

**HANDBOOK**

# **Code of Conducts**

**GOVERNING BODY, ADMINISTRATIVE STAFF,  
TEACHERS, NON-TEACHING  
AND STUDENTS**



**Shri Shivaji Education Society, Amravati's  
Dhanwate National College  
Congress Nagar, Nagpur**

HANDBOOK

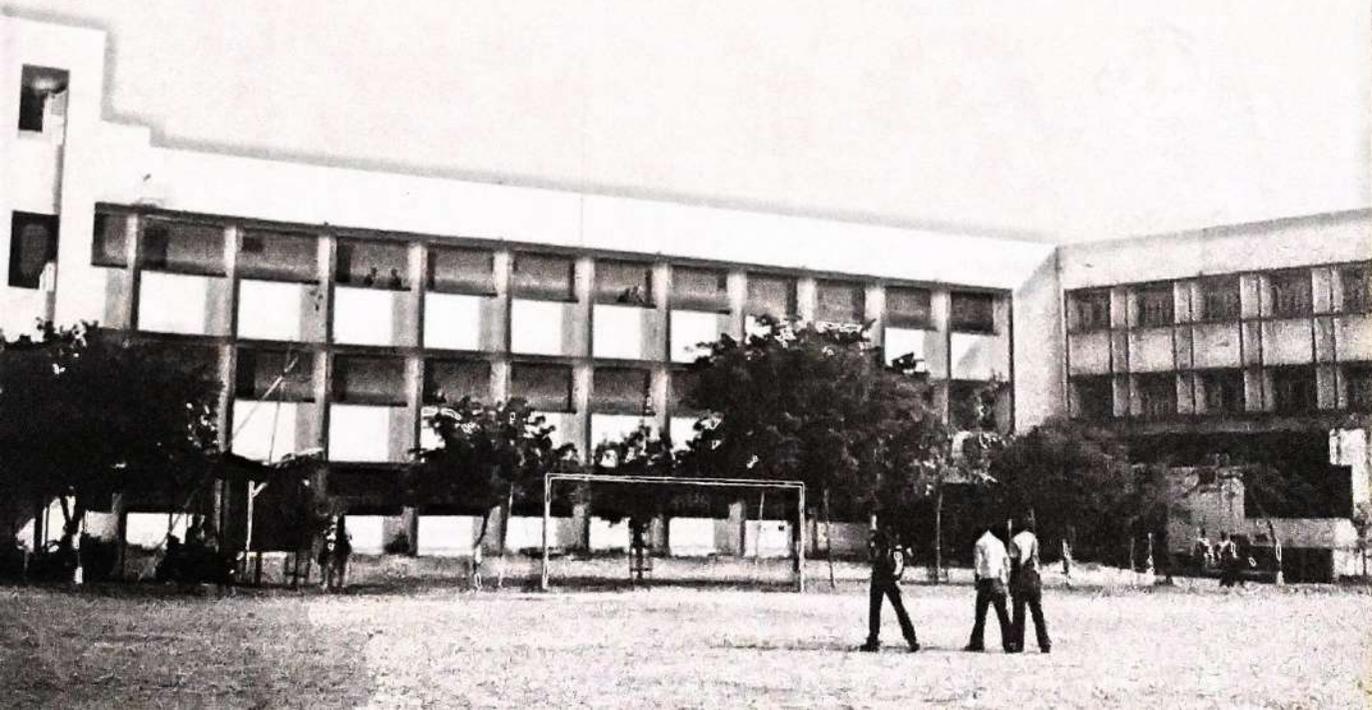
# Code of Conducts

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Shri Shivaji Education Society, Amravati's  
**Dhanwate National College**  
Congress Nagar, Nagpur

- College with Potential for Excellence, the status by UGC, New Delhi
- Accredited 'A' grade, CGPA 3.25 by NAAC, Bangalore
- Centre of Higher Learning and Research
- Institutional Member of APQN, Shanghai



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## Governing body



## Shri Shivaji Education Society, Amravati AMENDED CONSTITUTION, 1967

### PREAMBLE

Whereas it is necessary to make special efforts for the progress of education in Vidarbha and elsewhere, particularly for the poor and backward classes, and whereas it is necessary to start special institutions for achieving this objective, in the faculties of Agriculture, Science, Literature, Commerce, Industry, Arts and Law and to encourage Games and Sports, Women's Education etc., and whereas it is necessary to establish a Society and to frame rules for the conduct of institution establishment for the purpose, the following rules are framed.

#### 1. NAME

The name of the society shall be "The Shri Shivaji Education Society, Amravati." All correspondence of the Society shall be in the name of "The Shri Shivaji Education Society, Amravati."

#### 2. DEFINITIONS

A) Society means "The Shri Shivaji Education Society, Amravati," registered on the 2<sup>nd</sup> December, 1932 under Society's Registration Act XXI of 1860 and under Bombay Public Trust Act, 1950 on the 18<sup>th</sup> March, 1963.

B) Member means "A member of the Society."

#### C) OFFICE BEARERS

The President, the Vice-Presidents and the Treasurer shall be the Office-Bearers of the Society."

i) a) A person duly enrolled as member of the Society under any of the Categories from 1 to 7 (under Article 5), except the employees of the Society, shall be eligible for contesting election to the Executive Council.

b) In case a member of the Executive Council seeks employment in any of the institutions of the Society he/she shall cease to be member of the Executive Council with the effect from the date of employment.

ii) A person with the following disqualification shall not be eligible for contesting election to the Executive Council :-

- 1) A person who is insolvent
- 2) A person who is a previous convict for an offence under the I.P.C. (excluding political offence and sentenced to imprisonment for more than one day).
- 3) A person who owes any debt to the Society.
- 4) A person who makes contracts with the Society regarding sale, purchase or transfer of the Society's movable or immovable property, for the sake of monetary gain for himself / herself.
- 5) Any member elected to the Executive Council incurring any disqualification from out of (1) to (4) above shall cease to be the member of Executive Council as soon as the disqualification is detected.

