

Dnyandep Shikshan Prasarak Mandal Chandrapur
Arts, Commerce and Science, College, Tukum, Chandrapur
Code of conduct Handbook

Code of Conduct for Students

Preamble:

Code of conduct ensures the safety and protection of stakeholders comprising students, teaching, and non-teaching staff. It creates an atmosphere to achieve the vision & mission of the college. The Code of conduct contains guidelines that are required to be followed by stakeholders. Violation of the code of conduct by the stakeholders, including students may be subject to disciplinary actions.

General Rules and Regulations for Students

1. The students must be regular and must maintain 75% and above attendance
2. Students are required to wear Identity cards inside the campus and also when representing the college in any event outside the campus. If a student violates the code, the student may be subject to stringent disciplinary actions.
3. The dress code signifies the descent behavior of the students. The students are required to follow the dress code of the institution.
4. Unauthorized possession, carrying sharp objects, arms in a college campus is strictly prohibited.
5. Possessing and carrying firecrackers of any kind in the college campus is strictly prohibited.
6. Students are advised not to scratch on the desks or the blackboard or on the walls of the college.
7. Students are required to read notices displayed on the college notice board.
8. Students should inform the principal prior to entertaining visitors in the college campus.
9. Chewing tobacco, spitting and smoking, and intoxicating drugs inside the college campus is strictly prohibited.

10. Distributing and Consuming alcohol is not allowed in the college campus and is a punishable offense.
10. Students will not be allowed in the college during unspecified hours.
11. Students should not damage the college property, if found guilty, the cost of any damage, so caused will be recovered from the students either individually or collectively.
12. Students should take utmost care not to harm the reputation of the college through social and electronic media.
13. Students should not arrange the meeting in the college, collects funds without the permission of the principal.
14. Vehicles should be parked in the allotted places.
15. Students may avail the bus facility with concession from MSRTC (Maharashtra State Road Transport Corporation), prior permission to principal is obligatory.
16. Students are advised not to involve in sexual harassment and if found guilty, strict action will be taken.
17. Students are instructed not to tear the pages, destroy the books, journals, magazines, and any materials of the library.
18. Students should not involve in damaging and misusing resources such as computer software, hardware, and computer security system of the college.
19. Students should behave decently towards a fellow student, staff or faculty or any other person.
20. It is mandatory for all students to fill the Anti-ragging declaration issued by competent authority at the time of admission.
21. Students should not involve in activities that affects the physical and mental health and self-confidence of a fresher.
22. Any activity that may spoil the academic atmosphere in the college will not be admired and strict action will be taken.

Code of conduct for Teaching Staff

Preamble:

Teaching is the most important noble profession. It is understood that the future of any nation is in the hands of teachers. Teachers have the capacity to shape the minds of students to become a good human being in society and render service as a good citizen of the country. All the faculty members are expected to follow a professional code of conduct. Being the role model, faculty members must serve every student with kindness, equality and respect, avoiding favouritism, prejudice or partiality.

1. It is important to develop the efficiency and effectiveness of all stakeholders in an organization. As a faculty member, deliver your services for the overall development of the college.
2. Decorum and Dignity of the institution are of supreme importance for the efficient functioning of the institutions. Dignity signifies a person being treated with respect and treating others with respect. Every faculty member should maintain the dignity and decorum of the college while interacting with the superiors, colleagues and students every time.
3. Honesty leads to build trust in the institution and confidence in leadership. Every faculty member shall discharge his/her duties with honesty.
4. Punctuality is the key thing to get respect and social acceptance in the institution and society. Every faculty member should cultivate the habit of being punctual.
5. Discipline is the powerful tool for achieving success in life. The faculty member should encourage students to exercise discipline and punctuality.
6. Studying a variety of subjects helps students to develop a good work ethic and to achieve goals in life. The faculty member should demonstrate to student's commitment for excellence in studies and achievement.
7. Self-responsibility helps students to improve academic performance and achievements. The key about Self-reliant students is to become independent in decision-making and it will help to

develop personal skills beneficial to their growth. The faculty member should encourage students to develop a sense of responsibility, self-reliance and independent for sustained life.

8. Classroom teaching is a two-way communication process. An ethical behaviour is the application of moral principles in a given situation. Students have to behave according to the moral standards set by the institution. The faculty member must exercise ethical behaviour in the classroom.

