

Founder



Late. Comrade Kallappa
Channappa Horti

|| Vidya Vinyen Shobhate ||
Sarvodaya Shikshan Sanstha's

ARTS, COMMERCE & SCIENCE COLLEGE, UMADI

Tal. Jath, Dist. Sangli (Maharashtra) Pin - 416413



Affiliated to Shivaji University, Kolhapur

Accredited by NAAC (1st Cycle) With 'C' Grade (CGPA 1.84)
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Code of Conduct

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I/C PRINCIPAL
Arts, Commerce and Science,
Umadi, Tal-Jath Dist-Sangli

Definitions: God of conduct is a set of rules, values and principles that outline how people should behave in a professional or organisational context.

1. The term college means art's commerce and Science College umadi.
2. The term parent University means Shivaji University Kolhapur.
3. The term I/C principal means the 'Head of Institute'.
4. The term student means all persons admitted regular courses at the college.
5. The term stop member means any person a regular assistant professor teacher appointed on clock our basis payment or utilised by the college to conduct classroom or teaching activities.
6. The discipline committee sets acceptations related to cheating, plaigiarism and other acts of academic is dishonesty.

Code of Conduct For Students

- 1. Students are prohibited from doing anything inside or outside the college that will harm its orderly administration or its public image.**
- 2. Students are expected to read notices/circulars regarding examinations, scholarships, placement opportunities, and functions displayed on the notice board without fail.**
- 3. All students are expected to observe rules and regulations currently in force to enable the smooth working of the institute.**
- 4. Students should know the rules and regulations of the institution**
- 5. Students should wear identity cards on the campus.**
- 6. Use of mobile phones are strictly prohibited on teaching time.**
- 7. All vehicles should be parked in the student allotted parking place.**
- 8. Students must keep the campus clean.**
- 9. Students must have Use of dustbins for waste.**
- 10. Students attend the class and practical's regularly (Minimum 75% attendance compulsory)**
- 11. Students should take part in all the activities organized by the institution.**
- 12. Students should maintain a healthy and friendly ambiance with classmates.**
- 13. Students should wear college dress daily except Thursday.**

Code of Conduct For Teachers

Teacher should:

- 1. Manage their private affairs in a manner consistent with the dignity of the profession**
- 2. Adhere to a responsible pattern of conduct and demeanor expected of them by the community**
- 3. Seek to make professional growth continuous through study and research**
- 4. Participate in extension, co-curricular and extra-curricular activities, including community service.**
- 5. A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.**
- 6. The behaviour of the teacher with male and female students and other employees shall be modest.**
- 7. Maintain active membership of professional organizations and strive to improve education and profession through them.**
- 8. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge**

II. 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, caste, gender, political, economic, social, and physical characteristics
- (iii) Recognise 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, the 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 themselves 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; and
- (x) Refrain from inciting students against other students, colleagues, or administration.

III. Teachers and Colleagues Teachers should:

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

IV. 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 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 the contract;**
- (vii) Give and expect due notice before a change of position takes place; and**
- (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 the academic schedule.**

V. Teachers and Non-Teaching Staff:

Teachers should:

(i) 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 of mutual exchange of ideas and the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise 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 a feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for national integration.

3. Code of Conduct for Administrator

College Principal should:

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization 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 a steward of the College's assets in managing the resources responsibility, 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 demeanour 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 behaviour in teaching and research;**
- (i) Participate in extension, co-curricular and extra-curricular activities, including community service.**
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.**

4. Code of Conduct for Administrative / Support Staff

Support Staff members should:

1. Perform the highest possible work culture in their professional behaviour;
2. Cooperate with their colleagues, providing support, help, and guidance as and when required;
3. Use their skills and show efficiency for the advantage of the institute
4. Attend professional development programmes and training
5. Attend their duty hours punctually
6. Give prior notice /sanction the leave in case of absence
7. Maintain confidentiality in professional related matters; 8. Assistance in all internal and university assessments/exams/tests fairly and properly concerning confidentiality and security;
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