



Nutan Vidyalaya Sevabhavi Education Society, Umri

**LATE BABASAHEB DESHMUKH GORTMEKAR
ARTS, COMMERCE & SCIENCE MAHAVIDYALAYA,
UMRI.**

Dist. Nanded. (Maharashtra – 431807)

CODE OF CONDUCT FOR STUDENTS

- 01) Student must carry his/her identity card regularly. Without identity card, no student shall be allowed to enter in college campus.
- 02) Read notices displayed on the Notice Board regularly.
- 03) A student who is found guilty of misconduct will be punished as per college rules and regulation.
- 04) Students must attend classes and practical regularly (minimum 75% attendance) in order to reach the desirable academic standards.
- 05) Students must be aware about anti-ragging rule. They must be punished if found harassing or ill treatment given to junior student as according to Hon. Supreme Court of India.
- 06) All students are expected to be present in the class well within the time.
- 07) Institute must expect discipline and gentle behaviour outside the campus from the students.
- 08) Students are expected to maintain silence and decorum in the academic building and any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- 09) Students should use library, common computing facilities as well as engage in professional activities or any other program authorized by the college beyond class hours.
- 10) Students must keep the campus neat and clean and collect waste from the campus in the dustbins.
- 11) Students are strictly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambience.
- 12) Switch off lights and fans while leaving the classrooms.
- 13) During off periods, the students should engage themselves in the library or study room.
- 14) Use suggestions/ complaints box for queries.



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**ORGANOGRAM
MANAGEMENT**

GENERAL BODY

EXECUTIVE COUNCIL

PRINCIPAL

CDC

Academic Committee

Office

Library

Sports Dept.

Laboratory

Academic Unit

Office

Librarian

Director

**Laboratory
Assistant**

Department

Superintendent

**Library
Attendant**

**Laboratory
Attendant**

**Head of the
Department**

Senior Clerk

**Teaching
Faculty**

Junior Clerk

Peon



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LATE BABASAHEB DESHMUKH GORTHEKAR ARTS, COMMERCE & SCIENCE MAHAVIDYALAYA, UMRI.

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CODE OF CONDUCT FOR PRINCIPAL

- 01) 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.
- 02) Should conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- 03) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- 04) Manage their private affairs in a manner consistent with the dignity of the profession.
- 05) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- 06) Principal should involve faculty members at different levels for various institutional activities.
- 07) Principal should hold meetings of Heads of Departments to analyze the development of academic work, suggest active procedures to attain the desired academic outcome and supervise for all co-curricular activities.
- 08) Efforts to aspects well-being of staffs and students.



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CODE OF CONDUCT FOR DIRECTOR OF PHYSICAL EDUCATION

- 01) Physical education professionals are educators who nurture each students cognitive, physical, emotional and social development.
- 02) Physical education professionals collaborate with school staff, parents and the community to provide a wide variety of physical activity opportunities for the entire school community.
- 03) Physical education professionals commit themselves to lifelong learning and contributing to the profession.
- 04) Demonstrate personal and professional integrity in all environments and situations.
- 05) Create and maintain a physically and emotionally safe learning environment for all students.
- 06) Respect each individual's dignity and worth, and help students value their own identities & appreciate differences in others.
- 07) Foster growth in all students by integrating intellectual, physical, emotional and social learning.
- 08) Provide a supportive environment for positive social interaction and group membership.
- 09) Assist students in becoming active, inquisitive and perceptive individuals who reflect upon & monitor their own learning.
- 10) Serve as the physical activity expert within the college by contributing their expertise to College and community projects/activities.
- 11) Engage college staff and parents in roles that help and support implementation of a comprehensive college physical activity programme.
- 12) Identify opportunities to incorporate physical education and physical activity into College wide initiatives, themes and events.
- 13) Maintain membership with professional association.
- 14) Serve as a mentor, providing guidance and support to new educators.
- 15) Seek continually to extend the knowledge base and best practices within physical education.



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CODE OF CONDUCT FOR TEACHERS

- 01) Teachers should handle the subjects assigned by the HOD and complete the syllabus in proper as well as develop good results.
- 02) Should manage their private affairs in a manner consistent with the dignity of the profession.
- 03) Seek to make professional growth continuous through study and research.
- 04) Maintain active membership of professional organizations and strive to improve education and profession through them.
- 05) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
- 06) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- 07) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
- 08) Co-operate and assist in carrying out the 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.
- 09) Participate in extension, co-curricular and extra-curricular activities, including the community service.



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CODE OF CONDUCT FOR NON-TEACHING STAFF

- 01) Non-Teaching staff should report on duty on time.
- 02) Attend administrative related meetings / workshops, issue notice of meetings/ workshops, prepare agenda and draft of the meetings/ works and take follow up action.
- 03) Should maintain all office record as governed duties by Principal to each Non-Teaching members. Such as
 - Maintain C.L. /D.L. /M.L. /E.L. record of staff
 - Student admission works admission fee record
 - Maintenance of fee register regularly
 - T.C. / Bonafide issue work
 - Student eligibility and Roll Number
 - ID card distribution
 - Marathi & English typing
 - All types of scholarship and related work
 - J. D. Proceedings and assessment work
 - College audit related works
 - Student related all certificate distribution and other related works.
- 04) Laboratory Assistant should keep safety of laboratory, maintain record of instruments, chemicals and equipments.
- 05) Laboratory Assistant should maintain the record of practicals related documentation with office and assist the class teachers in the laboratory proceedings.
- 06) Laboratory Attendant should open lab half an hour before practical start and ensure that all instruments are ready for practicals.
- 07) Should Prepare chemicals for practicals.
- 08) Cleaning the Laboratory regularly.
- 09) Switch off the all lights and fans before leaving the lab.
- 10) Library Attendant is responsible for work governed by Principal and Library Head.
- 11) College Peon should maintain cleanliness of office, classrooms and departments, drinking water and plantation of the college and do all the work assigned by the Head of the departments and other staff members.



सत्यमेव जयते

भारताचे संविधान

उद्देशिका

आम्ही, भारताचे लोक, भारताचे एक सार्वभौम
समाजवादी, धर्मनिरपेक्ष लोकशाही गणराज्य घडवण्याचा
व त्याच्या सर्व नागरिकांसः
सामाजिक, आर्थिक व राजनैतिक न्यायः
विचार, अभिव्यक्ती, विश्वास, श्रद्धा
व उपासना यांचे स्वातंत्र्य;
दर्जाची व संधीची समानता;
निश्चितपणे प्राप्त करून देण्याचा
आणि त्या सर्वामध्ये व्यक्तीची प्रतिष्ठा
व राष्ट्राची एकता आणि एकात्मता
यांचे आश्वासन देणारी बंधुता
प्रवर्धित करण्याचा संकल्पपूर्वक निर्धार करून;

आमच्या संविधानसभेत

आज दिनांक २६ नोव्हेंबर, १९४९ रोजी
याव्दारे हे संविधान अंगीकृत आणि अधिनियमित
करून स्वतःप्रत अर्पण करत आहोत.