



Nevjabai Bhaiya Hitkarini Education Society's

NEVJABAI HITKARINI COLLEGE

BRAMHAPURI, DIST: CHANDRAPUR

HANDBOOK

OF

CODE OF CONDUCT

(For Students, Teachers, Administrative Staff, Principal)

Year of Publication : 2018

Second Edition : 2021



NEVJABAI HITKARINI COLLEGE

BRAMHAPURI, DIST.: CHANDRAPUR

**HANDBOOK
OF
CODE OF CONDUCT**

(For Students, Teachers, Administrative staff, Principal)

(First Edition on 30-07-2018)

Second Edition : 2021

PREAMBLE

This Handbook indicates the standard procedures and practices of Nevjabai Hitkarini College, Bramhapuri (hereinafter referred to as the 'Institute') for all students and staffs. All Students and staffs should be well aware with this Code of conduct and abide by the rules and regulations of the institute. This code makes the students and staff habitual to handle the social, academic and administrative responsibility that reflects credit upon the college community and to model good citizenship in any community.

The Code is reviewed and updated annually and as necessary to ensure compliance with the law and adherence to the values of the College. The College will make every effort to alert students to

significant changes when they are made. The policies and procedures outlined in the Code are considered to be in effect once they have been published on college website. Students will be prompted to acknowledge that they have read the Student Handbook (which includes the Student Code of Conduct) on an annual basis.

The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honor.

Principal

N. H. College, Bramhapuri

From Desk of Principal

The **mission** of the Nevjabai Hitkarini College, Bramhapuri is to provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve. The College promotes behavioral standards that create a positive and fruitful environment, in which students can learn, work effectively. Also teaching and non-teaching staff can work with bottom of heart in the institution. The Students and staffs Code of Conduct is intended to help create and preserve this positive and fruitful environment in support of the institution's mission, educational philosophy, purposes, and functions; students' educational and civic development; and to protect the people, properties, systems, and processes that support the College.

To full fill the vision of the college "Come for the knowledge and reach out for the service of the mankind". We the people of the college should

follows the code of conduct to impart the quality education to the students and community as a whole. Therefore the code of conduct for students, code of conduct to the teaching and non-teaching staff and code of conduct for principal have been framed in the institution to prevail the healthy educational environment in the campus. I am sure that every respective individual will strictly follow the code of conduct and will strengthen the “Vision and Mission” of the college.

Principal

N. H. College, Bramhapuri

Index

S.N.	Contents	Page No.
1	Code of Conduct for Students	1
2	Code of Conduct for Teacher	7
3	Code of Conduct for Non-Teaching Staff	10
4	Code of Conduct for Principal	12
5	Research Policies for Ethics and Plagiarisms	14
6	COVID-19	23
7	Differently Abled Students	25
8	No Vehicle Day	26
9	Plastic Free Campus	27



Nevjabai Hitkarini College, Bramhapuri

CODE OF CONDUCT FOR STUDENTS

- College campus is covered by CCTV camera. Strict action will be taken against anyone found in disciplinary behavior.
- The students are expected to maintain strict discipline in and out of the college. Any misconduct with teachers, staff, fellow students and girls in particular will invite severe punishment including rustication.
- College has introduced dress code for all the Senior, Junior & MCVC students. They must attend college in prescribed Uniform, otherwise action may be taken.
- The students should wear their prescribed uniform and Identity card in the college premises.

- No cell phone is allowed in the college campus during the college hours.
- While taking admission in college, read the college prospectus thoroughly so as to get proper information regarding various courses and their fees. Produce all required documents at the time of admission. Original and attested Xerox copies of School/College leaving certificate, Mark list of qualifying examination, Character certificate, Eligibility certificate, Migration certificate, Two Passport size Photographs. Attested two Xerox copy of Caste certificate only for students of Reserved Category.
- Number of Xerox copies of their documents must be kept with them before submitting original documents to the college.
- Attested Xerox copy of ADHAR CARD and Election card is necessary for all the students of UG and PG classes.

