



Shri Sant Gulabbaba Education Society, Umred

Randhirsingh Bhadoriya Mahavidyalaya,

Umred, Dist:Nagpur

HANDBOOK OF CODE OF CONDUCT

Address : Near Green Tank Mangalwari Peth
Umred, Dist-Nagpur – 441203,
Maharashtra INDIA

Phone : 07116-244950,

E-mail : rbcollegeumred@gmail.com

Website : www.rbcollegeumred.org

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Our Vision

“To empower all individuals to lead an enriched life by broadening their mental horizons and thinking capacity.”

Our Mission

“To provide learning space that helps students and teachers to grow and develop their intellectual, emotional and social quotient.”

Our Core Values

- To develop technical skills of students.
- To enhance communication and other soft skills of students.
- To encourage collaboration with students for organizing various cultural and social activities.
- To encourage students' participation in sports and outdoor activities.
- To develop ethical and moral sense among student.

Perspective Plan: 2017-2022

From the year 2017-18 we established IQAC committee in our college and from that day our thinking has become wider so that we created prospectus plan of 5 year.

- 1) To make proper plan for facing NAAC within 3 years.
- 2) To upgrade college Building.
- 3) To increase facilities for students according to their learning needs.
- 4) Up gradation of class rooms with ICT facilities.
- 5) To organize more and more program for students.
- 6) To introduce new courses in college
- 7) To organize more social activity through NSS.
- 8) To adopt one village and try to solve problem of them.
- 9) To avail Wi-Fi facility in campus.
- 10) To develop practice of paperless campus.
- 11) To promote energy conservation activity
- 13) Beautification of college campus.
- 14) To enrich college library with curricular based as well as competitive exam books and move towards E-Sources.
- 15) Make library automated.
- 16) To modify college lab and inclusion of language lab.
- 17) To include more E-Governance facilities.
- 18) To start some certificate and diploma courses.
- 19) To work for inclusion of new courses.
- 20) Motivating teachers to complete net/set or PhD.
- 21) To make College premise divyangan friendly

- 22) To submit proposal to UGC and university for grants.
- 23) To sign more functional MOUs for academic and extension exchange.
- 24) To increase student's participation in college as well as District, State and Nation level program.
- 25) To purchase software and other teaching aids for divyangans.
- 26) To purchase legal software for computers.
- 27) To promote research consultancy and extension of the college.

Strategic Plan: 2017-18

- 1) Establishment of IQAC committee.
- 2) Establishing all committees under IQAC
- 3) To organize seminar and workshop
- 4) Subject wise expert lecture should be organized.
- 5) Up gradation of college building.
- 6) Well equipped library with subject related books and competitive exam books will more available.
- 7) More social activities will be organized through NSS
- 8) To introduce monthly college exam .
- 9) Involvement of student in extracurricular activity along with curriculum.
- 10) Establishment of training and placement unit.
- 11) Financial assistance will be provided for teacher's participation.
- 12) Enriching student personality
- 13) Inclusion of feedback system.
- 14) Promotion of Mission greenery in college campus.
- 15) Reading Room will be well equipped with computer and Wi-Fi facility

Strategic Plan: 2018-19

- 1) Seminar and workshop will be planned and organized.
- 2) Competitive exam guidance & material must be provided.
- 3) Up gradation of college building.
- 4) Campus will be under CCTV surveillance.
- 5) Adequate sport facilities will be made available
- 6) To increase student participation at university level.
- 7) Increase student and teachers' participation on national & international level program
- 8) Special effort must be taken to develop soft skill among students.
- 9) Plantation must be increased in college campus.
- 10) Enhancing extension and welfare scheme for student.
- 11) To organize extension activity for neighborhood community.
- 12) Promotion of gender quality.

Strategic Plan: 2019-20

- 1) To organize research development program
- 2) Enhancing furniture and computer facilities.
- 3) Upgrading college library.
- 4) Increasing student and teachers' participation.
- 5) Gender sensitization program will be organized.
- 6) To sign MOU with institutions.
- 7) Developing college Website.

Strategic Plan: 2020-21

- 1) Planning for registration of NAAC
- 2) To discuss the strategies for facing NAAC & workout on those Strategies.
- 3) Working on proposal for new courses.
- 4) Working on proposal for new certificate and diploma courses.
- 5) Developing entrepreneurship cell in college.
- 6) Conducting online classes and college exam through online mode.
- 7) Up gradation of sound system for computer lab.
- 8) Providing WI-FI facility for staff members.
- 9) Conducting workshop for faculty development.
- 10) To purchase legal software for students.
- 11) To conduct gender sensitization program.
- 12) To organize national or international level conference.
- 13) To organize seminar on research and innovation.
- 14) To conduct program on energy conservation and waste management.
- 15) Creating special funds for NAAC.