## D) SPECIAL RESOLUTION

i) of 3/5 the of the members present at the meeting of the, General Body of the Society, which shall be attended by at least fifty members.

ii) A special resolution to amend the constitution of the Society or to alter, extend or abridge the purpose for which the Society is established within the meaning of Society's Registration Act XXI of 1860 or its constitution or to amalgamate the Society wholly or partially with any other Society, shall not come into effect, unless the Executive Council's report containing the proposal passed by 4/5 the of its members present is sent Under Postal Certificate to every member of the Society, ten days previous to the special meeting of the General Body of the Society, called for the purpose and is confirmed by three – fifths of members present at the special meeting of the Society convened after an interval of one month from the former meeting.

iii) A special resolution to dissolve the society shall come into effect only after the consent of Government, if it is necessary by law, has been obtained.

iv) A special resolution to propose to give Society's Property that remains after payment of all debts and liabilities, to some other Society, shall require the concurrence of 4/5 the of the members present personally at a meeting of the General Body of the Society.

v) At a meeting of the General Body called for the specific purpose of considering and passing a "Special

## 3) OBJECTS

The objects of the Society shall be

i) to establish, conduct, manager, supervise, and take over educational institutions of various kinds for boys, girls and adults

ii) to provide faculties for the acquisition of knowledge and information and the advancement of culture

iii) to undertake and make available facilities for research in all branches of knowledge and to establish institutions for the purpose.

iv) to carry on experiments with a view to improving methods of teaching and to establishing institutions for the purpose.

v) to encourage physical, culture and to start conduct or manage institutions for this purpose

vi) to encourage women's education by establishing special institutions like hostels, widow's homes and nursing school, etc.

vii) to establish hostels for poor boys and girls and to open and conduct orphanages.

viii) to co-operate with Government, other societies, institutions and bodies for the purpose of promoting the cause of education and spread of knowledge and culture;

ix) to establish, start conduct and manage printing

x) to undertake forming gardening and to <sup>take</sup> no quine or take on lease, or to purchase land for the same purpose ;

xi) to start other subsidiary activities and institutions such as the establishment of stores, medical aid Societies etc. ;

xii) to assist aid any institution under the management of the society or otherwise by advice ; guidance and supervision;

xiii) to organise exhibitions and culture-weeks etc.;

xiv) to organise and run to tournaments, competitions Olympiads etc. ;

xv) to undertake publicity and propaganda by all possible means, such as films, lectures, debates and demonstrations ;

xvi) to hold, organise, arrange and manage Conference, Seminars, Kavi Sammelans etc. ;

xvii) to acquire property both movable and immovable, to raise funds for carrying cut the objects of the Society on security of its Immovable property and for that purpose to alienate immovable property of the Society by mortgage, sale etc.

xviii) to do each, every and all such things as are incidental or helpful or conducive to the accomplishment, attainment, and

## 4. HEAD OFFICE OF THE SOCIETY

The Head Office of the Society shall be at Amravati (M.S.)

5. There shall be the following classes of member of the Society –

1) Patron-in-Chief : One who contributes rupees fifty thousand or more, shall be a patron in chief of the Society. The membership shall be hereditary. He/She shall be entitled to vote in person or by proxy, at a meeting of the General Body of the Society, and his /her portrait shall be hung in a place determined by the Society.

2) Patron :- One, who donates rupees twenty thousand or more, to the Society, shall be a Patron of the society. He/She shall be a life member and shall be entitled to vote in person or by proxy at a meeting of the General Body of the Society.

3) Vice Patron :- One who donates to the fund of the Society, rupees ten thousand shall be Vice-Patron and a life member of the Society. He /She shall be entitled to vote in person or by proxy, at a meeting of the General Body of the Society.

4) Donor :- One, who contributes to the fund of the Society the amount of rupees five thousand shall be called a Donor. A Donor shall be entitled to vote in person or by proxy, at a meeting of General Body of the Society.

5) Vice-Doner :- One, who contributes <sup>e</sup> rupees two thousand five hundred to the funds of the Society, shall be a Vice-donor and a life member of the Society.

6) Sympathiser : One, who contributes to the funds of the Society, rupees five hundred of more shall be a Sympathiser and a life –member of the society.

7) Life member – One, who contributes to the funds of the Society, rupees two hundred and fifty (250/-) in lump sum or more, shall be a life Member of the Society.

8) Ordinary Member :- One who contributes to the funds of the Society, rupees twenty five per year, shall be an Ordinary Member of the Society, for the calendar year in which the subscription is made One who contributes to the funds of the Society, rupees one hundred, in lump sum, shall be an Ordinary Member of the Society for the five year. An Ordinary Member shall not be entitled to work on the Executive Council but shall be entitled to vote at a meeting of the General Body of the Society, provided he/she has

been a member of the Society for the, previous two years and has paid his/her subscription for the current year, He/She may be admitted to life-membership as soon as he/she completes the contribution of Rs. 250/-

**6. From the above-mentioned categories admission to the membership under categories (1) to (8) shall be subject to the approval of the Executive Council.**

**7. Composition of the Society**

- a) There shall be a "General Body" consisting of all the members of the Society.
- b) There shall be an Executive General constituted as per provisions contained in article 10(a) below. The Executive Council shall manage the affairs of the Society .

**8) The term of Office –**

The term of office of the Members of the Executive Council shall be five years, But until the new Executive Council is elected as per clause (b) under article (7) the old Executive Council shall continue.

**9) Function of the General Body**

a) to elect members of the Executive Council on the expiry of the term of their office and to fill in casual vacancies form amongst the members of class 1 to 7 (Under Article 5) of the General Body. The Members elected to casual vacancies shall have to vacate membership along-with other members, at the end of the remaining period of the term of the office :

- b) to approve the budget estimates and expenditure :
- c) to consider and approve the annual financial statement of accounts as submitted by the Executive Council.
- d) to determine matters of general policy and consider such other matters as may be referred to it, by the Executive Council :
- e) Amendments to the constitution of the Society proposed by the Executive Council shall be required to be approved by the General Body a 3/5 the majority of the members present.

