



JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM

Tah. Narkhed, Dist. Nagpur-441301 (M.S.)

(Permanent Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

College Code: 341

(NAAC Accredited in Cycle II with 'B++' Grade, CGPA 2.93)

ISO 9001:2015 Certified, NIRF Participated

Website: www.jvmd.co.in

E-mail: jvmthugaondeo@gmail.com


JVMD/2022/14

Date: 01/01/2022


Declaration

This is to declare that the information, reports, true copies and numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

Hence this certificate.


Convener
Internal Quality Assurance
Cell (IQAC), JVM Thugaondeo
Dist. Nagpur (M.S.)




Principal
Jeevan Vikas Mahavidyalaya
Devgram (Thugaondeo)
Tah. Narkhed, Dist. Nagpur

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 professional ethics programmes for students, teachers, administrators and other staff. Annual awareness programmes on Code of Conduct are organized.

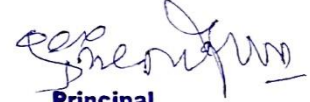
Committee to Monitor Code of Conduct

(Valid from to 15-06-2023 to 14-06-2024)

Sr. No.	Name	Designation/ Position
1	Dr. Devendra Bhongade	Chairperson /Principal
2	Dr. Raju Shrirame	Vice- principal/ Coordinator
3	Dr. Dipak Arajpure	HoD/ Physical Education/ Member
4	Dr. Pravin Gharpure	HoD (Marathi)/ Member
5	Mr. Rajesh Ingale	Head Clerk/ Member



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CODE OF CONDUCT FOR EMPLOYEES

The code of conduct (ethics) of any organization is well-planned guidelines about the nature of working and future growth of the organization which shows values and commitments of employees with the employer. A well code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. The code articulates the values, the organization wishes to foster in leaders and employees and, in doing so, defines desired behaviour. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization. The main objectives of framing the code of conduct is to maintain discipline in the campus; imbibe moral values among the employees; to work with dedication and make aware of sincerity and punctuality about duty and to make our institution one of the best research institutes of International standard.


Rules/ Regulations for Employees

1. Employee should reach before 10.00 minutes of allotted time. The college Timing is from 8.00 am to 3.00 pm.
2. Employee must be in uniform with Identity Card.
3. Use of mobile phones during working hours and in the personnel department is strictly prohibited. In case found, a strict action will be taken.
4. Employee must submit his/ her daily notes checked by Principal/Vice-Principal regularly before entering class.
5. Employee must keep complete records of allotted work. While in campus, communication in English will be preferred.
6. Max. 8 C.L. will be allotted in one academic year, 3 late marks will be counted as 1 C.L.
7. Employee while leaving the campus during working hours will mention the time of departure and arrival in the Halchal register.
8. Chewing of tobacco, gutaka, smoking and other addicted substances are strictly prohibited in the campus. If anybody found guilty in this matter, a strict disciplinary action will be taken against him/ her.
9. Loose-talking in the college premise is strictly prohibited.
10. Leave application without sanction will be considered as LWP.
11. Communication with parents must be polite and in simple manner. No rude behavior with the students.
12. A strict disciplinary action will be taken against Eve-teasers.


13. Teacher must enter the class with necessary and various teaching aids to make the class-teaching effective.
14. There should not be any class bias among the staff members in the college campus.
15. Employee shall co-operate in all the college-related activities even if it happens on Holiday.
16. Every employee shall participate in college activities/ programs with strict adherence to time management and discipline.
17. Teacher will make only subject-oriented discussion in the premise. Unnecessary standing in verandah, canteen-side without authentic reason is strictly prohibited.
18. Sports Teacher will conduct regular lectures on ground and must participate in university/ state/ national level sports competitions.
19. The Head of Learning Resource Centre (Library) would maintain the discipline in the library and would offer best services to the students and staff.
20. The Learning Resource Centre (Library) will organize Books exhibitions, updates of new arrivals from time to time and will increase library working hours during examination.
21. The library head will have to maintain the database of all scholarly publication of faculties.
22. In every academic session, teacher shall publish at least two papers in the reputed UGC approved e-journals from research point of view and seek to make professional growth continuous through study and research, writing and decent conduct.
23. Non-teaching staff will observe that the office audit, salary sheet, other financial-work related to college is maintained through computers.
24. Non-teaching staff will also observe that the timely disbursement of students' scholarship, certificates/ documents is done within time period.
25. Corporal punishment is strictly banned in the college premise. Anyone found guilty of giving corporal punishment shall not be excused.
26. All the staff will compulsorily give attendance on Bio-metric.
27. Every employee shall be responsible for strayed instruments/ materials in the premise. They will maintain it with the help of supporting staff.
28. Every employee shall take care that the class furniture is well maintained and premises along with classes are neat and clean.
29. A teacher shall manage his/her private affairs in a manner consistent with the dignity of the profession.
30. Teachers will express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
31. Teachers will maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

32. Teaching staff will perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
33. Staff shall participate in extension, co-curricular and extracurricular activities including community service.
34. The staff will always speak respectfully of other staff and render assistance for professional betterment.
35. The staff will refrain from availing 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.

