



**Govindrao Wanjari College of Engineering &  
Technology, Nagpur**

**A HANDBOOK  
OF  
CODE OF CONDUCT**

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## **CODE OF CONDUCT FOR THE COLLEGE GOVERNING BODY**

1. The Governing Body of the college is supposed to look after the smooth working of the college and should take care of the rules and regulations of the Central Govt. /UGC/State Govt. and affiliating University.
2. The Governing Body is supposed to look after the academic and physical growth of the college and provide necessary support for the same.
3. The Governing Body will not interfere in the day-to-day administration of the college and it has at large the responsibility of smooth conduct of the college.
4. The Governing Body should be aware of the changes taking place in academic and other developments in the field of higher education and should share in the meeting while arriving at the decision of college development.
5. The Governing Body should be helpful and supportive for all the activities in the college and also think progressively. It should have proper commitment for the development of the college and should bear very high moral character.





## **CODE OF CONDUCT FOR THE PRINCIPAL OF THE COLLEGE**

1. The principal is full time academic and administrative officer of the college and will act as drawing and disbursing authority.
2. The Principal shall be the administrative authority in academic as well as in all disciplinary matters. His decision shall be final and binding for all.
3. The Principal as an academic head should think innovatively for overall development of students in the college.
4. He/she should encourage and support research activities through the faculty and P.G. Students.
5. The principal should take regular meetings with the HODs for smooth conduction of academic work.
6. The principal should follow the various rules, regulations and norms of various regulatory authorities like AICTE, DTE and University.
7. The principal should prepare yearly plan, administrative and financial management in consultation with governing council for sanction and execute it with commitment.
8. The principal is supposed to plan & execute sports, extra-curricular and cultural activities for overall development of the students.
9. The principal has to manage and control faculty and staff on the campus and make optimum utilization of the available Infrastructure.
10. The principal should be punctual and cooperative to all his colleagues and seniors.
11. The principal should motivate the staff for overall research development and towards extension activities.
12. The principal should motivate the faculties for collaborative projects with industry, consultancy and funded projects from various funding agencies of central/state government and public sector.
13. The principal should march the institute in line with the short term & long term goals in order to achieve the vision.



## **CODE OF CONDUCT FOR TEACHERS**

1. Teachers should exercise leadership in their role as supervisors by acting as positive role models, acknowledging the work of staff and encouraging initiatives, responsiveness and leadership amongst staff.
2. Teacher should treat colleagues as professional equals, regardless of their status. Also treat colleagues with courtesy at all times.
3. Teachers should have high standard in teaching and learning by engaging students in learning.
4. Teacher should help students to develop a sense of responsibility, self reliance and independence so as to be competent in all aspect.
5. Teachers should implement advance teaching learning methodologies to meet the educational goals.
6. Teachers are accountable for encouraging students to strive for high standards and to value learning.
7. Teachers should have fairness in their duties and integrity in their work.
8. Alternate teaching arrangements need to be made while applying for any leave in discussion with the Head of the Department and approval of the Principal.
9. The teacher must wear the I-Card and follow the dress code.
10. Teachers should honestly contribute toward the overall development of the college.
11. Teachers should upgrade in research activities, participate in FDP, STTP and Conferences.
12. Teachers are expected to use ICT, online course materials, MOOCS & SWAYAM.
13. Teachers are expected to register and obtain at least one online course (NPTEL or MOOCS) certification and encourage the students accordingly.





## **CODE OF CONDUCT FOR STUDENTS**

1. The students must treat all members of the college community with respect and courtesy.
2. The student must be ambassadors for the college in the local area: be courteous and polite to members of the local community.
3. The students should keep the identity card with them regularly and should wear the dress code. Whenever asked student should show the identity cards to the authorities.
4. Every student must have a minimum attendance of 75%.
5. Attendance at all lectures/ practical/tutorials/tests/assignments/examination is compulsory for all subjects. A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the Principal, is liable to cancellation of his/ her terms.
6. The student who remains absent for the Sessional examination due to his/ her illness will be required to submit the medical certificate, along with the application endorsed by parents.
7. The student willing to leave the college during working hours should have proper permission from class incharge/head of department/principal.
8. It is necessary for the students to be present at the time of admission in college and filling up of any examination form.
9. Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per “UGC regulation on curbing the menace of ragging in higher education institutions, 2009, published in the Gazette of India dated 4th July, 2009.
10. Strict action will be taken against the students those who are under the influence of smoking, chewing tobacco and consumption of alcohol in any form.
11. Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.
12. Respect the facilities, books and resources provided to assist you in your studies.
13. The rules set by the College Principal needs to be followed time to time.

