

Secondary Education Society's  
**Arts and Science College, Bhalod**  
**Taluka-Yawal, Dist- Jalgaon 425304**  
NAAC Reaccredited 3<sup>rd</sup> Cycle

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# HANDBOOK OF CODE OF CONDUCT



# Code of Conduct

## Objectives

- To ensure that the school is a safe place where students learn good habits, self-discipline, and consideration for others that ultimately lead to a better future.
- To Provide clear guidelines for all stakeholders to uphold the honor and dignity of the educational field.
- To help in achieving the vision, mission and goals of the College.
- To Foster an environment conducive to learning, growth, and collaboration.

## Code of Professional Ethics:

- All instructors, support personnel, students, and members of statutory bodies should uphold the highest ethical standards as members of the college community.
- Integrity, honesty, and fairness are values that the college upholds and works to incorporate into its research, teaching, and other endeavors.

## Code of Conduct for Principal

A college principal is responsible for fulfilling several tasks and obligations, including those of a guardian, administrator, adjudicator, patron, motivator, etc. The Principal is responsible for adhering to specific norms of ethics in his conduct as the head of the institution, both academically and administratively.

- The Principal should Structure out a strategy and preplan to execute the vision and mission of the college.
- Be efficient in monitoring and utilizing funds and resources.
- Form various committees and cells, designate capable coordinators to oversee them, and forward communications to pertinent committee and cell authorities as needed.
- Encourage departments to host FDP, seminars, webinars, workshops, add-on & value-added courses, workshops, and conferences.
- Encourage staff and students to publish research articles in journals and to undertake funded research projects.
- Maintain discipline, honesty, devotion, regularity and responsibility among each and every person in the campus.



- Empower the staff to reach their extreme potential by enhancing their knowledge through various training
- The Principal should look after the effective implementation of e-governance in the different areas of administration.
- The Principal should give proper representation considering social inclusiveness and refrain from considerations of caste, creed, religion, race and gender.
- Should promote a collaborative, shared and consultative work culture in the college, so that it brings about quality, professionalism, satisfaction and service to society.
- Shall encourage relations with industries and MoUs for the promotion of research and development.
- Shall take responsible action to protect staff and students from conditions harmful to health and safety.

#### **Code of Conduct for Teachers:**

- A teacher should act with honesty and integrity and perform his duties punctually.
- A teacher should Obey the rules and regulations of the college and contribute in all the academic, non-academic, co-curricular, extra-curricular and extension activities
- A teacher should Perform their duties in the form of teaching, tutorial, practical and seminar work and carry out all responsibilities assigned by the institution in matters relating to admission, invigilation and assessment.
- A teacher may not delegate his or her responsibilities to any person who is not a teacher and should act cooperatively and collectively.
- A teacher should avoid conflicts between professional and private, interest which could affect the professional ethics.
- A teacher should Motivate, help, encourage and assist the students in their learning process.
- A teacher should promote innovative learning among the students to make them eligible to stand in the fast-developing world.
- A teacher should be good Mentors and Ensure students safety and security, be a good counselor and role models to the students.
- A teacher Shall strictly abide by the rules of the University Statute, and college.
- A Teacher doesn't engage directly or indirectly in any trade or business.

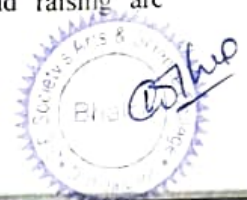




- A teacher should Prepare video lectures, e-content, preparatory notebook and MCQ's for the allotted subjects
- A teacher should Encourage students to improve their academic performance and also contribute to the community.
- A teacher should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.

### **Code of Conduct for Students:**

- Students shall abide by the college's rules and regulations and behave in a way that highlights the discipline of the college.
- Students should complete the mandatory 80% attendance required as part of eligibility and Attendance at all college events. Also regular college hours is required of all students.
- Every student must have a college identity card with him/her at all times in the college premises.
- Any kind of ragging is strictly prohibited. Those who break this pro forma regulation about ragging as stipulated by the KBCNMU, Jalgaon, will face disciplinary action.
- Breakage fees will be collected from the students for any damage caused by them knowingly or unknowingly.
- Should not interact, on behalf of the college, with media representatives or invite media persons into the campus without permission of the authorities.
- Students are strictly prohibited from smoking, consuming drugs, narcotics, tobacco, Gutkha, and drinking alcohol in college premises. Not only this, but if a student, is found in possession of Narcotic and drugs, he will be liable for punishment under the Mumbai Police Act.1951
- No students will be allowed to take an active part in any political activity, directly or indirectly, associated with anti-social movements or any activity with the aim of violence.
- On campus, students are not allowed to plan any kind of unauthorized celebrations or decorating without permission.
- Any kind of political engagement is prohibited on college campuses. Within the College, unapproved gatherings, propaganda, processions, and fund raising are prohibited.



- Shall not circulate any printed materials or pamphlets without the prior permission of the and also not allowed to send audio or video clippings of any activity without prior consent of Principal
- Students ought to take care of their possessions and the college shall not be responsible for loss of any valuable belongings.
- Will not steal, abuse, damage, or destroy college property.
- Use of a cell phone is prohibited in the classroom, laboratories & library.

#### **Code of Conduct for Non-Teaching Staff:**

- They should be punctual as their timely presence is required daily for the commencement and smooth functioning of college activities.
- Take prior approval of the seniors for your absence.
- Do not use institutional property for personal use.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- Each of them should perform the duties he/she has been assigned, sincerely and diligently as well as with accountability.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters
- Staff members must refrain from any form of harassment or discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- Feel proud and happy while obeying the orders of the seniors and take efforts to identify and remove flaws in regular behavior and language.
- Give up bad habits which are observable by students and give emphasis on social work apart from regular duties.
- Be cooperative with others and a part of the joy and sorrows of the colleagues working in the college.
- Behave politely and gently with students, teachers, parents and administrative staff.

