



MGM's

## COLLEGE OF COMPUTER SCIENCE & IT, NANDED

(Institute established in 2000 and Affiliated to S.R.T.M. University Nanded.)

MGM Campus, Near Airport, Nanded-431605(M.S.) India

### Core Values, Code of Conduct & Ethics

#### Core Values

The Institute believes that the growth of the institute and its institutional existence is due to the trust of the students, parents, and society.

Our core values are:

1. **Integrity:** All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.
2. **Accountability:** The roles and responsibilities are assigned, and people are held accountable for their deeds. We feel our liability towards the society, and our actions add values to the Institute.
3. **Responsibility:** Everybody in the Institute is expected to discharge his/her duties with due responsibility.
4. **Transparency:** The general records of maximum aspects of the functioning are maintained online to encourage transparency.
5. **Respect of Individual:** While carrying out the interactions at all levels, the dignity and respect of an individual are observed.
6. **Faculty Empowerment:** The institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
7. **Service to the Nation:** The Institute is committed to developing the skilled manpower to serve the nation.
8. **Environmental stewardship:** Committed to practicing green technologies for sustainable development of the nation

#### **Code of Conduct for the Students**

The Institute is a community of cultured intellectuals. It is expected that the freedom should be with a sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with a sense of morality. All arguments should take place, maintaining dignity. Mahatma Gandhiji's seven principles are strived to be followed, that is: wealth with work, pleasure with conscience, knowledge with character, commerce with morality, science with humanity, religion with sacrifice, and politics with principle.



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The character of the institution is built with discipline and harmony in its functioning. Certain policies are to be formed and communicated to all the elements to strike the balance between freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

MGM's College of Computer Science & IT, Nanded, has got a code of conduct for the staff as well as students. Along with the general code of conduct prescribed by the statutory regulatory authorities, the institute has certain mandatory requirements.

MGM students assume an obligation to conduct themselves in a manner compatible with the Institute's norms. Every individual is held responsible for his/her actions.

Every student in the institute is expected to be involved only in activities that are likely to maintain the prestige of the institute. Each student should behave respectfully with all.

Following actions constitute the institute code of conduct.

1. **Dress Code:** Students are required to follow the dress code prescribed by the institute, i.e., blue jeans and white shirt every day except Saturday. So that the students belonging to all economic strata are accommodated equally.
2. **Honesty: Malpractices/cheating during a test or examination or knowingly furnishing false information** are prohibited and strictly dealt with; at the same time, things like plagiarism are prohibited for faculty also.
3. **Transparent Administration:** With the help of MIS, online information is maintained regarding the attendance of students and the conduct of classes by teachers.  
**Biometric attendance of staff, leave records, salary slips, and etc. are maintained online.**
4. **Disciplined Conduct:** Any behavior obstructing teaching, research, administration, or other proceedings or activities on campus is entitled to punishment.
5. **Respect for women:** Students must take care that his/her behavior is impeccable toward the opposite gender. Any unwelcome behavior towards female students and employees, whether written, spoken, gestural or physical, directly or indirectly, would be dealt with as per the law. Vishakha Samiti (ICC) is in place to take care of.
6. **Daily assembly:** - The day starts with the National Anthem, followed by birthday wishes and thought for the day. Achievers are felicitated, and their efforts are appreciated.
7. **Prohibition of Ragging:** Ragging is any conduct by a student as an individual or group of them, whether by words spoken or written, or by an act, which has the effect of teasing, treating, or handling the fresher or any other student with rudeness, will be treated as ragging and will be entitled to disciplinary action.
8. **Hostel Discipline:** Rules and regulations are laid down for conduct in hostels have to be strictly followed by each student.



