



Shri Sharda Bhavan Education Society's
**INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

(VIP Road, Nanded-431062)

(College has been included under section 2(f) & 12(B) of UGC Act, 1956)

Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E. New Delhi & Affiliated to S.R.T.M. University, Nanded

HAND BOOK OF CODE OF CONDUCT

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Director's Message

After 25 years, SSBES' ITM, Nanded has developed into a significant educational organization. For its various stakeholders, including teachers, students, support personnel, and parents, the institute has established rules. I'm pleased and relieved that the institution has published its Handbook of Code of Conduct, which outlines the dos and don'ts for all parties involved.

The handbook clearly specifies the directions and set of procedures that the Director, professors, students, and other staff members must adhere to in order to ensure the college is operating efficiently and healthily. Any educational institution should be known for its order, discipline, and sincerity of purpose.

I hope and pray that the parties involved will work to uphold these rules.

Dr. S. B. Thorat
DIRECTOR



A handwritten signature in blue ink, likely belonging to Dr. S. B. Thorat.



Director
Shri Sharda Bhavan Education Society's
Institute of Technology and Management,
NANDED.

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SSBES'
Institute of Technology & Management,
Nanded

CODE OF CONDUCT

As an educational institute, it has been dedicated to the search for truth through teaching, learning, scholarship, and research, and it is also committed to excellence and integrity in all its endeavors. In this way, Shri Sharda Bhavan Education Society's Institute of Technology and Management (hereafter known as SSBES' ITM) upholds the trust and confidence of both the College society and the public at large. The College's reputation is one of its most valuable assets of SSBES' I.T.M.

The institute has upheld and will continue to uphold the highest levels of ethical integrity in all its affairs. This Code of Ethical Conducts are as follows:

- 1) To emphasize the institute's commitment to ethical conduct and compliance with the law
- 2) To set forth basic standards of ethical and legal behavior
- 3) To provide reporting mechanisms for known or suspected ethical or legal violations
- 4) To help prevent and detect wrongdoings.





- **College Management:**

- **President**

1. The President shall preside over all meetings of the Managing Committee.
2. He shall guide and advise the Committee in its working.
3. He shall give decisions on every kind of point of order.
4. He can instruct the Hon. Secretary to call a meeting or can himself call a meeting of the Managing Committee at special occasions or in an emergency.

- **Vice President**

The Vice President shall preside over the meeting of the Managing Committee in the absence of the President and enjoys all powers of the President. In case both the President and Vice President are unable to attend a meeting, a member present in the meeting can be requested to preside over the meeting if the quorum is complete.

- **Secretary**

1. He shall be the Executive Head of the College.
2. He shall manage the property of the society under advice and guidance of the Managing Committee and shall be responsible to the Managing Committee for its upkeep.
3. He shall receive all grants from the Govt. in the name of the college and shall deposit them in the college accounts within 24 hours.
4. He shall call meetings of the Committee in consultation with the President and issue notices for the meetings.
5. He shall get the college accounts audited from the Chartered Accountant every year and present the same to Committee for information.
6. He shall record minutes of the meetings in the proceeding book and get them confirmed from the Managing Committee in the next meeting.
7. He shall execute resolutions passed by the Managing Committee.
8. He shall maintain the accounts of the Managing Committee as prescribed under the Rules.
9. He shall look after the day to day working of the college and shall provide guidance to the Director in its working and in the maintenance of the building

and equipment etc.

10. He shall grant leave to the teaching staff exceeding 15 days and less than 60 days and to non-teaching staff exceeding 10 days and less than 20 days.

To correspond with the Department of Education/UGC/University to take such decisions as are necessary in anticipation of the approval of the Managing Committee.

A: Director's Code of Conduct:

The institute lays primary emphasis on the maintenance of discipline. The Director of the institute has been laid down with a code of conduct:

1. The Director of the Institution should always be honest, fair, objective, supportive, protective, and law-abiding. He/she should have the following traits:
2. Chalk out policy and plan to execute the vision and mission of the institute.
3. Finalize the Institute Academic Calendar in line with the University calendar.
4. Ensure quality in education and academic activities.
5. Ensure that the staff and students are well aware of rules, policies, and procedures laid down by the institute and enforce them accordingly.
6. Monitor the overall discipline and administration of the Institute.
7. Form various institute-level committees and appoint chairperson/coordinators for their smooth functioning.
8. Convene meetings of different Cells/Clubs as and when required.
9. Motivate faculties to enhance their knowledge by attending various training programs.
10. Create an environment conducive to research-oriented academic discussions and thus promote research activities in the institution to add new innovations.



11. Responsibly address, attend to, and resolve all issues concerned with the stakeholders of education.
12. Be fair in his/her actions to all the members of faculty, non-teaching staff, and students.
13. Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
14. Be fair while sharing the awards/credit and other responsibilities on merit.