Every employee should follow the above rules/ regulations to make the institution ideal.


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JEEVAN VIKAS MAHAVIDYALAYA THUGAONDEO
RULES OF DISCIPLINE FOR STUDENTS

Sr No	Code of Conduct for Students
1	All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation
2	Students who come to college in their own transport should reach five minutes before.
3	To come out of the class without the permission is the violation of rules.
4	No one will be allowed in the campus without college uniform and identity card.
5	During teaching hours, students will not bunk classes. Class projects/ assignments must be submitted within time period. Attendance of Internal Examination/ Seminars will be compulsory
6	Any sort of raging is strictly prohibited in the campus. Anyone found, strict disciplinary action will be taken against him/her.
7	Any sort of misbehavior with girl-students, teasing is not permitted in the campus.
8	In the absence of teacher, Students will spare their time in the library.
9	Running, Playing, Whistling or shouting inside the college building is not allowed. Throwing bits of chalk, stones and other or teasing fellow students is strictly forbidden.
10	Chewing of tobacco, gutaka, smoking and other addicted substances are strictly prohibited in the campus. If anybody found guilty in this matter, a strict disciplinary action will be taken against him/ her.
11	Sports students should remain present on the ground during morning and evening hours as per the instructions.
12	Personal cleanliness and hygiene are expected from all, Uniform must be neat and clean.
13	Students should not use mobile phones in the campus.
14	Students are the care-takers of the college property. Any damage done to college property, even by accident should be brought to the notice of principal. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. 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.
15	Student must not stand in the verandah and near the class rooms during the class hours. While passing along the verandah during class hours, students shall keep silence.
16	Respect your elders and teachers, greet them as a gesture of respect and love whenever you meet them.
17	Student shall not leave the college campus on any account during the teaching hours.
18	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.
19	Students must submit their scholarship/ examination forms to the office within time period.

Devgram

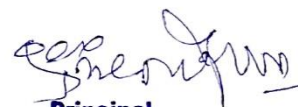
1st June 2022

Dr. Devendra Bhongade

Principal, JVM



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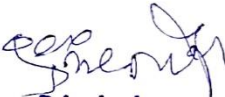
Powers and Functions of the Management Body

- The management gears up the Mission Vision of the society in tune with the objectives of the Institution.
- The management body is intended to control all the activities by taking decision as per the need in the institutions.
- The management constantly focuses on the Antyoday strata of the society.
- The management will help to develop the institution whenever required.
- Members elected or nominated shall have a term of five years.
- In order to monitor the activities of the college and other financial issue, it is required to discuss with the principal.
- Management body can recommend for the creation of teaching and other posts in order to improve the standards of teaching in the college.
- The management committee shall have full control over the working of all institutions under the committee. The College Development Committee (CDC) meets at least twice a year. Summon the meetings of any kind of the General Body and from their agenda. Consider the appointment, dismissals, promotions and punishment of staff.
- To promote intellectual: moral, cultural, spiritual and physical advancement of the people in general and of the fair sex.
- To promote youth ideals of simplicity of life, dignity of labour, national out-look, educational technical, vocational or otherwise, as may be decided from time to time.
- The Society adopts poor, needy and destitute in the community.

**President/Secretary
Antyoday Mission**


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Duties and Responsibilities for Principal

The Principal is the academic and administrative head of the institute and works for the growth of the institute.

- The Principal monitors admissions, examinations, evaluation for smooth functioning of the system.
- The Principal is authorized to nominate, coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council.
- The Principal holds Ex-Officio member's meetings as per the norms.
- The Principal coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
- The Principal works for the common goal of providing effective education and guiding to enable the students to carve out promising career and lifelong learning.
- The Principal is the spokesperson of the Institution and shall take part in Regional, National and International conventions in serving the cause of development of education in particular.
- The Principal along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
- The Principal takes care of the academic and financial administration, generally guided by the rules and regulations as well as the norms laid down by RTM Nagpur University, UGC, State Government and the Governing body of the college.
- He shall be assisted by various heads of the departments, senior faculty members and various committee coordinators.
- In matters related to decision implementation, Principal will be assisted by the Governing Body of the Institution.

