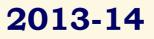
# Handbook on Code of Conduct

// दुरितांचे तिमिर जावो //



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### **CODE OF CONDUCT**

#### **For Students:**

- 1. Students should strictly follow all the rules and regulations laid down by the institution.
- 2. Students should work sincerely and punctually and should pay respect to teachers, non-teaching staff and their fellow students.
- 3. Eighty percent (80%) attendance in the classroom is mandatory for all students.
- 4. No students shall enter the campus as well as the classroom without Identity Card.
- 5. Use of cell phones in the classrooms are strictly prohibited.
- 6. Students should keep themselves away from ragging, eve-teasing and mischievous acts on campus.
- 7. Students should read and response positively to all notices displayed on college notice boards, sent by mails or other social media regularly.
- 8. Students should involve consistently in co-curricular and extracurricular activities.
- 9. All students should take active participation in the institutional social responsibilities whenever the call is made.
- 10.Students shall appreciate the vision, mission and goals of the institution and should contribute to fulfill institutional objectives.
- 11.Student should contribute to make campus eco-friendly by involving the green practices of the institution.
- 12. Students shall make the optimum use of learning resources and other support services available in the institution.
- 13.Students should take active participation in the continuous internal examination (CIE) organized by the institution.
- 14.Students should give feedback regularly on all activities of the college and the support services facilities for the system improvement.
- 15. Students shall strive to live as worthy alumni of the institution.

### **CODE OF CONDUCT**

#### **For Teachers**

- 1. A teacher should be punctual and sincere in his/her teaching schedule, dress code and college timing.
- 2. A teacher should use multi-media tools along with traditional aids of teaching in the classroom for creating better learning atmosphere.
- 3. A teacher should use teaching methods considering the learning levels of slow learners and advanced learners and should implement diverse programs to cater the needs of these students.
- 4. A teacher should work actively and positively as a mentor of the allotted students to sort out the academic and personal issues of students.
- 5. A teacher may not raise personal or private issues that will cause harm to professional ethics during the college hours.
- 6. A teacher should communicate the vision, mission, goals and the core values of the institution through offering wide range of programs and co -curricular activities.
- 7. A teacher should take active participation in seminars/conferences/ training programs and other research activities.
- 8. A teachers should not go on leave without prior consent of the head of the institution.
- 9. A teacher should prepare annual teaching plan and the annual calendar of their portfolio committees and should strictly follow the calendar throughout the year.
- 10.Use of cell phone is strictly prohibited during the class hour and a teacher should waste the time during the class hour.
- 11. A teacher should be free from bias and should honestly follow the principle of equality.
- 12. A teacher should indulge himself/herself in the institutional green practices whenever the call is made.
- 13. A teacher should respect the privacy of their colleagues and should indulge himself/herself in playing taunts or joking comments on fellow teachers that will cause psychological violence.
- 14. A teacher should mould his/her personality or academic behaviors considering the analysis of the feedback from students.

## **CODE OF CONDUCT**

#### For Principal, Administration and Governing Body

- 1. The Principal should be efficient and knowledgeable to provide effective and positive academic as well as administrative leadership to the institution.
- 2. The Principal should follow the practice of decentralized administration and participative management to create healthy atmosphere on campus.
- 3. The Principal shall be very diligent and prompt to provide academic infrastructure, learning resources and other support services to the learners.
- 4. The Principal administrator should strictly follow the government resolutions, circulars and notices for the benefits of students. The policy of social inclusion should be strictly followed.
- 5. The Principal should strive to offer wide range of programs to cater the diverse needs of students.
- 6. The Principal, administrators and the governing body should take responsible actions to protect students, faculty and other staff from the harmful situations.
- 7. The Principal and other administrators should prepare annual budgets and review its utilization periodically.
- 8. The Principal should implement programs and other activities abiding by the perspective plan of the institution.
- 9. The Principal should look positively into the matter of gender equity promotion programs, green practices and sustainable development of the institution.
- 10. The office staff should work promptly and positively regarding students' administrative works.
- 11. All non-teaching staff and peons should be punctual in office times and dress codes.
- 12. The governing body of the institution should guide and motivate the administrators and teachers to achieve the vision, mission and goals of the institution.
- 13. The management should support each and every activity and the practice of the institution.