



“Talabul-Ilma Farizaha”

(Seeking the knowledge is an obligation upon every Muslim.)

Union Education Society's

MAHILA MAHAVIDYALAYA, SOLAPUR

Address- 141, Siddheshwar Peth, Solapur. Pin- 413001, Maharashtra, INDIA.

HANDBOOK CODE OF CONDUCT

Phone: 0217 – 262 4433,

E-mail: uesmm@yahoo.co.in,

Website: www.uesmahilamahavidhyalaya.org

Preamble

“All the teachers, students, non-teaching staff and support staff belonging to the U.E.S.Mahila Mahavidyalaya Solapur gives priority to human values in their daily work .we also believe that on the basis of these values, our organization will grow rapidly towards progress and achievement. In addition to these human values, daily work by connecting our professional values will surely enhance the students' educational graphs.”

- Recognising that every child has a fundamental right to receive education of good quality;
- Recognising that education should be directed to all round development of human personality;
- Realising the need for developing faith in the guiding principles of our polity viz. Democracy, social justice and secularism;
- Recognising the need to promote through education, our rich culture heritage, national consciousness, international understanding and world peace;
- Recognising that teacher's , being part and parcel of the social milieu, share the needs and aspirations of the people;
- Recognising the need to organise teaching as a profession for which expert knowledge, specialised skills and dedication are pre-requisites;
- Realising that the community respect and support for the teaching community are dependent on the quality of teaching and teacher's proper attitudes towards teaching profession; and
- Realising the need for self-direction and self-discipline among members of the teaching community. We, the teacher's of India resolve to adopt this code of Professional Ethics

Vision

1. Imparting education for the girls, especially of Muslim community and weaker sections by providing good infrastructure & Convenience.
2. To inculcate ethical & moral values among the students.
3. Encouraging and motivating the girls in environmental awareness through valuable education and training.

Mission

‘TO EDUCATE A GIRL IS TO EDUCATE A FAMILY.’

Goals and Objectives

To enhance qualitative and worthwhile education to the women residents of Solapur & the nearby areas in general and the Urdu language minority students in particular.

To inculcate the importance of discipline, sincerity and punctuality in life.

To aim at over all personality development of the students and be confidently prepared to face all the complex challenges of the changing world.

To assist in all possible ways to bring out the best in the students and make them refined, cultured conscious & encourage them to put forth their best in the studies and other activities.

Code of Conduct for Students

1. To wear college dress code is compulsory to all students.
2. Student should be regular and punctual in attending classes, tutorials and assignments as per the timetable.
3. The identity card must be carried by the student while in the campus and must be produced on demand.
4. Disciplined behavior, regularity and punctuality are expected from the student.
5. Students are advised to read all the notices and circulars displayed on the notice board.
6. Students are advised to visit college website for regular updates viz. various programmes, workshops, competitions, Lectures etc.
7. Use of mobile phone is strictly prohibited in college premises.
8. Any kind of ragging within the college campus is strictly prohibited. Any student convicted of an offence of ragging shall be dismissed from the college.
9. Student must attend national functions and various activities organized by college.
10. The conduct of the student in the campus of the college as well as in their classes should be satisfactory.
11. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
12. Students are expected to be careful and responsible while using the Social Media.
13. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

14. Causing damage to or destruction of any property of the College, or any property of others in the Institution premises is punishable.
15. The teachers should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
16. The teachers should motivate the students and bring out the creativity / originality in the students and should make herself available for doubt clearance.

General Library Rules

1. All students are advised while using library they must possess her Identity Card and Borrowers card.
2. Books and other resources are precious, please use it carefully.
3. Books will be issued for home issue for a period of seven days.
4. Tearing pages, marking on the books, underlining the content, folding the pages will be treated serious offence with the information resources, users will be fined for such acts.
5. CDs or any other accompanying materials available with books may be viewed /used only in the library.
6. The Library properties and furniture is to be handled with utmost care.
7. Students should maintain silence in the Library.
8. Reference Books, Newspaper, Periodicals issues are only for reading room use.
9. On the loss of books users are advised to replace the revised edition of the same book, or must pay actual price plus half of the price as a fine.
10. The loss of Identity card, Borrowers Card should be reported immediately to the Librarian. Duplicate Identity card will be issued against a fine of Rs.25/-
11. Eatables and beverages are not allowed in the library premises.

Examinations Rules

1. Student must appear for all Internal as well as University examination.
2. Student must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
3. Student must be present in the examination hall 20 minutes before the start of examination.
4. Student cannot enter an examination hall more than half an hour after the start of examination.
5. Students are not allowed to carry any kind of study material, mobile phone with them during exam.
6. The student should obey the instructions given by supervisor in the examination hall.
7. Student must not leave the class until all answer books are collected by the supervisor.

Code of Conduct for the Principal

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.

4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
14. To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

Code of Conduct for Teachers

1. Teachers must maintain regularity and punctuality for smooth functioning of the college.
2. All the teachers must be concerned and committed to the interests of the students.
3. Teachers aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
4. Teachers are expected to continuously update himself in their subject field and other related ones in order to upgrade himself and the student community.
5. All teachers must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. They should involve themselves in seminars and Workshops. A career long professional development is therefore a necessity.

6. Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum
7. The teacher has to carry out academic responsibilities such as conducting admissions, examinations, seminars, extra-curricular activities, sports organization, extension activities and cultural programmes.
8. There should be regular interactions with the students under mentor mentee scheme.
9. Maintain active membership of professional organizations and strive to improve education and profession through them.
10. All teachers must strive to prepare herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
11. Every Faculty Member should maintain academic record book.
12. All the teachers should get the feedback from students and act / adjust the teaching appropriately.
13. All teachers must maintain their academic Diary
14. The teachers should use "Information Communication Technology (ICT)" for effective delivery of lectures.
15. All the teachers should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

Code of Conduct for Support Staff

1. All the staff members should perform the duties they have been assigned sincerely and diligently as well as with accountability.
2. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
3. They should also be responsible for the proper use and maintenance of college equipments and furniture.
4. The staff members is expected to respect the confidentiality of examination and office matters
5. They are responsible for the cleanliness, peaceful atmosphere of the college campus.

U.E.S. MAHILA MAHAVIDYALAYA SOLAPUR