**10) The Composition of the Executive Council**

a) There shall be an Executive Council Consisting of one President, three Vice-Presidents, the Treasurer and four other members elected by the General Body from amongst its members (Class 1 to 7 Under Article 5) and the fulltime, paid Secretary appointed by the Executive Council. The following representatives on behalf of the institutions of the Society, shall be nominated, by the Executive Council :

- 1) One for Colleges,
- 2) Two for Schools,
- 3) One for other institutions, from amongst the employees.

b) Those members of the Executive Council, who keep themselves absent for three consecutive meeting of the Executive Council, shall cease to be members of the Executive Council, Provided that their explanation for such absence is obtained and reasons given therein, are not found satisfactory by the Executive Council.

c) The Executive Council shall meet at least once in two months.

d) The Secretary of the Executive Council shall, in consultation with the President, issue notice for a meeting of the Executive Council, specifying therein the date, time, place of the meeting and the nature of business to be transacted Seven days clear notice shall be deemed to be sufficient. But this rule shall not

be applicable to adjourned or emergency meetings.

e) A meeting of the Executive Council shall be held in consultation with the President and a minimum quorum of seven members shall be required to carry on its business. In case the meeting is required to be adjourned for want of quorum, it shall be held again after 3 days at any time and place with the agenda previously notified. For such a meeting , however a quorum is not necessary. All proposal before the meeting shall be disposed of by majority. In case of equality of votes the question shall be decided by the casting vote of the President.

The President has the right to convene an emergency meeting of the Executive Council but no business shall be transacted unless there is a quorum. A resolution imposing a pecuniary penalty for a breach of any rule or bye-law of the Society can be passed only by the emergency meeting convened for the purpose and with the concurrence of 3/5 the of the members present at such a meeting. A Resolution of formal nature may be passed by circulation and it should be placed before the next meeting of the Executive Council for approval.

11. a) The assets and funds of the Society shall be in the name of the Society and all transactions and correspondence etc, in this connection, shall be carried on in the name of the Society by the Secretary with the written permission of the President.

**b) Power of the President**

Subject to the approval of the Executive Council, the President is empowered to manage the property of any kind situated in any place whatsoever of the Society, attest and sign all documents, bonds and securities in the name of the Society; secure loans by mortgaging any property or securities etc. of the Society of otherwise execute necessary agreements in the name of the Society, invest Society's money at interest lend sums from Society's funds or borrow sums for the Society's negotiate, exchange, sell or purchase securities, obtain cash credit amounts from Banks or any other sources, draw overdrafts or issue bill of exchange, invest capital, purchase for that purpose any machinery, land of buildings or have the same on lease or by hire, or by mortgage or agreement or otherwise invest capital in a Co-operative Banks or elsewhere, or dispose of, in emergency, any other activity under the jurisdiction of the Society, as full authorized to act for the Society.

The Presidents is also empowered to authorize any person to act on behalf of the Society for any of the above purposes subject to the approval of the Executive Council.

c) He shall preside over all the meetings of both the General Body and of the Executive Council. In his absence any of the Vice-Presidents, elected by the members present, shall preside over the meetings of the General Body or the Executive Council.

d) In the absence of the Presidents, or any of the Vice- Presidents, the members present shall elect a Chairman form amongst themselves to preside over the meeting concerned.

12. The Chairman of the meeting of the General Body of the Executive Council of the Society shall not vote, except when there is an equal division of votes. In case of equality of votes in an election meeting the issue shall be decided by lot.

13. All questions, except a special resolution arising at General meeting of the Society and at a meeting of the Executive Council shall be decided by a majority of votes. In case of equality of vote, the question shall be decided by the casting vote of the chair.

14. The General Body of the Society shall meet at least twice a year on the dates prescribed by the President. The notice of the meeting of the General Body of the Society shall be served by post, under certificate of posting. The notice shall specify the date time and place of the meeting and the nature of the business to be transacted Fifteen days clear notice shall be necessary for a General Body meeting.

15. On requisition signed by at least twenty members or if the President deems it necessary the President shall have the power to convene a special meeting of General Body of the Society. The quorum for the transaction of business at a General Body Meeting of the Society shall be fifty. In case the meeting is adjourned for want of quorum, it shall be held again after 7 days with the agenda previously notified. For such a meeting the quorum is not necessary.

16. The Functions of the Executive Council shall be

1. to frame bye-laws and rules subject to the approval of the General Body, for the conduct of the Executive Council of the Society and its institutions ;

2. to prepare and submit for approval of the General Body the Budget estimates of the Society and its institutions, for the ensuing year ;

3. to dispose of any urgent business;

4. a) to appoint a full-time paid Secretary;

b) to appoint certified auditors to audit the annual accounts and financial statements of the Society and its institutions ;

c) to appoint Deputy Manager for the secondary Schools;

5. to supervise the movable and immovable property and all the funds of the Society and its institutions and to arrange for purchase of the articles required for the institutions or to provide them otherwise ;

6. to take all necessary legal steps in the interest of the Society, to file, conduct or defend suits on behalf of the Society, and to delegate powers to any person or agent or to give power of attorney of a general or particular nature;

7. to acquire sites for the Society, and its institutions and to erect thereon temporary or permanent buildings of the Society.

8. to collect funds; to run the institutions to erect necessary buildings and to purchase material of a permanent nature if necessary.

9. to arrange for the internal audit of the accounts and other records of the Society and its institutions and to print and publish annual reports and to forward the copy of the same to all the members of the Society.

10. to approve the orders passed by the President.

11. to consider amendments propose by any member of the General Body of the Society;

12. to propose amendments to the constitution of the Society ;

13. to create required posts and make appointments for the same and effect transfer, if and when necessary.

