



Estd 2009

Shri Balasaheb Mane Shikshan Prasarak Mandal's
ASHOKRAO MANE GROUP OF INSTITUTIONS

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Approved by : AICTE, New Delhi No. F-No. MS (Newint) 2009 / 08, Higher & Technical Education Department, Govt. of Maharashtra, Directorate of Technical Education, Mumbai. **Affiliated to** : Dr. Babasaheb Ambedkar Technological University, Lonere - Raigad. (B.Tech. & M.Tech. Programs), Shivaji University, Kolhapur. (MBA Program). **1237**

Accredited by NAAC with 'A' Grade CGPA 3.08

Founder President
Late Shri. Ashokrao Mane

I/C Director
Prof. Pravin B. Ghewari

President
Hon. Shri. Vijaysinh A. Mane

Ref. No. :

Date : 01-09-2020

CODE OF CONDUCT FOR Service Rules of Teachers

- A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
- A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.
- A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.
- A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.
- A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately over mark, undermark or victimize a student on any grounds.
- A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto

- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Teachers shall monitor the respective group of students who are attached to them.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences. Staff members are encouraged to take up Research projects. Staff members should also attend Faculty Development Programmers, Quality Improvement Programmers etc to update their knowledge.
- Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
- 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
- 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.
- 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. -----

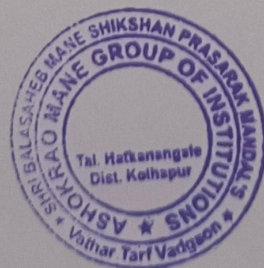
CODE OF CONDUCT FOR Non Teaching Staff

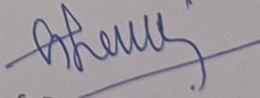
- Non-Teaching staff should report for duty at least 30 minutes in advance
- Non-Teaching staff should wear the Uniform provided by the Management.
- Non-Teaching staff must always wear their identity badge during working hours.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- 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.

- 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.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff shall not leave the College premises without permission before time.

CODE OF CONDUCT FOR STUDENTS

- All students shall be responsible to the Principal, Vice-Principals, faculty members and other designated persons for their conduct.
- No student shall use unbecoming language or indulge in insubordination and / or violent behavior.
- No student shall resort to any kind of demonstration on campus.
- No student shall possess, use or circulate pornographic material in any form.
- No student shall cause damage of any kind whatsoever to college property.
- No students shall use cell phones at the campus.
- No students shall resort to ragging at the college campus.
- No students shall smoke or partake of alcoholic drugs at the college campus.
- Every student shall wear his / her identity card while on campus.
- Students shall be punctual in their timings and attendance.
- All students shall strictly adhere to the dress code.




Prof. P .B. Ghewari

I/C Director