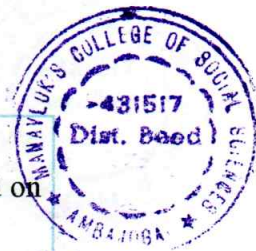




### CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. 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.
2. At the time of Admission students must come with their parents. They shall take information from principal on the college regarding the rules and regulation of University and college.
3. A weekly schedule must be followed. Classes are scheduled from 10.25 a.m. to 4.30 p.m. college activity start with national anthem and prayer. Tuesday and Friday of every week are field work days so students are expected to do practical work as per the guidance of respective field work supervisor.
4. Teachers shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam" and a "Thank you Sir/Madam" when the teacher leaves the class room.
5. As per university and college regulation, students attendance must be 75 % in theory class and 90 % is field work. No student shall enter or leave the class room when the session is on without the permission of the concerned teacher.
6. Participate in college activities such as Skill lab/ Bhumika/ awareness song/book review/ seminars/project presentations etc. is made compulsory to students.
7. Without the prior permission taken from Principal, students are not allowed to take leave. A leave applications (Regular & Medical) shall be submitted in time, for the sanction of Principal. If students remain absent more than three days then his/her parent will be informed.
8. Students shall come to the college in approved Khadi uniforms on every Monday and Thursday
9. All the students are expected to attend all college functions in college uniform unless otherwise specified.
10. All the students shall wear their identity cards in working days at class and field work as well.
11. Students must be participated in Study Tour/ extension activity and Rural Camp attend



- with dress code by producing a letter of intention certified by their parent/guardian.
12. It is expected to participate in *Shramdan* (Volunteer manual work) activity conducted on every Thursday after prayer in the college campus.
  13. Students shall not bring powered vehicles and not allowed triple seat inside the campus.
  14. In college campus, students shall not bring their friends or any other person outside of the college except their parents.
  15. Students are informed carefully handle the furniture, equipments, fixtures and appliances of the college. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine
  16. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
  17. Strict instructions are given to keep campus neat and clean, not to put any waste anywhere in the campus except in the dustbin kept.
  18. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, PanMasala etc. are strictly prohibited.
  19. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
  20. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
  21. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
  22. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
  23. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college



24. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies per the directives of Hon'ble Supreme Court of India.
25. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
26. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of Manavlok's College of Social Work, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

  
**Principal**  
Manavlok's College of Social Work  
Ambajogai Dist. Beed 431517




### CODE OF CONDUCT FOR TEACHERS

The profession of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and his / her conduct in a college environment has great impact on students. As responsible, educated adults, teachers need to shoulder certain norms.

Keeping this in mind it is expected that No teacher shall...

1. Knowingly or willfully neglect his/her duties.
2. Discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.
3. Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.
4. During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the Head of Institution.
5. Remain absent from the College without sanction of leave or without previous permission of the head of the College.
6. Enter into any monetary transactions with any student or parent; nor shall He/she exploit him/her influence for personal ends.
7. All teachers are responsible for maintaining their Class Attendance Register, Plan Book, Daily teaching Diary and Examination Registers. For any loss of the same, the accountability rests solely in the hands of the respective teachers.
8. All the teachers are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the college administration.
9. Mobile phones are strictly not permissible in the Classrooms.

  
**Principal**  
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**CODE OF CONDUCT FOR STAFF**

1. Every teacher should treat his / her colleagues as professional equals, regardless of their status.
2. Every teacher should treat his / her colleagues with courtesy at all times.
3. Teacher shall respect the diverse life experience cultural differences, expertise and values of colleagues.
4. Teacher should not comment negatively or do colored remark towards colleagues.
5. Respect the functional superiority of those set in authority over you.
6. There should be no discrimination such as gender, caste, class, race, socio-economic status, religious, age, family background etc.
7. All staff should avoid trivial and vexatious criticism of colleague's behavior.
8. All staff shall avoid any dispute between colleagues and employer. He / she should mention harmonious relationship and integrity in the college.
9. Be impartial in your decision with members of staff.
10. Avoid Sexual harassment.

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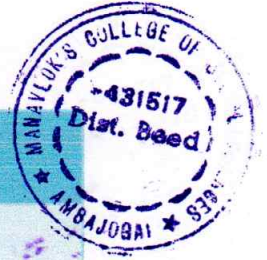


### CODE OF CONDUCT FOR PARENTS

As college believes in student centric approach it's expected that student parent teacher and management should involve in the development of leaning process.

