



# Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

Affiliated to Sant Gadge Baba Amravati University, Amravati

## NAAC

### Criterion-VII

### Institutional Values and Best Practices

<https://vinayakmahankh.in> 

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Nandgaon Khandeshwar, Amravati 



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**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the. Code of Conduct Institution organizes**

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# VINAYAK VIDNYAN MAHAVIDYALAYA

Nandgaon Khandeshwar, Dist. Amravati

(An Institute run by Pravin Khodke Memorial Trust, Amravati)

Sau. Sulbha Sanjay Khodke  
(M.L.A., Amravati)  
President, P.K.M Trust, Amt.

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Outward NO. PKMT/VVM/1123/3533


D. 10/11/2023

## SELF DECLARATION

This is to certify that, the information, reports, true copies of the supporting documents, numerical data and web links furnished in this file are verified by I.Q.A.C. and head of the Institution and found correct.

Hence this certificate is issued.

  
**Dr. Suchita Khodke**  
**I.Q.A.C. Co-ordinator**  
Vinayak Vidnyan Mahavidyalaya  
Nandgaon Kh.

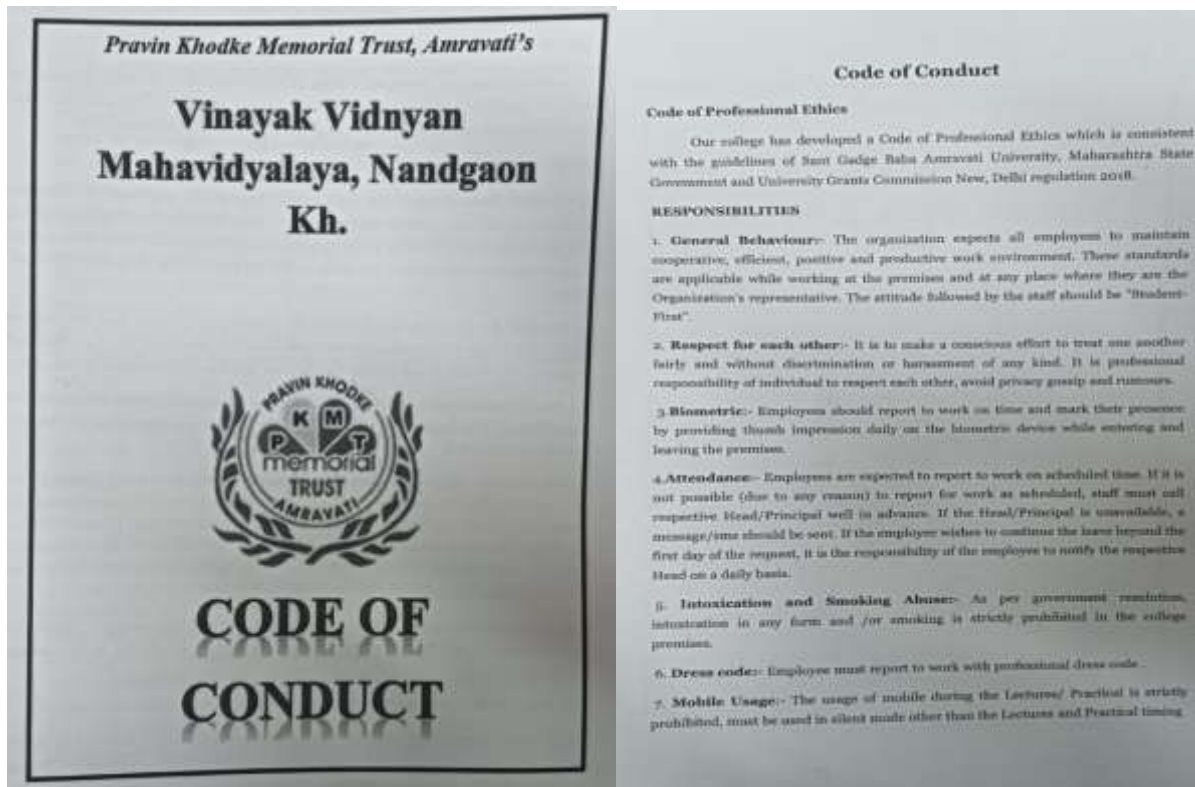
  
**Dr. Alka A. Bhise**  
PRINCIPAL  
Vinayak Vidnyan Mahavidyalaya,  
Nandgaon Khan. Dist. Amravati.



Code of Conduct for students, teachers, administrators and other staff and conducts periodic programmes

