

Shrirang Shikshan Mahavidyalaya, Bilimora

CODE OF CONDUCT

Year : 2020-21

1. Rules for academic staff:

- Every academic staff has to come to the college as per the time fixed by the college.
- Those who are absent in normal circumstances or in contingency circumstances will have to seek the prior permission or telephone contact of the Principal.
- It will be the responsibility of the professor to complete the theoretical and practical work in due course.
- Holiday facilities and other administrative matters shall follow the rules of the State Government from time to time.
- The work assigned by the Principal should be completed on time with complete fidelity.
- The responsibilities given by the organization should be fulfilled unconditionally.
- The decision of the principal / institution regarding any question or problem arising regarding the rules of the college will be considered final and binding.

2. Rules for non-academic employees:

- Every non-teaching employee has to come to the college as per the schedule of the college.
- An employee who is absent in normal or accidental circumstances will have to seek the prior permission or telephone contact of the principal.
- The State Government will have to follow the rules from time to time in respect of leave facilities and other administrative matters.
- The work assigned by the Principal should be completed on time with complete fidelity.
- The responsibilities assigned by the college or institution will have to be fulfilled on search.
- The website and portal of the State Government, Ministry of Education and other concerned institutions for administrative work will have to be inspected and necessary work of daily work will have to be done.
- The decision of the principal or the institution regarding any question or problem arising regarding the rules of the college will be final and binding.

3. Rules for college trainees:

- It is mandatory for every trainee to be present on time as per the schedule fixed during the academic year of the college.
- Absence of any one class will be considered as absence of the whole day.
- According to the rules of the university, trainees with insufficient attendance will not be eligible for the examination. The principal will have the power to withdraw the filled examination form of such trainee.
- In normal circumstances, the absentee will have to get the prior permission of the principal. The admission of the trainees who are absent and irregular for three consecutive days without any other leave will be canceled immediately.
- The trainees will have to mention the reason for the leave, the leave taken earlier and the required leave in the leave letter.
- Lessons on practical education should be approved in advance by the professor with the method, the lessons cannot be given by the trainee without approval and if the lessons are given then it will be revoked.
- The trainee who does not give the lesson after getting the fixed time sheet will not get marks in the lesson.
- On the day of the lesson, the trainee has to attend school full time and follow the school rules. Will have to study at school in his spare time.
- It is mandatory for the trainee to attend full time in the days of Theory.
- The constitution of the college student committee and the changes made in it will be binding on the trainees. Behavior contrary to the rules of the institution or the rules of the election during the election of the Student Committee will be punishable.
- If any trainee is found to be involved in activities against national interest or against the interest of the institution, his / her admission will be revoked.
- The decision of the principal regarding the questions arising regarding the rules of the college will be considered final and binding.