- Each student must fill their admission form carefully and give their Mobile No., Adhar card No. and email id correctly.
- The students are expected to see the notice boards daily to get up-to date information of all kinds.
- Loitering in the Corridors and disturbing the classes during the free period will invite punishment.
- Students must park their cycles/vehicles at the cycle stand provided in college campus. Keeping vehicles in front of main entrance/ at other places is strictly prohibited.
- Permission of the Principal is necessary for any absence otherwise a student is liable for a fine. For absence on medical grounds, a medical certificate has to be produced.
- The admission card for Board/University/XI class College Examination will be issued only on receiving a clearance certificate from all concerned departments.

- The students are not allowed to give any information about the college for publication without the prior permission of the principal otherwise strict action will be taken against them.
- A student is liable for rustication on the grounds of showing no academic progress, continuous absence without permission, non-payment of fees and other dues, misconduct, submitting fake certificates or information and such other serious misconduct.
- To get benefit of Student Safety Insurance, the concerned student or his/her parent/guardian should apply with proper papers to the principal.
- Without the permission of the District Education officer, Chandpur, a student cannot be issued transfer/leaving certificate after XI class examination.
- Strict action will be taken against the student found chewing tobacco, kharra, pan, gutka or smoking or drinking liquor in the college premises.

- The student should verify about their eligibility for any scholarship from scholarship section of the college.
- The principal has the right to withdraw the scholarship facility and recover any amount already paid to a student on the charge of misconduct, participating in strikes, unsatisfactory academic progress or short of attendance in the class.
- As per the Government rules, the student availing any scholarship or concession must have 80% attendance in classes and show satisfactory progress in tests conducted by the college.
- A student will be eligible to appear in Board/University examination only after attending 75% classes (including Lectures and practical's). If a student is absent continuously for 15 days without permission his name will be struck off from the register.
- Hostel facility (Boys and Girls) is available in college. Interested student should contact with

concerned authority after taking admission in college.

- The attendance of students in uniform for Flag Hoisting ceremony on National Days (15th Aug. & 26th Jan.) is compulsory.
- National Anthem will be at 11.25 am on all working days.
- Medical and Physical Test is mandatory to all students.
- Registration to Electoral roll is mandatory to all students who have completed 18 years of age.
- It is mandatory to all students to participate during the organization of National Identities Programs and the Programs organized on Fundamental Duties and Rights of Indian Citizens and other constitutional obligations.

CODE OF CONDUCT FOR TEACHERS

- In fulfillment of their obligations to the teaching profession, teachers will strive to:
- Advance the interests of the teaching profession through responsible ethical practices.
- Make an effort for the continuous development through training programs, workshops and research and development activities.
- Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Guiding and counseling students as a mentor and inculcating human and ethical values in them.
- 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.

- Conduct himself / herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- Prepare a teaching plan to be followed through the semester and should complete the syllabus in time.
- Deal impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics.
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
- Student Guardian scheme must be followed and the mentor teacher should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- ID CARD: It is Mandatory for teacher to wear prescribed uniform and ID cards at all times when they are in campus.
- All must report for duty on the reopening day and the last working day of each academic session.
- No cell phone is allowed during the teaching hours in classroom. Cell phone is only allowed for communication purpose or for college work only in college campus.
- Leave should be enjoyed only after the prior sanction from the principal, otherwise leave application will not be entertained.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- All non-teaching staff should remain present in the college, at least 30 min before the start of college and shall not leave the College premises without prior permission of principal, vice-principal and should mention motive on Halchal Register before leaving the campus.
- It is Mandatory for non-teaching staff to wear prescribed uniform and ID cards at all times when they are in campus.
- The staff should follow the instructions from the higher authorities.
- They should carry out the assigned work with complete zeal.
- They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
- The staff working in laboratories should keep proper maintenance and cleanliness.
- They should carry out additional work assigned to them.

- 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, equipment's, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures be obtained.
- The staff shall make themselves available for duty/other work if required by the principal on notified/ Government/Weekly holidays.
- No cell phone is allowed during the working hours. Cell phone is only allowed for communication purpose or for college work only in college campus.
- Leave should be enjoyed only after the prior sanction from the principal, otherwise leave application will not be entertained.
- Information about the college, students, and infrastructure documents should be provided to the teachers if needed for college work on priority basis.

