

**Harikisan Jajoo Education Sanstha, Yavatmal**

# **COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE, YAVATMAL**

13/4-A, Behind Naringe Nagar, Dhamangaon Road, Yavatmal -445001 (MS)

Recognized by Govt. of Maharashtra, Affiliated to Sant Gadge Baba Amravati University  
and Approved by AICTE

+91 9405392530, cmcs.principal@gmail.com, <https://www.cmcs.hjes.in>

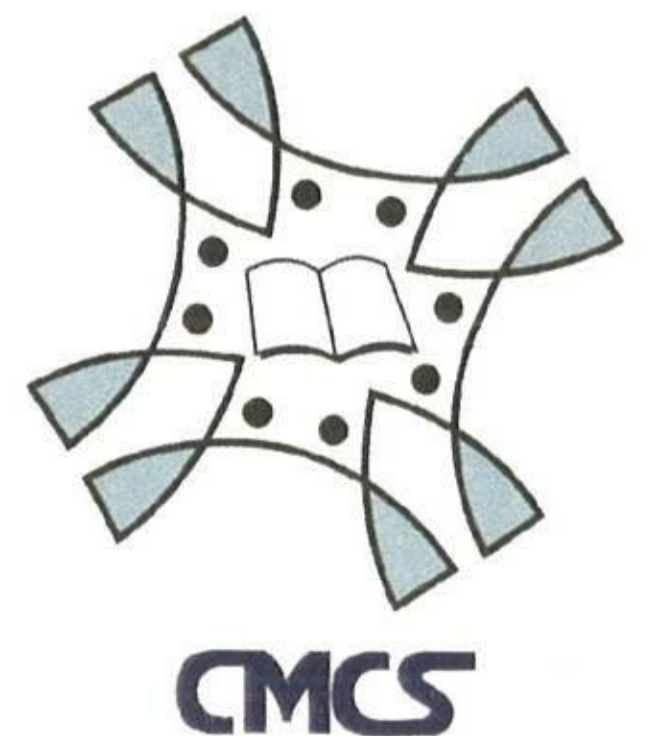


## **Handbook for Code Of Conduct**

# **CMCS Code of Conduct**

Ref. No. CMCS/POLICY/18-19/007

Dated 05/07/2018



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## **Handbook of Code of Conduct Students, Teachers, Governing Administration including Principal/Officials and Support Staff**


**Ref. No. CMCS/POLICY/18-19/007 Dated 05/07/2018**



## Code of Conduct for Students

1. The college maintains strict discipline and expects rules to be followed by every student in the college campus and outside. Students must obey the instructions of the Principal. Students found violating the rules of the college administration or behaving in an indiscipline manner will have their names removed from the college rolls. It will be presumed on admission that the students concerned and their parents and/or guardians have read and concurred with these rules.
2. **Attendance:** As per the university rules, every student is required to attend 75% of the lectures (Theory and Practical taken together). The student having an attendance below 75% will not be permitted to appear for the University examination. The students remaining absent without genuine reasons will have to pay a fine as decided by the college.
3. **Identity Card:** Every student will get his/her identity card from the college after submitting one self-thumb size photograph. It is essential for every college student to bear the identity card with them while in the college premises so that he/she is able to produce it on being asked to. The loss of Identity card must be reported immediately to the office clerk. He/she will get the new Identity card after paying the fine of Rs. 250/- and submission one thumb size photograph.
4. **Students should make careful use of college books, room furniture, fans, laboratory equipment's and all the college property. The cost of any damage done would be recoverable from the students either individually or collectively as the case may be.**
5. Students are prohibited from forming associations/organizations and from holding functions in the college without the prior permission of the Principal. Students are prohibited from organizing welcome, farewell and other such functions outside college premises. Violation of rules will merit serve disciplinary action. Principal's decision in all the matters of admission, administration and enforcement of discipline and general rules and other important instructions mentioned in this Handbook shall be final and binding on all.
6. **Library Access Pass:** Every student will get 2 library access pass only after paying the security deposit of Rs. 2000/-.
7. A student appeared in any dress or with a hairstyle, which is considered not to be in harmony with the environment, is restricted to enter the premises or remain in the campus unless such student changes his/her dress and hairstyle, so as to conform to the standard accepted by the institution. A student, who is found to be in objectionable dress or hairstyle, even after being once asked to change is liable to be suspended for a week from the institution. The decision of the Principal will be final and binding on all.



