

**Dr. Shyamaprasad Mukherjee Arts College, Shendurjana Ghat**

**Tq. Warud, Dist. Amravati-444907**

**Affiliated with Sant Gadge Baba Amravati University, Amravati (MS)**

**Website: <https://smcollegesheghat.in/>**

### **Code of Conduct For Principal**

1. The Principal is appointed by the university selection committee as per the rules of Govt. of Maharashtra. The post is subject to approval by the Sant Gadgebaba Amravati University, Amravati.
2. The Principal is the Academic and Administrative head of the institution. While dealing with financial matters, he must observe complete transparency in decisions, actions and procedures.
3. The Principal should promote democratic values on campus and make the campus a liberatory and emancipatory space.
4. He being academic head, should support, guide and think innovatively for the overall development of faculties and students in the college.
5. Ensure that the staff and students aware of rules, policies and procedures laid down by the college.
6. The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.
7. To co-ordinate all the faculty, administrative authorities and supporting staff for their effective roles.

## **Code of Conduct For Teachers**

1. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
2. Teachers should inculcate best quality in teaching and help students equip with the required knowledge and skill.
3. To encourage faculty members to publish research papers in journals of repute and to undertake various research projects of social, scientific and academic importance.
4. Carrying Identity Cards in the college is compulsory.
5. They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
6. They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
7. Teacher Should be perform his duties in the form of teaching, tutorials, practical, assignments, study-tours, field visits, surveys and other approved methods.
8. Behave according to the saying, “Give Respect and Take Respect” policy while working everywhere in the world in general and in public sector in particular and on the campus in more particular.
9. Maintain active membership of professional associations and organisations and build networks and alliances.
10. Be mindful of prejudices along caste, class, gender, ability and ethnic lines and not allow them to interfere in their discharge of duties.
11. All the staff members, including Principal are very keen is giving


admission to economically backward but brilliant students.


12. Rules and regulations, Fees structures, Subjects and other relevant information is given in college Prospectus.
13. Rules of reservation are strictly followed.
14. Faculty members shall avoid all types of ethical violations.

### **Code of Conduct For Students**

1. Every student must have Identity Card with him/her in the college campus.
2. Every student should fill up the undertaking form regarding anti-ragging. If anybody found guilty, shall be punished as per government rules.
3. Students will help the staff to keep the campus clean, and green.
4. Students will take active part in academic, co-curricular and extracurricular activities and strive to excel in quality education.
5. Important notices / notifications / circulars etc displayed at separately allocated notice boards & information corners on the campus, students are expected to make it a practice to regularly read such displayed information.
6. Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
7. Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
8. Students shall not organize on their own picnics, excursions, trips etc. without prior written permission of the Principal.

9. In case of any problems, personal and academic, students should report to the Guardian Teacher of their respective class, the Faculty In-charge, who will help them to solve their problems.
10. Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
11. Students shall avoid all types of ethical violations.

  
**IQAC Co-ordinator**  
**Dr. Shyamaprasad Mukherjee**  
**Arts College, Shendurjana Ghat**

  
**Principal**  
**Dr. Shyamaprasad Mukherjee Arts College**  
**Shendurjana Ghat, Dist. Amravati**