

CODE OF CONDUCT FOR THE STAKEHOLDERS



Tapti Education Society's

BHUSAWAL ARTS, SCIENCE AND

P. O. NAHATA COMMERCE COLLEGE, BHUSAWAL

NAAC Re-Accredited 'A' Grade with CGPA 3.30

UGC Honoured "College with Potential for Excellence"

I. CODE OF CONDUCT FOR STUDENTS

1. Wear their Identity Cards issued by college on admission whenever they come to college and are in the college campus. They should present it for inspection on demand. Students are not permitted to enter the campus without wearing their identity cards.
2. Be regular and punctual in college. They should arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
3. Wear decent dresses in the college.
4. Maintain discipline.
5. Show courtesy and patience while dealing with the teachers and office staff.
6. Access College Notice Boards for the latest updates.
7. Do not spend free time in the porch area. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
8. Refrain from using cell phones in classes or in college campus.
9. Refrain from ragging. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
10. Refrain from damaging College Property. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
11. No student will be allowed to take active part in current politics. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
12. Strict silence must be observed in a reading room and Library and in the administrative area.
13. Students must not wait on the Institute premises while the classes are going on.
14. Maintain discipline. Talking and other disruptive behaviors are not permitted while classes are in session.
15. Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
16. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
17. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
18. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
19. Students should address faculty as Sir or Madam. Calling faculty by their first names is not appropriate.

20. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
21. Be polite and respectful towards others, instructor and other students.
22. If the teacher is absent, either sit in the class and study or go to library reading hall.
23. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the Principal's prior permission.
24. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
25. Prior permission from the Principal is essential to take part in inter – collegiate competitions.
26. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
27. Students should not leave their books, valuables and other belongings in the classroom. The college is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
28. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the college office. Students should not bring any paper directly to the Principal for his/her signature.
29. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
30. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
31. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
32. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
33. Disciplinary action will be taken against students found carrying and/or using cell phones, iPods etc. on the college premises.
34. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
35. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The college management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises.
36. In all matters of admission, and disciplinary action against the boarders, the Principal's ruling will be final.

Note: Kindly also refer to the University Ordinance relating to Maintenance of Discipline and Good Conduct by Students given in the college Prospectus

LIBRARY RULES FOR STUDENTS

1. A student should be in possession of Library Identity Card. A book shall be issued only on the presentation of this card.
2. Use of the Library is restricted to bona-fide students only.
3. Students are advised to check the book before getting them issued. Before leaving the counter, the borrowers shall point out to the Librarian any damage or mutilation on the books they are taking. The Librarian will make necessary entries in the book and put his initials.
4. Books are issued for a period of days mentioned in the due date slip.
5. Books should be returned on time. Students who fails to return the books on the due date shall pay a fine as prescribed, per book for the period beyond the date.
6. Reference books and periodicals shall not be issued out. However, these may be consulted within the library after making necessary entries in the reference register.
7. If a student loses or otherwise damages a book, she/he shall pay two and a half times the cost of that book. It is the duty of the librarian and his staff to examine the books when they are returned by the borrowers in order to take immediate action whenever necessary. Marking on books with pencil or ink, soiling them, injury to pages or binding, underlining, writing remarks etc. on pages, folding or tearing off pages, etc. will be held as serious charges. If a book is lost, it should be reported to the librarian immediately. He will decide if the book is to be replaced or paid for.
8. Students visiting the library should deposit their belongings like books, umbrellas, bags etc. at the entrance at places assigned for the purpose.
9. Strict silence should be observed in and around the library and also while in the reading hall.
10. Loss of Identity Card should be immediately reported to the Librarian and duplicate card should be obtained on payment.
11. On completion of the course, students should return their library cards by the dates fixed for the purpose.
12. Books issued will not be renewed. However, if there is no other demand, a book may be re-issued for one or more week after it is returned.
13. Books taken for reference/consultation need not be put back on the shelves by the readers themselves but may be handed over to the Assistant-in-charge.

II. CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal of the College is responsible to abide by the Code or Professional Ethics for University and College Teachers.
2. Principal is responsible for the day-to-day administration of the College.
3. The principal should take creative steps to materialise the vision and mission of the College from time to time.
4. The Principal should initiate development activities of the College in due consultation with the management.
5. The principal has the prime responsibility to maintain the academic atmosphere of the College. He/she should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.
6. The Principal should monitor, manage and educate the administration of the institution and take remedial measures wherever it is necessary
7. It is the duty of the Principal to ensure the discipline of the staff, students and non-teaching staff.
8. The Principal has to ensure the equal treatment to all the people in the campus of the College by removing any kind of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
9. Equal opportunities for all students should be ensured by the Principal.
10. The Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
11. The institution of new scholarships, and channelizing funds for academic and extra-curricular activities should be done only with the due permission of the Principal.
12. Every department should get permission from the Principal for the extension programs they plan to conduct.
13. The principal should ensure that no incident of sexual harassment, sexual abuse and violence against women or people who belong to scheduled castes and tribes.
14. The Principal should take measures to ensure the collective responsibility of all staffs and students in the College and thereby build mutual confidence amongst them.

