

Date- 08-07-2019

To,

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Subject- Code of Conduct and Responsibility.

Shree/Sushree,

- From year 2008 we are providing you, the information about the "Code of Conduct and Responsibility" in each year with which you are familiar. We again giving you all the information about the previous year as ready reference.
 - Besides this,
 - 1) The Code of Conduct and Responsibility given by the College Management dated: 14/06/2007.
 - 2) Work assigned to you through instruction letter dated 16/04/2009.
 - 3) The instruction letter given to you dated 24/05/2010.
 - 4) Instructions given regarding holidays dated 04/10/2012Above mentioned all four letters had been given to you for study.
 - You are suggested to remember all these instruction letters for the academic year 2017-2018.
 - We will going to submit the detailed point wise report on the work of conduct and responsibility to Chaganbhai within seven days.
- Please pay full attention on all given above information.

For Example:

- 1) **Lesson Diary, Identity Card, Campus duty and attendance, Library work, Correction work, use of mobile, Prayer, etc. for these all activities are provided by the management from the notice of 14/06/2007.**
- 2) In code of Conduct Part 1 to 6, we have the information about nearby schools teaching work, Major minor projects, Extra Curricular activities, Educational survey, Class Lectures, etc. activities we are going to project in the planner.
- 3) Computer related work in dicated with reference to your letter dated 16/04/2009.
- 4) The guideline for Holidays dated 04/10/2012.

Importance will be given to above mentioned work and it has been observed and evaluated time to time. So, you must not take it lightly. These activities are very important for our personal and professional development in order to flourish our institution, education and our personality.

You are instructed to follow all the rules of **Code of Conduct and Responsibility** very sincerely so that the action should not be taken.

- You are instructed to submit syllabus planner, syllabus, co-curriculum planer, "Pathey" etc with necessary details before 20/07/2015
- You are given a Xerox copy of "NAAC" teaching learning score card of previous "NAAC". You are instructed to start activities like Multi -media lectures, educational tour, articles, seminar, student research, post prayer talk, guest lectures etc. from the beginning of the academic year. You are instructed to fill the sheet with numerical data in a given blank sheet which will be submitted at the end of the year.
- You are instructed to be careful about your activities and their excellent score card.

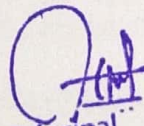


- All department should submit from A to H with relevant information of year 2017-2018 before 30/07/2018.

- Form –A Development & Research
- Form –B Best practice
- Form –C Co-curricular and extracurricular activities
- Form –D Dropout
- Form –E Student strength
- Form –F Book Purchase
- Form –G Success Rate
- Form –H Overview of Activities

All these seven forms had been filled up and the format is ready in each computer. So you have to fill up only the numerical data




Principal
U.T.S. Mahila Arts College
NADIAD.