

### **CODE OF CONDUCT**

In an educational institute number of stake holders are involved. They include the Management, Principal, faculty, non-teaching staff, maids and Students. It is thus very necessary to identify a well defined set of rules or a frame work of conduct of each entity. These shall be morally binding on the stakeholder. If these are strictly and routinely followed in the day to day activities it will allow proper, smooth and disciplined functioning and will lead to a harmonious environment and maintain good relations.

### **CODE OF CONDUCT FOR ADMINISTRATOR**

1. The conduct of the Administrator should be of the highest order with regards to morality, integrity and devotion to the office and in the interest of the institute.
2. The Administrator will act in a manner that it respects the higher authority like AICTE, UGC, Government Agencies, the University and the Governing Council. It should follow order, rules and regulations received from time to time.
3. All guidelines, approval, and directions with regards to finance, policies, development and solutions to difficulties encountered should be discussed in details with the Secretary of the Governing Council.
4. The Administrator shall ensure proper, systematic and quality conduct and timely completion of all academic and other activities for the overall development of the students.
5. The Administrator should act through decentralization of authority and appoint various committees for timely and successful completion of all tasks, events, activities and responsibilities.
6. The Administrator shall give due consideration to suggestions received from the faculties and students and thus initiate proper necessary steps.
7. The Administrator shall urgently take due notice of all the complaints received by its office and needful action should be initiated as early as possible.
8. The Administrator should regularly conduct meetings of the College Development Committee, faculty and student bodies.



9. The Administrator shall provide the College Development Committee with all information regarding admission, progress of academic and co-curricular activity, examination result, financial details and all developmental plans for consideration and approvals.
10. The Administrator shall conduct regular meetings of the faculty for preparation of academic plan, reviewing academic progress, continuous academic assessment of student, conducting university examination, library development and other emerging subjects.
11. The Administrator shall encourage the faculty to attend seminar, conferences and faculty development programs to enrich their knowledge.
12. The Administrator should promote research activities and publications of research paper among the faculty and provide them the necessary resources.
13. The Administrator should act in fair manner with all faculties, non teaching staff and students without any bias attitude as well as not indulge in discriminations in any form.
14. The Administrator should be vigilant with regards to all finances of the institute. All income and expenditure should be properly verified, recorded and preserved by an established method. At the end of financial year the Audit of all financial transactions should be carried out from the duly appointed chartered accountant and thus obtain a report and certified audited statement from the authority.
15. The Administrator shall ensure that all responsibilities regarding affiliation, approvals, payments of fees, submission of documents, conduct of examination and other activities related to various authorities are completed within the stipulated time.
16. The Administrator should bring to notice of the students all information regarding examination, scholarships.
17. The Administrator shall ensure the reporting of attendance and student performance to the parent on a regular basis.
18. The Administrator should be vigilant in the proper preservation and security of records generated in the institute.
19. The Administrator should continuously strive to improve, implement new ideas, changes so that the quality of the education moves towards excellence and efficient professional graduates from the institute.
20. The Administrator shall plan, coordinate and assign various responsibilities of conduct of seminars, conferences, visits, value added life courses and short term courses to the faculty.



  
**I/c. Principal**  
**Institute of**  
**Hotel Management & Catering Technology**  
**Lal Taki Road, AHMEDNAGAR-414 001**



**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's**  
**INSTITUTE OF**  
**HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR**  
**Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778**  

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**Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune**

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**CODE OF CONDUCT FOR FACULTY**

