



Code of Ethics and Conduct

1) For Management & Principal

1. The Management and Principal should conduct himself/herself with transparency, fairness, honesty, high degree of ethics and decision making that is the best interest of the institution.
2. He/she should promote the collaborative, shared and constructive work culture in the institution, paving way for innovative thinking and ideas.
3. He/she should endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the society and nation.
4. He/she should participate in extension, co-curricular and extracurricular activities, including the community service.
5. He/she should not refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

2) For Teachers

1. The teachers should always regular and punctual.
2. They should not discriminate against any student on the grounds of caste, creed, language and social and cultural background.
3. They should not indulge in or encourage any form of mal practice connected with examination or any other institutional activity.
4. They should perform their duties in the form of teaching, practical, seminars and research work, conscientiously and with dedication.
5. They should abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
6. They should co-operate and assist in carrying out the functions relating to the educational responsibilities of the institution and the University.

3) For Students

1. All students must come to the institution on time.
2. The details of code of the uniform
 - For Boys: White shirt & Black pants.
 - For Girls: White Kurta, White Salwar & Pink dupatta.
2. Shouting or whistling is not allowed in or around the institution.
3. All students must take care of all institutional property. Any misuse or damage caused intentionally or unintentionally will invite stringent punishment.
4. Students must avoid the use of abusive language/ passing filthy or vulgar comments or else stern action will be immediately.
5. Students are prohibited to carry/possess any weapon or sharp articles in the institution.
6. Students shall maintain decorum in the institution premises. Any indiscipline or misbehaviour, both inside and outside the institution premises will attract severe punishment. The names of students found guilty of misconduct will be removed from the institution rolls.
7. Students must enter their respective classes in time. They should utilize their free time in the reading room/library. They should not cause any disturbance to teaching as well as general functioning of the institution.
8. It is obligatory on the part of the students to possess prescribed text books and other relevant materials.
9. Systematic, Satisfactory & Timely completion of home assignments is mandatory. Any failure on this front will be deemed as an act of indiscipline and may invite fine. The institution will seriously consider this fact while determining eligibility of students for University/ Board examinations.
10. No Student will be allowed to participate in or attend any activity without identity card.
11. The Students are directed to record permanent address/ contact numbers of their parents/ guardians. Any change in this respect must be brought to the notice of the office immediately.
12. It is the responsibility of the Students/ Parents/ Guardians to find out for which scholarship (See the prospectus of the institution) he/she is eligible and can apply accordingly with the required documents.

13. Any difficulty faced by the student should be brought to the notice of the Principal, Vice-principal, Superintendent or respective heads.

14. Smoking, chewing of ghutkha (Choke), pan, tobacco or consuming any banned drugs and narcotics etc. in the campus are strictly prohibited.

15. No student is allowed to send/upload any information concerning to the institution without prior permission of the Principal.

16. Any political movement, demonstration or agitation involving the name of the institution is strictly prohibited.

18. Students are advised to see the institution notice board daily. The institution will not be held responsible for any loss arising out of any negligence in this regard.

19. Ragging is strictly prohibited. Any student found guilty will be proceeded against under 'Maharashtra Government Ordinance' No. 33 dated 15 May, 1999 and will be expelled from the institution.

20. No outside students/artists will be allowed to take part in any institutional activities.

21. Students must keep photocopies of all the documents submitted to the institutional office. The documents once submitted will not be returned for any temporary cause.

22. For participation in outside activities, students are appealed to submit consent of their parents.

4) For Support staff

1. They should be regular and punctual.

2. They should not neglect their duties knowingly or willingly.

3. They should not remain absent from the institution without sanction of leave or without permission of the head of the institution.

4. They should make efforts to enhance administrative efficiency.

5. They should remain familiar with and adhere to institution policies relevant to responsibilities.

6. They should be cooperative with students, faculty and staff, to provide them the information, tools and assistance which they require to perform effectively.