CODE OF CONDUCT FOR PRINCIPAL

College Principal should:

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- Working towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
- Conducting regular meetings with Heads of the Department and various committees.
- Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.

- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

RESEARCH POLICIES FOR ETHICS AND PLAGIARISMS

The aims of this guidelines is to promote scientific research by providing the code of ethical practices for individual and collaborative work, guidelines for author, Patenting policies, human subjects care for life forms and environment.

- It focuses on the disciplines that learn norm and standards of conduct such as Science, philosophy, law, psychology, or sociology and distinguish between suitable and objectionable conduct that suit their particular aims and goals.
- There should be truthfulness in collection of data, data analysis interpretation, methods and procedures, results writing, publication status and other aspects of research activities where impartiality is expected or required which should not affect the research work which is be opened to criticism and new ideas.
- It should be done confidentially, sincerely besides; there should be consistency of thoughts and actions.

- A proper honor is given to patents, copyrights and other forms of intellectual property. One should not use unpublished data, methods, or results without any prior permission. Give proper acknowledgement or credit to all contributions to research.
- Give proper respect and care to life things when using them in research. Avoid unnecessary or poorly designed experiments. Give importance to relevant laws and institutional and governmental policies
- The research should not be in the form of wrongdoing or FFP i.e. "fabrication, falsification, or plagiarism".
- Severe punishment to researcher will be given if he/she is found to be guilty of plagiarism.

Research Policy

Introduction

In the recent years, the higher educational institutions are expected to contribute the national growth through augmenting the quality research by the government and national bodies of assessment. Accordingly, our college has accepted the backing of research as its core value. Hence, under the guidance of IQAC, the college has developed a comprehensive research policy.

Research policy statement

“ To encourage research culture and aptitude and try to find to achieve the highest standards with regard to quality research practice and the managing of possible scientific misdemeanors. ”

Aims

1. To follow the quality research as reiterated in the core values of the institution.

2. To create and support research culture among its teachers, staff and students and Leverage it for enriching and enhancing the professional competence of all members.
3. To develop and promote the scientific temper and research aptitude.
4. To promote the mutual endeavors in the research.
5. To contribute to the national development by establishing the institutional fund and plan for facilitating the research participation and related activities.
6. To cultivate the strong research leadership and effective research support structure.
7. To promote the innovative ideas in research leading to Intellectual property rights.
8. To promote the interdisciplinary research.

Scope

This policy will be applicable to all researchers of the college and these researchers are defined as

1. All staff, temporary and permanent, performing their teaching, research and administrative duties and supporting to the core values of the college.
2. All registered UG and PG students.
3. All registered research students and scholars.
4. All research guides experts from other institutes and sponsors associate with any of research activities of the college.
5. Alumni having research aptitude.

This policy will be applicable to all the research area and activities enlisted below:

1. Research activities including basic and applied, undertaken for achieving academic degrees and for solving problems.
2. Research activities as a part of completing minor or major research project undertaken by faculty and funded by different agencies.

3. Projects undertaken by students as a part of academic achievement, part of curriculum or for enrichment.
4. Knowledge developing and communication initiatives related to academic progress.
5. Activities involving innovative ideas, concepts and start-ups leading to intellectual Property rights.
6. Research endeavor leading to presentations and publications.

Mechanism for policy implementation

As per the guidelines provided by IQAC, Research Advisory Committee of the college shoulders the responsibility of implementing the research policy.

Composition of Research Advisory Committee:

Research Advisory Committee is important committee of the college, which decides all strategies of research policies and agenda and implements it. The committee comprises of the pool of expertise including principal in role of leadership, IQAC coordinator, senior teachers from all streams, which are research guides,

industry/academic representative, research student representative etc.

The Research Advisory Committee functions in following way:

1. The committee will continuously develop its research agenda with relative priorities considering the inclusiveness.
2. The committee will develop code of ethics and monitoring the malpractices and plagiarism in research.
3. The committee will motivate the faculty for the process of knowledge development and its sharing.
4. The committee will prepare guidelines for designing and evaluation curriculum oriented research projects.
5. The committee will take initiative to include research methodology in curriculum.
6. The committee will organize introductory workshop on research for staff and students to inculcate research culture.

