### **Code of Conduct**

### **Code of Ethics for Principal**

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

#### **Code of Ethics for Teachers**

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.
- Help, guide, encourage and assist students in their learning.

#### CODE OF CONDUCT FOR NON-TEACHING STAFF

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

#### **Code of Conduct for students**

- 1. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
- 2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- 3. The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this sprit is deemed unlawful and punishable.
- 4. During leisure hours, students are advised to use the library, and internet browsing centre.
- 5. During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
- 6. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- 7. Late comers are forbidden from entering the classrooms.
- 8. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- 9. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
- 10. Defacing the blackboards of walls will be severely dealt with.

- 11. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- 12. Students should stay away from any anti social activities.
- 13. Students should stay wear their identity cards inside the campus daily.
- 14. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- 15. Ragging in any form is a serious offence and it will be dealt with severely.
- 16. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- 17. Visitors are not allowed to meet the students in the classrooms.
- 18. Students should take care of their belongings. The institution will not be responsible for any loss. 19.

### **Facilities**

Sports Facilities: Various Equipments, Practice Ground, Expert Coaching, Participation of Students to Participate in Numerous Inter-Collegiate Tournaments Yearly Physical Efficiency Test and Medical Test as per the University Guidelines.

Library Facility: More than 2000 Books, Newspapers, Reference Books, Text Books, Magazines on Different Subjects, Sports Magazine, Yoga Magazine, Employment News

Health and Hygiene: Purified Drinking Water. First Aid Kit, Fire Extinguisher, Clean Washroom, Medical Camps, Blood Donation, Village Survey

N.C.C.: 2 Mah Arty Bty N.C.C. Unit. Enrolment of 50 Cadets. Cleanliness Drive, Cultural Programmes, Expert Lectures, Blood Donation

N.S.S.: Various Activities like Annual Special Camp, Cleanliness Drive, Cultural Programmes, Expert Lectures, Blood Donation, Village Survey.

**Personal Counseling from Professional Counselor** 

**Expert Lectures on Related Subjects** 

**Placement and Employment Assistance** 

**Educational and Industrial Tours** 

**Seminar on Various Subjects** 

**Youth Festival: Annual Gathering** 

**Personality Development Programme** 

**Spoken English Certificate Programme** 

College Magazine: Elixir

Language Lab

**Well Equipped Computer Lab** 

## **Course in Detail**

## **Faculty of Arts**

B.A. Part - I, B.A - II & B.A. Part - III (Sem I To VI)

- 1. English (Compulsory)
- 2. Marathi (Compulsory)
- 3. Marathi Litetature
- 4. Political Science
- 5. History
- 6. Economics
- 7. Sociology
- 8. English Literature

# **Junior College:**

### XI & XII

- 1. English
- 2. Marathi
- 3. Political Science
- 4. History
- 5. Economics
- 6. Sociology

**College Address and Email Id** 

Address: Jaitala, Hingna Road, Opposite HP Petrol Pump, Nagpur-440016

Email: ygpcollege@rediffmail.com

## **About Our College**

Established in 2000. The College is run under the aegis of Late Yashodabai Gudadhe Education Society Y.G.P.M.C. has positioned itself to be a centre of adequately taking care of education requirement of the students in Nagpur. The college was established with the view of imparting the best education facilities to the lower and backward economical strata of society since the college is in the vicinity of M.I.D.C. We are developing the principles that guide future technology advances in computer and other industries. Its all about developing the PASSION, ABILITY, IMAGINATION, COMMONSENSE and TEAMWORK to get through the swift and prompt world of completion and globalization.

We, at Y.G.P.M.C., offer a discipline and professionally designed degree course structure ensuring complete awareness and quality education with well established infrastructure and highly trained and skilled faculties giving extensive practical exposure.

The college is committed to the development of human resources for the socioeconomical growth of rural India for global competitiveness and strengthen the nation through quality education. The college prepare the students for commitment with the responsibility to serve the nation and the humanity with integrity.

Today, college is known for its vibrant academic ambience, superb infrastructure and qualified faculties, it has a number of achievements is academics, sports, NSS, NCC, extra-curricular activities, cultural activities and social development programmes.