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9. **Drugs/ Alcohol/ Tobacco:** Sale, distribution, manufacture, use, and possession of drugs that are not prescribed by a physician or are not legal in the open market are prohibited. **Alcohol and tobacco products are also prohibited on campus and in the hostels.**
10. **Possession or use of Firearms:** Fireworks, explosives, weapons or items of destruction are prohibited.
11. **Conservation of Natural resources, Energy and Environment:** Every student and staff is expected to be aware of these things and maintain the conduct accordingly.
12. **Cleanliness:** Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories, and the campus in general

### Code of Conduct for the Faculty

The code of conduct for faculty normally addresses matters to the conduct of teachers, such as teaching, learning, and evaluation, relationship with the students, associated staff, management, **parent's duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication, and integrity of the teacher towards the college.**

### Duties of the Teacher towards students:

1. **Adhere to a responsible pattern of conduct and demeanor expected of them by the community.**
2. **Manage their private affairs in a manner consistent with the dignity of the profession.**
3. **Seek to make professional growth continuous through study and research.**
4. **Express free and frank opinions by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.**
5. **Maintain active membership in professional organizations and strive to improve education and profession through them.**
6. **Perform their duties in the form of teaching, tutorial, practical, seminar, and research work conscientiously and with dedication.**
7. **Co-operate and assist in carrying out functions relating to the educational responsibilities of the institute and the university, such as: assisting in appraising applications for admission, advising and counseling students, as well as assisting in the conduct of university and institute examinations, including supervision, invigilation, and evaluation.**
8. **Participate in extension, co-curricular, and extracurricular activities, including community service.**
9. **Manage their private affairs in a manner consistent with the dignity of the profession.**



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## **Code of conduct:**

1. **The teacher shall perform all his/her duties faithfully and will not avoid responsibility.**  
However, the following lapses would constitute improper conduct on the part of the teacher:
  - i. Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation, etc.
  - ii. Gross partiality assessment of students, deliberately over/under making or **attempt of victimization on any grounds.**
  - iii. Inciting or instigating students against other students, colleagues, and administration (this does not interfere with his right to express the differences in principles in seminars or other places where students are present.)
  - iv. **Raising questions of caste, creed, religion, race, or sex in his relationship with the students and his colleagues and trying to use the above considerations for improvement of his prospects.**
  - v. Refusal to carry out the decisions of appropriate authorities, officers, administrative, and academic bodies of the college; this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the Institute to propagate his ideas or beliefs for or against a particular party of alignment of political or religious activities.
  - vi. Involvement of the anti-academic activities directly or indirectly, such as:
    - a. Writing of questions-answers guide, key, likely questions, cyclopedia or Xerox notes, etc.
    - b. Undertaking of any office of profit or agency.  
The teacher shall not avoid any work related to the university / institute examinations without reasonable grounds.
2. **The teacher's behavior with male and female students and other employees shall be modest.**
3. The Teacher shall:
  - i. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area where he/she may happen to be for the time being.
  - ii. **Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the courses of his duty, and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.**



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- iii. Refrain from consuming any intoxicating drink or drug in a public place.
- iv. Not appear in a public place in a state of intoxication.
- v. **Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.**
- vi. Violation of the Anti-Bigamy Act and Anti-dowry Act in any manner, directly or indirectly.

### **Teachers and Authorities:**

#### **Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their **own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.**
2. Retain from undertaking any other employment and commitment, including private tuition and coaching classes, which are likely to interfere with their professional responsibilities.
3. Cooperate in the formulating of policies or the institutions by accepting various offices and **discharging responsibilities that such offices may demand.**
4. **Cooperate through their organizations in the formulation of policies of the other institutions and accept offices.**
5. Cooperate with the authorities for the betterment of the institutions keeping in view the interests and in conformity with the dignity of the profession.
6. Should adhere to the conditions of the contract.  
**Give and expect due notice before a change of position is made**
7. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **Teachers and Guardians**

1. Try to see through teacher bodies and organizations that institutions maintain contact with the guardians and their students, send reports of their performance to the guardians **whenever, and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.**

### **Teachers and Society**

1. Recognize that education is a public service and strive to keep the public informed of the educational programs that are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.



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3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. **Perform the duties of citizenship, participate in community activities, and shoulder the responsibilities of public offices.**
5. Refrain from taking part in, subscribing to, or assisting in any way in activities that tend to promote feelings or hatred of enmity among different communities, religions, or linguistic groups but actively work for national integration.

