



॥ कर्मण्ये वाधिकारस्ते मा फलेषु कदाचन ॥

Nagaon Education Society's

GANGAMAI COLLEGE OF ENGINEERING

NAGAON, DHULE - 424 005 (M.S.)

Approved by AICTE New Delhi, DTE Mumbai & Govt. of Maharashtra

Affiliated to North Maharashtra University

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Late Annasaheb D. V. Patil (Ex. M.L.A.) Founder Chairman

Raghvendra M. Patil
Chairman

Manohar D. Patil (Bhadane)
Secretary

Dr. Vilas M. Patil
Principal
M. Tech., Pd.D., (Textile)

Code of Conduct for Teaching and Non-Teaching Staff

A] Principal:

1. Role :

Arranging and coordinating the meetings of:-

1. Management Committee (at least 3 in a year)
2. Sub-committees of Governing Body (as & when required but at least 2 in a year).
3. Local Managing Committee (at least 1 in a year)
4. Students Council (at least 2 in a year)
5. Grievance redressal committee (as & when required but at least 2 in a year).
6. High Level Standing Committee (as & when required but at least 2 in a year).
7. Committee to restrain sexual harassment in the campus (as & when required but at least 2 in a year).
8. Staff meeting (as & when required but at least 2 in a year).
9. Meeting of Training & Placement cell (at least 2 in a year)
10. Other meetings as per the requirements.

2. Principal should ensure that feed back sessions are conducted effectively on regular basis.

3. Principal should arrange for the sessions on all classes in respect of Ragging at the beginning of the Academic Year.

4. Principal should ensure that required committees are formed and further observe the smooth functioning of the Institute.

6. Principal should take all types of decisions, as per the directives from Management, Governing Body, Sub-committees of Governing Body, University.

B) Office Staff:

Initiation and coordination of following activities-

Meetings of Statutory Bodies / Committees such as – Board of Governors, Academic Advisory, Local Managing, Anti-Ragging / High level Standing, Grievance Redressal, Committee to Restrain Sexual Harassment, Maintenance, Transport, Hostel, Canteen etc. Nature of work is to decide dates, prepare agenda and maintain notices and proceeding book, and related documents. This shall be done in consultation and with approval from the Principal.

1. Work in respect of accounts and related activities such as College Budget and Utilization, and Other fiscal matters.
2. Institute Publicity which include, apart from others, Information Brochure, Advertisements and News in various media.
3. Grievance Redressal mechanism, except student related problems.

4. Issues related to Stores.
5. Legal and related matters.
6. Students' admissions, transfers and related matters.
7. Repository in hard as well as soft copy of staff data and also students' data such as admission records, branch transfer documents, general register, result ledgers, etc.
8. Student Scholarships.
9. Repair and maintenance, house-keeping and security related works.
10. Transport facility.
11. Establishments such as canteen, mess, etc.
12. Correspondence, however, in case where it is statutory, signature of Principal or Secretary/Chairman, as the case may be, be taken. Also letters of invitation & thanks shall have counter signature of Dean.
13. Other matters as and when referred by the Principal.

C. Teachers:

Initiation and coordination of following activities-

Development, implementation and review of College Vision and Mission statements.

1. Preparation of the Institute, College and Departmental Academic Calendar and effective monitoring of implementation.
2. Staff recruitment, retention, evaluation, training, welfare and other work as per the authority delegation by Principal.
3. Ensuring up-to-datedness of Subject Files and Teaching Plan.
4. Ensuring effectiveness of Attendance recording by teachers.
5. Feed-back of students.
6. Students attendance and test performance communication to parents.
7. Submission of students.
8. Examinations at University and College level and results of College level examinations.
9. Academic programs.
10. Faculty Development Programs.
11. Communication related to academics.
12. Accreditations and certifications.
13. Generating and effective implementation of MOUs.
14. Matters related to academics not covered in above points.
15. Other matters as and when referred by the Principal.

D] Librarian :

I) Role :

1. Librarian should ensure that library remains open as per Library Timings.
2. Librarian should ensure that the board giving up-to-date display of 'Library at a glance' is maintained in the library.
3. Librarian should compile the requirements submitted by the teacher and put before Library Committee meeting to decide about recommendation to higher authority.
4. Librarian should put the proposal, to process by Library Committee before Principal for further processing.
5. Librarian should ensure that books/journals are available at proper places.

6. Librarian should ensure that timely subscription is made for renewal of magazines/ journals.
7. Librarian should ensure that entry registers be maintained in library including reading rooms and more effective use of the same is made by the students and staff.
8. Librarian should ensure that display of new arrivals in respect of books and journals at a separate place in the library.
9. Librarian should ensure that systems and reprographics facility are in good working condition.
10. Librarian should ensure that syllabus and sufficient number of questions papers of earlier university examinations in respect of all the subjects are available in the library in subject wise files.
11. Librarian should ensure proper behavior of the library staff with the students and faculty members.


IQAC Coordinator
Gangamai College Of Engineering, Nagaon




Principal
Nagaon Education Society's
Gangamai College of Engineering
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Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be present in the class well -within time and late coming will attract loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
7. All leave applications (Regular & Medical) shall be submitted in time, for sanction by concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
8. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
9. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of RIMR academic values will be referred to the discipline committee.
10. As per the Govt. order, students shall not bring powered vehicles inside the campus.
11. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
12. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
13. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
14. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
15. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
17. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab.
18. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

19. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
20. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
21. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
22. During internal examinations of 2 Hr period, students are not allowed to leave the hall within
23. one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
24. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
25. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
26. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.


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