  
PRINCIPAL  
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8. It has also been observed that often irrational playing of instruments disturbs the quite academic atmosphere. Therefore, Radios, Transistors, tape Recorders, Mobile Phones, Walkman's or Musical instruments are not permitted in the college campus except with prior written permission of the Principal. Any student found in possession of these instruments is liable to disciplinary action.
9. The student should be regular in attendance and his/her attendance for the day will be marked only when he/she is present for all sessions during the day.
10. The attendance for the tests and tutorials conducted by the college is compulsory.
11. Smoking or intake of any unhygienic product in the premises is prohibited. Any student doing such things will be liable for penal actions.
12. Students should read the Notice Board regularly. The College will not be responsible for loss of communication to the student due to any negligence on the part of the student.
13. The student should strictly obey the instructions given by the Principal from time to time.
14. Student should have to pay the full college fees, other dues for the current academic year due on them and then only his/her admission will get cancelled and T.C. will be issued for it.
15. Students eligible for Fee concession/scholarship will have to pay fees which are not reimbursed by the Government.
16. Every student is required to clear all the college dues before submitting the University Examination Form. The student failing to do so will find his name struck off from the college roll.
17. The student admitted on a provisional basis will have to confirm his/her admission by complying with all the rules of admission within the span fixed by the Admission Committee.
18. Ragging is strictly prohibited by the college as well as by the a new law enforced by the Government of Maharashtra in tandems with the Central Government. Any student found guilty regarding the above said issue, He/she will be liable for strict penal actions and legal proceeding thereof.



### Code of Conduct for Teachers

1. The teacher appointed in the college will be on probation for two years from the date of joining subject to the approval of her/his qualifications by the Sant Gadge Baba Amravati University.
2. On completion of two years, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the mission and goals of the institution from time to time. It is solely the decision of management that they will confirm the faculty or not.
3. During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of notice.
4. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give three months 'notice or three months' pay in leave of notice.
5. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
7. The Teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been received by him/her and to which he/she has fully submitted as an integral part of him/her contract of employment with the college.
8. The college Management has the full authority to terminate his/her services at its sole pleasure and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed teachers who are not found compatible to the mission of the college.
9. The Teacher undertakes not to carry on any other trade, business, or activity which goes against him/her contract of employment with the college. He/she shall not accept any work outside the Institution without the permission of the Management of the College, Conduct any trade, business or like activity, raise/receive any money/donation without or in any tarnish the name and good will of the college.
10. The Teacher shall actively associate, involve, participate herself in all the college activities and programs irrespective of the Department, he/she belongs to. He/she shall motivate his/her students likewise to actively involve, associate and participate in the various programs and activities of the college.



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11. The Teacher shall not only confine his/her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
12. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
13. The Teacher shall not directly apply for or seek another job except through the written permission of the College Management.
14. The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any Police Station, Court or Forum.
15. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme.
16. The Teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The Teacher shall settle the advance taken from Institution within 7 days of completion of the programme.
17. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.
18. The College may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
19. The teacher shall not join any political party or any other association without the prior written consent of the College Management.
20. The teacher shall not forward any message against state government, central government or college on a social media.
21. The teacher shall solve all his/her legal, personal or any other matter outside the college premises that shall not affect his/her professional work.



**Code of Conduct for Non-Teaching Staff**

1. Duty hours have to be observed meticulously by all the staff members.
2. Timely arrival at working place and timely departure is highly adorable.
3. On duty wearing uniform is compulsory.
4. Maintenance of cleanliness, neatness & tidiness at working place is must.
5. Commitment, dedication, punctuality and sincerity at assigned work is expected.
6. Staff working in the Laboratories shall have to maintain a stock register for all the assets available with the department and the report there on has to submit to the HoD's concerned at the end of each academic year.
7. A separate register for the record of right off items has to be maintained in each department.
8. The support staff has to follow the instructions of the authorities and discharge their duties as and when asked for.
9. The staff shall not leave the college premises/ working place without permission of the in-charge.
10. The staff should respond to student's enquiries with concern and ensure all possible help.
11. The staff should behave with dignity and decorum with others.
12. The ICT literacy is must for all.
13. While availing leaves, assign your responsibilities to the substitute.
14. The staff shall not join any political party or any other association without the prior written consent of the College Management.
15. The staff shall not forward any message against state government, central government or college on a social media.
16. The staff shall solve all his/her legal, personal or any other matter outside the college premises that shall not affect his/her professional work.



