



SHRI BHAIYYAJI PANDHARIPANDE  
**NATIONAL INSTITUTE OF SOCIAL WORK,**  
HANUMAN NAGAR, NAGPUR

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### Code of conduct for the Students of the institute

- All the students must have faith in our Founder late Shri Ishwarbabuji Deshmukh
- The students must attend the programme organized by parent organization – Citizen Education society.
- Students must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies made by the parent organization and BPNISW so as to satisfy the vision and mission of the institute.
- Students should not use foul language.
- Students should not damage College property. Any damage to College property should be reported to the Principal immediately.
- Students will not litter in and outside the College premises.
- Aggression, violence of any form is a gross misconduct for which the College will take strict disciplinary action if required.
- Students are expected to have respect for their classmates and friends.
- Students are expected to be environment friendly.
- Action would be taken against students who are found to consume liquor or behaving inappropriately in the College premises.
- Students are expected to follow College timings.
- Students should wear prescribed College Uniform.
- Students should have an attendance of 75% during the academic year in order to give the College Examination.



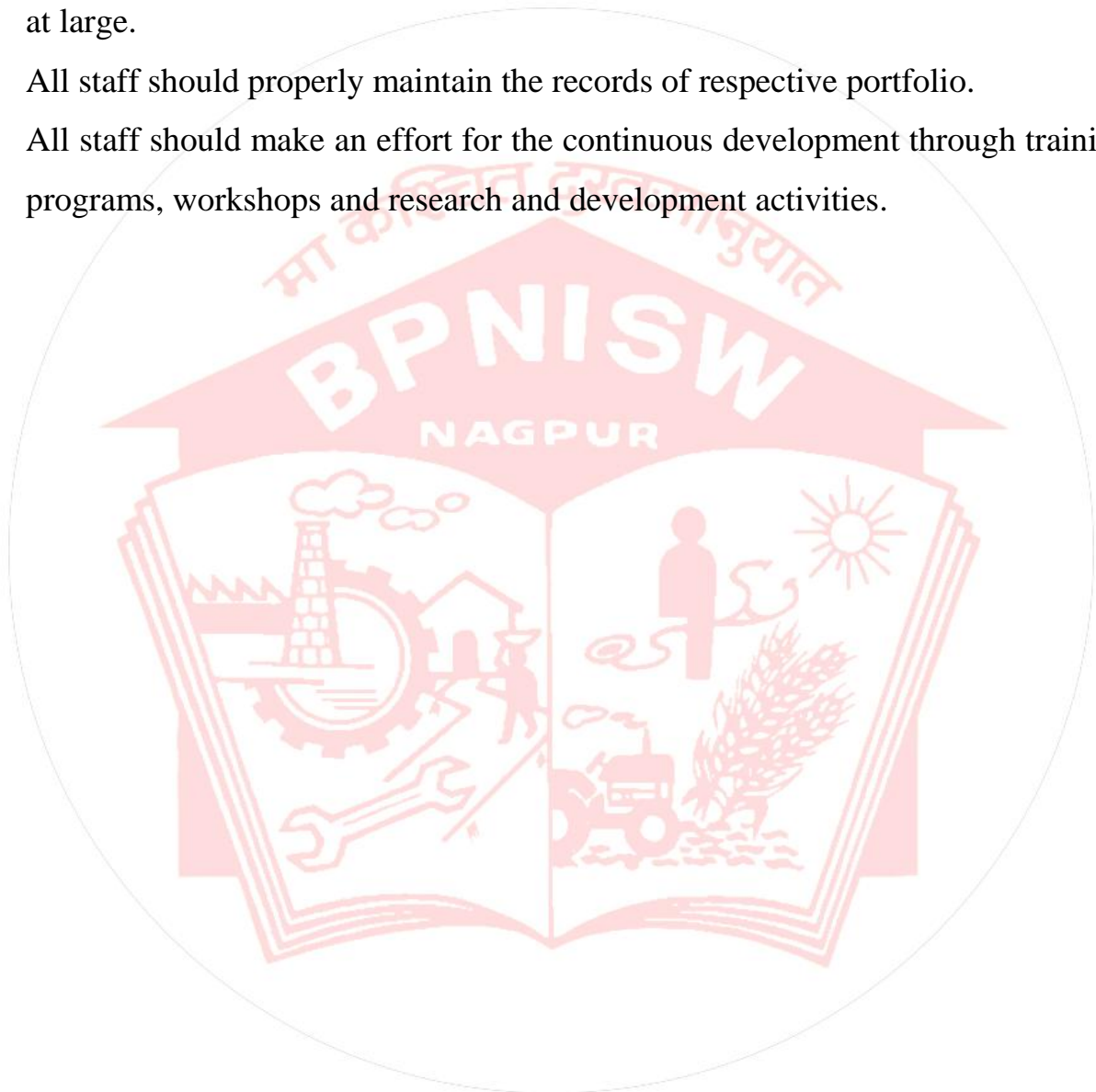
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### Code of conduct for the Teaching staff of the institute

- All the staff members must have faith in our Founder late Shri Ishwarbabuji Deshmukh
- The staff members must attend the programme organized by parent organization – Citizen Education society.
- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies made by the parent organization and BPNISW so as to satisfy the vision and mission of the institute.
- All the staff members should take up developmental and welfare oriented activities at nearby localities along with students on priority basis.
- All the staff members must take efforts to involve nearby community people in college activity as far as possible .
- All the staff members must attend the death anniversary programme organized by parent organization on 6<sup>th</sup> February every year.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.

- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.



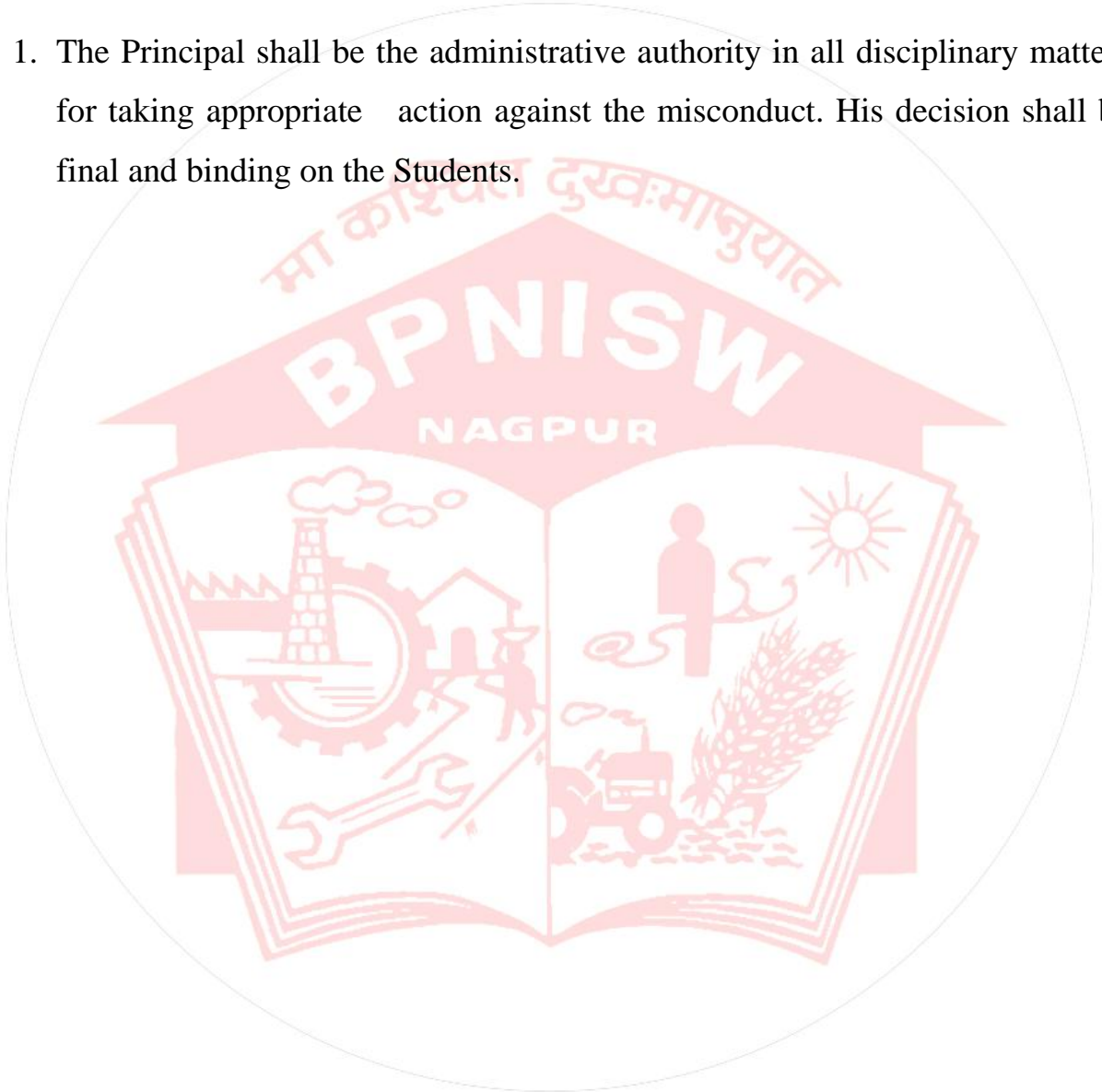


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**Code of Conduct for Principal (In addition to code of ethics for teaching staff)**

1. The Principal shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct. His decision shall be final and binding on the Students.





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### Code of conduct for the Governing Body of the institute

- Holders of public office should act solely in terms of the public interest.
- Holders of public office must avoid placing themselves under any obligation to people or organizations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Holders of public office are accountable to the public for their decisions and actions and must themselves to the scrutiny necessary to ensure this.
- Holders of public office should act and take decisions in an open and transparent manner; information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Holders of public office should be truthful.
- Holders of Public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.



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### Code of conduct for the Non-Teaching staff of the institute

- All the staff members must have faith in our Founder late Shri Ishwarbabuji Deshmukh
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- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies made by the parent organization and BPNISW so as to satisfy the vision and mission of the institute.
- All non-teaching staff should remain present in the college, at least 30 min before the start of college.
- The staff should follow the instructions from the higher authorities.
- They should carry out the assigned work with complete zeal.
- They should be regular and punctual.
- They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
- The staff working should keep proper maintenance and cleanliness.
- They should carry out additional work assigned to them Carrying out the responsibilities assigned time to time