9. Developing strong interest in learning and gaining new information is most important for students for their future carrier. Knowing facts help students to access higher order thinking skills. The faculty member should stimulate the spirit of enquiry, the acquisition of knowledge and knowing facts among students for all round development.

10. The faculty member should constantly monitor the learning mechanism and outcome all the time.

11. Career guidance, help students in making choices, understanding strengths and weaknesses. The faculty members must guide and communicate job and carrier related opportunity for students locally, at national level and at global level.

12. Entrepreneurship is extremely important in the fast-changing global scenario. Entrepreneurship has the potential to promote innovation, employment and producing globally competitive students. The faculty members should encourage enthusiastic students to become entrepreneurs.

13. Healthy communication between parents and teacher have shown to improve student's academic achievement, social competencies and emotional well-being. The faculty member may endeavour to establish healthy communication with parents.

14. Knowledge about nutrition is helpful to maintain diet, energy level and prevent risk associated with diseases. The faculty members must consider nutrition as an integral part of education for the sustained health of students. The faculty member should guide students for nutritional issues in modern time.

15. Cultural activities help students to gain confidence. Cultural activities are the key to promote personality-related skills. Sports are an integral part of all-round development of physical and mental health. Sports also initiate students to cooperate with another and build confidence for improvement of self-esteem. The listening skills assist to communicate better.

16. The faculty members are required to encourage students to participate in cultural activities and sports. The faculty members can influence students to achieve better listening skill in life. The faculty members may guide students to participate in an elocution competition for acquiring leadership qualities in life.

17. Faculty members required to publish at least two research papers in UGC care listed, peer reviewed National and International journals.

18. Faculty members shall participate in Conference/Seminar/Symposium/ Workshop etc. and submit dully filled PBAS at the end of the session

CODE OF CONDUCT FOR NON -TEACHING STAFF

Preamble:

Supporting staff plays the key role in students learning in a safe and supportive learning environment. They can promote positive, trusting relationships with students and improve the college environment by strengthening parent and stakeholder involvement in education.

1. All the supporting staff should follow college norms and procedures and perform duties effectively.
2. Punctuality helps support staff to plan and make every effort to complete the work on time. Staff members should work punctually and in accordance with management structure and conditions of service.
3. The culture of working together and responsibility brings fruitful results, supporting staff shall develop a culture of mutual cooperation.
4. The supporting staff shall create an atmosphere of brotherhoods, friendliness among fellow members.
5. The supporting staff should establish pleasant, well-mannered and holistic relationship with teaching faculty and students for smooth functioning of the college.
6. The supporting staff should extend full cooperation to the various departments.
7. The supporting staff strives hard to acquire higher education.
8. Today's educated youths are the real wealth of any country. The supporting staff shall not discriminate any student based on the social, religious, economical and cultural background.
9. Staying up-to-date with technology can help support staff to communicate better with students, staff and government agencies. The supporting staff shall gather present-day information to improve their technical and non-technical skills required to finish the task.
10. They should maintain healthy communication between students, parents and Teachers.
11. They shall make endeavor to uplift their education.
12. They should follow instructions, rules and regulations time to time issued by the principal and governing body.

Code of conduct for the Principal

1. The Principal of the college is abiding by compliance of governmental laws, rules, and regulations applied from time to time.
2. The Principal could implement institutes policy along with its evaluation constructively.
3. The Principal can restructure existing policy with new ones after critically studying policy components and with active participation and participatory decisions of all stakeholders.
4. The Principal could see and implement institutes vision and mission in most applicable ways.
5. The Principal can optimize human resources for sustainable progress of staff and the institute.
6. The Principal could see competency in all working areas of routine work also can strive to strengthen competency in staff.
7. The principal as an instructional leader and learner also, he/she can involve in the developing guidelines in design, delivery, and evaluation of results for the development of professional learning cultures in the college.
8. The Principal could monitor the administration and management of the academic programmes of the college to ensure efficiency and effectiveness in the tasks.
9. The Principal should ensure that directions issued by the governing body are strictly complied or implemented.
10. The Principal should maintain the confidentiality of privileged information in the best interest of institute.

Code of conduct for Governing Body

1. The governing body should comply with the regulations of the institute.
2. The governing body shall monitor the performance of academic and administrative quality of the institution.
3. The governing body shall mitigate complaints or criticism as per rules and regulations of the institute.
4. The governing body shall plan and set up maintenance of infrastructure to meet the goal and purpose of the institutions.
5. The governing body should safeguard financial viability of the institute