Website Link of Code of Conduct

<https://www.vinayakmahankh.in/pdf/Code%20of%20Conduct.pdf>



8. **Classroom Etiquettes:**– Strict discipline should be maintained inside the classroom. The faculty should:

- Make sure that Teacher is properly equipped with chalk, duster, attendance sheets, pen and notes.
- Report to the classroom on time.
- Follow the Teaching plan designed for that subject.
- Use Marathi as well as English as the communication medium with the students.
- Provide notes to the students.
- Make the session interactive, whenever doubts are raised by the students; try to clarify with correct justifications.
- Give at least five minutes for general queries at the end.
- Clean the black-board.
- Take roll call and dismiss the class.
- Conclude the lecture with what is covered today and what will be discussed next time.
- Leave the classroom only when the next Faculty reports to the classroom.
- Tests & assignments should be conducted as per University / Institutional guidelines.

09. **Lab Discipline** – Strict discipline should be maintained inside the laboratory. The faculty should:

- Report to the laboratory on time.
- Allot two candidates for performing one experiment on a setup.
- In Computer laboratory, each single candidate should be allotted a PC for programming.
- The journal/record book for a particular experiment performed in a particular session must be evaluated and graded in the same session.
- For the absent candidates, the scheduled practical should be taken at the end of session.
- Laboratory attendance should be taken immediately once the practical is over.
- The certificate should be signed by the Faculty only after the completion of all the laboratory sessions.

10. **Leaves** :- Leave rules are applicable as per the affiliating University norms.

#### USE OF COLLEGE ASSETS

1. **General:** It is responsibility of the employee for the proper usage of the College assets and must safeguard such assets against loss, damage or misuse. College equipment and assets should be used for college purposes only and not for personal use.
2. **Print Outs:** Print outs should be taken only for official reasons. Personal usage of the same should be strictly avoided.
3. **Internet:** This facility should be availed only for educational purposes.
4. **Library:** The library use should be done for reading purpose/ internet usage and accessing e-granthalaya library software. Silence should be maintained so as to avoid disturbing the students and or peers. The library register should be signed and time you enter and leave the library mentioning the purpose of visit along with the duration spent in the library.
5. **Electricity usage** :- Staff should switch off the lights/fans/appliances in their respective work places when not in use.

#### Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### Teachers and their Responsibilities

##### Teachers should

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation, and
- Participate in extension, co-curricular and extra-curricular activities including community service.

#### Teachers and Students

##### Teachers should

- Respect the rights and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific temper, spirit of inquiry and ideals of Democracy, patriotism, social justice, environmental protection and peace.
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.

- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

#### Teachers and Authorities

##### Teachers should

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment, including private tuition and teaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Adhere to the terms of contract.
- Give and expect due notice before a change of position takes place.
- Refrain from avail rig themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### Director Physical Education and Sports Librarian should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research.

- Participate in extension, co-curricular and extra-curricular activities, including the community service

## CODE OF CONDUCT FOR STUDENTS

This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's interests or reputation. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- Student shall be regular and must complete his/her studies in the College.
- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus.
- A six day working schedule from Monday to Saturday is followed.
- They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- Indulging in any form of Harassment on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,
- Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computer networks, and other restricted facilities and interference with the work of others is punishable.
- Damage to, or destruction of, any property of the Institute, or any property of others in the Institute premises.
- Students are expected not to interact, on behalf of the Institute, with media representatives or print media persons on or in the campus without the permission of the Institute authorities.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

- Student shall not indulge in any act of tagging pertaining to Maharashtra Prohibition of Tagging act 2009.

## CODE OF CONDUCT FOR GOVERNING BODY

The Governing Body shall function on the following points: establishes the strategic direction by:

- Setting the vision and mission for the Institute.
- Improvement strategy with priorities and targets Ensuring financial probity by:
  - Setting the budget
  - Monitoring spending against the budget
  - Ensuring optimal utilization of resources