

Amdar Shashikant Shinde Mahavidyalaya, Medha Tal. Jawali, Dist. Satara.

Institutional Code of Ethics and Conduct for Students, Staff and Governing body

➤ **Institutional Code of Ethics and Conduct for the Students :**

- Students should attend classes regularly
- Students should be in uniforms and wear I Card when in college campus.
- Students commuting by two wheelers must carry driving license and wear helmet and park their vehicles in the parking area.
- Disciplinary rules and regulations framed by the institute must be followed by the students
- Any type of misbehavior, indiscipline or breach of any rules will result into punishment
- All the students are informed that Ragging is a crime
- Be co-operative and fair to faculties and peers pertaining to various academic and non-academic activities
- Students are expected to participate actively in various events organized by the college.
- Use of mobile is strictly prohibited in library, classrooms, corridors ,ground and exam halls.
- As per the rule of Supreme Court of India strict action will be taken if the students involve in ragging.
- Smoking & consumption of alcoholic beverages or use of banned materials inside the college campus is strictly prohibited.
- Damage of property of the college like tampering with fixtures, furniture's, windows panels will be viewed seriously.
- Cheating and Copying during examinations will result into punishment as per university rules.
- Students should not indulge in any act of discrimination.
- Indulgence of students in political, communal, anti-institutional, anti-national and anti-social activities is strictly prohibited by the institution.
- All the students are informed that any act of sexual harassment will result into severe punishment.

- Waste bins must be used to dispose of waste material to keep the campus free of plastic and other litter.

➤ **Institutional Code of Conduct for Teaching staff :**

- Teaching staff should treat all the students equally irrespective of gender, caste, creed and religion, etc.
- Staff should assist, guide and encourage the students for learning and acquisition of knowledge and try for their holistic development.
- Contribution of staff is must in the fulfillment of vision and mission of the institution.
- Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the Institution and shall not involve in activity which would lead to tarnish the image or reputation of the Institution.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should complete the syllabus in time.
- Teachers should produce good results in the subjects handled by them and are accountable for the same.
- Teachers are expected to be present in the college campus at least 10 minutes before the college beginning time.
- Prior written permission is required from the principal at least a day in advance while availing CL or DL
- Staff is expected to participate actively in various events organized by the college and co-ordinate the same.
- The publication of research papers in UGC listed journals is expected.
- Staff should attend seminars and workshops for their professional development.
- Teachers Associations should not be formed without permission of the management.
- Teachers should attend the college neatly dressed.

- Any instructions issued by the competent authority time to time must be completed.

➤ **Institutional Code of conduct for non-teaching staff :**

- Staff should maintain honesty, integrity, fairness and self-discipline in all activities and be cordial with staff, students and parents.
- Staff is expected to perform all professional activities through proper channel.
- Staff must not disclose confidential matter, mutilate, conceal or alter official records as part of professional ethics.
- Staff is expected to prepare all reports, vouchers, bills, invoices, records, and other important documents accurately and honestly.
- Staff should provide students, faculty, other staff, and administration with the tools and assistance they require to perform effectively
- Peon should maintain cleanliness in the laboratories, classrooms and staffroom.
- Peon are expected to wear uniforms on duty.
- Lab assistants should maintain attendance register and keep the set up ready before conduction of practical
- Staff is eligible to claim leave only after obtaining prior permission.
- Staff will carry out their duties as instructed by the authorities to whom they are attached.

➤ **Institutional Code of Conduct for Governing body :**

- Introduction of new academic courses.
- Recruitment of efficient and qualified staff and creation of additional teaching posts
- Organization of staff development programmes to enhance teacher's efficiency
- Encourage outstanding teaching, research, and other professional activities.
- Recommendations regarding students and employees welfare activities.
- To resolve any issues related to discipline, safety and security of the college.