1. The faculty shall strictly follow all the rules, regulations, guidelines and expectations of the various authorities namely AICTE, UGC, Govt. of Maharashtra, S. P. Pune University and the Governing Council.
2. They shall work under the authority of the Principal and strictly follow all notices, assignments, job requirements, academic work, assessment, administrative and advisories in true spirits and accomplish them.
3. As a part of their academic activity they should prepare a academic plan, weekly duty plan, prepare synopsis of activities, maintain attendance record, counsel students, perform assessment duties, communicate attendance and progress of students to parents and maintain record of the same.
4. They should readily accept additional responsibility of execution of seminars guest lectures, field visits, competitions, etc. under the guidance of Administrator. Students shall be made aware of student oriented short term courses for skill enhancement and human value additions.
5. The faculty should involve themselves in the preparations ICT based teaching modules for the benefit of the students.
6. The faculty should be active in respect of self development like participation in seminars, conferences, attending orientation, refresher and faculty development programs, improvement in qualifications.
7. The faculty should make use of the library facility extensively to enrich their knowledge as well make recommendation toward addition of new books, journals and periodicals.
8. The faculty should undertake research and consultation activities. The research outcome can be presented in paper reading form in a conference or publish them in recommended journals. All such activities are beneficial for self development as well as for the institute.
9. The faculty should not exhibit a bias attitude nor favor or discrimination in any form among the students and maintain good moral and ethical relations with them.



10. They should involve in maintaining overall discipline among the students and be vigilant to prevent immoral and unethical incidence in the campus.
11. The faculty should maintain strict confidentiality of all important aspects of the institute and should not divulge it to any other person or office without the permission of the Administrator.
12. The faculty should have the desire to develop excellence in the teaching and leadership ability.
13. The faculty should follow all duties in diligent manner and by to fulfill them as per the required standard schedule.
14. The faculty should complete all responsibility like teaching, assessment, preparation, examination, counseling and work in a fear manner.
15. The faculty should focus on development of student by imparting detail of the syllabus and providing all study materials.



  
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**CODE OF CONDUCT FOR STUDENTS**

1. All students should remain present in the classroom and practical hall at least 5 minutes before the starting time.
2. All students should be in the clean, tidy and ironed uniform prescribed for the specific purpose and in a properly groomed condition. Student shall wear Id Card in the campus all the time.
3. All students should carry their tool kits, dusters, journals and other items required for the practical.
4. All students shall maintain proper discipline in the campus and respect one and all.
5. Students should regularly read the notice for important information like university examination, unit test, scholarship, freeship, training, and placement and do the needful within the stipulated time limit. Students will be solely responsible for any delay or non compliance.
6. Students should ensure a minimum attendance of 75% for theory and practical. Failure to follow will result in rejection of government scholarship, freeship and debarred from university examination.
7. Should complete all responsibility like appearing for continuous assessment, submission of assignments, completion and certification of journals within the prescribed time and date.
8. Students should pay the college fees as per decided schedule.
9. Students should not indulge in consumption of intoxicating substance like tobacco, pan, ghutka, cigarette, e-cigarette or alcohol within the college premises.
10. Students shall not engage in ragging cases. Strict action will be taken as per law.
11. Students should strictly follow the rules of the library and computer labs and handle the books and computers in a proper manner and should maintain silence in the place
12. The internet facility made available by the institute should be used only for the purpose of study and not for any other illegal or immoral activities.





13. The students should not indulge in any immoral, harmful, illegal or unlawful activities within the premises of the institute.
14. Students should not entertain or allow the entry of their friends or any other known persons into the premise of the institute.
15. All students should take proper care of all materials while at work and should not damage any property of the institute.
16. During Industrial training students should strictly follow the rules of the hotels and should exhibit good discipline, proper conduct, respect for others, high regularity and obey and complete all assigned duties.
17. Students should engage themselves in proper studies and strive to develop into a true professional.



  
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**CODE OF CONDUCT FOR OTHER STAFF**

1. The office staff should be well versed with college policies and its relevance to their responsibilities
2. They should follow these policies to the best of their capacity.
3. Office staff should exhibit courtesy, respect, patience and willingness to help while interacting with students, teachers, parents, administrative personalities and general public in any circumstances.
4. They should maintain a supportive environment while working.
5. All staff must follow professional and ethical standards while in the office.
6. All should follow all duties in diligent manner and should fulfill them as per the required standard schedule.
7. Draw any kind of problem to the attention of the concerned authority.
8. No one should indulge in discrimination of all stakeholders on the basis of caste, creed, religion, gender and disability.
9. They should not use abusive or indecent language.
10. Ensure that college services such as photocopying, printing etc. are used for college purpose only.
11. They must use computing and communication facilities and services only for the official purposes.
12. Official work-times should not be used for personal, religious, political, social or business agendas.



  
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