



Anusaya Shikshan Prasarak Mandal, Gojegaon

SWAMI VIVEKANAND MAHAVIDYALAYA, MUKRAMABAD

Tq. Mukhed, Dist. Nanded. (Maharashtra-431719)

CODE OF CONDUCT FOR STUDENTS

- 01) Every student must carry his/her identity card while being present on the college premises.
- 02) Students are required to check the notice Board for important announcements.
- 03) A student who is found guilty of misconduct will be punished as per college rules and regulation.
- 04) Students must have a minimum attendance of 75% during the academic year in order to take the college examination.
- 05) Students must be aware about Anti-Ragging rule. They must be punished if found harassing or ill treatment given to junior student as according to Hon. Supreme Court of India Act 2005.
- 06) Shouting or whistling is not allowed in or around the college premises.
- 07) Every student is expected to maintain the general cleanness within the classrooms, laboratories and the campus in general.
- 08) No students should bring any weapon or sharp articles to the college.
- 09) Use of mobile phone during class hours is prohibited and is liable for punishment.
- 10) Students are expected to be environment friendly.
- 11) All students are expected to be present in the class well within the time.
- 12) During off periods, the students should engage themselves in the library or study room.
- 13) Any kind of gathering/celebration in the classroom/canteen or anywhere in or around college campus is not allowed.
- 14) Students are expected to use suggestions / complaints box for queries.



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ORGANOGRAM MANAGEMENT

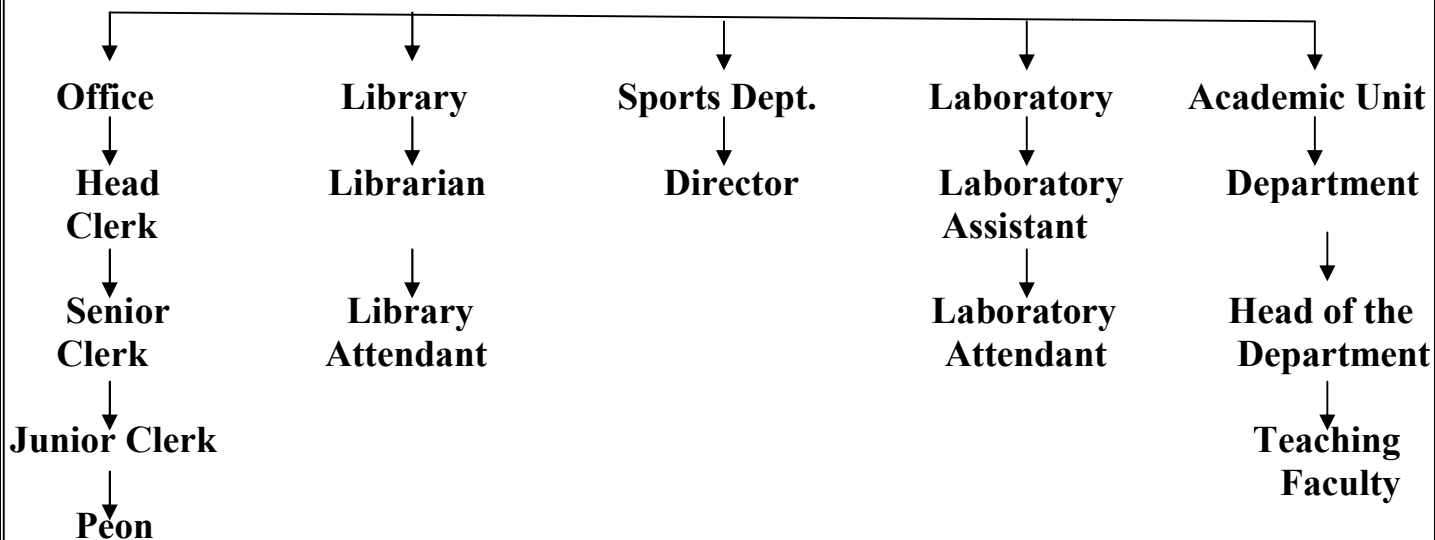
GENERAL BODY

EXECUTIVE COUNCIL

PRINCIPAL

CDC

Academic Committee





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CODE OF CONDUCT FOR PRINCIPAL

- 01) The Principal should ensure that the development plans of the college, both long term and short term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- 02) The principal has the responsibility to deliver leadership, direction and co-ordination within the college.
- 03) The principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the college.
- 04) Principal should hold meetings of Heads of Departments to analyze development of academic work, suggest active procedures to attain the desired outcome and supervise for all co-curricular activities.
- 05) The principal should be transparency, fairness, honesty, high standard of ethics and decision making in the interest of college is essential.
- 06) Principal should involve faculty members at different levels for various institutional activities.
- 07) Principal should motivate teachers to enhance their knowledge by attending various trainings.
- 08) Efforts to aspects well-being of staffs and students.



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CODE OF CONDUCT FOR DIRECTOR OF PHYSICAL EDUCATION

- 01) Create and maintain a physically and emotionally safe learning environment for all students.
- 02) Participate in extension, co-curricular and extra-curricular activities including the community service.
- 03) Respect the fundamental rights given by the constitution of India on the basis of caste, creed, religion, race or gender in their professional endeavour.
- 04) Manage their private affairs in a manner consistent with the dignity of the profession.
- 05) Director of physical education is to provide effective encouragement and motivation to all students.
- 06) Respect each person's reputation and values and help students understand their value and appreciate the difference between their identity and others.
- 07) Provide an Assistant Environment for positive social communication and group membership.
- 08) Participate in the role of help and support of college employees and parents in the implementation of the physical activity programme.
- 09) Continuous efforts to expand the knowledge and method of knowledge in physical education.
- 10) Maintain membership of a professional organization.



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CODE OF CONDUCT FOR TEACHERS

- 01) Every Teacher shall update his/her knowledge and skill to equip him/her self professionally for the proper discharge of duties assigned to him/her.
- 02) Strive for continuous professional growth through study and research.
- 03) Teachers should handle the subjects assigned by the HOD and achieve good results by completing the syllabus properly.
- 04) Co-operate and assist in carrying out the respective work of the academic responsibilities of the college and university such as assisting in evaluating the application for admission, advising and counselling student as well as supervising monitoring and evaluation to help conduct the same university and college examination.
- 05) Teacher should perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously with dedication.
- 06) Obey the laws, ordinances and ordinances of the university and respect its ideals, Vision, goals, cultural practices and tradition.
- 07) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- 08) Every teacher in the service of the college shall strictly follow the orders of College, University and U.G.C.



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CODE OF CONDUCT FOR NON-TEACHING STAFF

- 01) Non-Teaching staff should report on duty on time and be an duty during college hours: stay back after duty hours in case of additional requirement.
- 02) Exercise self discipline and restrain at all times and deal positively with staff, students and general public.
- 03) Attend administrative related meetings and prepare agenda and draft of the meetings and take follow-up action.
- 04) Non-Teaching staff should maintain all office record as governed duties by principal to each Non-Teaching members.
- 05) Laboratory Assistant should maintain the record of practical's related documentation with office and assist the class teachers in the laboratory proceedings.
- 06) Make regular cleanliness in laboratory
- 07) Turn off all lights and fans before exit the laboratory.
- 08) The college peon should clean the office, classrooms and departments, provide drinking water and plant trees in the college and do all the work assigned by the department head and other staff.