

Handbook on Code of Conduct

// दुरितांचे तिमिर जावो //



Published by
Hon. Shri. Annasaheb Dange ACS College ,
Hatkanangale



2013-14

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 extra-curricular 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.