G. S. Gawande College, Umarkhed- 445206

G. S. Gawande Science, Arts and Commerce College, Umarkhed has been established in 1966 by the Akhil Kunbi Samaj, Yavatmal with arts and commerce and in 1990 the institution commenced science stream and various post graduate courses over time with an intention to provide higher quality education to all the sections of the society and to empower the youth of the rural and semi-urban area. Right from the beginning the focus of the institute has been towards the righteousness among the students and the staff and inculcation of ethical values and professional development among faculty and students.

CODE OF CONDUCT

(A) For Students

A) Campus Rules:

1) After the admissions of the Students they should come with Uniform prescribed by college and shall carry their identity card with photograph affixed along with them on every working day of the college and must be produced on demand.

2) Student is advised to read all the notices displayed on the notice boards.

3) No society or association can be formed in the institute or in the hostels and no person should be invited to address a meeting without permission of principal.

4) No trips should be arranged without the consent of the principal.

5) Students should follow the rules and syllabus offered by university. Minimum 75 per cent attendance should be mandatory for every student in all the subjects offered; failing which, he/she will not be permitted to appear for the examination.

6) Students may have an optional NCC, NSS or Physical Education. Minimum 75 per cent attendance is mandatory in these activities also.

7) Use of mobile phones in college premises during class hours, academic and research lab, Library, Seminar hours is strictly prohibited.

8) It is mandatory for every student to appear for all the tests and examinations conducted by the college. Otherwise, they will have to pay a fine of Rs. 50/- per subject question paper, constant absentee will be informed to their parents.

9) Students will have to attend lectures, tutorials and practical sessions regularly according to the time table. They will have to compensate for any damage/s caused by them to the college furniture, books, newspapers, laboratory apparatus, sports equipment etc.

10) Nobody is allowed to publish any kind of information about the college in the print/electronic/social media without the prior permission of the Principal.

11) Students should refrain from roaming unnecessarily in the corridor, or campus.

12) Students should be polite in their behavior with the teachers, the non-teaching staff and fellow students of the college, any misbehavior will be punished strictly.

13) Students will have to park their vehicles in the parking area only. Rs. 100/- will be charged annually as fees towards the same.

14) Ragging is strictly prohibited in the college campus. If students found guilty in ragging, they will be liable for maximum possible punishment under the various anti-ragging laws of the UGC, the Government of Maharashtra and University.

15) Students will neither be given any document from the college nor will they be allowed to appear for the university examination unless they clear all the dues.

16) All the rules of the university will be obligatory on the student. In case of any dispute, the decision of Principal will be final authority.

17) Students should use dust bins to dispose of garbage and maintain cleanliness in the campus. Smoking or chewing and spitting of paan, gutka, etc., in the college premises are strictly prohibited. This is to maintain public decency, health and hygiene.

B) Library Usage:

1. After their admission in the college, the students will be issued a library card. This card is not transferable and is meant to be used only by the student whose name appears on it. Two or three book will be issued at a time against the card. Students can keep the book with him for maximum 15 days. If the book is not return within 15 days he will be required to pay 1 Rupee per day as fine for the further days. In case the students cause damage to book or it is lost, they will have to pay the present cost of the book along with 20% amount of its cost towards other expenses failing which, they will not be issued any other book from the library.
2. There should be complete silence in the Library and in Research rooms throughout.
3. If identity card or library card is lost by the student She/he can get a duplicate identity card or library card only on application with payment of a fee of Rs. 50/- in the office.
4. Students may not receive admission card for University or Board examination unless they clear the library dues.

C) Hostel Rules:

1) Application for accommodation in the hostel is to be made to the principal on a prescribed form.

2) Once a student is accommodated in the hostel, he will have to pay the prescribed hostel fees for both the terms even if he wants to leave the hostel on any account during the year.

3) No student will ordinarily be allowed to have a guest in the room to stay for the night. All guests must leave the hostel before 8.30 p.m. also it should mention in *halchal* register.

