

Kamla Nehru Mahavidyalaya, Nagpur

Code of Conduct for Students

1. Social Misconduct

a. Actions against persons

- Assault
- Sexual misconduct
- Harassment or bullying

b. Actions against property

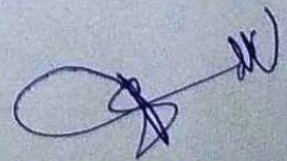
- Theft
- Damaging the property of another person or of the College

c. Actions against the institution

- Misusing College ID
- Tampering with College documents or records by hand or electronically
- Claiming falsely to represent the College or a College registered organization
- Use of any College resources, including electronic and physical, in support of any for-profit enterprise.

2. Dangerous or Disorderly Conduct

- Unnecessary use of Mobile phones in class or corridor.
- Illegally possessing, using, or distributing any scheduled drugs or Alcohol.
- Possessing any weapon in campus
- Fire safety violations



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Code of Conduct for Teachers

Responsibility and Accountability

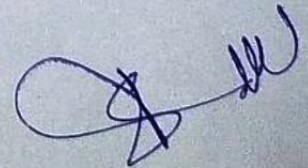
1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Mentor-Mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Two Tests are to be conducted in a year. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Tests, Seminars if attended are to be entered in the mark sheet.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.

Leave

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or DL.
2. 10 days of causal leave can be availed in a calendar year.
3. All must report for duty on the reopening day and the last working day of each semester.
4. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.



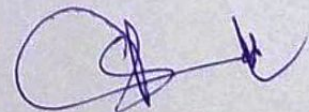
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Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

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. Plagiarism and Misuse of Sources-Failure to properly indicate and acknowledge the work of others can lead to strict disciplinary action by the college authorities.

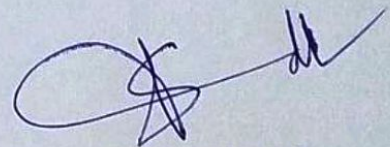
General Rules

1. No teacher should involve himself/ herself in any immoral or unethical act on his / her part which may cause impairment or bring discredit to the institution or Management.
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 attend the College neatly dressed. Dress regulations should be followed as the occasion demands. Gents teachers should wear formal trousers and shirts with a tie. Formal shoes are mandatory. Lady teachers should wear sarees and keep the use of jewellery restricted.
5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity cards while inside the college premises.



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10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
11. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
12. Each Department must conduct at least three special activities under the co-curricular activities head in each semester.
13. Teachers are expected to attend Department academic meetings, seminars etc and also college participate in functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
14. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
17. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
18. ALL TEACHERS are responsible for all the college properties. It is their responsibility to keep the instruments clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
19. HoDs should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.



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Code of Conduct for administrative staff of the College

In Kamla Nehru Mahavidyalaya (KNM), all office staff members are expected to act in a way which reflects well on the organization, both internally and externally. Staff members are also expected to contribute towards creating a harmonious workplace environment in order to ensure smooth functioning of the college. This code of conduct is applicable to all administrative staff in order to achieve these goals.

All office staff members are expected to follow following code:

Punctuality: - All office staff members are expected to be punctual when coming into college. Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.

Anti- discrimination: - KNM does not tolerate discrimination of any form, including, but not limited to: age, race, gender, and physical disability. Discrimination is not tolerated towards other employees, nor is it tolerated towards students.

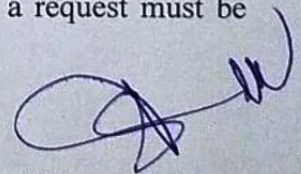
Confidentiality: - As per Non-Disclosure Agreement, no office staffs are allowed to disclose confidential information to outsiders and shall be punishable if found.

Social Media: - All staff members may have their personal social media accounts and express their own opinions, however, speaking or spreading negative words about organization are not allowed.

Anti-Social Behavior: - All members of the staff are requested to refrain from any activity which will lead to the disruption of the peace and calm of the Campus and shall not indulge themselves in activities prejudicial to the interest of the Institution or other individual staff members like incitement, abuse, assault including reference to Community.

Drug Abuse: - Tobacco chewing, Smoking, Consumption of Alcohol or any other narcotics is forbidden in the campus. All office staff members must not be in possession of smoking materials (including e-cigarettes), or engage in smoking and consumption of alcohol or any other narcotics in the college premises or while attending college events. Such activities are liable to strict action if found so.

Leave: - All office staff may use their leaves as they desire. However, a request must be submitted to the principal as a matter of course.



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