14. The General Body of the Society shall meet at least twice a year on the dates prescribed by the President. The notice of the meeting of the General Body of the Society shall be served by post, under certificate of posting. The notice shall specify the date time and place of the meeting and the nature of the business to be transacted Fifteen days clear notice shall be necessary for a General Body meeting.

#### 17. DUTIES OF THE SECRETARY

1. He Shall be the secretary of the Society and shall carry on the day-to-day administration of the Society.

2. He shall carry on correspondence under the authority of the President of the Society.

3. He shall maintain minutes of the Proceedings of the meetings of the Society both of General Body and of the Executive Council.

4. He shall execute the resolutions of the General Body and of the Executive Council.

5. Maintenance of up-to-date accounts shall be the responsibility of the Secretary. He shall submit monthly statement of accounts regularly to the President through the Treasurer.

6. He shall be the custodian of all the documents of the Society.

#### 18. FUNDS OF THE SOCIETY

a) The funds of the Society shall be held in the name of the "Shri Shivaji Education Society, Amravati," in a scheduled Bank or Banks under the authority of the resolution of the Executive Council.

b) It shall be binding upon the Secretary, who is the disbursing authority, to see that every withdrawal of amount for disbursement is within the budget sanction and is duly approved by the Treasurer and President.

c) Bank accounts shall be operated under the joint signatures of any two persons authorized by the resolution of the Executive Council.

19. All the property and the funds of the society shall belong to the Society and no member shall have any proprietary right over them.

20. Preparation of Electoral Roll –

The Electoral roll shall be finally prepared by the 31<sup>st</sup> of December prior to the General elections of the Society. Any member enrolled after the 31<sup>st</sup> December prior to General election shall not have the right to vote in the ensuing election meeting.

21. Nothing herein laid down shall invalidate any action taken under the above rules and in good faith, mainly on account of a technical irregularity of procedure.

**R. J. Gharphalkar**  
Chairman of the meeting  
Of the General Body  
D/ - 21-1-1967

Certified True Copy  
Superintendent,  
Public Trusts Registration Office, Akola Region, Akola  
4-3-67

## **ABENCHMARK STATEMENT ON PROFESSIONALISM**

Administrative staff are expected to proceed in their daily duties in a manner that upholds the dignity of their profession; to honour the terms and intent of the collective agreements that have been entered into with faculty and support staff and the terms and conditions of employment for administrative staff; and to exhibit a commitment to excellence in learning and teaching and a concern for the well-being of students, faculty, support staff, colleagues, the College, and the broader society in which all exist.

### **Adherence to Policies**

The expectations of the College with relation to each to these areas will be described in detail in the following sections of this document. The College also expects that administrative staff will :

- familiarize themselves with College policies that are relevant to their responsibilities;
- adhere to those policies to the best of their ability ;
- assist and encourage others to adhere to the policies, for example, by directing a student to the appropriate channels for appeal ;
- familiarize themselves with and adhere to the relevant provisions of the Human Rights Code and the College Prevention of Discrimination and Harassment policy, and Academic Freedom.

### **Unacceptable Behaviours**

Administrative staff will not use the workplace or online environment to ;

- use scurrilous, profane, or obscene language ;
- make remarks or engage in behavior that could reasonably be considered racist, sexist, or discriminatory according to the Human Rights Code and will intervene if they witness such behaviour ;
- engage in behaviour or make remarks that could reasonably be interpreted as threatening and will intervene if they witness such behaviour ;
- intimidate any employee or student verbally, while they themselves strive actively to prevent other from engaging in such behaviour ; or
- encourage , by inaction the development of an environment that is fractious, disrespectful of others, or intolerant of order and good manners;
- promote their personal, religious, political, social, or business agendas

In addition, administrators will avoid attempts to use their authority the College to forward any personal or political agendas.

### **Communication Facilities**

All staff must apply professional and ethical standards at all times when accessing, using, and distributing information and materials through use of learning technologies. Staff must use computing and communication facilities and services only for the purposes for which they are authorized. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation.

The College believes that every user bears the primary responsibility for the material she/he chooses to access, send, or display. A full description of policies in this area (technology and accessibility) are located in the Appendices.

## **Administrative Terrain**



### Administrative staff are expected to :

- demonstrate courtesy and respect in all dealings with students, academic employees, and support staff ;
- be fully conversant with all aspects of the College's policies and procedures and will be prepared to implement them ;
- demonstrate their respect for the professionalism of faculty and support staff ;
- ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee ;
- give faculty and support staff who agree to accept assignments currently outside their qualifications and skills but within their expected potential a commitment to provide the time or training needed to successfully perform these assignments ;
- be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them ;
- meet College deadlines for preparation of preparation of such items as standard workload forms, timetable profiles, and textbook ordering , as well as deadlines for submission of grades, timesheets to payroll, and budget data ;
- practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of College funds ;
- demonstrate support of the need for accurate class lists by supplying them in a timely fashion, and
- establish and maintain co-operative and collegial relationships with other administrative staff members ;
- work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures of classroom problems.
- exercise caution in the expenditure of College fund and ensure that due process and fair bidding practices are observed.

Professional Conduct for Teachers reiterates and makes explicit the values and standards that have long been experienced by students through their participation in education

### The Code of Professional Conduct for Teachers

#### Its purpose is threefold :

1. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.
2. It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession.

Professional misconduct by a registered teacher is defined in the following terms :

"(a) engaging in conduct which is contrary to a code of professional conduct established by the Council under section 7(2)(b).

b) engaging in any improper conduct in his or her professional capacity or otherwise by reason of which he or she is unfit to teach."

In respect of each individual complaint against a teacher, the Council, according to its procedures, will consider whether the conduct complained of amounts to a serious failing short on the part of the teacher, of the standards of teaching. Knowledge, skill, competence and conduct that could reasonably be expected.