- B: Head of the Department (HOD):

1. The HOD should finalize the Departmental Academic Calendar in line with the Institution's Academic calendar and implement academic, co-curricular, and extracurricular activities accordingly.
2. The HOD should assign duties of teaching and non-teaching staff of the Department and ensures the allocation of workload (theoretical and practical load) to all faculty members and technical assistants as per the Institution's guidelines.
3. The HOD conveys the guidelines for the academic delivery, conduct, and evaluation of the examinations.
4. The HOD should ensure that all faculty members record all academic activities in the course files as per the guidelines.
5. The HOD should coordinate with the teaching and non-teaching staff of the department for the smooth conduct of academic, practical curricular, and extracurricular activities of the department.
6. The HOD should ensure that the faculty follows the lesson plan in true spirit.



7. The HOD should ensure the proper conduct of Theory and Practical. He/she ask for the requirement regarding the infrastructure, library books, and equipment for discussion with the Director to procure them.
8. The HOD should ensure the completion of all tasks assigned by higher authorities within the time frame.
9. The HOD should listen to the student's ideas and set a supportive tone.
10. The HOD should ensure the discipline and administration of the Department.
11. The HOD should ensure the implementation of the Mentor-mentee system in the Department.
12. The HOD should work continuously for the up-gradation of the Department.
13. The HOD should be fair in his/her actions to all the members of faculty, non-teaching staff, and students as per the Institution's guidelines.
14. The HOD will ensure the punctuality of Staff and students in the Lectures and Laboratories.
15. In case HOD is on leave, he/she should ask the senior-most person in the department, in writing, to take the charge.
16. The HOD will ensure that no faculty should be involved in discrimination in the assessment of students, deliberately over/under marking or attempt of victimization due to any reason, getting involved in Anti academic activities such as leaking out Questions and answers to the exam, selling self-written/ Xerox notes to students, etc.
17. The code of conduct of the faculty members will also be applicable to the Head of the Department.



C: Teaching Faculty/Teacher's code of Conduct

- **Responsibility and Accountability**

1. Teachers should teach the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Smoking cigarette, drinking alcohol and chewing Gutkha/Tobacco in the college campus is strictly prohibited.
4. Teaching Faculty should not to pass/comment sarcastic remarks on any caste/creed/religion. Maintain communal harmony. Follow and maintain safety measures as and when laid down by UGC, AICTE, S. R. T. M. University, Govt. of Maharashtra. Maintain dignity, decorum and cleanliness in and off the campus.
5. Tutor – Ward system must be effectively implemented. Teachers shall mentor the class assigned and they shall resolve all the issues of the concerned class students.
6. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
7. 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.
8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.



D: Students' Code of Conduct:

The institute lays primary emphasis on the maintenance of discipline. The students are informed to strictly follow the following code of discipline:

1. Students must carry the Identity Card with them on all days and should produce the same as and when asked for.
2. Entry of outsiders in the college without proper permission from the Director is strictly prohibited.
3. Smoking cigarette, drinking alcohol and chewing Gutkha/Tobacco in the college campus is strictly prohibited.
4. Students shall not be allowed to enter the college campus after 8:00 am and leave before 3:30 p.m.
5. It is mandatory for every student to maintain proper discipline in the college campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of heavy fine or even expulsion from the college.
6. Pursuant to the directive from the Hon'ble Supreme Court and endorsed by the Hon'ble High Court of Nanded Maharashtra, the UGC and the Higher Education.
7. A student shall be allowed to appear in the examination only if he/ she has obtained at least 75% attendance in all the subjects.
8. Every student shall come to the college in proper uniform.

Department, ragging in the educational institutions has been banned under law and, therefore, any student found involved in ragging in the College will be dealt with under rules which can include even expulsion from the institution.



- **Punctuality and Attendance:**

1. Teachers should sign the attendance register while reporting for duty.
2. Teachers must be aware of their workload.
3. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
4. Teachers should remain in the campus till the end of the College hours.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
5. Absence from duty in the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.



➤ **General Rules**

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institute.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Director.
7. Teachers are barred from using cell phones while teaching in the classrooms.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Director on the last working day of the previous semester. Any change must also be reported to the Director in writing.
9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
10. Each Department Association must conduct at least three special meetings in each semester.
11. Teachers are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
12. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and another Career Oriented Programmes.
13. Teachers shall not directly involve in Viva Voice, internal Examination or exam duty any member of their immediate family members. All employees

are required to disclose immediate family members studying in the College.

14.HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, Computer, electrical appliances) must be reported to the Director in writing immediately. It is their duty to extract work from the non-Teaching staff in keeping the Department clean & tidy.

15.All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

C: Non-Teaching Staff's Handbook

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (10.30 a.m. to 5.30 p.m.). They should report for duty at least 30 minutes in advance (10.00 a.m.)
2. Non-Teaching Staff assigned to Computer Laboratories should keep the Labs clean.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
4. Non-Teaching Staff, working in the Computer Labs, shall maintain a stock register for all the articles, equipment, Computers, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Non-Teaching staff shall not leave the College premises without permission before 5.30 p.m.
7. Smoking cigarette, drinking alcohol and chewing Gutkha/Tobacco in the college campus is strictly prohibited.

