ herself will be responsible for the loss.
- Bringing a dummy person as a parent in the college is an offence.
- Ragging is strictly prohibited in the college premises and outside. Action will be taken on student as per circular “UGC Regulation No.f-1-8/2006(C P PII) 4th March 2008 No.170. Legal action will be taken against them.
- Students will not be allowed to change the faculty and subjects taken during admission for any cause.
- The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
- If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.
- In case of any problem, personal or academic, students can approach their mentor or Class- teacher of the respective class or Internal Complaints Committee or Greivance Redressal Committee will help them to solve their problems and greivances.
- Students are directed not to bring any outsider into the college premises without prior permission.
- Students are directed not to collect any fund from other students or from outsiders without the written Permission of the Principal.

- Students should read the notices on the Notice Board regularly.
- Student must maintain silence in the classes, Library, Reading Room, Office, Laboratories and the corridors. When they are free they should make use of the college library and must not loiter in the college premises or assemble in the corridor. Loud conversation and shouting should be avoided.
- Student should clear all the dues before the end of the term / semester.
- Student should submit the internal assesment related records to the subject teacher.
- In case of educational tours student should take the permission of their parents along with the declaration form.

Code of Conduct for Parents

The parents are another important stakeholder for the college and they are expected to observe the following code of conduct in the interest of their ward and the institution.

They should

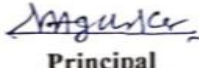
- Send their wards regularly to college.
- Constantly observe the academic and personal progress of their wards.
- Report to the Principal, HOD or teachers any issue related to their ward.
- Not to allow their wards to become addicted to smart phones, social media, online games, tobacco products etc.
- Attend the Parent-Teacher meetings without fail and give their feedback on the curriculum offered & infrastructure in the college.
- Inquire into the progress of their ward with the subject teachers and the HOD by being in constant touch with them.
- Guide their wards properly so as to enable them reach higher levels in career.
- Respond quickly to the correspondence made by the college to avoid loss of action.

Code of Conduct for Visitors

- No outsider shall enter the college premises without permission from the Principal.
- After entering in college premises, visitors should be polite, respectful and well mannered.
- Visitors should not cause harm to any property of the college including building, plantation and equipments.
- Consumption of alcohol, tobacco products and other intoxicants in any form, drug etc. is strictly prohibited in college campus.
- The college campus must be kept clean. Visitors should refrain from scribing on walls.
- Any kind of anti-social activities would not be tolerated in college premises. If anyone found doing so, would be reported to nearest police station.
- Visitor shall affix his signature along with is name in the visitors book.
- Visitor shall notify in the visitor book the purpose of his visit and the person he wants to meet.
- Visitors shall not go to places in college other than permitted places.
- Visitors shall not enter the premises in group.
- Visitors are allowed to meet Principal or faculty members during the specified time.
- Visitors shall not make unnecessary sound or indulge in conversation/argument in college premises.
- Visitors shall park the vehicles in the parking zone.
- Visitors shall be required to adhere to general rules of good conduct and behaviour.
- Visitors may register written complaints or grievances and submit the same to Principal.


Coordinator
IQAC
Co-ordinator
Internal Quality Assurance Cell
Indira Gandhi Kala Mahavidyalaya
Ralegaon




Principal
PRINCIPAL
Indira Gandhi Kala Mahavidyalaya
Ralegaon Dist. Yavatmal