

Shri Dadasaheb Gawai Charitable Trust Amravati's

**Ramkrushna Mahavidyalaya, Darapur**

**Tal- Daryapur, Dist- Amravati**

(Affiliated to Sant Gadge Baba Amravati University Amravati )

**CODE OF CONDUCT**

## **CODE OF CONDUCT FOR STUDENTS**

### **DISCIPLINE**

- The student must observe and strictly follow the disciplinary rules and regulations.
- Academic calendar Should be followed as per the schedule
- Misbehavior by any student will attract severe punishment.
- Students shall only use the bins for disposing waste materials in classrooms
- Any student found breaking the rule will be punished.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities
- 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
- The student should take his / her Identity Card and Library Card for Lending, from the Library at the beginning of the year. I
- The student should carry identity card with him / her regularly
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application

### **DRESS CODE**

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code. Students are expected to wear college uniform regularly. Students are expected to wear formal dress while on college campus.

### **ANTI RAGGING CELL**

- 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 debarred 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. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc. Suspension / expulsion from the institution. Collective punishment if larger number of students are involved in the act of ragging. An FIR filed without any exception with local police station.

### **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.

## **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.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute

## **EXAMINATION**

- Students must follow the rules and regulation as per the norms of the Sant Gadgebaba Amravati University Amravati

## ***CODE OF CONDUCT FOR STAFF***

- Staff must be punctual, sincere and regular in their approach.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve 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.
- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute 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.