



Village Uplift Society's

Est : 1984

ANNASAHEB GUNDEWAR COLLEGE

GUNDEWAR MARG, CHHAONI, KATOL ROAD, NAGPUR - 440 013. (M.S.) INDIA
Website : www.gundewarcollege.com • E mail : Info@gundewarcollege.com, ag.college@yahoo.in

DR. GAJANAN B. PATIL

M. Com., M. A. (Eco.), M. Phil. (Com. & Eco.), Ph. D., M. B. A., M. L. S.
Principal

(O) 0712 - 2591008

Fax : 0712-2591735

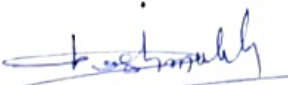
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Date : 15.08.2021

Code of Conduct for Non-Teaching Staff

Administrative/ Support staff would

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.
12. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
13. Maintain their professional knowledge & skills updated himself / herself professionally for the proper discharge of duties assigned to him/her.
14. Must join/attend the duty punctually every day.
15. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
16. Respect the right and dignity of the student for assisting them any kind of help/guidance etc. Speak respectfully and behave with polite to the everyone of the college.i.e. The Principal, teachers, Students, visitors, parents etc.


[IQAC COORDINATOR]


Principal
Annasaheb Gundewar College
Katol Road, Nagpur.



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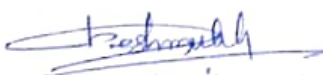
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Code of Conduct for Students

(College Regulations for Students)

1. Every student must obtain on admission, and keep his/her Identity Card affixed with photograph, duly attested and present it for inspection on demand.
2. At Annasaheb Gundewar College we believe in inculcating a sense of discipline. Thus the college observes a dress code. On the occasion of guest lectures, seminars etc. students are required to be formally dressed. A student failing to adhere to the dress code will face disciplinary action.
3. Students must attend lectures and tutorials according to the timetable on all working days of the College. Students should not be absent from lectures, tutorials and examinations without prior permission of the Principal. Students are warned that if their attendance at lectures and tutorials is unsatisfactory, their names may be struck off from the college rolls/or may be detained from the examinations.
4. In case of illness, a student must apply for leave, as soon as possible, with a doctor's certificate. He/ She must personally report to the Prof. In charge / Head of the Department on resuming class.
5. Students must not attend classes other than their own without the permission of the Principal. Smoking is strictly prohibited in the College premises.
6. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
7. No Society or Association can be formed in the College and no person invited to address a meeting without the Principal's prior permission and sanction.
8. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal. No student shall communicate any information or write about matters dealing with the College in any manner to the Press or Media.
9. Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College, e.g. disfiguring walls, doors, fittings, or breaking furniture, etc., is a breach of discipline and the guilty will be duly punished.


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Principal
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Katol Road, Nagpur.

10. The College is not responsible for lost property. However, students may approach and inform the Principal for the lost property to find out, if it is deposited in the College Office.
11. Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or applications should first contact the College office. Students should bring no paper directly to the Principal for his/her signature.
12. If, for any reason, the continuance of a student in the College, is, in the opinion of the Principal, detrimental to the best interest of the College, the Principal may ask such a student to leave the College without assigning any reason for his/her expulsion.
13. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal from the college.
14. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at College and Board or University Examinations.
15. All College activities must be organized under the guidance and supervision of the Principal and Professor In-Charge with prior permission only.
16. Students must not associate themselves with any activity not authorized by the College Principal. Serious view will be taken of students found organizing or participating in such unauthorized activities.
17. Students using unfair means at examinations will not be readmitted to the College.
18. It is the responsibility of the student to read the notice boards regularly for important announcements made by the College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
19. Use of cell phones is banned inside the college premises. Defaulters are liable to be punished.
20. Students are prohibited to use college name to any private or individual event. Violation may lead to permanently debarring such students from the college.
21. Matters not covered under the existing rules will rest at the absolute discretion of the Principal.
22. The College prohibits any conduct by any student or students which has effect of teasing, treating or handling with rudeness a fresher or any other students or indulging in rowdy or undisciplined activities. Ragging is totally prohibited in Institution & anyone found guilty or ragging and/or abetting ragging, whether actively passively is liable to be punished in accordance with the regulations.



Principal

Annambur Government College
Kattel Road, Nagpur.



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Code of Conduct for Teachers

Code of Professional Ethics

(1) Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

(2) The Code of Professional Ethics:

(a) The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- i. Adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

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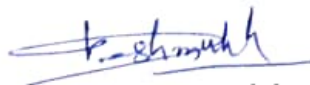
Principal
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Katol Road, Nagpur.


- v. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- viii. Participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students:

The teacher shall

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their 66 personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.
- viii. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students, colleagues or administration.


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(c) Teachers and Colleagues:

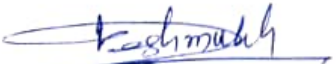
The teachers shall always


- i. treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. speak respectfully of other teachers and render assistance for professional betterment,
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional Endeavour,
- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. Strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. Believe in union and unity of the colleagues.

(d) Teachers and authorities:

The teachers shall

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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.
- ii. not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made; and
- vii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.


[IQAC Coordinator]


Principal
Anandabai Chavan College
@ Katol Road, Nagpur.

(e) Teachers and nonteaching employees:

- i. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:


The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report 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.

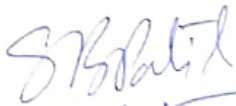
(g) Teachers and Society:

The teachers shall

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

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, relations or linguistic groups but actively work for National Integration.


[IQAC Co-ordinator]


Principal
Annasaheb Chandewar College
Katal Road, Nagpur.