

HANDBOOK

Code of Conducts

**GOVERNING BODY, ADMINISTRATIVE STAFF,
TEACHERS, NON-TEACHING
AND STUDENTS**



**Shri Shivaji Education Society, Amravati's
Dhanwate National College
Congress Nagar, Nagpur**

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Dhanwate National College
Congress Nagar, Nagpur

- College with Potential for Excellence, the status by UGC, New Delhi
- Accredited 'A' grade, CGPA 3.25 by NAAC, Bangalore
- Centre of Higher Learning and Research
- Institutional Member of APQN, Shanghai



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maintenance of appropriate / required records, etc), including keeping up-to-date with developments relevant to the job.

- being familiar communication channels and School procedures applicable to both pupils and staff ;
- ensuring all assessments / exams / tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security ;
- respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

DISCIPLINARY RULES

The following are examples of behaviour which the Institute finds unacceptable. The list is not exhaustive and it is acknowledge that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical / verbal violence towards students.
2. Physical violence, actual or threatened towards other staff or visitors to the Institute.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff of visitors to Institute
5. Theft of School money or property and of money or property of colleagues or visitors to the School. Removal from Institute premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of Institute's property or of property belonging to other staff or visitors to the School.
9. Wilful disregard of safety rules or policies effecting the safety of pupils, other staff or visitors to the Institute.
10. Any willful act which could result in actionable negligence for compensation against the Institute.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
14. Being untruthful and / or engaging in deception in matters of importance within the School community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.
16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
17. Conduct which substantially bring the name of the School into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.
2. Neglect safety rules and procedures. Some offences of willful neglect regarded as gross misconduct.
3. Breaches of confidentiality, deliberate breaches on sensitive matters maybe regarded as gross misconduct.
4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour, in certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which it is considered adversely affects either the reputation of the Institute affects confidence in the employee. Certain conduct may be regarded as grass misconduct.



government regulation, Ragging is prohibited.

ACTION AGAINST RAGGING

Maharashtra Prohibition of Ragging Act 1999 and its amendments which may be published from time. The Act is in effect from 15th May, 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational Institute is prohibited.
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.

c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such students shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, ragging to the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days, of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he / she shall intimate the fact, in writing, the complainant. The decision of the head of the educational institution shall be final.

e) If the Head of the educational institution fails or neglects to act in the manner specified in section 'd' above when a complaint of ragging is made such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section 'b' above.

Any Acts or its amendments which may be published from time to time or Judgments by Hon. Supreme Court of Bombay etc. will be applicable to Candidates and Institutions covered under these rules of admission.