### Structure of the Code

Having regard to the three purposes set out above, the Code begins by setting out the ethical foundation for the teaching profession. This is encapsulated in the values of Respect, Care, Integrity and Trust that are reflected throughout the Code. These core values underpin the work of the teacher in the practice of his or her profession.

The Code then sets out the standards which are central to the practice of teaching and expected of teachers. The standards identify teachers' professional responsibilities and are framed as statements under six separate headings values and relationships ; integrity ; conduct ; practice ; professional development; collegiality and collaboration. The standards reflect the complexity and variety of teaching and serve to guide professional judgement and practice.

### Context

The Code envisions the teacher as a reflective practitioner whose key role is to educate. It also sees teachers as members of professional learning communities and advocates a role for the profession in supporting student teachers and newly qualified teachers. The Code has also been developed in the context of the Council's future role in relation to continuing professional development.'

In adopting and promoting the Code, the Institute has particular regard for the broader context in which teaching takes place.

The Institute is mindful of the rights of pupils / students, including their right to have a voice in matters affecting them.

The Institute is also mindful of the rights of parents and the rights of teachers and of the responsibilities that accompany those rights. A valuable synergy has been developed between parents and teachers and this has great potential to benefit pupils / students and their education.

The Institute recognizes the civic and social value of education and the profound contribution that the teaching profession has made to the social, cultural and economic development. It also recognises the key role of teacher educators in ensuring the quality of teaching. It believes that education, the teaching profession and the process of teacher education merit the active attention and support of the State and the community.

The Institute is also conscious of the myriad factors beyond teachers' control which have a bearing on their work including

- the engagement of parents and the wider community
- the commitment and engagement of pupils / students
- the availability of resources and supports
- opportunities for teachers' professional development
- the accelerated degree of educational change

- the pace of legislative change
- economic and societal factors.

The Institute believes the Code of Professional Conduct for Teachers Provides an ethical foundation along with explicit standards of conduct to be observed at all times, having regard to the broader context set out above

The Code of Professional Conduct for Teachers encapsulates the fundamental ethics that inform the work of teachers. The core values and professional standards that teachers subscribe to are expressed in terms that are accessible to educators and to all others with an interest in education. Since the education system reaches into virtually every home in the country, and affects so many so deeply, it is crucial that the teaching profession's value system and professional standards are clear and readily understandable.

#### Standards of Teaching, Knowledge, Skill, Competence and Conduct

The role of the teacher is to educate. The following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct as set out in this Code.

#### **Respect**

Teachers uphold human dignity and promote equality and emotional and cognitive development. In their professional practice, teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

#### **Integrity**

Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.

#### **Care**

Teachers' practice is motivated by the best interests of the pupils / students entrusted to their care. Teachers show this through positive influence, professional judgement and empathy in practice.

#### **Trust**

Teachers' relationships with pupils/students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honesty.



## Teachers



## On behalf of the teaching, standards that apply to all teachers

### 1. Professional Values and Relationship

Teachers should –

- be caring, fair and committed to the best interests of the pupils / students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils / students and promote their holistic development.
- be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.
- Seek to develop positive relationship with pupils/students, colleagues, parents, management and other in the school community, that are characterized by professional integrity and judgement.

Work to establish and maintain a culture of mutual trust and respect.

### 2. Professional Integrity

Teachers should –

- act with honesty and integrity in all aspects of their work
- respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- represent themselves, their professional status, qualifications and experience honestly
- use their name /names as set out in the Register of Teachers, in the course of their professional duties.
- avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils / students.

### 3. Professional Conduct

Teachers should –

- Uphold the reputation and standing of the profession
- take all reasonable steps in relation to the care of pupils / students under their supervision, so as to ensure their safety and welfare
- work within the framework of relevant legislation and regulations
- comply with agreed national and state policies, procedures and guidelines which aim to promote pupil / student education and welfare and child protection
- report, where appropriate, incidents or matters which impact on pupil / student welfare
- communicate effectively with pupils / students, colleagues, parents, management others that is professional, collaborative and supportive, and based on trust and respect
- ensure that any communication with students, colleagues, parents, school management and

others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites

- ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials / images in electronic or other format
- ensure that they do not practice while under the influence of any substance which impairs their fitness to teach.

### 4. Professional Practice

Teachers should –

- maintain high standards of practice in relation to students learning, planning monitoring, assessing, reporting and providing feedback .
- apply their knowledge and experience in facilitating pupils / students holistic development
- plan and communicate clear, challenging and achievable expectations for students
- create an environment where students can become active agents in the learning process and develop lifelong learning skills develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils / students.
- Inform their professional judgement and practice by engaging with, and reflecting on, pupil / student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation
- in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance  
act in the best interest of students.

### 5. Professional Development

Teachers should –

- take personal responsibility for sustaining and improving the quality of their professional practice by
- actively maintaining their professional knowledge and understanding to ensure it is current
- reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
- availing of opportunities for career –long professional development.

### 6. Professional Collegiality and Collaboration

Teachers should –

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experience for pupils / students.
- work in a collaborative manner with pupils / students, parents / guardians, school management, other members of staff, relevant professionals and the wider community, as appropriate, in seeking to effectively meet the needs of pupils / students.

## Non-Teaching Staff

### For Non-Teaching Staff

#### 2. CODE OF CONDUCT

##### 1.1 EXCLUSIVITY OF SERVICE

1. Staff's off-duty hours are their personal concern, but they should avoid a position where duty private interests conflict. This includes :

- Staff members making online associations / friendships with current students via social networking sites such as Facebook, Bebo and MySpace.
- Staff members using texting / email facilities on either their mobile phone or PC/Mac to communicate with current pupils.

The above amendments have been included to safety of students and the safety and professional integrity of school staff.

