



Smt. C. R. Gardi Arts College, Munpur

(Managed by Shri M. G. S. Kelavani Mandal, Munpur)

Address

At & Po : Munpur, Taluka : Kadana District : Mahisagar, Pin Code : 389240

Established in

1991

Affiliated with

Shri Govind Guru University, Godhra

CODE OF CONDUCT




PRINCIPAL
Smt. C.R. Gardi Arts College
Munpur, Tal - Kadana
Dist - Mahisagar - 389240

SMT.C.R. GARDI ARTS COLLEGE

PREFACE

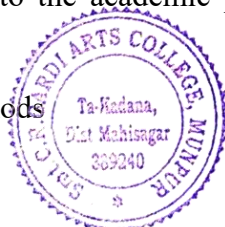
Code of conduct is a central guide and reference for employees in supporting day to day decision making. A well written code clarifies institutions mission, values, principles linking them with standards of professional conduct.

CODE VALUES OF COLLEGE

- The institution works with a clear vision & Mission
- To become one of the best Human Resource Development Institutions by Attaining Quality and Excellence in Higher Education.
- Institute has formulated code of conduct to Improve overall development of students and Teachers by creating effective teaching learning atmosphere. Mutual trust, team work, Promote of special skills, essay sharing of knowledge, skills and resources to create a vibrant society.
- we appreciate, respect and promote the perspectives, rights and dignity of each individual.

CODE OF CONDUCT FOR PRINCIPAL

- The principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
- Chalk out a policy and plan to executive vision and mission
- keep the Co-ordination in all College work
- Provide guidance, leadership direction of the all stakeholders.
- Oversee and monitor the administration to the academic programs and general administration of the Institute.
- To adapt new policy and Technology methods

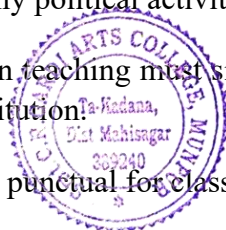




PRINCIPAL
Smt. C.R. Gardi Arts College
Munpur, Tal - Kadana
Dist - Mahisagar - 389240

- Observance and implementation of directives issued by UGC, Government, Director of Higher Higher Education, Affiliated University and other concerned authorities.
- To assess the feedback forms of various stakeholders and take proper action for rectifying the issues.
- To encourage at over all physical and Cultural development of student's fraternity through various extracurricular activities.
- To encourage teaching and non-teaching staff for their activities.
- No faculty members shall act in any mammary that violates the decorum or morality either in the campus.
- Encourage students to improve their attainments, develop their personalise and at the same time contribute to community welfare. The students who have courses which have been considered equivalent to 12th standard by the government will get admission in Semester-1. For this, the equivalency certificate has to be submitted.
- The instructions of the governing body from time to time have to be followed.

CODE OF CONDUCT FOR TEACHING STAFF

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the institute.
- code of conduct for teaching is mainly governed by the Shri M.G.Kelavani Mandal, Munpur, Shri Govind Guru University Statutes, Ordinances and State Govt. Service Rules.
- Express free and frank opinion by participation at professional meetings, seminars, work shop, Conferences ext.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- All faculty members should prepare lesson teaching plan, well in advance.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the principal ship of the Institutes.
- Co-operate assist in carrying out functions relating to the educational responsibilities of the college and university duty for admission, advising and counselling students as well as assisting the conduct of university and college, examinations, including supervision invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.
- No members of the staff shall engage in any political activities with in the college campus
- All member of staff both teaching and non teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- All members of the teaching staff must be punctual for classes and should to the timing scheduled




 PRINCIPAL
 Smt. C.R. Gardi Arts College
 Munpur, Tal - Kadana
 Dist. Mahisagar - 389240

- The duties assigned to teachers consist of lectures , tutorials in the allotted workload of the individual teacher in addition under take responsibilities of conducting evolution and invigilation administrative work, providing counsel to students.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economics social and physical identify.
- All members not can do coaching classes and private tuitions.
- No faculty members shall act in any mammary that violates the decorum or morality either in the campus.
- Take leaves as per rules with prior intimation, keeping in view their particular responsibility.
- Respect the right and dignity of the students in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, cast, political, economics, social and physical characteristics.
- Encourage students to improve their attainments, develop their personalities and ideals of a- democracy, patriotism and peace.
- Aid students to develop an understanding of our National Heritage and National integrity.
- Treat other members of the profession in the same manner as they themselves to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Work to improve education in the community and strengthen the communities moral and intellectual life.
- Be aware of social problems and take part in such activities and shoulder responsibilities of public offices, community development programmes with N.S.S. youth festival, Placement cell, Ext. And inform to Guardian /Parents Alumni
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy. Patriotism and peace.
- All academic, extra-curricular and administrative work assigned by the Principal shall be done.
- The instructions of the office from time to time have to be followed.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Every one of Non –teaching staff of the college shall discharge his/her duties efficiently to match with the administrative standards and performs norms by U.G.C, University, College Management Higher Education Department from time to time.
- maintain their professional Knowledge & Skills update
- They should be punctual and disciplined towards their work.