7. The committee will take efforts to develop funds for providing research facilities like sophisticated instruments, research journals, common facility center, common computing center and ICT in college.
8. The committee will also develop fund for providing seed money and incentives to students and research scholars
9. The committee will encourage the faculty to undertake major and minor research projects, giving priorities in interdisciplinary areas in collaboration with other departments and institutes.
10. The committee will encourage the faculty and students to publish their research work in reputed/ referred research journals with high impact factors.
11. The committee will create a database of research work with respect to citation index, H-index and impact factor.

12. The committee will approach various funding agencies like UGC, DST, DBT, ICHR, ICSSR etc. to avail funds for research activities.
13. The committee will incubate innovations in start - ups and take efforts to convert it into enterprise.

Code of Conduct : COVID-19

As all we know, how the corona virus affects human beings and the recent outbreak of the Corona Virus has been disturbing the daily activity/working schedule. However, we will have to continue our work, education or other activity. Whenever we are at out of home, we will have to follow certain covid-19 protocol for self-safety and also for your colleague while working, learning or other activity.

Generic Preventive Measures/COVID-19 Appropriate Behavior, the following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times in the campus:

1. Crowding should be avoided at entry/ exit points.
2. Physical distancing of at least 6 feet to be followed as far as feasible.
3. Use of face covers/masks to be made mandatory.
4. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
5. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a

tissue/handkerchief/flexed elbow and disposing of used tissues properly.

6. Clean your hands thoroughly – Immediately after you cough or sneeze, and also at other times, wash your hands for at least 20 seconds with soap water or use an alcohol-based sanitizer. The sanitizer should contain at least 60-95% of alcohol.
7. Self-monitoring of health by all and reporting any illness at the earliest.
8. Spitting shall be strictly prohibited.
9. Avoid sharing personal items – It's important that you keep away the personal items you use on a daily basis such as drinking glasses, dishes, and towels away from your family and pets.
10. Avoid touching your nose, mouth, or eyes too much unless your hands are washed.

PLEASE NOTE: This Code of Conduct is likely to be subject to Direction of Government of India/ Government of Maharashtra as it is aligned to Government guidance

Code of Conduct: Differently Abled Students

It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutes have architectural barriers that disabled persons find difficult for their day-today functioning.

The colleges are expected to address accessibility related issues as per the stipulations of the Persons with Disabilities Act 1995, and ensure that all existing structures as well as future construction projects in their campuses are made disabled friendly. The institutes should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. The construction plans should clearly address the accessibility issues pertaining to disability. Those students/visitors cannot walk or stand by himself, use wheel chair which is placed easily accessible location in the campus.

1. Use special toilet which reserved for differently abled students/visitor.
2. Use special seating arrangement in library and take the help of library attendant.
3. Those students/visitors who are visually challenged, take the help of college employee.
4. Those students/visitors who are visually challenged, use Abrar Software for reading.

Code of Conduct: No Vehicle Day

As we all are aware that fuel base vehicle emits the carbon dioxide and other greenhouse gases causes Global Warming. Therefore, college has made policy of no vehicle day in college campus on each Saturday. College Staff and students are requested to use fuel base vehicle as less as possible. In order to come in college on Saturday following rules are to be followed:

1. Fuel base vehicle is not allowed in college campus on each Saturday.
2. Use public transport or bicycle in order to come to college on each Saturday.
3. Electrical vehicle is allowed on Saturday.
4. Students and staffs should use bicycle or public transport as much as possible on other day also.

Code of Conduct: Plastic Free Campus

Plastic pollution is caused by the accumulation of plastic waste in the environment. In order to avoid the plastic pollution, college has committed to banned the unnecessary plastic.

- Plastic carry bag/Polythin bag is not prohibited in college campus.
- Disposable plastic cup and glass are prohibited in cafeteria.
- biodegradable Plastic are allowed whenever it is necessary.
- Sale of plastic water bottle are prohibited in college cafeteria.
- Reusable plastic water bottle or plastic tiffin is allowed in campus.
- Avoid plastic wrapped edible product.
- Plastic decorative material is prohibited in Campus events.
- Whenever the plastic goods related to education like pen, scale etc. are become useless, it should be put in dustbin.

Nevjabai Hitkarini College, Bramhapuri

