



RAYAT SHIKSHAN SANSTHA'S
DR. BABASAHEB AMBEDKAR COLLEGE,
AUNDH, PUNE-67



Booklet on
CODE OF CONDUCT

Code of conduct

The **code of conduct** for a group or organization is an agreement on rules of behaviour for the members of that group or organization

➤ **Code of Conduct for Principal**

- ❖ Academic growth of the College and Department.
- ❖ Participation in the teaching work, research, and training programmes of the College.
- ❖ Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by the University Department / College, for academic competence of the Faculty Members
- ❖ Admission of students and maintenance of discipline of the College.
- ❖ Management of College, Department, Library, Laboratory, Gymkhana and Hostels
- ❖ Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee
- ❖ Observance of provisions of Accounts Code.
- ❖ Correspondence relating to the administration of the College.
- ❖ Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- ❖ Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.
- ❖ Supervision of College and University Examinations, setting of question papers, for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- ❖ Assessing reports of teachers and maintenance of Service Books.
- ❖ Any other work relating to the College.
- ❖ Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.

- ❖ Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities
- ❖ Safe-guard the interests of teachers/non-teaching staff members and the Management.
- ❖ Timely submission of information/returns to different authority's viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

➤ **Code of Conduct for Teacher**

- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.
- Help, guide, encourage and assist students in their learning.

➤ **Code of Conduct for Administrative Staff**

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.

- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

➤ **Code of Conduct for students**

- During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. Any behavior contrary to this spirit is deemed unlawful and punishable.
- During leisure hours, students are advised to use the library, and internet browsing center.
- When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
- Students should handle the furniture and other properties with care.
- Students should stay away from any anti- social activities.
- Students should stay wear their identity cards inside the campus daily.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Ragging in any form is a serious offence and it will be dealt with severely.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings. The institution will not be responsible for any loss.