



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S
BHIWAPUR MAHAVIDYALAYA

CODE OF CONDUCT

HANDBOOK FOR PRINCIPAL

CODE OF CONDUCT FOR TEACHERS

***CODE OF CONDUCT FOR NON-
TEACHING STAFF***

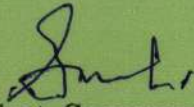
CODE OF CONDUCT FOR STUDENTS

18TH JUNE 2016

HANDBOOK FOR PRINCIPAL

- The success of any Higher Educational Institution depends on the persona of its leadership.
 - Principal is ought to adhere High Ethical Values to bring out the best in the system.
 - Principal as the Academic and Administrative Head should administer the Institution in a way which is acceptable to all its stakeholders.
 - Principal should lead by example.
 - Principal is set to listen to students' ideas and set a cooperative tone.
 - Principal should chalk out sustainable educational policies in order to execute the vision and mission of the Institution.
 - The welfare of the Institution should be of highest priority and failing to provide adequate supervision on and off the campus equates to total disregard for the position held.
 - Principal should by all accounts carry himself/herself with highest integrity and should avoid imprudent decisions that would result in the violation of rules.
 - Principal should refrain from unethical associations with students and staff. Any kind of communication of the Principal that is deemed wrong by the Management can invite disciplinary actions.
 - Principal should empower all the staff members and students to explore their maximum potentials without being biased and allowing the teachers and students to be creative in their educational pursuits by honouring their commitments to their own culture and heritage.
 - Principal should never withhold any vital information that should be made public.
 - Principal should report acts of alleged abuse to the authorities. Failure to do so may put the students and other stakeholders at risk.
 - Principal should be objective, fair, honest, law-abiding and protective.
- Besides the above, Principal should also;**
- Promote industry-institute interaction and endorse research oriented developmental activities.
 - Ensure that the staff and students are aware of its established rules, policies and procedures.
 - Monitor, manage and educate the internal administration of the Institution and take remedial measures / actions based on the stakeholder's feedback.

- Execute any other qualitative and quantitative work for the welfare of the Institution.
- Principal should take decisions in the larger interests of the students and its stakeholders.
- Principal should be impartial while initiating punitive measures in the larger interests of the Institution.
- Principal should stand by her/his words and honour all aspects of employment contract.



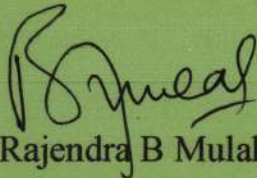
Smt. Sunnamala B Mulak

President

Backward Class Youth Relief Committee

Khamla, Nagpur

Chairman / Secretary
Backward Class Youth Relief Committee
Nagpur



Shri. Rajendra B Mulak

Secretary

Backward Class Youth Relief Committee

Khamla, Nagpur

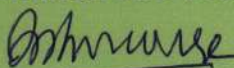
Chairman / Secretary
Backward Class Youth Relief Committee
Nagpur



CODE OF CONDUCT FOR TEACHERS

A profession which is noble in its attributes can inspire and ignite students' inner psyche and mould them into better human beings so as to enable them to understand various ways and means to lead purposeful lives. Besides, teachers have to:

- Be accountable and interact positively with all stakeholders.
- Endorse the uprightness, honour and dignity of the profession.
- Impart quality education.
- Be impartial while discharging duties.
- Interact with students in a friendly manner.
- Abide by the rules and regulations of the Institution.
- Give topmost priority to students' safety.
- Collaborate with fellow teachers.
- Be good counsellors and facilitators.
- Help, guide, encourage and assist students in their learning process.
- Update their subject knowledge regularly.
- Make substantial research contributions.
- Lead by example
- Acclimatize with the latest technologies for facilitating the teaching-learning process.
- Create question banks, notes, video lectures, quizzes, & other teaching methods for better understanding of the concepts.
- Avoid indulging in any sort of divisive politics at the workplace.
- Avoid instigating students, co-workers and other stakeholders against the interest of the Institution.
- Maintain the dignity and integrity of the profession as the image of the Institution and Teachers are two sides of the same coin.



