

**Janabai Vikas Sanstha's
Gajananrao Pandurang Patil College of Arts & Science
(Affiliated to University of Mumbai)**

**Code of Conduct for Students, Principal, Teachers, Administrators
and Unskilled Staff**

CODE OF CONDUCT FOR STUDENTS

- Student should be punctual and should maintain discipline in the college.
- Student should get at least 75% of attendance, if not he/she is not eligible to appear for the examination, as per the university rule.
- Student is advised to utilize facilities available in our college properly.
- Student should maintain cleanliness in the campus.
- Student is advised to participate in all the programmes and activities conducted by the college.
- Ragging is strictly prohibited.
- Student should not involve in any kind of illegal activities.
- Student is not allowed to use mobiles in the classroom and library.
- Student should protect property of the college.
- Student should not remain absent without prior permission.

CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint coordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.

CODE OF CONDUCT FOR TEACHERS

- Teacher should maintain dignity and decorum of the post.
- Teacher should perform his or her duty honestly.
- Teacher should actively involve with the students in co-curricular and extracurricular activities.
- Teacher should prepare teaching plan of the allotted subjects.
- Teacher should inculcate patriotism and discipline among students.
- Teacher should avail leaves with prior intimation.
- Teacher should work towards betterment of the Institution.
- Teacher should be available for consultation to students.
- Teacher should not indulge in casteism.
- Teacher should not remain absent from duties without prior permission.
- Teacher should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

- Unskilled employees should give importance to cleanliness of the institution.
- Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff.
- Unskilled employees should develop co-operative and friendly relationship with faculty members.
- Unskilled employees should not involve in unethical practices.
- Unskilled employees should not remain absent from duties without prior permission.
- Unskilled employees should not engage directly or indirectly in any trade or business.




I/C Principal
Gajananrao Pandurang Patil College
of Arts & Science
At-Post-Kon, Tal.Bhiwandi, Dist.Thane-421311