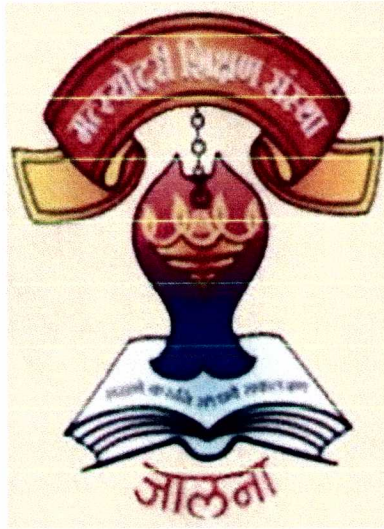


Matsyodari Shikshan Sanstha's

Arts Science and Commerce College Ambad Dist. Jalna



HANDBOOK FOR CODE OF CONDUCT



This Text indicates the standard procedures and practices of Arts, Science and Commerce College Ambad, for college teaching, non-teaching staffs and all the students enrolled in the college. All the students, college staff and professors must know that it's commanding upon them to abide by this Code of Conduct. All the students, college staff and professors are requested to be well knowledgeable with this code, which can also be reviewed on the sanctioned website of the college.



Student code of Conduct

The following is a summary of the rights, liabilities, and rules governing student conduct at Arts, Science and Commerce College, Ambad. Students violating any of the following are subject to correctional action.

- 1) Students should park their vehicles in the place allocated to them.
- 2) Uniform and Identity Card is mandatory for each student in college premises.
- 3) Students are banned from bringing any similar armors in the college which would physically harm others.
- 4) Smoking, drinking and masticating 'gutkha' is rigorously banned in the college premises. He/she shouldn't click photos in the college campus & avoid the use of cell phone rigorously
- 5) Each student should plan to arrive to class on time and stay for the entire class period. They shouldn't wander in the college premises by off the classes and practical's.
- 6) It's the right of the Principal to allow or prohibit the students from appearing in the examination who remain absent for lectures, Internal tests, Term- End Examination. Every student must complete average attendance of 75 in each semester.
- 7) Students are rigorously banned to scribble anything on the walls of the classroom & of the toilets. If such a thing happens students will be punished
- 8) Students should behave sincerely in the college. He/ She should bear politely with the professor, non-teaching staff members, and the staff in the library & with the co-students.
- 9) Student shouldn't damage the benches, tables, chairs, fans & lights in the classroom as well as the goods in the premises. If such a thing happens student will be roughly disciplined & compensation should be taken from them.



- 10) Students are rigorously banned from making noise in the college premises and in the reading room.
- 11) The rules of the office and the library are compulsory for each student.
- 12) Students shouldn't organize fun and games on their own without the authorization of the Principal.
- 13) No student should partake in any exertion against the college, and society and should avoid estate and religion grounded illegal conditioning.
- 14) Students should share in the sports, cultural and other extra-curricular conditioning and co-operate for good effects.
- 15) Action will be taken against students if they've made changes in any document on their own.
- 16) At the time of examination, Copying and use of electronics devices are rigorously banned in the examination and using other illegal means will be treated as an offence and necessary action will be taken against the student.
- 17) Students should take admission in the college by filling in the sanctioned form given by the college only.
- 18) Students will be enrolled in the Alternate semester only if their behaviour in the First semester is good.
- 19) Students should note that they've to take new admission every time.
- 20) Students should take and keep the bills of the fees paid from the concerned clerk. The fees formerly paid won't be returned.
- 21) Students should strictly follow to all the instructions written on the college Notice Board.



22) The Principal has the right to give admission or cancel it at any moment without giving any reason.

23) Ragging is rigorously banned in the college campus and outdoors. Students indulging in it'll be penalized as per circular given by UGC "UGC Regulation No.f-1-8/2006 (C P PII) 4th March 2008No.170. Similar students will be expelled from the college. Legal action will be taken against them.

24) Outside visitors aren't allowed to meet the Principal directly and they should take previous authorization from the Principal or Authority before doing so.

25) It is the right of the Principal to sometimes organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Form in the college.

26) The students should themselves be present for taking the required educational documents, Hall-Ticket, mark- memo, L.C./T.C.in the college.

27) Required documents if not submitted by the student in the college, he/ she will be responsible for his/ her loss.

28) The college prohibits the political activities in the campus from conducting and attending political meetings within college campus.

29) The students should not leave their books valuable things in the classroom.

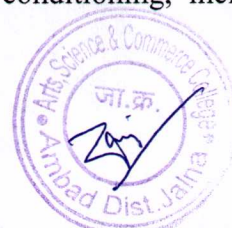
30) The college is not responsible for lost property.



CODE OF CONDUCT FOR PRINCIPAL

The role of principal in college is very important in terms of overall development of college. So Principal should follow strict code of conduct.

- 1) Principal should motivate all Staff members and students to reach their maximum potential.
- 2) Principal should enthusiastic and honest overall development of college campus.
- 3) Principal should make all their decisions based on interest of students and staff members.
- 4) Principal should respect the rights of all human beings.
- 5) Principal must stand by their word. They need to honour all aspects of their employment contract.
- 6) Promote the cooperative, participated and exemplary work culture in the college, paving way for innovative thinking and ideas.
- 7) Promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- 8) Cleave to a responsible pattern of conduct and address anticipated of them by the community.
- 9) Manage their private affairs in a manner harmonious with the quality of the profession.
- 10) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and exploration.
- 11) Share in extension, co-curricular and extra-curricular conditioning, including the community service.



12) Refrain from allowing consideration of estate, creed, religion, race, gender or coitus in their professional Endeavour.

