

Rayat Shikshan Sanstha's  
Annasaheb Awate Arts, Commerce and Hutatma Babu Genu Science College, Manchar, Tal- Ambegaon,  
Dist- Pune 410503 (M.S.) India.

# *Code of Conduct*

*for*

*Teaching, Non-teaching staff*

*and students*

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## **Code of Conduct for Teaching, Non-teaching staff and students**

### **Code of Conduct for Teaching staff:-**

1. Teacher should be good counselors and facilitators they should help, guide, encourage and assist the students to ensure that the teaching, learning process is effective and success. Teachers has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve.
  - To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
  - To make regular contribution for the personal development of students, while looking after their interest and welfare.
  - To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
  - To be fair and to assess the students impartially and only on merit/performance.
  - To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some untoward events if occurred, rather than having feeling of revenge.
  - To abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
  
2. A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should
  - Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
  - Bring to the notice of the parents/guardian any short comings/behavior noticed which the faculty feel, the parents should know.

3. A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should
  - Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
  - Resist the temptation of harming the teaching community for self-interests.
4. A faculty member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,.
  - Perform all professional activities through proper channel.
  - Look for promotion/elevation only on grounds of competence/performance.
  - Co-operate whole heartedly with the authorities of the College in the fulfillment of educational policies in conformity with professional responsibilities.
  - Should follow all norms and standards set by the College for the faculty from time to time.

### **Code of conduct for Non-teaching Staff:-**

1. They are responsible for sustaining the highest ethical standards of the College and the broader community in which they function. This code serves as a guide to all the members of both the category.
2. While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
  - According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
  - Making regular contribution for the personal development of students, while looking after their interest and welfare.
  - Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
  - Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
3. As the technical and administrative staff are expected to work closely with the faculty of the College in day to day activities, the staff should
  - Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
  - Develop friendly and co-operative relationship with the faculty members.
  - Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
4. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,
  - Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.

- Refrain from passing information about colleagues to any individual or agency without his/her express permission.
5. A member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
- Perform all professional activities through proper channels.
  - Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
  - Look for promotion/elevation only on grounds of competence/performance.
  - Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.
  - Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
  - Should follow all norms and job details assigned by the College to the member from time to time with dedication.

## **Code of conduct for Students:-**

### **Discipline and Code of Conduct**

1. Admission in the college is a right of Principal.
2. Students should behave well with Teaching and Non Teaching staff of the college.
3. Students must observe the notices displayed on notice-board. College administrative will not be responsible if any loss is incurred due to not observing the notice displayed on the notice board.
4. Students should take Identity Card within a month from the date of admission. Identity card will not be issued thereafter. Students should carry with them valid Identity card in college campus or representing the college at any other place. If demanded. At any time by the teaching or non-teaching staff of the college she will have to produce it.
5. Students should take care of college property and should not be involved in damaging the property. No outside political or any influence should be brought in the college directly or indirectly. Admission will be cancelled if they behave against the rules.
6. Students attendance for lectures, practicals, tutorials, tests and term examinations is a must. 80% attendance in the class is a must. Severe action will be taken against the absentees. The students may get concession in the fees on her performance record and merit.
7. Paying students should pay the before the last notified date in the fee chart, otherwise she will be fined.
8. Students should not make any change in the documents like Bonafide, T.C., Identity Card etc. issued by the college.
9. Admission will be rejected to the students having misbehavior record in the examination, election or any other activity in the college.
10. Students should return the books on or before the due date and take care of library books and materials.
11. Students should pay the fees in the account section and preserve their receipt.
12. The students will not get any concession in the Board/University Exam fees. Those students who have got any concession form, S.A. Fund should pay the balance amount before the examination; otherwise their fees concession will be cancelled.

13. If admission is cancelled the students will get refund of fees as per the Board / University / Govt. Rules.
14. The students will be fined if her attendance for lectures and practical is not satisfactory.
15. Admission on the priority will be given to the students who clear all the subjects at first attempt.
16. Mobile Phones are not allowed in College Campus.
17. The students seeking admission in T. Y. B.A. / T. Y. B.Com / T. Y. B.Sc. should fill up the pre-admission form, within 15 days of declaration of S. Y. B.A. / S. Y. B.Com / S. Y. B.Sc. results respectively.  
He/She should enclose photo copies of following with Admission Form.
  - i. Mark sheet of the earlier exam.
  - ii. Caste Certificate (SC/ST/VJNT/OBC/SBC etc.)
  - iii. Freedom Fighter or Ex-serviceman or Dam affected certification. The list of selected candidates will be notified on the notice board, they are required to take admission within the due date, otherwise her claim for admission will be cancelled.
18. The Principal keeps final authority to make changes in the above rules and regulations.
19. The academic complaint and suggestion may be put in the complaint/ suggestion box. The students from Reserve Categories may contact Principal or Local Management Council member or any member of Standing Committee, if they have any difficulty regarding admission.

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### Annual Report Monitoring Committee 2020-21

The committee was set up with the aim of enforcing discipline and code of conduct while working by students, teachers and administrative staff in the college. For this purpose, information boards have been set up at important places of the college regarding the code of conduct. The principal of the college has guided students, teaching and non-teaching staff in their meetings.

The college formed the of Discipline committee to monitoring that the code of conducts are implemented or not.