PRINCIPAL
 Smt. C.R. Gardi Arts College
 Munpur, Tal - Kadana
 Dist - Mahisagar - 389240

- Assist in carrying out functions relating to the administrative responsibilities of the college and the university admission advising and counselling student as well as assisting the conduct of university and college examination, including all type of examination work.
- Respect the right and dignity of the student for assisting them any kind of help.
- Speak respectfully and behave with polite to the every one of the college ext. principal, teachers, student, visitors, parents.
- All administrative work to be done as assigned by the Principal.
- All assigned administrative work must be completed within the time limit.

CODE OF CONDUCT FOR STUDENTS

- Every student attends the class according to time table.
- Students attend in the following college functions is mandatory foundation day celebration annual cultural festival, sports day, international women's day, environmental day, Sanskrit day, teachers' day, educational trip, field trip, ext.
- Every student must carry his /her Identity card inside the campus. Any violation of this will lead disciplinary action.
- Students must help to keep the institute campus neat and clean.
- Use of mobile Phones during the lectures is strictly prohibited.
- Students are expected to read notices/ seculars displayed on the notice board regularly.
- Spitting, smoking and throwing bits of papers raffer in the premises should be avoid.
- Students should not involve in any kind of ragging activities, any violation of this will lead to penal action as per the guidelines of the Supreme court & any other competent authority from time to time.
- All Student are expected to the timetable for attending lecture/tutorial/assignment/seminar/group-discussion /extra lectures and other extracurricular activities.
- Attendance in classes is strictly compulsory. A student must attend not less than 80% of lectures delivered in each subject to be eligible to appear in University Exams.
- Students having less than 80% attendance will not be considered for scholarship.
- All Students are expected to obtain clearance from the college exam and other formalities before university exams.
- All Sports students playing at any level State/National/International must have minimum required attendance as per university rules.

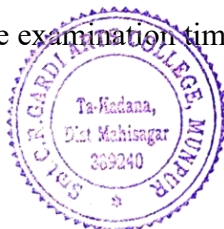



PRINCIPAL
 Smt. C.R. Gardi Arts College
 Munpur, Tal - Kadana
 Dist - Mahisagar - 389240

- ☛ Use of mobile phone during the lectures is strictly prohibited. any violation of this will lead disciplinary action.
- ☛ Students should not misuse or make unauthorized use of the college premise
- ☛ College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus or in classroom
- ☛ During the conduct of lectures, students should not loiter in and around the college premises, students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
- ☛ No friends/guest/ visitor/any outsider shall be allowed with the students in the college premises/ campus as well as in class room.
- ☛ Students must conserve electricity and water. they must switch off lights & fans when they leave the class room/ library/ computer lab.
- ☛ No celebrate any western culture day in college primacies.
- ☛ Each Students should park his/her vehicle at the parking of the college.

EXAMINATION RULES FOR STUDENTS

- ☛ There will be an internal examination in every semester.
- ☛ Every student has to attend the seminar compulsorily.
- ☛ The assignment of each paper must be submitted to the subject teacher before the internal examination.
- ☛ The student who failed the internal examination will have to give the re-test.
- ☛ The re-test will have to be given for the completed paper or the paper which could not be given in the internal examination.
- ☛ Improvement test can be given if not satisfied with the result of internal examination.
- ☛ It is compulsory to pass the internal examination.
- ☛ It is compulsory to fill the university examination form when the college informs. Those who do not fill the university examination form will not be able to appear in the university examination.
- ☛ The student who gives the re-test will have to pay the fee prescribed by the college.
- ☛ Punishment for copying cases during examination time will be as per university rules.
- ☛ Mobile phone cannot be carried during the examination time.




PRINCIPAL
 Smt. C.R. Gardi Arts College
 Munpur, Tal - Kadana
 Dist - Mahisagar - 389240