13) Give inspirational and motivational value- grounded academic and administrative leadership to the college through policy conformation, functional operation, association of environment and sustainability.

14) Principal should Co-ordinator between staff and student.



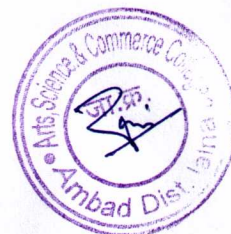
CODE OF CONDUCT FOR TEACHING STAFF

A) Punctuality and Attendance

- 1) Professors must report in time to duty as per the working hours specified and should be available in the college premises unless and else, they're assigned duties away.
- 2) Previous authorization should be attained for reporting late in the morning or leaving beforehand, without detriment to their duties.
- 3) Professors should sign the attendance register while reporting for duty.
- 4) Professors should to be present in the college premises at least 5 minutes before the college morning time.
- 5) Professors should remain in the premises till the end of the College hours.

B) Professors and their Liabilities

- 1) Professors should teach the subjects assigned by the Head of the Department.
- 2) Professors should complete their syllabus in time. Professors shall produce good results in their subject teaches by them and are responsible for the same.
- 3) Professors shall cover the separate group of students who are attached to them.
- 4) Assignment motifs for each course are to be given to the students within a week of the morning of the semester.
- 5) Professors should be good counsellors and Organisers. They should help, guide, encourage and help the students to insure that the Teaching- Learning Process is effective and successful.



6) Professors should maintain form both inside and outside the classroom and set a good illustration to the students.

7) Professors should carry out other academic, co-curricular and organizational conditioning that may be assigned to them from time to time.

C) Publication of Research Papers & Books and Participation in Research Systems, Forums, Conferences etc.

1) Professors encourage writing textbook books, publishing papers in reputed Journals and present papers in Forums and Conferences.

2) Professors should encourage student to take a part in research systems.

3) Professors should attend Faculty Development Programmes, Quality Improvement Programmes etc. to improve their knowledge.

4) Professors are encouraged to suffer Practical Training in Attention and can take consultancy Work as part of Assiduity – Institute commerce.

5) Absence from duty to the below matters will be treated as on duty and may be suitably awarded at the discretion of the operation either monetarily or by Way of consideration during creation.



D) General Rules

- 1) No Professor should involve himself/ herself in any act of moral turpitude on his/ her part which may beget impairment or bring discredit to the institution or Operation.
- 2) Any instructions issued by the Competent Authority by way of Leaflets from time to time must be complied with.
- 3) No professor shall make any statement, publish or write through any media which has any effects of an adverse criticism of any policy or action of the college.
- 4) No professor shall shoot leaflets/ distribute handbills to the staff, organize meetings in the premises without authorization from the Principal.
- 5) A professor against whom criminal proceeding are initiated in a court of law, shall immediately inform the competent authority of the college regarding the details thereof.
- 6) Professors must always wear their identity card in college campus.
- 7) Professors are encouraged to conduct exploration on their content of interest. Operation will give necessary structure for the same.
- 8) Professors are anticipated to attend Departmental academic association meetings, forums etc. And also college functions like Sports Day, College Day, Independence Day and Republic Day fests without fail.
- 9) Professors are anticipated to bestow, to take up redundant classes for students of Certificate Courses, Diploma Courses and other Career Acquainted Programmes.



NON-TEACHING STAFF CODE OF CONDUCT

Office Superintendent

- 1) Act as a mediator of academic and executive conditioning.
- 2) Maintain and improve service book of all the Teaching and non-teaching staff.
- 3) Check Admission & Eligibility documents and registers of admission.
- 4) Supervise and maintain particular lines of staff and faculty.
- 5) Maintain meeting proceedings and leave register.
- 6) Maintain Movement Register for staff under office administration.
- 7) Initiate and record all correspondence & put up the same to Principal & section heads.
- 8) Act as an information officer of the institution.
- 9) He shall be responsible for all the matters assigned to establishment section, students section, stores section, conservation section and security section.

B) NON-TEACHING STAFF

- 1) Non-Teaching staff working in the college office or departments should remain on Duty during College hours. They should report for duty at least 10 minutes in advance.
- 2) Non-Teaching staff should wear the Uniform.
- 3) Non-Teaching staff must always wear their identity card during working hours.
- 4) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 5) Any Loss or damage to any composition in the Lab or Class Room should be reported to the HOD.



- 6) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the papers, instruments, chemicals, etc. It shall be submitted to the HOD or the at the end of each semester.
- 7) For papers damaged by the students a separate register should be maintained and if any plutocrat is collected from the students towards damages, as per the direction of the HOD.
- 8) Non-teaching staff will carry out their duties as instructed by the authorities to whom they're attached and they should not leave the College in working hours.
- 9) To shoot SMS regarding attendance, discipline and other conditioning with the help of class professors.
- 10) Involvement in curricular, co-curricular and extra-curricular conditioning.
- 11) Any other duties assigned by the Principal from time to time.
- 12) To check at least formerly in a week working of instruments in laboratory.
- 13) To prepare the demand of consumables for the lab and place indenture for the same.



C) Librarian

- 1) To prepare and issue Library cards to students and staff.
- 2) To follow up return of books issued to students and staff members.
- 3) To maintain Fine collection register and instruct students to deposit the penalty.
- 4) To admit transnational journals & magazines.
- 5) To collect back volumes of journals and diurnals and arrange for binding and Mounding.
- 6) To maintain the date and time wise records of visits of faculty members in library.
- 7) Display of slices of journals on education/ social matters on notice board.
- 8) The list of conditions of books submitted to the principal for farther procurement.
- 9) To insure discipline of the students in the library.
- 10) Regularly under take list of books which are damaged.

