

7.1.5 Human Values and Professional Ethics (10)

1. Code of conduct handbook exists for students, teachers, governing body, administration including Principal /Officials and support staff (QnM, Weightage 1)

Yes Separate code of conduct is prepared by the institute for the students .Teachers follow the code of conduct of Solapur University.

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Code of conduct (Service Rules) for Teaching & Non- Teaching Staff.

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
6. One internal examination should be conducted for 30 marks in each semester and the answer books are to be assessed, marks are to be informed to the students as well as sent the University.

7. Teachers should be good and they should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is

Certificate will be verified for its genuineness.

9. Study leave for higher studies will be granted at the discretion of the management.

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

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.

2. Staff members are encouraged to take up Research projects.

3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy work as part of Industry – Institute interaction.

5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by way of consideration during promotion.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.

2. Teachers Associations should not be formed without the permission of the Management.

3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.

4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.

5. Teachers should not participate in any strikes or demonstrations either

7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are banned from using cell phones while taking classes.
9. Teachers must always wear their identity badges while inside the college premises.
10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
11. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
12. Each Department Association must conduct atleast three special meetings in each semester.
13. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
14. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
18. Duties and Service conditions (standards of conduct) of the Teachers as framed Rule and Regulation under Shriram Gramin Sanshodhan Va Vikas Paratisthan, Wadala.
19. HODs 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 equipments, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
20. Vice Presidents of Associations should plan well in advance their activities for the semester and submit the same to the Principal with the

21. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours.

Disciplinary Action

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

Non-Teaching

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty atleast 30 minutes in advance (9.00 a.m.)

2. Non-Teaching staff should wear the Uniform provided by the Management.

3. Non-Teaching staff must always wear their identity badge during working hours.

4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.

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

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

7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.

authorities to whom they are attached.

9. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.