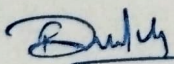
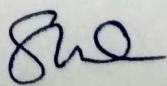


Code of conduct for teaching staff

- The selected candidate will be appointed on fix pay which may be equivalent to the government payment but will not pertain the payment, allowances, retirement and other financial benefits for government rules and regulations.
- The Governing Body's rules covering leave, official allowances, official benefits, the nature of work, behavior, and disciplinary action will be enforced
- All the recruitments will be purely on temporary basis and not permanent.
- Every staff member will adhere to the regulations established by the institution, maintain their morals and character in both their personal and professional lives.
- In case of financial crime or serious offenses, the employee will not have considered to work and terminated after divisional enquires.
- If an employee is required to work a full year, they are not allowed to quit in the middle of the year. A certain sum will be taken out of their pay as payment for the guarantee and repaid at the end of the year.
- T.D.S., professional and other taxes will be deducted from salary as per government rules and regulations.
- If the Head will lodge a complaint against subordinate in the following matters, s/he will be suspended without any prior intimation:
 - Continuous complaint about teaching;
 - Arrogance and misbehavior or indiscipline;
 - Irresponsiveness and avoidance;
 - Total casual leave allowed is 08 days in a calendar year.
 - Casual Leave may not be combined with compensatory off and holidays.
 - Act as role models with examples worth emulating by the students such as good conduct, and a good standard of dress, speech, and behavior.
 - Act as facilitator, guide, and mentor of students.
 - Create a conducive environment for the teaching—learning process and strive for innovative practices and increasing knowledge.
 - The teaching staff should make use of ICT tools for healthy and effective teaching.
 - The teacher should take special notice of the weak student and must devote some extra time to enhance his/her learning and understanding ability.
 - A teacher has an obligation to conduct examinations honestly and in accordance with the institution's rules.
 - Teachers must learn new methods, methodologies, and techniques to conduct excellent lectures and establish the ideal learning environment for the teacher and students.
 - Teachers should publish books (including text books), have their articles/papers published in high quality and peer reviewed national/international journals.
 - Wear identity card regularly


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Code of Conduct for Non -Teaching Staff:

All staff members excluding the teaching staff will be subjected to this code of conduct.

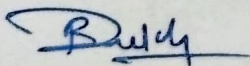
Implementation Plan for Staff Members:

Training programs on human values and professional ethics for staff members.

The following duties and responsibilities are expected from the non-teaching staff.

He/ She must:

- Adhere strictly to the laws and regulations of the institution.
- Prove the commitment to the institution by being on time and reliable in all of the tasks assigned by the authorities.
- Each and every member of the support/office staff should come well dressed in the proper uniform assigned to him/her.
- Wear the identity cards on the campus.
- Must not be absent from duty without official approval or approved sick leave.
- The support/office staff should not allow themselves to indulge in any political or anti-secular activities which can hamper the smooth functioning of the institution.
- The office and support staff shouldn't act in a disrespectful manner towards the teachers and students.
- Respect and maintain the hierarchy in the Administration.
- Be supportive and cooperate with other staff members.
- Not to assign unauthorized people to carry out official tasks.
- Create conditions that inspire teamwork.
- Maintain the confidentiality of the records and other sensitive matters.
- Maintain the institute's property and make the best use of them.
- Refrain from any form of discrimination.
- Not assign the tasks given to them to others without the principal's prior approval
- Remain on duty during working hours as instructed by the Principal within the provisions of orders of legitimate authorities Code of Conduct for Non -Teaching Staff:
- Without the prior authorization in writing of the Principal/Management, no employee shall retain personally or remove from the office any original or copy of any institution document.
- No employee is ordinarily permitted to bring his / her children to the office or place of work during the working hours.
- All employees should record/sign the attendance register daily before 2 pm and biometric twice daily: the first while reporting for duty in the morning and the second time while leaving the campus.
- Every employee should be present for his/her duty on time and fulfil the prescribed hours of work.

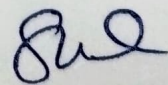


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Code of Conduct for HODs:

- The Head of department should strive to lead manage & develop the department.
- Should prepare the Academic plan for every semester.
- At least once a semester, observe the classes & keep the record of observation.
- Finalize the workload, assignment & schedule for the following semester
- To frame time table & distribution of workload for proper implementation of the desired teaching outcomes.
- To monitor & ensure classes are held according to the time table.
- Should be responsible for ensuring the educational progress & welfare of the students.
- Should supervise the attendance of the students in the classes both theory & practical.
- To conduct periodic meeting of faculty to plan & review department activities.
- To arrange guest lecture, industrial visit & webinars to encourage students to gain practical knowledge.
- To monitor & ensure overall development of slow & fast learners.
- To consider students grievance & try to resolve them through ethical academic practice to monitor department & laboratory maintenance
- Must assume the responsibility of training & updating the faculty with regards to various departmental activities.
- Maintenance of harmonious relations between students & faculty while ensuring discipline & ethical behavior of students.
- Assign work for the lab attendants & support staff & monitor them closely
- Make sure that each faculty member fulfils their obligations in the prescribed time frame.
- Ensure smooth running of mentor-mentee system in the department.

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Code of Conduct for Librarian:

The college Librarian should:-

- Ensure annual purchase of new book and renewal of subscription of journals.
- Ensure discipline & decorum of library.
- Organize orientation activities for newcomers to introduce them to the library.
- Assist teacher and student in getting the thesis and publication verified for plagiarism.
- Participate in extension co-curricular & extracurricular activities.
- Do not incorporate caste, creed, religion, ethnicity, gender or sex concerns in his/her professional endeavors.
- Ensure that student reading rooms are conducive to learning.
- Assign the work to the support staff and monitor how they are doing.
- Ensure to include relevant titles from worldwide so that faculty and student have access to them for reading and reference.
- Make library the soul of the institution by implementing creative activities to attract as many users as possible.

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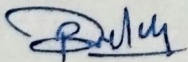
I/C principal

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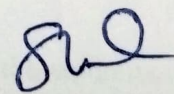
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Code of Conduct for the Students:

- Wear the identity cards on the campus.
- Wear a uniform regularly.
- Every student is expected to Abide by Maharashtra Public Universities Act, Statutes, Ordinances, rules, policies and procedures of the SRTM University, Nanded and respect its ideals, vision, mission, cultural practices and the traditions.
- Stay in an academic institution with the joyful learning experience.
- Remain punctual, disciplined and regular in attending classes.
- Observe modesty in their overall appearance and behavior.
- Behave with dignity and courtesy with teachers, staff and fellow students.
- Act as a role model for the junior students by attaining the highest level of values and Morality.
- Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region
- Respect and care for the institutional properties.
- Observe proper behavior while on outside activities (educational tour/visit or excursion).
- Be honest in providing only truthful information on all documents.
- Maintain the highest standards of academic integrity while presenting own academic work.
- Help teachers in maintaining the learning environment conducive for all students.
- Strive to keep campus ragging free.
- Students are not supposed to loiter in the campus when they are free.
- Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus.
- Students should not indulge in hooliganism and rowdiness when they are in the college premises. Any such activity is a serious offence with the student liable to be suspended or restituted
- Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and responsible citizens of the country.
- Students are encouraged to keep the campus tidy and refrain from littering.
- Consumption of junk food is strictly prohibited within the college campus.
- Students should ensure that no damage is done to college property and the same shall be considered a punishable offence.
- Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only.



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