



NAGPUR SHIKSHAN MANDAL'S

SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)

Near Sakkardara, Umrer Road, Nagpur - 440 024

Tel. : (O) 0712-2745099

• E-mail ID : sbct_1@yahoo.co.in • Website : www.binzanicitycollege.in

- President
A. K. GANDHI | 2426883, 6619800
- Secretary
DR. HARISH RATHI | 9730037001
- Principal
DR. SUJIT G. METRE
9822714241

Code of Ethics Policy

1. **Title:** Ensuring Ethical Behavior of all Stakeholders

2. **Objectives:**

- 1) The policy is framed to elaborate roles, responsibilities, processes and outcome of the monitoring Committee.
- 2) The policy aims at promotion of Ethical behavior in all stakeholders through various professional Ethics Program for Students, Teachers, and Administrators & Staff.
- 3) To strengthen the process of rectification

3. **Scope of the Policy:**

The policy applies to Students admitted in the college, Teachers, Administrators & Support Staff

4. **Procedures:**

- 1) Formation of Code of Ethics Monitoring Committee
- 2) Regular meetings of the committee and maintenance of all meeting documents
- 3) Revision of Code of Conduct documents of all stakeholders
- 4) Uploading of the Code of Conduct documents on the College Website
- 5) Organization of Professional Ethics programs for Students, Teachers, Administrators & Staff
- 6) Strict vigilance in collaboration with Discipline Committee of the College
- 7) In case of discrepancy found the Committee will consider the matter and reach to conclusion in a time bound way

5. **Terms & Conditions :**

- 1) If any stakeholder does not adhere to the Code of Conduct, the matter would be taken up by the Competent Authority



6. Period of Measurement : Every Year
7. Policy Execution Responsibility rests with : In-charge of the Code of Conduct Monitoring Committee
8. Review to be made By : IQAC
9. Review Frequency : Beginning of every Academic Year

10. Approved By:

NAME	SIGNATURE	DATE
Dr. Sujit G. Metre, Principal		22.10.21
Dr. P.S. Kane Coordinator-IQAC		22.10.21



11.

Document Updates	
Policy Date	22.10.2021
Created by	Dr Narendra Raghatate
First Revision	
Approved By:	Dr Sujit Metre (Principal)
Second Revision	
Approved By:	



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CODE OF CONDUCT for STUDENTS

1. Identity Cards:

- All Students of the college should possess Identity Cards and wear them regularly in the College. If the Identity Card is lost, duplicate Identity Card will be issued only after submitting application to the Vice-Principal.

2. Leave of Absence:

- Students are not permitted to take leave without permission of their respective Class Teacher / Mentor. Absence without prior permission will not be entertained by the Mentor and if such absence is repeated, parents/guardians will be called in for further action.
- In case of Medical condition, the students should attach an authentic Medical Certification with the application and submit it to the Vice Principal.
- Leave for NSS/NCC/Cultural and Sports activities will be granted only if the student represents the College or the University in various events and with the due consent letter from the respective In-charges.

3. Dress-code and Behavior:

- Students of the institution are expected to conduct themselves in the best standards of etiquette within and outside the College.
- Every student should attend College in the Uniform (along with I – Card) prescribed by the College. He / She should wear the Uniform properly.
- Students should maintain adequate silence in the college premises during class hours.
- All students are expected to greet the teachers as part of general demeanor.
- No student shall be allowed to leave the classroom without the permission of the teacher or until the class is dismissed.
- Any student, who is found guilty of damaging the College property or indulging in malpractice in connection with examinations, is likely to be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offense.

4. Cleanliness and Decorum:

- Students are expected to keep the college campus clean and tidy by putting the waste material in the dustbin kept at vantage positions. They should abstain from disfiguring the walls by sticking notices or scribbling.







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- They are not supposed to indulge in any kind of activity that obliterates the vegetation of the campus.
- Students must refrain from smoking, consuming tobacco, alcohol and other narcotics in and around the campus.
- The students are prohibited from spitting in open spaces or indulging in other similar uncivil acts.
- The students of this institution are responsible to protect and preserve the precious heritage buildings and not supposed to cause any kind of damages such as denting, destroying, removing, injuring, altering, defacing, or misusing all of which will be considered as serious punishable offense.

5. Attendance and Assessments:

- 75% attendance is mandatory for students in case of Offline and Online Classes.
- Students are required to appear for the Continuous Internal Assessment comprising of two Class Tests, Viva Voce, and Assignments given from time to time by the respective authorities in a semester.
- It is mandatory for the students to attend all the programs / workshops / Seminars and Guest lectures organized by the College for their overall development.
- Students are expected to participate enthusiastically in Co-curricular, Extra-curricular, Cultural, Academic and Sports Activities organized in and outside the College.

Created by :	DR. N. V. RAGHATATE	
First Version Created on :	27 th JAN 2021	
Approved by :	DR. S. G. METRE	
Revised date :	29 th SEPT 2021	
Revised by :	DR. N. V. RAGHATATE	
Approved by :	DR. S. G. METRE	



Principal
Shri Binzani City College
Umrer Road, Nagpur