

REPORT
ON
ANNUAL AWARENESS PROGRAMME ON
CODE OF CONDUCT - 2022

Godavari Foundation's
GODAVARI COLLEGE OF NURSING, JALGAON

CODE OF CONDUCT!

ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

03 Feb. 2022

INTRODUCTION:

A code of conduct is the most common policy within an institution. This policy lays out the institutional principles, standard and the moral and ethical expectations that all faculty and students are held to as they interact with the institution.

The code of conduct simply a set of principles and expectations that guide behavior of all those who belong to a particular institution. Every institution need to have a code of conduct for its staff.

On 03 Feb. 2022, the annual awareness programme on code of conduct was conducted by godavari college of nursing, Jalgaon to raise understanding and awareness of institutional code of conduct among teaching staff, non-teaching staff and all students.

AIMS:

- ✚ To raise the awareness about institutional code of conduct among teaching staff, non-teaching staff and all students.

REPORT ON ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

On 03 Feb. 2022, the annual awareness programme on code of conduct was organized by godavari college of nursing, Jalgaon (under NAAC criterion VII) to raise understanding and awareness of institutional code of conduct among teaching and non-teaching staff and students.

The institutional code of conduct for teaching staff and non-teaching staff were aware through information booklet and the students were aware through ppt presentation on each classes. They were re-oriented on the rules and regulations and the code of conduct that govern them during their years of study in college.

Ms. Ashwini Mankar, Ms. Madhuri Dhande, Ms. Meenu Dhawal, Ms. Sanskruti Deshmukh, Ms. Aakanksha More and Ms. Suvarna Patil has taken the lecture on students by ppt presentation on institutional code of conduct. After the lecture the information booklet is provided to principal, teaching and non teaching staff .

The programme and information booklet was very informative and well appreciated by all the faculty members and students.

PHOTOS – 03-02-2022



A code of conduct is a set of rules around behaviour for the employees to follow with in an institution. The code act as a standard that the staff need to meet so that they can know what is expected of them to produce a generally more efficient business. Ethics provides guidance on the decision making skills that the employees need when they are working.



GODAVARI FOUNDATION'S
GODAVARI COLLEGE OF NURSING, JALGAON

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CODE OF CONDUCT FOR PRINCIPAL

1. Principal should be fair to faculty, staff, and students and need to know that they will be treated fairly when making decision.
2. Principal must apply honesty in his/her job. He/She should never directly lie to anyone and never withhold vital information that should be made public.
3. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
4. The Principal endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Principal should maintain professional boundaries.
6. Principal must train the teachers to be responsible for their actions.

7. The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
8. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
9. The Principal shall not fake records, or direct or force others to do so.
10. The Principal shall be of good moral character.
11. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
12. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.

13. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
14. Staff members are encouraged to take up Research projects.
15. Principal should encourage continuing nursing education (CNE) for staff upliftment and updation.

CODE OF CONDUCT FOR TEACHING STAFF

1. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.

2. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.

3. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

4. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

5. Teachers must report on time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.

6. Teachers should sign the attendance register and bio-metric while reporting for duty.

7. Teachers should remain in the campus till the end of the College hours.

8. Prior written permission is required from the Principal at least a day in advance while availing leave (CL).

9. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

10. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

11. Teachers Associations should not be formed without the permission of the Management.

12. No teacher should involve himself or herself in any form of political activity inside or outside the campus.

13. Teachers should attend the college neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.

14. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.

15. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

16. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.

17. Teachers are barred from using cell phones while taking classes.

18. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like College Day, Independence Day and Republic Day celebrations without fail.

19. Teachers are expected to Volunteer, to take up extra classes for students of Degree, Diploma and other Career Oriented Programmes.

20. Departmental HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment's and electrical appliances) must be reported to the Principal in writing immediately.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the college office or departments should remain on duty during the duty hours assigned to them. They should report for duty at least 15 minutes in advance.

2. They should always behave courteously with students and all the faculty members and help them solve their problems. Arrogant/bad behavior will be dealt with seriously.

3. Non-Teaching Staff assigned to Laboratories should keep the laboratories clean.

4. Any Loss or damage to any article in the Lab or Class Room should be reported to the concern Departmental HODs in writing immediately.

5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment etc. It shall be submitted to the HOD at the end of each academic session and their signatures should be obtained.

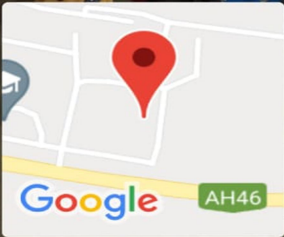
6. For articles damaged by the students, a separate register should be maintained and Record along with the cost of material should be submitted to the authority at the end of the session

7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached

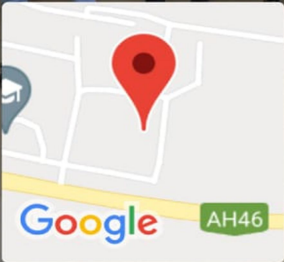
8. Non-Teaching staff shall not leave the college premises before their duty hours.



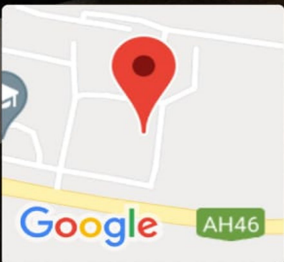
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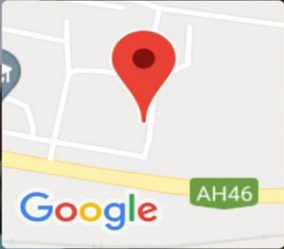
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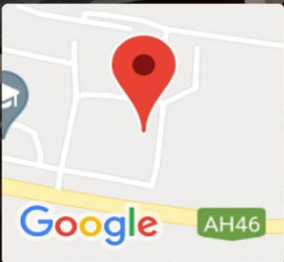
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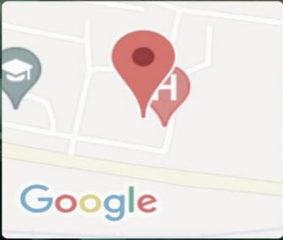
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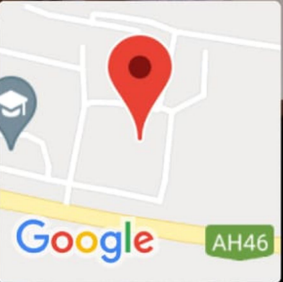
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