



**Rayat Shikshan Sanstha's**  
**Mahatma Phule Mahavidyalaya, Pimpri, Pune-17**

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College Code: 158

**Code of Conduct for**  
**Students, Principal, Teachers, Administrators and Unskilled Staff**

**CODE OF CONDUCT FOR STUDENTS**

- Students should be punctual and maintain discipline in the college.
- Students should register at least 75% attendance; if not, they are not eligible to appear for the examination as per university rules.
- Student should not indulge in any malpractice.
- Student should maintain cleanliness in the campus.
- Ragging is strictly prohibited.
- Student should not involve in any kind of illegal activities.
- Student is not allowed to use mobiles in the classroom and library.
- Student should protect property of the college; he/she should not damage it.
- Student should not remain absent without prior permission.
- The discipline of the college should be maintained by the students.

**CODE OF CONDUCT FOR THE PRINCIPAL**

- Quality in education and academic activities should be ensured by the Principal.
- The policy and plan to execute the vision and mission of the college should be chalked out by the Principal.
- Various college-level committees should be formed, and respective coordinators should be appointed by the Principal.
- Meetings of different cells should be convened by the Principal as and when required.
- Financial matters should be efficiently monitored by the Principal.
- The teachers should be motivated by the Principal to enhance their knowledge by attending various training programmes.
- The directions issued by the Department of Collegiate Education should be strictly complied with by the Principal.
- The activities and programs conducted at the college should be reviewed by the principal.
- Teaching, learning and evaluation of the students should be monitored by the principal

## **CODE OF CONDUCT FOR TEACHERS**

- The dignity and decorum of the post should be maintained by the teacher.
- His or her duty should be performed honestly by the teacher.
- Active involvement with the students in co-curricular and extracurricular activities should be ensured by the teacher.
- The teaching plan of the allotted subjects should be prepared by the teacher.
- Patriotism and discipline should be inculcated among students by the teacher.
- Leaves should be availed with prior intimation by the teacher.
- Efforts towards the betterment of the Institution should be made by the teacher.
- Availability for consultation to students should be ensured by the teacher.
- Casteism should not be indulged in by teacher.
- The teacher should not remain absent from duties without prior permission.
- Direct or indirect engagement in any trade or business should not be done by the teacher.

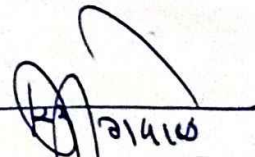
## **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

- Student's admission and examination should be looked after by the administrative staff.
- Being well versed in e-administration should be ensured by the administrative staff.
- Polite and compassionate behavior with parents/guardians should be displayed by the administrative staff.
- Co-operative and friendly relationship with faculty members should be developed by the administrative staff.
- All professional activities should be performed through proper channels by the administrative staff.
- Unethical practices should not be indulged in by the administrative staff.
- Absence from duties without prior permission should not be remained by the administrative staff.
- Direct or indirect engagement in any trade or business should not be done by the administrative staff.

## **CODE OF CONDUCT FOR UNSKILLED EMPLOYEES**

- Importance to cleanliness of the institution should be ensured by unskilled employees.
- Polite and compassionate behavior with students, teachers, parents, and administrative staff should be displayed by unskilled employees.
- A co-operative and friendly relationship with faculty members should be developed by unskilled employees.
- Indulging in unethical practices should not be done by unskilled employees.
- Unskilled employees should not remain absent from duties without prior permission.
- Direct or indirect engagement in any trade or business should not be done by unskilled employees.



  
PRINCIPAL  
MAHATMA PHULE MAHAVIDYALAYA  
PIMPRI, PUNE 411 017.