



ARTS AND COMMERCE COLLEGE YEOLA, DIST-NASHIK

Affiliated to the Savitribai Phule Pune University, Pune

ID. No. PU/NS/AC /014/ (1970)

NAAC accredited 'B+' Grade with CGPA-2.62 AISHE: C-41354

Phone No (02559)-265610 / Cell : 09011027605

College e-mail id : jrcollyeola@gmail.com

College Website : www.accollegeyeola.com

Internal Quality Assurance Cell (IQAC) Code of Conduct (Handbooks) For Various Stakeholders

Dr. G. D. Kharat

IQAC Co-ordinator

Dr. B. V. Game

Principal

Code of Professional Ethics

“The term value stands for ‘efficacy’. Education is capable of developing individuality and worthiness. At all times, education has built on value-system, conducive to the development of physical, intellectual, moral life. It activates the latent capacities of the individual enabling him or her to recognize ‘truth’, ‘duty’ and ‘goodness’”.

I. College Principal

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college’s assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

II. College Vice Principal

College Vice Principal should:

- a) Act as a Co-ordinator between Staff and student
- b) Shoulder the responsibility of academic and evaluation co-ordinator.

- c) Shoulder all the responsibilities of Principal in absence of him.
- d) Conduct and participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Monitor and control the discipline in the institution.
- f) Act as a messenger of all the stakeholders of the institution.

III. Office Superintendent

College Office Superintendent should:

- a) Act as a middleman of academic and administrative activities.
- b) Maintain and update service book of all the teaching and non-teaching staff.
- c) Scrutinize Admission & Eligibility documents and registers of admission.
- b) Supervise and maintain personal files of staff and faculty.
- d) Keeping discipline and work schedule of class IV employees.
- e) Maintain leave register.
- f) Maintain movement register for staff under office administration.
- g) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- h) Act as a information officer of the institution.
- i) He shall be responsible for all the matters assigned to establishment section, student section, stores section, maintenance section and security section.
- j) To take care of biometric requirement.

Teachers and their Responsibilities:

Teachers are obligated to perform according with the ideal values and ethics 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

IV. Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;

- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the Government, conduct of university and college examinations, including supervision, invigilation and evaluation.
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

V. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;

- viii. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals
- x. Refrain from inciting students against other students, colleagues or administration.

VI. Teachers and Colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegation.
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

VII. Teachers and Authorities

Teachers should:

- i. 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;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

VIII. Teachers and Non-Teaching Staff

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

IX. 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.

X. Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. 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;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. 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.

XI. Director of Physical Education and Sports

Director of Physical Education and Sports should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Participate in extension, co-curricular and extra-curricular activities, including the community

service;

- d) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

XII. Librarian

Librarian should:

- a) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- b) Prepare and issue of Library cards to students and staff.
- c) Follow up return of books issued to students and staff members.
- d) Maintain fine collection register and instruct students to deposit the fine
- e) Display new arrivals by photocopy of the cover page of the books and journals.
- f) Receive international journals & magazines and highlight important articles & news.
- g) Compile back volumes of journals and periodicals and arrange for binding and Stacking.
- h) Maintain the day wise records of visits of staff faculty members in library.

XIII. Non-Teaching Staff

Non-Teaching Staff should:

- a) Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- b) Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.
- c) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- d) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- e) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- f) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- g) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

XIV. Student

Student should:

- a) Student should follow code of conduct and maintain discipline in the institution.
- b) Student should behave politely with the teachers, non-teaching staff members, and the staff in the library & colleagues.
- b) Uniform (Dress code) and Identity Card is compulsory for each student in the college campus.
- c) Students must park their vehicles in the parking zone allotted to them.
- d) Students should attend lectures and other important activities related to them and nation.
- e) Smoking, drinking and chewing '*gutkha*' is strictly prohibited in the college campus.
- f) Students are prohibited from bringing any such weapons in the college which would physically harmful to others.
- g) Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet.
- h) Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus.
- i) Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- j) The rules of the office and the library are mandatory for each student.
- k) Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.
- l) No student should participate in any activity which is harmful to the college, society and nation.
- m) Student should avoid religion, caste base discrimination in the college premises.
- n) Students should participate in the sports, cultural and other extra-curricular activities.
- o) Students should follow examination rules and code of conduct at the time of examination.
- p) Students should follow process of online admission and submit essential documents.
- q) Student should carry the identity card given by the college and show it to the concern authorities as per the demand.
- r) Students will be enrolled in the Second year only if their behavior in the First semester is good in terms of marks, attendance and contribution.
- s) Students should take fresh admission in each year for the particular degree course.

- t) Student average attendance of 80% is mandatory as per the rule.
- u) Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
- v) Students should not allow with intruders in the college.
- w) The Principal has the right to give admission or cancel it at any moment without giving any reason.
- x) Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation No.f-1-8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
- y) It is the right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.

Date: 30/04/2019

Place : Yeola



Dr. G. D. Kharat
Co-ordinator
IQAC
Arts & Commerce College
YEOLA, Dist. Nashik.,,

Prin. Dr. B. V. Game
Chairperson
IQAC
Arts & Commerce College
YEOLA, Dist. Nashik