Code of Conduct for Students

- 1) Every student should obey all orders of the principal, either general or specific. They will be directly answerable to her for their behavior in general both inside and outside the college. The names of such students as will be found breaking the rules of the college administration or behaving in an indisciplined manner will be removed from the college roll. It will be presumed on admission that they have read and concurred with these rules.
- 2) The students shall behave politely especially with their lecturers, fellow students. Any act of disobedience before lecturers, improper and discourteous exchange of words or the passing of any indecent remarks especially at the girl students will be punishable offence and will be viewed quite seriously.
- 3) Smoking, Spitting, Consumption of alcohol in college premises, chewing and whistling in classroom are strictly prohibited; students are, therefore warned not to indulge in such activities.
- 4) Students are expected to occupy their seats in their respective classrooms before their lecturer steps in and should not unnecessarily loiter in the college premises after the period bell is given. They should be punctual. They shall not leave the classroom on any account while the period is going on. They should bring textbooks in all language classes.
- 5) No students shall attend classes other than his own and shall not bring any companion with him who is not a student of this college.
- 6) During the time of a lecture, all students are expected to be fully responsive to class room instructions given by their lecturer and should not create any disturbance under any circumstances. Off periods may be spent by them either in the reading room or their respective common room so that a dignified silence prevails in the college premises while the lectures are going on. An application requesting leave on
- 7) medical grounds especially at the college examination will be treated as

invalid if

8) not accompanied by a medical certificate issued by Government-recognized doctor. For leave during the period of examination, a certificate of the college doctor will only be accepted. It may be noted here that every student shall have to pay Rs 1/- per period for remaining absent on any working days. Non-attendance at the tutorial classes will entail Rs. 2/- per period.

9) Students shall see that they use college books, rooms, furniture, fans and all college property in general most carefully. The cost of the damage done to it shall be recoverable from students themselves either individually or collectively as the case may be.

10) Only special notices shall be read out in classrooms. Students are therefore, expected to see the Notice Board daily and keep themselves well-informed of the various notices that may be put up there from time to time.

11) Any change either in the local or permanent address of a student should be informed to the admission clerk promptly so that normal contact with him is not interrupted.

12) On admission, every student shall obtain from the college office an identity card carrying his/her own passport size photograph duly pasted upon it and attested by the proper authority and shall preserve this card carefully with him/her in order to produce it on demand as and when required. In case of loss, it can only be replaced on payment of Rs. 20/- only. Every student must bring the identity card with him/her whenever he/she comes to college. Any student failing to produce the identity card on demand may be treated as a trespasser. All the students will have to return their identity cards to clerk concerned at the time of receiving their admission card for the university examination.

13) No students shall directly send anything concerning the college for publication either to the press or elsewhere without the prior approval of and necessary permission of the college, nor shall approach the president or the governing body members, except through the college principal. Any breach of this rule may entail outright expulsion of the student from the college.

14) Any difficulty, which the student might face, should be brought to the notice of the principal in writing through the superintendent of the college with remarks in writing.

15) Students are not authorized to form unions or societies in the college without the prior consent of the professor in- charge of the societies. They shall also not invite guests or arrange their lectures on their own initiative, without prior permission of the prof-in-charge concerned.

16) 75% attendance in lecture classes is compulsory as per university rules. If a candidate fails to maintain 75% attendance, he/she may not be allowed to all in the examination form and such candidate will be treated as detained.

17) Any breach of the above rules will amount to an offence, punishable according to the degree of its seriousness. The punishment will be given by the principal and his decision in this matter will be final.

18) Any student who leaves the college at any time after the admission for any reason shall have to pay tuition & other fees for the whole session.

19) Students must keep their cycles on the cycle stand properly locked. No student shall keep his cycle unlocked; a cycle without a lock will not be entertained.

20) If any incident of ragging comes to notice to the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him the institution.

The rules and regulation shown in the prospectus can be changed according to situation by Principal.

It is necessary to follow all the rules mentioned in prospectus.

If some-one found guilty of breaking rules can be punished or he/she would expel from the college.

Rules for Parking

- 1) All vehicles should be park in the parking area provided by college.
- 2) A vehicle should be properly locked and parked.
- 3) Every odd Saturday will be no vehicle day each month.

Examinations Rules

- 1) College internal exams are compulsory for all students.
- 2) Student must read all notification recalled to exam from notice board and follow what's app group notification regularly.
- 3) Library card and I-Card are compulsory for attending the examination.
- 4) All students must report to exam hall 15 minutes before the exam time.
- 5) Students are not allowed to enter examination hall half an hour after the start of exam.
- 6) Students are not allowed to leave examination hall in between exam duration and without submitting answer sheet.
- 7) Mobile phones are totally ban in examination hall.
- 8) Student who scores less than 50% is to be appeared for reexamination.