### Code of Conduct for The Principal

The Principal should

1. Be a dynamic and democratic leader.
2. Monitor all the activities of the college efficiently and effectively.
3. Convene meeting of the council periodically to take decisions regarding college activities.
4. Encourage the faculties to organize academic activities to initiate, sustain and enhance quality culture in the Institution.
5. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
6. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
7. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
8. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
9. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
10. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
11. Manage their private affairs in a manner consistent with the dignity of the profession.
12. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
13. Participate in extension, co-curricular and extra-curricular activities, including the community services.
14. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.
15. Listen to and redress the grievances of the students, staff and parents.
16. Insist on discipline, punctuality and accountability of the students and staff.
17. The Principal shall not join any political party or any other association without the prior written consent of the College Management.
18. The Principal shall not forward any message against state government, central government or college on a social media.
19. The Principal shall solve all his/her legal, personal or any other matter outside the college premises that shall not affect his/her professional work.





### Code of Conduct for Governing Body

#### The members of Governing Body should

##### 1. Duties :

- ✦ Support the aim and objectives of the College, showing it highest loyalty, and act in good faith in it's interests. Each member should also act honesty and diligently in promoting the interests of the College and its students in the wider community.
- ✦ Observe the provisions of the College's Instruments and Articles of Government, with particular reference to the responsibilities which cannot be delegated, e.g. to decide strategic policy and overall direction and to monitor the performance of the Principal and other senior post holders.
- ✦ Have regard to the responsibilities given to the Principal in the Articles of Government, e.g. to implements the decisions of the Governing Body and to manage the College's affairs within the budgets and framework fixed by the Governing Body.
- ✦ Work together so that Governing Body and the Principal perform their respective roles effectively.
- ✦ Work within the parameters set out in the Financial Memorandum should a Governor be concerned that the Governing Body may be acting outside its powers with regard to any particular decision, he / she should immediately refer the matter to the Clerk, who may then take advice from an appropriate independent source, if necessary.
- ✦ Work co-operatively with other Governors for the benefit of the College as a whole and not for any improper purpose, or for personal motive.

##### 2. COLLECTIVE RESPONSIBILITY :

- ✦ Acknowledge that differences of opinion may arise in discussion of issues at the meetings, but a decision of the Governing Body, even when it is not unanimous, is a decision taken by the Governing Body collectively and each individual Governor has a duty to stand by it, whether or not he / she was present at the meeting when the decision was taken.
- ✦ Note that if a Governor disagrees with a decision taken by the Governing Body, his / her first duty is to have any disagreement discussed and minute. Should the Governor strongly disagree, he / she should consult the Chair and, if necessary, then raise the matter with the Governing Body when it next meets.
- ✦ Base his or her view on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views.



- ✦ Acknowledge that, as an individual Governor, he /she has no legal authority outside the meetings of the Governing Body's agreement, to make statements or express opinions on behalf of the Governors.
- ✦ Adopt internal audit and risk management processes which enable members to be satisfied that the financial and other affairs of the institution are being conducted fairly, transparently, efficiently and effectively.
- ✦ Not to misuse the resources of the institution, or personal or commercial information held by it, for personal gain or that of any other person.

### 3. SKILL, CARE AND DILIGENCE :

- ✦ A member of the Governing Body should, in all his / her work for the College, exercise such skill as he / she possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when members act as agents of College, e.g. when functions are delegated to a Committee of the Governing Body or chair. Members should be careful to act within the terms of reference of any Committees on which they serve.
- ✦ Use social networking sites responsibly both as an individual and Governor to ensure neither that personal / professional reputations nor the college's reputation is compromised by inappropriate postings.

### 4. CONFLICTS OF INTEREST :

- ✦ Resist any temptation or outside pressure to use the position of the Governor to benefit yourself or other individuals or agencies and immediately report to the Clerk any offers or receipt of gifts, hospitality or benefits of any kind from a third party, which might be seen to compromise your personal judgment or integrity.
- ✦ Note that an interest does not have to be financial for the purposes of disclosure. If it is likely, or would if publicly known, be perceived as being likely to interface with the exercise of a Governor's independent judgment, then the interest, financial or otherwise, should immediately be reported to the Clerk and fully disclosed to the Governing Body before the matter giving rise to the interest is considered.

