



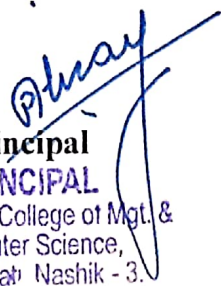
Mahatma Gandhi Vidyamandir's
Panchavati college of Management And Computer Science,
Nashik-03

Code of conduct for students:

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student.

Students are required to follow following rules:

1. Every student of the college shall abide by the rules of college discipline.
2. Students must keep their terms strictly in accordance with rules of college / university and UGC.
3. Students are advised to come to the College 10 minutes before commencement of their Classes Or Practical's.
4. Every student must carry his or her Identity card inside the campus. Any violation of this will lead disciplinary action.
5. Students must help to keep the institute campus neat and clean.
6. Students should wear Institute uniform or the formal dress as decided by the competent authority.
7. Use of Mobile phones in college premises is strictly prohibited. Any violation of this will lead disciplinary action.
8. Students are expected to read notices/circulars displayed on the notice board.
9. Spitting, smoking and throwing bits of paper in the premises should be avoided.
10. Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse, Laboratory misuse etc. should lead to disciplinary & penalize action.
11. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
12. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
13. No outsider is allowed to enter the college premises without permission of the Principal. Trespassers are liable for prosecution


Principal
PRINCIPAL
Panchavati College of Mgt. &
Computer Science,
Panchavati Nashik - 3.




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Code of Conduct for Teachers:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teaching Staff should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with Dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
9. 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 counseling.
10. 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.
11. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
12. Deal patly and impartially with students regardless of their religion, cast gender, economic, social and physical characteristics.
13. Represent the institution and enhance the reputation of the institution.
14. 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.


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Code of conduct for non-teaching or Administrative staff:-

Non teaching and administrative staff is as important as the teaching staff is. The attainment of college interest depends upon the availability of professional ethics in administrative staff. Every administrative staff member should follow the code of conduct for the development of the college and for the smooth functioning of the college activities.

Non Teaching Staff should:

1. The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned colleges, from time to time.
2. The Principal assign duties to the employees in respect of conduct of Maintenance of record, documents, data and students information must be secured; hence it is collective responsibility of every administrative staff member to make privacy and security of the record and information.
3. Every record must be accurate and should be useful for the college.
4. All the administrative staff of the college should avoid to perception of or actual conflict of interest that might compromise their integrity and objectivity. Every kind of personal / professional nature must be disclosed.
5. Avoid using any intoxicated materials, chewing of tobacco, pan and Gutkha in college premises.
6. Honesty and professional ethics are the core values of any profession and also very important for the development and integrity of the college.
7. Lobbing and grouping must be avoided.
8. Every member should ensure the safety measures and the protection methods during work and at the work place.
9. Every confidential information such as financial information, students' data, Research and Development activities must be protected.
10. Use dress code in the college premises.


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