2. The Institute does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the Institute at all times.

##### 2.2 SPECIFIC ASPECTS

1. Discrimination :- Staff must at all times observe the School's Equal Opportunities Policies for staff and students treat pupils, parents and other stakeholders in accordance with those policies.
2. Health and Safety-Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise
3. Fire : Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills of building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent of injury or fatality
4. Business Practice : Staff must maintain an impeccable standard of integrity in all their professional relationship.
5. Media : Other than on matter of publicity, only the Principal ins authorized to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorization may be extended by the Principal to other staff members.
6. Copyright : Staff shall observe copyright laws on computer software, audio-visual and printed material.
7. Date Protection Act

It is the responsibility of all employees to ensure the Institute's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work ; it must not be given to people who have no right to see it. All staff should maintain the security of all computerized databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

## 2.3 GENERAL POINTS

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment.
2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
3. Staff should not use their position in the School for private advantage of gain.
4. Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of other (staff / pupils / parents / community).
5. Staff should retain professional independent objectivity and not promote dogma of political bias to others in their working activities.
6. Staff should be aware of, and should follow the Institute's policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
7. Continuing professional development and support shall be provided by the School and, where appropriate and agreed, will be based on the objectives of the School Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Principal so that alternative cover arrangements may be made.

### CONFIDENTIALITY

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Institutional community which could cause distress to School staff, pupils or parents.

### PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as

- acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders
- co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service:
  - endeavouring to assist the Institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
  - respect for School property;
  - maintaining the image of the Institute through standards of dress, general courtesy, correct use of Institute's stationery, etc.;
  - taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
  - being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
  - being familiar with job requirements (eg proper preparation, use of suitable methods / systems,

maintenance of appropriate / required records, etc), including keeping up-to-date with developments relevant to the job.

- being familiar communication channels and School procedures applicable to both pupils and staff;
- ensuring all assessments / exams / tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

### DISCIPLINARY RULES

The following are examples of behaviour which the Institute finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical / verbal violence towards students.
2. Physical violence, actual or threatened towards other staff or visitors to the Institute.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to Institute
5. Theft of School money or property and of money or property of colleagues or visitors to the School. Removal from Institute premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of Institute's property or of property belonging to other staff or visitors to the School.
9. Wilful disregard of safety rules or policies effecting the safety of pupils, other staff or visitors to the Institute.
10. Any willful act which could result in actionable negligence for compensation against the Institute.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
14. Being untruthful and / or engaging in deception in matters of importance within the School community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.
16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
17. Conduct which substantially bring the name of the School into disrepute or which seriously undermines confidence in the employee.

**The following are examples of behaviour which could lead to formal disciplinary warnings.**

1. Unsatisfactory timekeeping without permission.
2. Neglect safety rules and procedures. Some offences of willful neglect regarded as gross misconduct.
3. Breaches of confidentiality, deliberate breaches on sensitive matters maybe regarded as gross misconduct.
4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour, in certain circumstances such behaviour may be regarded as gross misconduct.
7. Conduct which it is considered adversely affects either the reputation of the Institute affects confidence in the employee. Certain conduct may be regarded as gross misconduct.



## Students



## For Students

1. Every Students should obey all orders of the Principal, either general or specific. They will be directly answerable to him for their behaviour in general both inside and outside the college. The names of such students as will be found breaking the rules of the College administration of behaving in an undisciplined manner will be removed from the College roll. It will be presumed on admission that they have read and concurred with these rules.

2. The students shall behave respectfully with their lecturers and politely with their fellow-students, respectfully girls. Any act of disobedience before lecturers, improper and discourteous exchange of words or the passing of any indecent remarks specially at the girls students will be punishable offence and will be viewed quite seriously.

3. Smoking, spitting, taking of any hard drinks in College premises, chewing and whistling in classrooms are strictly prohibited. Students are, therefore, warned not to indulge in such activities.

4. Students are expected to occupy their seats in their respective classrooms before their lecturer steps in and should not unnecessarily loiter in the College premises after the period bell has gone. They should also be punctual. They shall not leave the classroom on any account while the period is going on. They should bring Text-Books in all Language classes.

5. No student shall attend classes other than his own and shall bring any companion with him who is not a student of this College.

6. During the time of a lecture, all students are expected to be fully responsive to class instructions given by their lecturer and should not create disturbance there on any account. Off periods may be spent by them either in the Reading Room or their respective Common Room (boys' & girls') so that a dignified silence prevails in College premises while the lectures are going on.

An application requesting leave on medical grounds especially at the time of College examination will be treated as invalid if not accompanied by a Government-recognised Doctor. For leave during the period of examination, a certificate of the College doctor will only be accepted. It may be noted here that every student shall have to pay Rs. 1/- per period for remaining absent at periods during any working day. Non attendance at the Tutorial classes will entail a fine of Rs. 2/- per period.

The annual medical examination will enable the College authorities to detect cases of students suffering from contagious diseases, if any, Student found affected will not be permitted to attend College until such time as they are completely cured and a Government-recognised doctor confirms their physical fitness to attend College.

7. Students shall see that they use College books, room, furniture, fans and the College property in general most carefully. The cost of the damage done to it shall be recoverable from students themselves either individually or collectively as the case may be.

8. Only special notices shall be read out in classrooms. Students are therefore, expected to see the Notice Board daily and keep themselves well-informed of the various notices that may be put up there from time to time.

9. Any change either in the local or permanent address of a student should be notified to the Admission Clerk promptly so that normal contact with him is not interrupted.

10. On admission, every student shall obtain from the College office an identity Card carrying his / her

own passport size photograph duly pasted upon it and attested by the proper authority and shall preserve this card carefully with him/her in order to produce it on demand as and when required. In case of loss, it can only be replaced on payment of Rs. 20/- (Twenty) only. Every student must bring the Identity Card with him / her whenever he / she comes to College. Any student failing to produce the Identity Card on demand may be treated as a trespasser. All the students will have to return their identity Cards to the clerk concerned at the time of receiving their Admission Cards for the university examination.

