

Late Dattatraya Pusadkar Arts College, Nandgaon Peth, Tq. Dist. Amravati

NAAC Accredited 'B' Grade

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Handbook of Code of Conduct

(Students, Teachers, Non-Teaching Staff, Principal & Governing Body)

CODE OF CONDUCT FOR STUDENTS

- The college maintains strict discipline & expects rules to be followed by every student.
- Students are abide by the rules of the affiliating university.
- As per the University rules, the students having an attendance below 80% will not be permitted to appear for the University Examination.
- Students are advised to see the information displayed on the Notice Board regularly.
- Every student should carry Identity Card during his/ her stay on the campus.
- Every student should keep silence in the Library.
- Dress code is compulsory for all.
- Student should take care of every asset of the college. Any damage to the property may cause penalty individually or collectively.
- Arrogance/ indecent talk /abusive language would invite the serious action.
- Littering of papers, plastic bottles and spitting at campus may attract anti disciplinary action.
- Use of Mobile Phones in the institution and on campus is strictly prohibited.
- Ragging is a punishable act as per Government Rules.
- Smoking and Gutkha chewing are strictly prohibited. Offenders shall have to face legal action.
- Students should not scribble on walls, doors & furniture.
- Behave eco-friendly on campus.

CODE OF CONDUCTS FOR TEACHERS

- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Teachers should maintain amiable relationship with the students, colleagues, non-teaching staff, governing body, guardians, etc.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Duty hours have to be observed carefully by all the staff members.
- Timely arrival at working place and timely departure is highly adorable.
- On duty wearing uniform is compulsory.
- Punctuality and sincerity at assigned work is expected.
- The support staff has to follow the instructions of the authorities and discharge their duties as and when asked for.
- The staff shall not leave the college premises / working place without permission of the head of the institution.
- The staff should respond to students' enquiries with concern and ensure all possible help.
- The staff should behave with dignity and decorum with others.
- The ICT literacy is must for all.

CODE OF CONDUCT FOR THE PRINCIPAL

- Be a dynamic and democratic leader.
- Monitor all the activities of the college efficiently and effectively.
- Convene meeting of the council periodically to take decisions regarding college activities.
- Encourage the faculties to organize academic activities to initiate, sustain and enhance quality culture in the institution.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Participate in extension, co-curricular and extra-curricular activities, including the community services.
- Listen to and redress the grievances of the students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and staff.

CODE OF CONDUCT FOR GOVERNING BODY

- Support the aims and objectives of the College, showing it highest loyalty, and act in good faith in its interests. Each member should also act honestly and diligently in promoting the interests of the College and its students in the wider community.
- Observe the provisions of the College's Instruments & Articles of Government, with particular reference to the responsibilities which cannot be delegated, e.g. to decide strategic policy and overall direction and to monitor the performance of the Principal and other senior post holders.
- Have regard to the responsibilities given to the Principal in the Articles of Government, e.g. to implement the decisions of the Governing Body and to manage the College's affairs within the budgets and framework fixed by the Governing Body.
- Work together so that Governing Body and the Principal perform their respective roles effectively.
- Work co-operatively with other Governors for the benefit of the College as a whole and not for any improper purpose, or for personal motive.