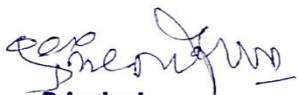
Duties and Responsibilities for Vice-Principal

- Monitoring admissions, examinations, evaluation for smooth functioning of the system.
- Involved in administrative tasks and are responsible for carrying out the principal decisions.
- Resolve conflicts among students, teachers, parents and other stakeholders of college.
- Assist for the preparation of time tables, allocation of class rooms for various departments.
- Guide and monitor work of various committees headed by them by arranging and conducting committee meetings at regular basis.
- Keep record of students progression.
- Active participation in interview, hiring and selection process of staff.
- Decision of allocation of development funds and monitor the funds utilization.
- Monitor complains from various stakeholders and help them to improve in problem areas.
- Academic growth of the Department/College
- Participation in the teaching work, research, and training programs of the Department/College
- Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University/Department/College, for academic competence of the Faculty Members
- Admission of students and maintenance of discipline of the Department/College
- Management of Department Library/College Libraries, Laboratory, sports rooms and Hostels.
- Correspondence relating to the administration of the Department/ College
- Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the Department/College, and maintenance of records
- Supervision of Department/College and University Examinations, setting of question papers, for the University/Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned
- Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.
- Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities
- Safe-guard the interests of teachers/non-teaching staff members and the Management
- In absence of the Principal, assume the duties and responsibilities of the Principal.

**Principal, Jeevan Vikas Mahavidyalaya,
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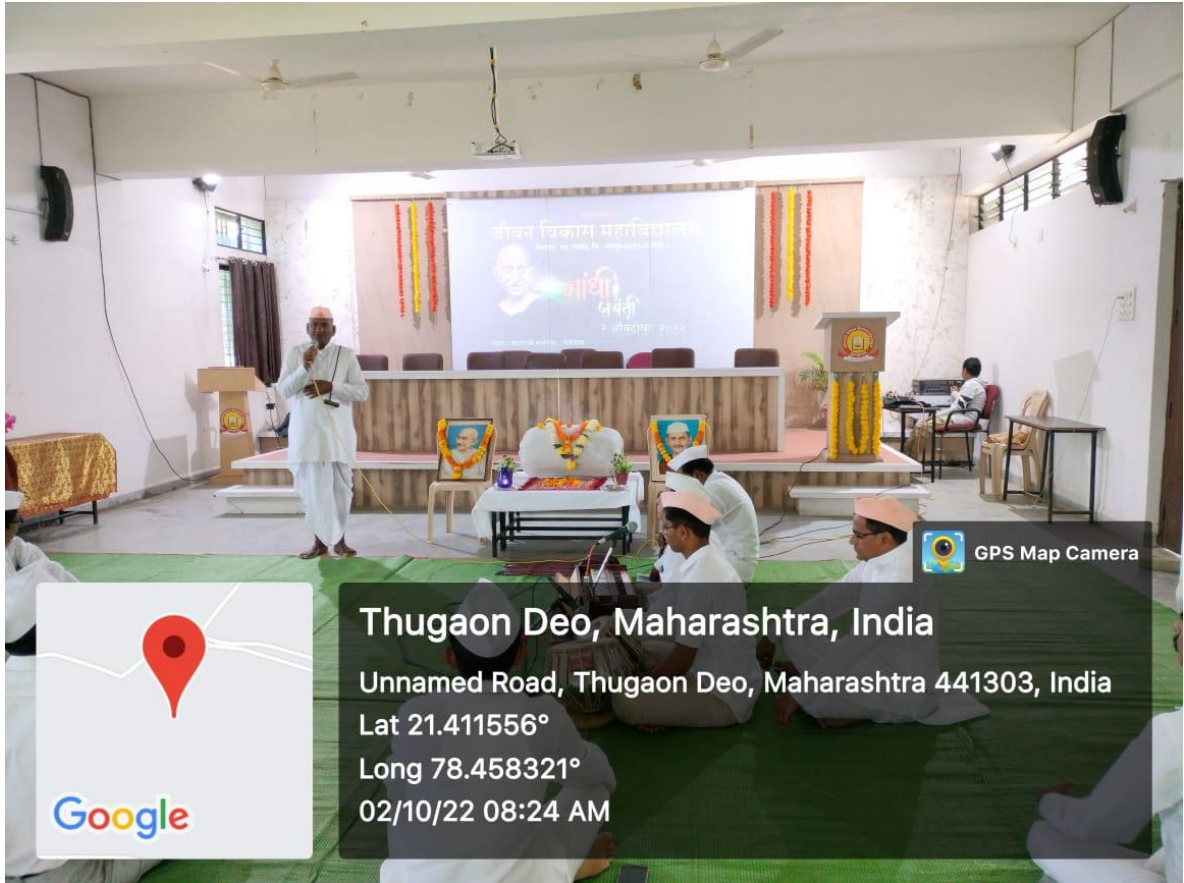