11. No students shall directly send anything concerning the College for publication either to the press or elsewhere without the prior approval of and necessary permission from the Principal of the College, nor shall he approach the President or the Governing Body Members, except through the College Principal, Any breach of this rule may entail outright expulsion of the student from the College.

12. Any difficulty, which the student might face, should be brought to the Notice of the Principal in writing through the Superintendent of the College with remarks in writing.

13. Students are not authorized to form unions or societies in the College without the prior consent of the Professor in-charge of the societies concerned. They shall also not invite guests or arrange their lectures on their own initiative. Without prior permission of the Prof-in-charge concerned.

14. Any direct action on the part of the students, like morcha College bandh, boycotting of classes, strike etc. without prior written intimation of at least 15 days to the College authorities will be viewed as serious breach of discipline and strict action will be taken against the student indulging in such activities.

15. Any change from one section to another section or any change of faculty, subject, medium or in respect of N.C.C./P.T. will not be allowed in any case whatsoever.

16. 75% attendance in lecture classes is compulsory as per university rules. If a candidate fails to maintain 75% attendance, he/she may not be allowed to fill in the examination form and such candidate will be treated as detained.

17. Any breach of the above rules will amount to an offence, punishable according to the degree of its seriousness. The punishment will be given by the Principal and his matter will be final.

18. Any student who leaves college any time after admission for any reason shall have to pay tuition & other fees for the whole session.

19. Students must keep their Cycles on the Cycle Stand properly locked No students should keep his cycle unlocked. A Cycle without a lock will not be entertained.

20. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explanation is not found satisfactory, the authority would expel him from the institution. As per government regulation, Ragging is prohibited.

### ACTION AGAINST RAGGING

Maharashtra Prohibition of Ragging Act 1999 and its amendments which may be published from time. The Act is in effect from 15<sup>th</sup> May, 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational Institute is prohibited.
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.

c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such students shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, ragging to the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days, of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he / she shall intimate the fact, in writing, the complainant. The decision of the head of the educational institution shall be final.

e) If the Head of the educational institution fails or neglects to act in the manner specified in section 'd' above when a complaint of ragging is made such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section 'b' above.

Any Acts or its amendments which may be published from time to time or Judgments by Hon. Supreme Court of Bombay etc. will be applicable to Candidates and Institutions covered under these rules of admission.

#### **NATIONAL CADET CORPS / PHYSICAL TRAINING / NATIONAL SERVICE SCHEME / SPORTS AND GAMES**

As per this Ordinance, only the under-graduate students in both Commerce and Arts faculties shall be required to participate, at their option, in either of the following activities:

- 1) National Cadet Corps OR
- 2) National Service Scheme

This option shall be mentioned in the College Admission Form, Students who once opt for N.C.C. or P.T. will not be allowed to change their option in the middle of the academic session.

##### **Enrolment**

The College provides N.C.C. Training to those who opt for N.C.C. All Students opting for N.C.C. must fill in the N.C.C. Enrolment form separately at the time of Medical Examination and submit it to the N.C.C. Office of the College. They must also pay Regimental Fund of Rs. 2/- and the amount of the group insurance prescribed by the N.C.C. authorities at the time of their enrolment. Failure to take the kit will be equivalent to not joining N.C.C. Those students who are not considered fit for selection in N.C.C. will have to join P.T. Mr. S.S. Dadhe, Dept. of Physical Education in the N.C.C. Officer of the College.

Students will not be allowed to enroll both in N.C.C. and in P.T. simultaneously. However, an N.C.C. cadet may be allowed to participate in games subject to the condition that he completes 80% attendance in N.C.C., attends the annual camps of exercise and fulfils any other conditions deemed necessary.

The students with less than 80% attendance in N.C.C. parades will not be eligible to receive Washing, Polishing and Refreshment Allowance.

Students who opt for P.T. should contact the College Physical Education Teachers and get their names registered in the College P.T. register which has to be maintained by the Physical Education

Teacher (P.E.T.) The College P.E.T. shall report the names of such students enrolled in P.T. on or before 5<sup>th</sup> August 2018.

##### **ATTENDANCE IN N.C.C. / P.T. / N.S.S.**

Students joining N.C.C. must attend at least 80% of the parades and the annual camp exercise.

An N.C.C. cadet who fails to comply with the conditions stated above shall not be admitted to an examination of the university.

The condition of 80% attendance hold equally good in the case of students opting for P.T. Students in the morning shift shall not be allowed to join any N.C.C. unit in which parades are held in the morning during the teaching hours of the College.

Note : a) The Principal of the College shall at his discretion, grant exemption from attending P.T. Classes as well as physical efficiency tests to those students who reside at the distance of more than 5 miles from the college and

b) The married women students in the College shall be exempted from attending the P.T. classes as well as physical efficiency test.

Every student who opts for N.C.C. and is accepted for enrolment in the Senior Division Army Wing shall be enrolled for a period of three years and every student accepted for enrolment in the Senior Division Air Wing or Senior Division Naval Wing shall be enrolled for the period of three years as long as he is on the roll of the College. The College provides training facilities only in Army Wing. Permission of the Principal is necessary in case a student is seeking enrolment in a N.C.C. wing other than the Army Wing of the College, which will be granted if the parades of such a Wing are not held during College hours. Students who apply for admission in a technical unit and are rejected, will be required to join either N.C.C. Army Wing / NCC/ P.T. on or before August 5

The period of N.C.C. Training or physical training shall be from 25<sup>th</sup> July, to 31<sup>st</sup> January of the respective academic session.

All cadets must get certified as medically fit by the College doctor at the medical examination before enrolment. Students seeking enrolment in N.C.C. will have to fill in separate N.C.C. enrolment form supplied by the unit. The same will be filled in at the time of medical examination of the College. The Medical fitness certificate of the College doctor in the N.C.C. enrolment form will be signed at the time of medical examination. Medical examination is compulsory for all students on the roll of the College as per University Act.