### 5. CONFIDENTIALITY :


- ✦ Ensure that, as a general principle, students and staff of the College have free access to information about the proceedings of the Governing Body. Accordingly, agendas, minutes and other papers relating to meetings of the Governing Body should be available for public inspection when the chair or Governors has approved their publication.
- ✦ Respect the confidentiality of those items of business which the Governing Body decides, from time to time, should remain confidential, in line with the Freedom of Information Act 2000. Such excluded items will keep in a confidential folder by the clerk




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and will be circulated in the confidence to the Governors. However, staff and students Governors may not have access to minutes dealing with matters in respect of which they are required to withdraw from meetings under clauses.

- Note the importance of the Governing Body and its Committees having full frank discussions in order to take decisions collectively. To do this, there must be trust between Governors with a shared corporate responsibility for decisions. Governors should keep confidential any matter which, by reason of its nature. The chair of Governors, or the Chair or Members of any committee of the Governing Body are satisfied should be dealt with on a confidential basis.

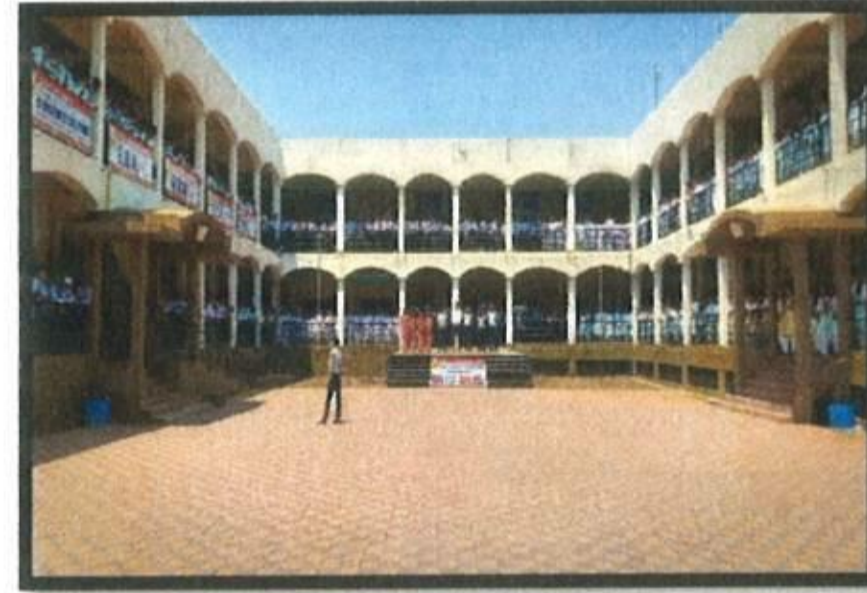
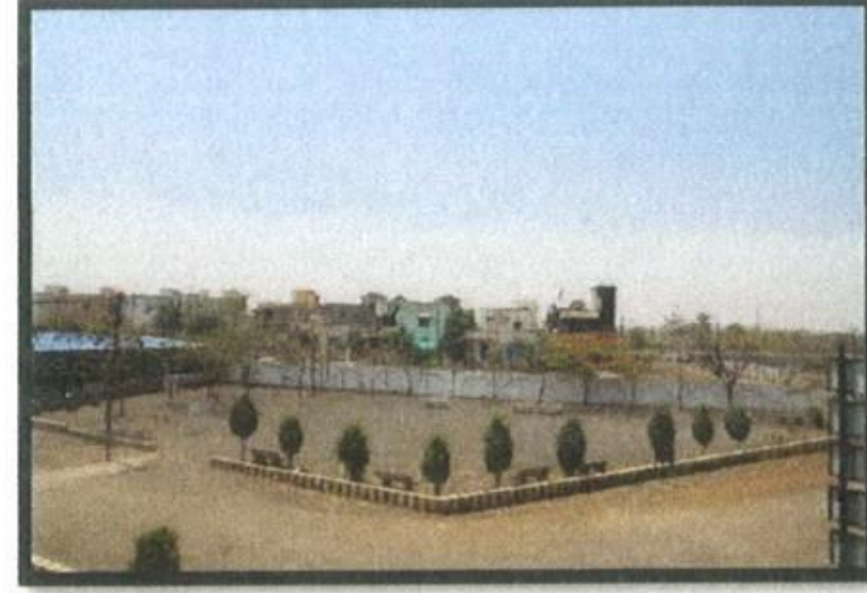
  
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