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Orientation of Employees on Code of Conduct through various Programmes







GPS Map Camera



Thugaon Deo, Maharashtra, India

Unnamed Road, Thugaon Deo, Maharashtra 441303, India

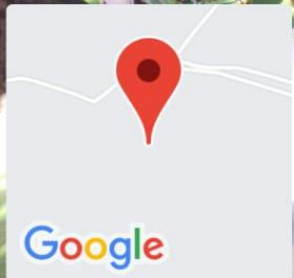
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Long 78.458321°

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GPS Map Camera



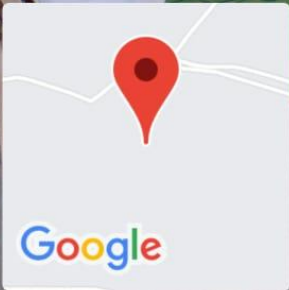
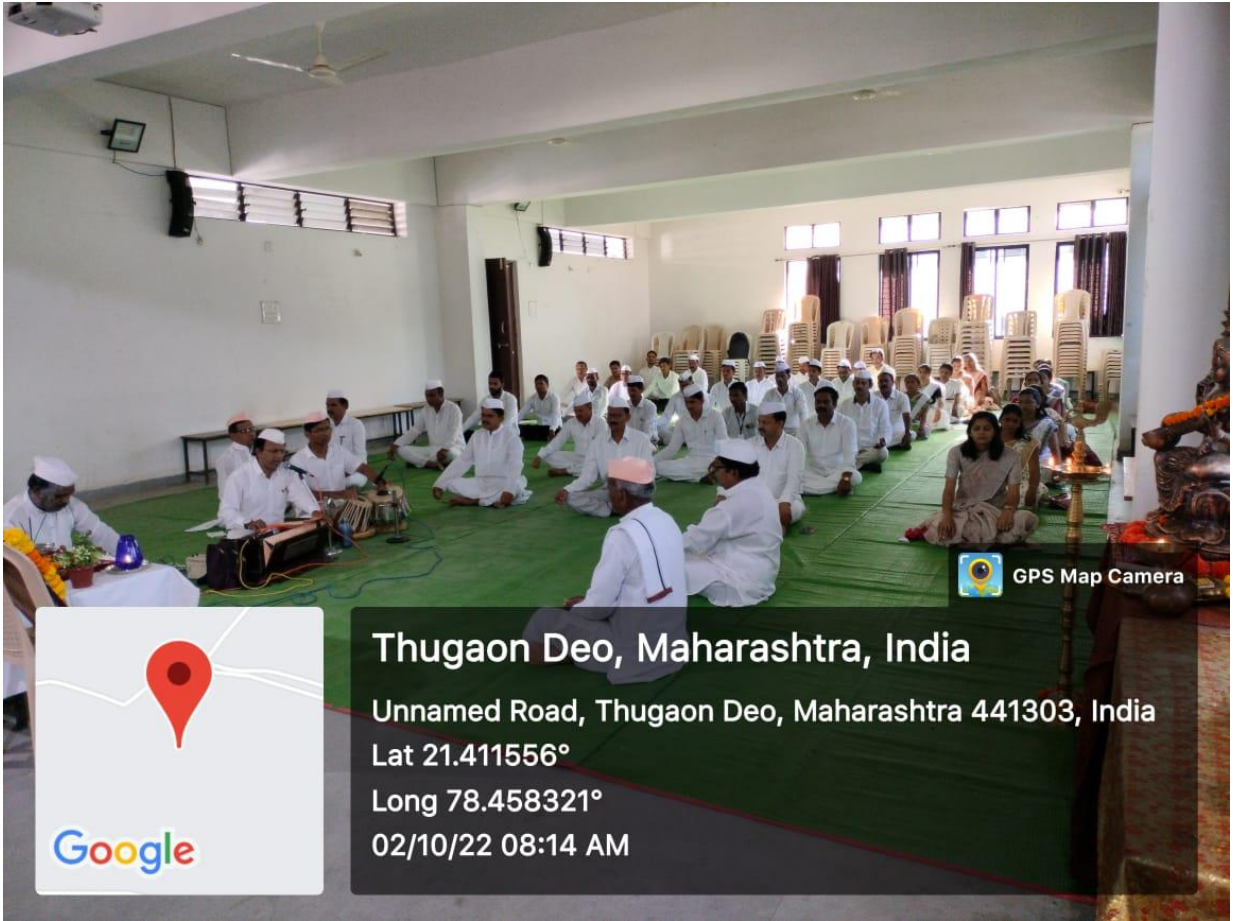
Thugaon Deo, Maharashtra, India

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