

Shri Shivaji Arts, Commerce and Science College, Akot

DISCIPLINE AND CODE OF CONDUCT FOR STAFF MEMBERS

DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS

- All students are expected to observe rules and regulations to enable the smooth working of the college and keep harmony, silence and educational atmosphere in the premises.
- Students are prohibited from doing anything inside or outside the college that interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought into the college directly or indirectly.
- Students should always carry their valid College Identity Card in College and it should be produced whenever demanded by any of the College Staff.
- During the conduct of lectures, students should not loiter in and around the college premises.
- Students should make careful use of college books, furniture, laboratory equipment and the college property in general. The cost of damages to it, if any, would be recoverable from students either individually or collectively as the case may be.
- Students shall not organize on their own picnics, excursions, trips etc., without prior written permission of the Principal.
- Smoking, chewing Gutaka, use of cell phones and ragging are strictly prohibited. Offenders shall be liable to face legal action.
- Students resorting to unfair means in the exams will be dealt in accordance with the provisions of the Govt. of Maharashtra Act. No. XXI of 1982 and the Maharashtra Universities Act. 1994.
- Only special notices shall be read out in classrooms. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
- In case of any problem, personal or academic, students should report to the Professor-in-charge of their respective classes, or the Faculty In-Charge, who will help them to solve their problems.
- Students are expected to make full use of the academic facilities provided to them by the college.
- The powers relating to the disciplinary action in the college will vest in with the Principal and his decision in this respect shall be final. Anyone who violates the code of conduct will be severely dealt with accordingly.
- In order to make students aware of the dignity of labour students and staff will work in the college premises on every Saturday from 4.00 pm to 6.00 pm for the beautification of the campus.
- Use of Mobile phone/Cell phone is strictly prohibited in the college premises.

DISCIPLINE AND CODE OF CONDUCT FOR TEACHERS

Responsibility and Accountability

- Teachers should teach the subjects assigned to them by the Head of the Department
- Teachers should complete the syllabus in time and give good results in the subjects taught by them. They are accountable for the same.
- Tutor- Ward (Mentor-Mentee) system should be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.

- Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example for the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

- Teachers must report in time for duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Prior permission should be obtained for reporting late in the morning or leaving early .without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the college shall not be given during the class hours.
- Teachers should register biometric attendance as well as sign the attendance register while reporting for duty.
- Teachers should be present in the campus till the end of their duty hours.

Leave

- Prior written permission is required from the Principal at least a day in advance while availing any kind of leave. In case of emergency, the Principal may be informed by a phone call/SMS.
- Half a day CL will not be sanctioned to the teachers.
- 10 days of causal leave can be availed in an academic session.
- Causal leave can be combined with other holidays. However, the total period of continuous absence from duty should not exceed ten days.
- Everyone must report for duty on the reopening day and the last working day of each semester.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

- Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences as well as take up research projects.
- They should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
- Absence from duty for the above-mentioned purposes will be treated as duty leave.

General Rules

- No teacher should involve himself/ herself in any immoral/illegal act which may bring discredit to the institution or Management.
- Teachers' Associations should not be formed without the prior permission of the Management.
- Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pants and T-Shirts are prohibited.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

- No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without prior permission from the Principal.
- Teachers are barred from using cell phones while conducting classes.
- Teachers must always wear their identity badges while inside the college premises.
- Heads of the Departments must submit the Departmental time table and personal timetable of the teachers of their department at the beginning of the academic session. Any change must also be reported to the Principal in writing.
- Teachers are expected to attend departmental meetings, academic association meetings, seminars etc. and functions like College Annual Day, Independence Day and Republic Day without fail.
- Teachers are expected to volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes and do remedial teaching *as* and whenever required.
- No representation to any Government authority or University in the name of the College should be made, by any teacher, without the permission of the Principal or the Secretary.
- Duties and Service conditions of the Teachers as framed by the Government of Maharashtra and the UGC should be strictly followed.
- HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep it clean and in working order. Any loss or damage to their property (like-tables, chairs, lab equipment, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to get the work done from the Non-Teaching staff in keeping the Department clean and tidy.

Disciplinary Action

- Violation or non-compliance of the service rules will invite punishment as stipulated under the rules of the UGC and the State Government after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team for institution-building and in upgrading our institution into an institution of excellence and repute.