Dr. Jobi George
Principal

Bhiwapur Mahavidyalaya, Bhiwapur

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur, Dist. Nagpur

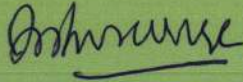


CODE OF CONDUCT FOR NON-TEACHING STAFF

The following attributes are warranted from Non-teaching staff. He / She must:

- Report to duty on time.
- Remain on duty during the office time.
- Adhere strictly to the rules and regulations of the Institution.
- Respect and maintain the legacy of the Institution.
- Maintain honesty, integrity and fairness in all activities.
- Exercise self-discipline at all times.
- Interact positively with staff, students and its stakeholders.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate public money.
- Must not be absent from duties without official approval.
- Avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours for personal benefits.
- Strictly follow the guidelines, Circulars and Academic Calendars issued by the University, the Institution and other authorities.
- Follow the standard procedures while doing the documentation of the official records of the Institution.
- Avoid sabotaging the image of the Institution in the public domain.
- Interact with students, visitors, teachers and academic peers with patience.
- Enhance administrative knowledge for the smooth functioning of the day-to-day activities.
- Maintain proper indexing of all the documents.
- Update all the documents for ready reference.
- Be punctual in discharging duties. Refrain from unethical practices which may invite disrepute to the Institution.

- Promote secular values.
- Avoid divisive office politics based on caste, creed and culture.
- Maintain congenial atmosphere in the Campus.
- Maintain cordial relations with fellow staff and authorities.



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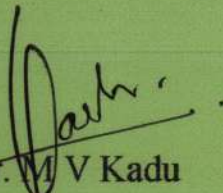
CODE OF CONDUCT FOR STUDENTS

Preamble

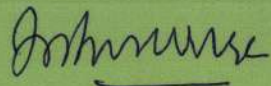
The students' code of conduct is envisioned to foster not only the educational qualities of the students but also to inculcate civic responsibilities in them so as to enable them to be better citizens. The status of an Institution depends on the quality of its students. In order to facilitate the learning process more conducive, the following rules are framed;

1. Every student shall put on College uniform.
2. All students are legally bound to abide by the rules and regulations of the Institution, which are enshrined in the College Prospectus.
3. The Institution expects all the students to foster healthy ambiance and congenial relationship throughout. Any act contrary to this, is deemed unlawful and punishable.
4. Students must make use of all sorts of learning resources available in the Central Library of the Institution.
5. Students must ensure that they reach campus on time.
6. Students who need to move from theory classes to laboratories for practical shall in all conditions maintain the decorum and discipline of the Institution.
7. Students should carry with them the prescribed course books.
8. Disfiguring the green boards, interactive boards and walls will be unacceptable to the authorities.
9. Students should handle the furniture and other properties of the Institution with care. Damage to the movable and immovable properties of the Institution will be penalized.
10. Students should stay away from anti-academic and anti-social activities.
11. Students should always carry their Identity Cards.
12. In no case students will be allowed to circulate any kind of printed materials or pamphlets.
13. Ragging in any form is a serious offence and it will be dealt with severely.

14. Visitors are not allowed to meet the students in the classrooms. In case of any emergency, the office staff will assist them to meet their wards with the prior permission of the Principal.
15. Students should take care of their belongings. The Institution will not be responsible for any loss.
16. Under all circumstances, students shall maintain the dignity, integrity and prestige of the Institution.
17. Students shall conform to the notices and circulars issued from the office of the Principal.
18. Students shall in all circumstances be punctual in filing their scholarship and free ship forms before the due dates.
19. Above all, the students are bound to be loyal towards their primary duties to the family, to the society, and also to the nation.


Dr. M V Kadu
IQAC, Coordinator
Bhiwapur Mahavidyalaya
Bhiwapur




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Principal
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