##### **Return of N.C.C. Kit**

All the N.C.C. cadets shall return their kits and any other N.C.C. property entrusted to them, in good condition, to the Commanding Officer by 25<sup>th</sup> February positively, failing which they may be debarred from appearing at the university examination.

##### **Lady Students (N.C.C./P.T.)**

N.C.C. is optional for lady students. Lady students not joining N.C.C. and found medically fit shall enroll themselves for physical Training or N.S.S.

##### **Attendance at P.T.**

All undergraduate students (in Arts and Commerce faculties) in the College who opt for physical

Training shall attend Physical Education classes. 3 periods in a week with a minimum of periods in a session. Every students must attend at least 80% of the Physical Training periods held in a session.

Exemption from N.C.C./P.T.

The following classes of students shall be exempted from N.C.C. or physical Training

- 1) Students of M.Com. , B.Com. Final and B.A. Final classes.
- 2) Students having completed the age of 25 years at the time of admission to the College.
- 3) Students found unfit on medical grounds and so recommended by the Medical Officer of the College and the Principal with detailed reasons for unfitness.
- 4) Students participating in (i) Inter-Collegiate (ii) State –level Tournaments.
- 5) Students who have completed N.C.C. training for three years and have attended at least one camp, on production of such service certificate from the Unit / Units concerned.
- 6) Students who attend outdoor sports under supervision of College P.E.T. (Physical Education Teacher ) and as certificated by the College P.E.T.
- 7) Students who attend a recognized course in mountaineering during the year.

There is no exemption from P.T. / N.C.C. to such students as are earning while learning. A students who desires to claim exemption on either of the grounds as specified above must apply to the Principal on before 5<sup>th</sup> August, The application for exemption should be enclosed with the admission form and accompanied by the necessary certificate. The decision of the Principal on the exemption application shall be final. The list of exempted students shall be pasted on the College notice board.

All students must read notices pasted on College notice board concerning N.C.C./P.T./N.S.S.

#### Physical Efficiency Tests

All students on the roll of the College including those who have opted for N.C.C. or P.T. and students for Inter-College Gymnasium of Mountaineering Course of attending outdoor games shall present themselves for Physical Efficiency Testes before the committee of examiners on such dates and at such time as may be fixed by the Principal, Physical Efficiency Tests shall be conducted in the month of January/February every year.

Candidates successful at the Physical Efficiency Test shall be placed in Grades 'A' and 'B' and shall receive certificates signed by the Principal.

If a students fails to present himself at the Physical Efficiency Test and the Medical Examination without sufficient cause, he shall have to pay to the College a fine of Rs. 05/- .

#### Games and Sports

The College has ample and well-maintained playgrounds, one in the College premises and another in Vasant Nagar. It has a glorious tradition and high reputation in the filed of games and sports. It is expected that maximum number of students, boys as well as girls, will take part in these activities, during their leisure time, enabling the selectors to pick up the best talents for competitive events will be made by a Selection Committee constituted by the Sports Council of the College. The College teams will participate in any competitions of tournaments organised by the Universities of State Level and National Level Association. Students participating in the sports events have follow the rules and regulations declared time to time.

#### COLLEGE LIBRARY AND READING ROOM

The College has a well –equipped library and well – furnished reading room. Students can borrow books from the College library on production of the library I card. The students may also take advantage of the Book Bank Scheme for borrowing books, provided for by the Library and have to follow the general library rules, given in the Library Pass book.

In library, facilities as internal services, as N-list programmes, DELNET for e-sources, E-views , educational CDs, DVDs, reprography, SPSS Software, Indian and International Journals are available. Time fro reading room from 8 am to 8 pm.

Students are advised to take full advantage of the reading room and equipped with English, Marathi and Hindi dailies and important periodicals, as well as Text Books.

#### Women Hostel

Admissions in College Hostel are available to girls students Spacious Women Hostel is located in the College campus and secured. The intake capacity is 67. Those who like to avail the hostel facility inclusive of accommodation and food have to apply to Warden, Women Hostel, Dhanwate National College, Nagpur.

#### Distance Education Mode (YCMOU, IGNOU)

Dhanwate National College is a registered Center for offering distance education programmes of Yashwantrao Chavhan Maharashtra Open University, Nashik and Indira Gandhi National Open University, New Delhi. YCMOU Programmes

UG level – B.J., B.A., B.Com. PG level – M.B.A., M.A. (Marathi), diploma in functional english, diploma in translation check website for more information

#### Computer Laboratory

Computer Laboratory devices are to be operated with care, and the schedule for practical classes, in computer laboratory. is to be followed.

#### For Canteen

##### Rules for students

1. Students are permitted to visit the canteen only during the short and long breaks, free time or after college hours.
2. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited if found doing these, will be liable for disciplinary action
3. Students should not spend much time sit idle in canteen. Defaulters will be strictly dealt with.
4. During lectures / classes, the students are not allowed to sit in canteen
5. Use of abusive language, talking loudly, shouting or whistling, fighting and quarrelling is not allowed in canteen.
6. Bringing unauthorized people / Friends in the canteen will not be allowed.
7. Listening and watching mobiles on high volume in canteen will not be allowed.

### **Rules for canteen**

1. Food, drink and other items served in the canteen shall be sold on subsidized rate for students only and the prices charged shall be subject to the approval of the canteen Managing Committee:
2. The precincts of the canteen shall be maintained in a clean and sanitary condition. Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance. Suitable arrangements shall be made for the collection and disposal of garbage
3. In case of food outlets, canteen authorities should ensure that standards of quality and hygiene are strictly observed.
4. The drinking water facility provided to the students / staff must be from certified RO machine (reverse osmosis system)
5. The Sufficient clean tables and chairs shall be available for the students to be accommodated
6. The canteen authority should maintain water-consuming equipment at its optimum efficiency.
7. The canteen authority will make sure that the students should not sit idle for long hours.
8. The kitchen area, wash basin area, serving plates, spoons and other equipments should be clean and hygiene.





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**DHANWATE NATIONAL COLLEGE**