

CODE OF CONDUCT

HANDBOOK

for Students, Teachers, Supporting Staff & the Principal



Dhamangaon Education Society's
Adarsha Science, J. B. Arts &
Birla Commerce Mahavidyalaya,
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Reaccredited by NAAC with "B⁺⁺" Grade (2.81)

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Principal's Message

Adarsha Mahavidyalaya has completed 60 years and over a period of time has grown into a major educational institution. The college has laid guidelines for its stakeholder's viz. teachers, students, office staff and parents. It gives me a sense of gratification and pleasure on releasing Handbook of Code of Conduct which dwells on the dos and don'ts pertaining to all the stakeholders.

The handbook clearly outlines the instructions and set of procedures to be followed by the Principal, teachers, students, and other staff members to ensure a smooth and healthy functioning of the college. Order, discipline and sincerity of purpose should be the hallmark of any educational institution.

I hope and pray that the stakeholders will strive to abide by the code of conduct and will contribute to growth and potential of college.

Dr. Yogendra B. Gandole

Principal

1. Policy Statement

Adarsha Mahavidyalaya strives to uphold its core values and to inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience, dignity and making their contributions to the society with accountability and commitment.

2. Objectives

The objective of this document is to provide the code of conduct and ethics for students and other stakeholders of Adarsha Mahavidyalaya. All students and employees are expected to be aware of this code and abide by it, enabling this educational institution to meet its own clearly stated objectives, standards, and performance targets within a supportive environment.

3. Responsibility

The management, Principal, faculty members, supporting staff and related Committees will ensure that the code of conduct is followed properly.

CODE OF CONDUCT FOR THE STUDENTS

Students are the lifeline and first stakeholders of any educational institution. Their all-round development is of the highest priority for the college and in this respect the institute has laid guidelines for them. They are expected to be abide by the following-

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- A six-day working schedule from Monday to Saturday is followed and students should attend their lecture classes on time.
- It is expected from students to actively engage themselves in the learning process and must inculcate the habit of acquiring at least 75% attendance in all the courses they are pursuing.
- Students are supposed to complete their assignments, tests, project assignment and any other work related to academics in stipulated time.
- Every student of the college must always carry the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal.
- Students must adhere to the Dress Code of the College. College gives relaxation in having uniform to the students on Thursday only for washing their regular college Uniform.
- Students should strictly refrain themselves from indulging in plagiarism, cheating or resorting to any academic mischief.
- Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
- Students should develop a healthy relationship with their teachers. They should discuss their academic as well as personal problems with the teacher concerned during office hours.
- Students are not supposed to draw and write anything on classroom walls, toilets, chairs, tables, desks etc.
- While in the classroom the students are expected to switch off their mobile phones.
- Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus.
- No friends / guests / visitors / any outsider shall be allowed with the students in the college premises / campus as well as in classroom.
- While availing the facility of the college library the students are expected to adhere to strict discipline without causing any inconvenience to their fellow students.
- Misbehaviour in the library and in classrooms will lead to cancellation of admission / Membership and serious disciplinary action will be taken against the concerned student/s.
- All students should note that B.T. Cards are not transferable.
- If a book is lost by the student, he/she shall replace the book (same title, author, and edition) or shall pay the same cost of the book as fine.
- College premises and all classrooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom.

- Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is a breach of discipline of the college and will be considered a punishable offence.
- Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
- Each student should park his/her vehicle at the parking of the college.
- A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

CODE OF CONDUCT FOR THE TEACHERS

Teachers are the guiding lights of society. They nourish and impart values and ethics to their students. Their knowledge, expertise and character have a marked influence on the upbringing of the student. Along with the students' teachers also bring laurels and glory to the institution. Teachers are expected to adhere to the following norms-

- Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/ University/ College /Management from time to time.
- Teachers are supposed to be the mentors and guides to their pupils and therefore must inculcate in their students the necessary virtues which make them better human beings. Teachers should adhere to a responsible pattern of conduct and demeanour since they are under the constant scrutiny of their students and also of society at large therefore their behaviour should not reflect any incompatibility between their precepts and practice.
- Teachers should display fairness and justice when dealing with their pupils setting aside the difference of caste, gender, creed and religion.
- Teachers are expected to perform their assigned duties with utmost dedication and sincerity.
- Teachers are also expected to behave respectfully with their fellow colleagues in the institute and render assistance for professional betterment. Teachers being also the custodians of discipline and integrity, should know that the recovery of pay of the whole or part of any pensionary loss caused to the college by negligence or breach of any lawful order of the Governing Body or otherwise can result in withholding of increments or withholding of career advancement or both.
- Teachers are encouraged to undergo different academic activities such as conducting seminars, organizing workshops and conferences etc. for professional upliftment.

- Teachers are not supposed to indulge in malpractices like tampering of records, stealing of journal or book, threatening, or misguiding their students in any form which can be considered for lawful action.
- Teachers are also prohibited to engage in private tuitions and promoting his or her favourite student which led to any partiality.
- The teacher should take efforts to spot weak students in terms of learning and understanding abilitywise to make them stand with smart learner.
- The teaching staff should make use of ICT tools for effective teaching and learning.
- Teacher should ensure strict discipline in examination duties and if a student found using any unfair means (copying, asking a fellow student, peeping into someone else's copy etc.), an immediate action should be taken as directed by the parent university.

CODE OF CONDUCT FOR THE SUPPORT STAFF

The support or office staff acts as an important link to oversee documentation connected with administration, examination related activities and also as helper in keeping the college premises clean. Their contribution is second to none in maintaining the college as a premier institution. The office / support staff is expected to follow the following norms-

- The support / office staff should acquaint themselves with the college policies and adhere to them to the best of their ability.
- Each and every member of the support / office staff should come in the proper uniform assigned to them.
- The support / office staff should strictly regulate their duties which has been officially assigned and not to undertake any other job within the stipulated working hours.
- The support / office staff should not indulge in any political or anti secular activities which can hamper the smooth functioning of the college.
- The support / office staff should not indulge in any disrespectful behavior with the teachers and students.
- Punctuality and discipline is expected from them as like that of teachers and students.
- The staff should ensure that service book of all teachers should keep properly maintained and updated.
- The staff should assist teachers in college as directed by the Principal when required.
- The Accounts department should prepare, examine, and analyse accounting, financial records and other financial statements from time to time.
- The Accounts section should ensure the systematic arrangement of necessary documents and records without discrepancy.
- Lab Attendant and the lab assistant should carry out the lab related activities as directed by Head of Department.

CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
- The Principal should chalk out a policy and plan to execute vision and mission.
- The Principal should Keep the co-ordination in all college works.
- The Principal should Provide guidance, leadership, direction to all stakeholders.
- The Principal should Oversee and monitor the administration of the academic programs and general administration of the college.
- The Principal should adapt modern technology and methods for effective teaching learning process and acquaint the students with recent development in the world.
- Observance and implementation of directives issued by Government, / U.G.C. / Director of Education / Higher Education / University and other concerned authorities.
- The Principal should maintain Assessment Reports of the teaching and non-teaching staff of the college.
- The Principal should compel the teaching and non-teaching staff to follow the code of conduct of the institution.
- The Principal should assess the academic syllabus / course of the students.
- The Principal should assess reports / Academic dairy / teaching plan / plan of action and action taken reports of teachers / head / directors / coordinators.
- The Principal should assess the feedback forms of the various stakeholders and take proper action for rectifying the issues raised.
- All major decisions regarding academics, extracurricular activities and administrative policies fall in his purview. He should be transparent, fair, just, honest, kind and objective in all his approaches.
- A service book shall be maintained by the office superintendent / head clerk, or any other officer duly authorized by principal.
- Compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
- The Principal should ensure overall physical and cultural development of student fraternity through various extracurricular activities.
- The Principal should provide platform to the students by providing possible opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
- The Principal should encourage teaching and non-teaching staff for their professional development.