III. CODE OF CONDUCT FOR TEACHERS

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession.

A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice.

The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals.

The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

1. Uphold the vision and mission of the College, and work for the holistic development of the students.
2. Be punctual. Be on time for your lectures and practical.
3. Take lectures regularly.
4. Maintain the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
5. Discharge properly the special duties assigned by the Principal.
6. Maintain the documentation of the work entrusted to them.
7. Keep a personal contact with the students. As mentors they have greater responsibility in the well-being of the students of their respective classes.
8. Members of the teaching staff may borrow books from the College library, and they can keep textbooks with them for the whole academic year.
9. Teachers should wear their Identity Cards whenever they come to college.
10. Use of Mobile Phones inside the classrooms is not permissible. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
11. Decency in the dress code is to be followed. Lady staff should wear saree. Male staff should not wear jeans or t-shirt.
12. Teachers are to abide by the leave rules as stipulated by the University and the Institution.
13. Speak respectfully of other teachers and render assistance for professional betterment
14. Staff members must read all notices for the latest updates.
15. All the teachers should keep the *Code or Professional Ethics for University and College Teachers* given by UGC and the other statutory bodies from time to time.

A. TEACHERS AND THEIR RESPONSIBILITIES:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.

6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

B. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Be fair in dealing with students. Refrain from allowing considerations of caste, creed, religion, race, gender, political, social or physical characteristics in their professional endeavor.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

C. TEACHERS AND COLLEAGUES

1. Treat members of the profession in the same manner as they themselves wish to be treated.
2. Respect your fellow workers. Speak respectfully of other teachers and render assistance for professional betterment.
3. They should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
4. They should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

D. TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their

own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.

E. TEACHERS AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in cooperative undertaking, within every educational institution.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

F. TEACHERS AND GUARDIANS

Teachers should try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

G. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

IV. CODE OF CONDUCT FOR SUPPORT STAFF

The support staff, i.e., non-teaching staff, of the college should

1. Work in collaboration with the Registrar/Office Superintendent under the orders of the Principal.
2. Maintain punctuality and shall report to the duty in time.
3. Wear their Identity Cards whenever they come to college.
4. Not sub-delegate the responsibilities entrusted to them without the prior permission of the principal.
5. Not leave the College campus during the working hours unless permitted by the principal.
6. Strictly adhere to the rules and regulations of the College.
7. Deal with students, staffs and colleagues with respect and courtesy.
8. Maintain honesty, discipline, fairness and justice in their official duties.
9. Co-operate with the Management, administration and the teaching staff for the smooth and efficient functioning of the College.
10. Maintain confidentiality of the records in their offices and keep internal information in lock and key.
11. In case of anyone raising complaints against the functioning of any section, the complainant should be directed to the Registrar or Office Superintendent. Matters beyond the jurisdiction of the Registrar or Office Superintendent should be referred to the Principal without any delay.
12. Follow Leave rules and prior permission must be obtained before taking any leave.
13. Refrain from the use of alcohol and other intoxicants in the campus and also from receiving bribes of any type. Moral uprightness is expected from all staff members.
14. Do timely reporting of the assigned work. Strict action will be taken if any file is delayed purposefully.

V. CODE OF CONDUCT FOR THE MANAGING BOARD OF THE COLLEGE

1. The Managing Board of the College consists of the Patron, the Manager, Principal and the members nominated by the Manager. The body should work with mutual understanding and respect for the good of the College. It should work to uphold the vision and mission of the College.
2. The Managing Board should ensure the academic profile of the College, and try to open new avenues for further research pursuits in the College. It should ensure an environment conducive for research for all times.
3. The timely maintenance of the infrastructure and channeling funds for the further development of the institution and initiating remedial measure should be prime concern of the Managing Board.
4. The Managing Board is responsible to enforce discipline in the College administration and campus from time to time.
5. It should maintain transparency and fairness in all kinds of administrative activities.
6. It should ensure the taking of feedbacks from students, staff, parents, and non-teaching staff from time to time, and take necessary steps to improve the service of the College at all levels.
7. It should maintain vibrant relationship of the College with the local community and ensure their participation in the welfare of the College.
8. It should ensure non-discriminatory practices in the College providing equal opportunity to all irrespective of caste, creed, religion, race and sex.
9. The Managing Board should take active steps to implement regulations and requirements demanded by State and National Governments, and Councils for Higher Education.
10. The Managing Board should meet at least once in a year but it is advised to meet as frequent as possible.