General Library Rules

- 1) **Every student** entering the library must present his/her own identity card as well as library card, otherwise the use of the library will be denied.
- 2) **Students are advised** not to keep any personal items with their identity card.
- 3) **Readers are responsible** for any damage or injury done to the reading materials or any other property of the library and shall be required to replace such books/property as has been damaged or injured or be required to pay the full value there of as determined by the library authorities.
- 4) **Readers** shall not write or mark (by underlining, putting brackets etc.) on the reading materials. The library property and furniture is to be handled with utmost care.
- 5) **Students should maintain** silence in the library.
- 6) **No library material** will be issued against identity card.
- 7) **Reference material** (Newspaper/Current Periodicals) will be issued but it should not be taken out of the library.
- 8) **If a book is lost** by a student he /she should replace it with a new copy of the same book to the library.
- 9) **The loss of identity** card should be reported immediately to the librarian. After submitting written application .Duplicate identity card will be issued against a fine of for new identity card.
- 10) **Eatables and beverages** are not allowed in the library premises.
- 11) **Smoking, Spitting**, eating, loud conversation and similar objectionable practices are prohibited
- 12) **Use of mobile phone** is prohibited within the library premises.

Code of Ethics for Teachers

Teacher and students

1. Teacher should treat each student equally.
2. Teacher should be capable of satisfying educational need of student.
3. Teacher must respect the right and dignity of student in expressing their opinion.

Teacher and colleagues

1. Teacher must respect their colleagues and should be cooperative to each other.
2. Refrain from considerations of caste, creed, religion, race or sex in their profession.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.

Anti-Ragging Measures

Anti-Ragging Measures: (As per UGC Notification No. F.1-I6/2009(CPP-II) Dated September 2009)

Ragging is totally prohibited in the college and anyone found guilty of ragging and /or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force. As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/ expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Code of ethics for principal and directors

1. Professional competence and integrity.
2. Work for betterment of institution to achieve peak.
3. Be capable of binding each and every unit into one.
4. Contributing to nation and social development according to dynamic needs of society.
5. Cultivate seed of excellence through the promotion of creativity, research activity and innovative practices.
6. Performing the duties with honesty and setting role model for all.

Established Systems and Procedures for Maintaining & Utilizing Physical,

Response:

Randhirsingh Bhadoriya Mahavidyalaya, Umred maintains physical & academic facilities for effective teaching and learning. The different facilities of college are as follows:-

Academic Facilities: -Randhirsingh Bhadoriya Mahavidyalaya, Umred provide basic academic facility for lecturers, college give financial assistance to the lecturers for seminars, workshop and conferences, also college provide financial aid for research work to all lecturers. We provide maternity leave as well as paternity leave.

College Campus: Randhirsingh Bhadoriya Mahavidyalaya, Umred is the part of one of the oldest and prestigious education society of Umred, Mahavidyalaya. Learning is enjoyable experience here; we consciously kept the environment of our college like a school. College gets open at 10:30 AM, college starts at 11:30 A.M and main gates of college closed at 11:30 A.M, gate reopen at 2:30 P.M which is our recess time at 3:00 P.M it gets closed again and it reopens at 05:00 P.M. Classes are monitored by principal through C.C.T.V college gets closed at 05:00 P.M but 05:00 P.M to 05:30 P.M is reserved for student-teacher meeting where student can meet teachers with their problems. We have banned uses of plastic in college campus and no vehicle day at odd Saturday.

Laboratory: Laboratory is connected with projection and audio system. Students can code and can build new educational apps, the software for T.C in college had created by our students and teacher.

Library: The Library remains open all the working day from 10:30 A.M To 05:30 P.M to impart and train the students theoretically library, is the best weapon we have. We do have subject's related books. Purchasing of book is generally associates with librarian but in our college teaching staff is permitted to be a part of purchasing books. We have books of legendary person to ensure human values among students. For enriching English vocabulary we have crossword books. We have story books to bring reading habits in students.

Sports Room: Physical and mental health is one of the main aspect of students personality. Keep in mind we provide sports facility like chess, badminton, volleyball, cricket etc.

NSS Room: National Service Scheme is backbone of our college many activities done by college where done through N.S.S. may it be clean INDIA movement, Voter literacy movement or rising fund for people this entire thing is done by N.S.S. Every N.S.S students are allotted one tree of which they have to care of it.

We work for consecutive 3 years in one village. NSS students tell the importance of cleanliness, good hygiene habit and other thing to village people.

Girls Common Room: One common room for girls is provided for the benefit of the female students of the college.

It works like a rest room for the girls with ladies problems. It also works as reading room for girls. Students (girls) from first year mingle up here with second and final year. Experienced share their experience about studies with new comers.

Garden: Randhirsingh Bhadoriya Mahavidyalaya, Umred has small garden, the responsibility of garden is given to NSS scouts as well as to the non-teaching staff. Mahavidyalaya appointed a Gardner who guide scouts and staff how to maintain garden properly.