4) No student can remain absent from the hostel without permission of the rector under any circumstances. Absence from the hostel at night without the prior permission of the rector is the serious issued of discipline.

5) Any case of illness must be immediately reported to the rector.

6) No function or celebration can be organized without prior permission of the rector and the principal.

7) Students living in the college hostel will have to follow the rules of the hostel. Otherwise their admission in the college will be cancelled.

Code of Conduct for Teachers and Non- Teaching Staff

A. General Rules:

1. No teacher should involve himself/ herself in any immoral/illegal act which may bring discredit to the institution or Management.

2. Teachers' Associations should not be formed without the prior permission of the management.

3. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

4. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without prior permission of the Principal.

5. Teachers are barred from using cell phones while taking classes.

6. Teachers must always wear their identity cards and Uniform decides by college inside the premises. Casual wear is prohibited except the days decided.

7. Heads of the Departments must submit the Departmental time table and personal time tables of the teachers at the beginning of the academic session. Any change must be reported to the Principal in writing.

8. Teachers should attend departmental meetings, academic association meetings, seminars etc. and functions like College Annual Day, Independence Day and Republic Day without fail.

9. Teachers should volunteer to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes and do remedial teaching when required.

10. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the permission of the Principal.

11. Duties and Service conditions of the Teachers as framed by the Government of Maharashtra and the UGC should be strictly followed.

12. Heads of the Departments are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to get the work done from the Non-Teaching staff to maintain the department Disciplinary Action

1. Violation or non-compliance of the service rules will attract punishment as stipulated under the rules of the UGC and the State Government.

2. All staff members should coordinate and cooperate with each other for the betterment of the college and the students.

B. Responsibility and Accountability

1. Teachers should conduct the subjects assigned to them by the Head of the Department

2. Teachers should enter e-DTR daily and submit to Head of the Department.

3. Teachers should complete the syllabus in due time and produce good results in the subjects conduct by them. They are accountable for the same.

4. Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process be effective and successful. Value based education must be their motto.

5. Tutor- Ward (Mentor-Mentee) system must be effectively implemented. Teachers should take care of the mentees.

6. Teachers should carry out other academic, co-curricular and organizational activities which are assigned to them from time to time.

C. Punctuality and Attendance:

1. Teaching staff must always wear their Uniform and identity card with photograph affixed along with them during working hours.

2. Teachers must report in time for duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.

3. Prior permission should be obtained for coming late in the morning or leaving early. No one should leave the college premises without permission and it should mention in *halchal* register which keeps in principal's office and near security guard.

4. Teachers should register biometric attendance as well as sign the attendance register while reporting for duty.

5. Teachers should be present in the campus till the end of their duty hours.

D. Leave

1. Prior written permission is required from the Principal at least a day in advance while taking any kind of leave. In case of emergency, the Principal may be informed by a phone call/SMS/email.

2. Half a day CL will not be sanctioned to the teachers.

3. 10 causal leaves can be granted in an academic session by prior permission of principal.

4. Everyone must report for duty on the opening day and the last working day of each semester.

5. Joining report should be submitted to the principal after duty leave.

E. Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.:

1. Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars, Conferences and take up research projects.

2. They should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.

3. Absence from duty for the above-mentioned purposes will be treated as duty leave which needs to be sanctioned in advance.

Code of Conduct for Non-Teaching Staff

1. Non-Teaching staff working in the college office or departments should remain on duty during the duty hours assigned to them. They should report for duty at least 15 minutes in advance.

2. They should always behave friendly with students and all the faculty members and help them to solve their problems. Arrogant/bad behaviour will be dealt with seriously.

3. Non-Teaching staff must always wear their Uniform and identity card with photograph affixed along with them during working hours.

4. Staff assigned to Laboratories should keep the laboratories clean.

5. Any Loss or damage to any article in the Lab or Class Room should be informed to the HOD in writing immediately.

6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD at the end of each academic session and their signatures should be obtained.

7. For articles damaged by the students, a separate register should be maintained and Record along with the cost of material should be submitted to the authority at the end of the session.

8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

9. They shall not leave the college premises before their duty hours.