

Shri Dadasaheb Gawai Charitable Trust Amravti's
TAKSHASHILA MAHAVIDYALAYA, AMRAVATI

CODE OF CONDUCT FOR FACULTY AND STUDENTS -

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her

- Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
- An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly, if he / she happen to be the H.O.D, mentioning the contact address during the period of his / her absence from the headquarters.
- No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.

- No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.
- h) An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details
- No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his / her application to any higher authorities unless the competent authority has r ejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved

with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.

- No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

Code of Conduct for Students -

- Students should wear the college uniform daily except on Thursday. On Thursday students can wear color dress.
- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 7.00 a.m. to 11.50 a.m. in the morning and 12.a.m. to 5.00 p.m. in the afternoon. The first period will begin with national anthem. The students shall stand in attention till the anthem ends. Those who are standing outside the classroom are also expected to follow the assembly.
- All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.
- Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- Use of mobile phones in college premises during class hours and hours and dedicated for academic and research activities is strictly forbidden. Use

of mobile phones in the Library and during Library hours is strictly prohibited.

- Students are not allowed to bring in outsiders (those without formal invitation issued by the College) or to use the college premises and the college property to host parties to celebrate events of a personal nature or to induct outsiders as guests in the name of student events like Fresher's Welcome, etc.,. As student-members of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or for the removal of any article owned by the college from the college premises.
- Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment.
- To show due respect to all office bearers and chairpersons.
- All the students shall carry their identity cards everyday to the college.

Core Values of Takshashila Mahavidyalaya, Amravati -

Academic Excellence

The College strives for cultivating quality and highest standard of excellence in teaching, learning, research and scholarship across various disciplines.

Integrity & Ethics

The college upholds the highest ethical values, integrity and professionalism and an unwavering commitment to academic freedom, transparency and accountability.

Expand horizons of Knowledge

The College is driven by the ideals of leaders like Dr. Babasaheb Ambedkar, Mahatma Jyotiba Fule, Krantijyoti Savitribai Fule, Chhatrapati Shivaji Maharaj, Chhatrapati Shahu Maharaj, Sant Gadge Baba etc. and aims to promote research and innovation and ensures continuous engagement in the scholarly activities in the pursuit of innovation, creativity and excellence

Shared governance

The College encourages shared decision-making through a process that rests upon collaborative consultation, open flow of information, diverse involvement and collective deliberations of all stake holders

Social responsibility

The College creates and nurtures an inclusive environment where everyone can develop their full potential and contribute to the interest of the society as a whole.

Environmental responsibility

The College is acutely aware of its environmental responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized.

Service

The College seeks to serve the diverse, personal and professional development needs of its constituents and particularly of the people belonging to SC & ST and other deprived sections.


Principal
Takshashila Mahavidyalaya
Amravati-444606