1. It is obligatory to present parent / guardians at the time of admission with the candidate.
2. Every year college should organized parent meet and take their involvement for the development of college.
3. Parents have to attend 'parent meet' of the college.
4. The professional educator makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
5. The professional educator endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
6. The professional educator manifests a positive and active role in College/community relations.
7. Suggestions and feedback of stakeholders (parents) and guardians are welcomed.
8. Parent should take follow-up of the progress of the ward and has to visit college whenever required.
9. Parent / guardian must communicate to college regarding the cause of absentees of their ward.

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COMMITMENT TO THE PROFESSION

1. All staff is expected to attend prayer on 10.25 am at every working day.
2. All staff is expected to wear khadi uniform on every Monday and Thursday.
3. As per academic calendar Teacher should follow the responsibility shoulder on him/her and submit the concern report to principal within time.
4. For the overall development of the college teaching and on teaching staff should work with participatory approach and take decision unanimously.
5. Various committees In charge shall take innovative for conducting activities and lead the programme effectively.
6. As per the university curriculum teacher shall conduct curricular, co-curricular extracurricular activity such as I.C., G.C., LSA ,seminar, Research Project, etc
7. Teacher must visit filed work agencies/community with students for supervision.
8. Field work supervisor shall asses the report book in time and give proper instruction for development of students.
9. If any faculty is on leave then other faculty should conduct the lecture and engaged the student in learning process
10. All staff should mention confidentially about administrative report.
11. All staff shall fallow the resolution and decision taken by college development committee
12. Professional growth is absolutely necessary and must be given priority.
13. Open confrontation of whatever nature must be avoided.
14. Teachers should neither allow other employment to impair the effectiveness of their professional service, nor permit commercial exploitation of their professional position.
15. Teacher is expected to promote employable skill among students and inform them various career opportunities.


**Principal**

Manavlok's College of Social Work  
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COMMITMENT TO THE MANAGEMENT

1. Management shall strive for the overall development of college.
2. Management should conduct staff meeting in every month .in meeting management shall take review of the progress on decision taken in prior meeting and sub sequentially do planning for further progress .
3. College development committee shall play effective role in overall development of the college.
4. Management members should guide to staff and students for healthy relations and career development.
5. Management shall respect the right dignity and worth of employs.
6. Management member should be fair and honest in dealing with college staff.
7. Management should give commitment to providing quality services and mention high standard about rules, regulation and policies.
8. Management should not do any discrimination with staff on the basis of caste, religion, age etc.

  
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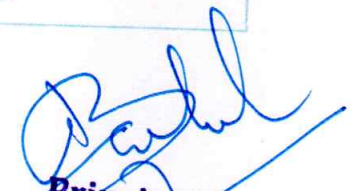




COMMITMENT TO THE COMMUNITY

The Teaching profession occupies a position of public trust. Education is effective when college and community co-operate in a constructive manner.

1. The social work education is the experimentation of resolving social issues, in Regard College is the laboratory of the society. Its moral duties of the staff to provide education with humanitarian approach.
2. Community is base understand the real problem of weaker section venerable groups. So teacher should promote students to realize the socio- economic issues as a part of study.
3. Teacher and students should be committed to conduct researches to understand the situation and provide solution to various problems.
4. The responsibility of the stakeholders of social work education is to assess the government scheme/project/programme for the welfare of community and provide recommendation to government for its effective implementation.
5. Adhere to any responsible pattern of behavior accepted by the community for professional persons.
6. Perform the duties of citizenship, and participate in community activities with due consideration.
7. Discuss controversial issues from an objective point of view; keep your class free from partisan opinions.
8. Respect the community in which you are employed and be loyal to the College system, community and nation.
9. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
10. Encourage the community to participate in the life of the college.
11. Co-operate with approved agencies concerned with student Welfare.

  
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MOBILE PHONE POLICY

The purpose of this policy is to establish clear guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Mobile Phone Policy realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

1. Students are not permitted to use mobile phones within the campus. Students who are staying in college hostels should not bring the mobile phones to the college.
2. The mobile phones shall be kept in silent mode while depositing in the designated place.
3. All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
4. Students violating the above rules will be fined an amount of Rs 100/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
5. Staff members are allowed to use mobile phones in their respective cabins.

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