

Human Values and Professional Ethics
Code of conduct (handbooks) for various stakeholders

BharatiyaSevaSadan, Akola's

Radhadevi Goenka College For Women

Near Nehru Park, Murtizapur Road, Akola - 444 001 (M.S).

Ph.: (0724) 2450905, 2458748, Fax:- (0724) 2450905

E-mail: rdgcollegeakola@gmail.com Website:-www.rdgeducation.org

NAAC Reaccredited Grade - B with CGPA - 2.71

(Certified Minority Institution)

CODE OF CONDUCT – HANDBOOK

1. Code of conduct for Principal
2. Code of conduct for Professor/Associate Professor /Assistant Professor
3. Code of Conduct for Librarian, Director of Physical Education
4. Code of Conduct for Non-teaching staff
5. Code of conduct for Students

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CODE OF CONDUCT FOR PRINCIPAL

1. To provide inspirational and motivational executive leadership to the institution through formation of policy and implementation of it and administration of the college.
2. To impart transparency, fairness, honesty and morality in decision making and implementation of policy in the interest of the institution.
3. Promoting Cooperative, collaborative and consultative work culture in the Institution and support the innovative ideas of the staff.
4. To organize Extension, co-curricular and extracurricular activities and community services for the Institution.
5. To refrain from allowing consideration of caste, creed, religion, race or gender in their professional life.
6. To promote the research and academic excellence in the institution.

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CODE OF CONDUCT FOR PROFESSOR/ ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR

1. To conduct the lectures /practical regularly according to the time table.
2. Examination related work be done aptly.
3. To organize students seminar, projects, remedial classes, career counseling and study visit.
4. To participate in short term training courses, refresher courses, orientation courses, e - courses for skill development.
5. To publish the research paper, articles and books.
6. To organize co-curricular and extracurricular, extension activities for the student.
7. To implement the instructions and duties assigned by the Management and Principal.
8. To co-operate with the authority for the betterment of the Institutions.
9. Be aware of social problems and take part in it for social cause.
10. To abide by the act, Statute and Ordinance of the University and to respect its ideas, vision, mission and tradition.
11. To imbibe vision and mission of the institution.

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CODE OF CONDUCT FOR DIRECTOR OF PHYSICAL EDUCATION

1. To participate in Extension, co-curricular and extracurricular activities including the community services.
2. To encourage the student to take participate in various sports activities and NCC.
3. To motivate the students to participate in various National and State level sports competition.
4. To organize various Sports competition for the students and staff.
5. To implement the instructions and duties assigned by the Management and Principal.
6. To maintain the discipline of college premises.

CODE OF CONDUCT FOR LIBRARIAN

1. To prepare and issue the Library identity number to the students and staff.
2. To conduct the meeting of Library committee and submit the report annually to the Institution.
3. To maintain the records of visit of students and staff to the library.
4. To maintain the records of the paper news related to the institution.
5. To maintain the library sources, books, reports etc. in updated form.
6. To encourage the students, staff and researchers to use Library facilities.
7. Inculcation of reading habits.

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CODE OF CONDUCT FOR NON-TEACHING STAFF

A. OFFICE SUPERINTENDENT

1. To maintain the Leave record as well as Movement record of teaching and non teaching staff.
2. To maintain Office file with name and number in systematic format.
3. To maintain the attendance register and biometric attendance machine.
4. To maintain office discipline.
5. To render student services aptly.
6. To update college office records.

B. CLERK

1. To maintain the accounts of the various Governments' and UGC grants.
2. To maintain the records of GOI scholarships, EBC concession, minority scholarship and other scholarships.
3. To issue various certificate to the students.
4. To maintain the records of University examination and result.
5. Student admissions are done as per University rule.
6. To implement all the instructions and guidelines by the Principal and Management.
7. To understand duties, responsibilities and accountability of clerical job.

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Code of Conduct for Students

- 1) Students must follow all the rules and regulations formed by the College.
- 2) Students must follow the policy of Anti-Ragging and must behave properly with all fellow students.
- 3) Students must attend their classes regularly.
- 4) Smoking and use of intoxicants are strictly prohibited.
- 5) Students should take advantage of Library optimally.
- 6) Students must always wear Identity Card in college premises.
- 7) Students should pursue the notice board regularly.
- 8) Students' behavior should not create any kind of nuisance causing damage college property otherwise one will have to pay the penalty of the same.
- 9) Students must use social media discreetly and should not post anything that will damage the reputation of the institution.
- 10) Students should not use Mobiles in the college premises without prior permission.
- 11) Students should participate in college activities.
- 12) Student should point out to the higher authority the unfair thing that a student observes in the college premises.
- 13) Students must follow discipline.
- 14) Students as mentee must follow instructions of Mentor teacher.

Follow up of Code of Conduct –

- The Code of Conduct for all stakeholders of the Institution is in soft and hard copy.
- Code of Conduct is uploaded on the College Website for ready reference www.rdgakola.ac.in
- Hard copy of Handbook is provided on the demand of stakeholders.
- Parent Body members and Principal take follow up of the conduct of various stakeholders.
- The College Development Council discusses the issues related to the conduct/misconduct of the stakeholders.