### **Code of Conduct for Director**

The Principal, as the head of the institute, is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit **definition of the standards of professional conduct expected from the Principal as a Head of College.**

### **Responsibility of the Principal:**

**Subject to the supervision and general control of the management, the Principal executive and Academic Head of the College, shall be responsible for-**

1. Academic growth of the institute.
2. Participation in the teaching, research, and training programs of the Institute.
3. **Assisting in the planning and implementation of academic programs such as refresher/orientation courses, seminars, in-service, and other training programs organized by the university, institute for Academic Competence of the Faculty Member.**
4. Admission of students, maintenance of discipline of the institute.
5. Receipts, expenditure, and maintenance of true and correct accounts.
6. **The overall administration of the institute and recognized institutions and their libraries and hostels, if any.**
7. Correspondence relating to the administration of the institute.
8. Administration and supervision of curricular, co-curricular, extracurricular, or extra-mural activities; students welfare activities of the institute and recognized institution; and maintenance of records.
9. **Observance of the Act, Statutes, Ordinance, Regulation, Rules, and other Orders issued there under by the university authorities and bodies from time to time.**
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers, and such other work pertaining to the examination of a college or recognized institution.
11. Overall supervision of the university examinations.
12. Observance of provisions of the Accounts code.



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13. Maintenance of self-assessment reports of teachers and their service books.
14. Any other work relating to the institute or recognized institution relating to the **administration of the institute as may be assigned to him/her by the management from time to time.**

### **Code of Conduct for the Governing Body/College Development Committee**

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The institute shall be managed by a regularly constituted Governing Body/ College Development Committee. The composition, functions, and other conditions pertaining to the Governing Body/College Development Committee shall be as prescribed in the directive Principles made and accepted by the management.

#### **Code of Conduct:**

1. Decisions and resolutions made by the Governing Body/College Development Committee Executive Body and all the Trust Units are obligatory.
2. **The members of the Governing Body/College Development Committee shall maintain their character, transparency, mannerisms, and good image.**
3. No property of trust will be used for personal benefits.
4. The members of the Governing Body/College Development Committee can obtain service from the trust employee as and when required.
5. **Any member of Governing Body/ College Development Committee will not express non-satisfaction with any decision made by the executive body, it will be discussed or expressed in the meeting only. One must respect the majority taking the decisions.**
6. Any member of Governing Body/ College Development Committee needs any primary information from the institute; he/she will communicate to the Principal and will not have any oral or written communication with the employee.
7. **If any misbehavior and action by the employee defames the institute, it will be communicated to the Secretary orally or in writing.**  
All shall mind that no person is greater than institute
8. The Governing Body/ College Development Committee will receive all communication in **writing only from the Principal, in the same way the Governing Body/ College Development Committee will reciprocate their decision through Principal.**
9. Respect other member's opinions and give them a chance to express, if necessary, a permit to register contradictory opinions.



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### Faculty Welfare Policy

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The institution demonstrates a strong commitment to the welfare of its teaching and non teaching staff through a range of welfare measures and benefits. Adhering to UGC/University guidelines, the institute provides all applicable leave and vacation benefits, including compensatory off days and study leave for teachers.

Pension benefits, medical coverage, and emergency medical expense coverage are also provided, ensuring the well-being of employees and their families. Moreover, the institution invests in the career development and progression of its faculty members by sponsoring them for various skill development activities such as Faculty Development Programs (FDPs), conferences, workshops, and seminars.

This investment in professional growth not only enhances the competencies of faculty members but also contributes to the overall academic excellence of the Institution. Additionally, the institution offers avenues for financial support through a group insurance scheme for employees and a credit cooperative society to address their emergency financial needs. These welfare initiatives demonstrate the institution's commitment to enhancing the well-being and overall satisfaction of its staff members, thereby creating a conducive work environment for growth and success.

Dr. Shirish L. Kotgire  
Member Secretary  
Governing Council/CDC

Hon. Kamalkishor N. Kadam  
Chairman  
Mahatma Gandhi Mission, Nanded.

