

**NAVGAN SHIKSHAN SANSTHA RAJURI'S
ARTS AND COMMERCE COLLEGE, PARLI VAIJNATH
DIST. BEED**

**CODE OF CONDUCT FOR STUDENTS, TEACHERS, SUPPORTING
STAFF AND HUMAN VALUES AND PROFESSIONAL ETHICS**

Following are the **Code of Conduct, Human Values and Professional Ethics** for Principal, Teachers, Supporting staff and students of the NSSR's Arts and Commerce College, Parli Vajjnath Dist. Beed.

1. Codes of Conduct for the Principal

1. The Principal should ensure quality in education and academic activities.
2. The Principal should draft the policy and plan to execute the vision and mission of the college.
3. The Principal should form various college level committees and appoint co-coordinators.
4. The Principal should monitor financial matters efficiently.
5. The Principal should motivate teachers to enhance their knowledge by attending various trainings
6. The Principal should organize meetings of different Cells as and when required.

2. Codes of Conduct for the Teacher

1. A teacher should teach and behave with the students and faculties in respects to maintain the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
2. The teacher appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.
3. Annual increment can be granted to teachers by the Principal as a matter of course unless it is specifically withheld.
4. A teacher should act with honesty and integrity of their work.

5. Teacher should avoid conflicts between professional and private interests which could affect the professional ethics.
6. Teacher should provide and receive feedback regarding teaching and learning.
7. Teacher should develop unprejudiced communication with students and parents.
8. Teacher cannot be claimed leave as matter of right. When the requirements of service so require discretion to refuse or revoke of any description is reserved to the authority empowered to grant leave.
9. Teacher should adjust Duty Leave, may be allowed to the teachers for attending meeting of the university, state government, educational conferences, workshops, youth festival etc. and for delivering extension lecture, if the sanctioning authority is satisfied that such attendance / participation is in the interest of the college.
10. Teacher should serve in exceptional circumstances; no teacher shall absent himself from his duties without having obtained the permission of the authority provided in the leave rules.
11. Every teacher shall efficiently serve and act in a disciplined manner and maintain absolute integrity and devotion to duty.

3. Code of Conduct for Supporting Staff

1. The recruitment of non-teaching staff can be made by direct recruitment, promotion or transfer. However, considering appointment by promotion to a higher post due consideration shall be given to seniority-cum merit and also by recommendation of Principal by observing his/her work and behavior.
2. The right of appointment, suspension and dismissal of the clerical staff rest towards the governing body of the college.
3. Office superintendent shall maintain the service record of each employee of the college on the printed service books.
4. Office superintendent shall maintain separate personal files of the employees and confidential report in the pro forma of each employee shall be recorded every year in the month of June and shall be maintained. Adverse remarks; if any shall be communicated to the concerned employee who will be entitled to represent against such remarks to the appointing authority within three months of the communication of such remarks. The orders passed by the appointing authority in this behalf shall be final.

5. No employee can claim the leave as a matter of right. When the necessities of service so require, discretion to refuse leave of any description is reserved to the Principal empowered to grant leave.
6. Office superintendent shall maintain leave account. All leave other than casual leave must be entered in the service book of the employee and his leave account should be completed as soon as it is sanctioned.
7. In case of a necessity, leave without pay (LWP) may be permitted at the recommendation of the Principal provided no employee may be granted more than 2 in years during the whole period of service.
8. All employees shall abide by the rules of the college and all orders and directions of his competent authorities issued from time to time.
9. Employee of the college will not apply for any post outside the college without taking permission / consent of the Principal.

4. Codes of Conduct for the Students

1. This code is applicable to all kinds of conduct of students in the campus.
2. The students shall give respect to teachers and staff.
3. Students should read notices daily displayed on board.
4. Every student must carry identity card for entering in the college campus.
5. No outsider with a student is allowed to enter in the college campus.
6. Ragging is a legal offence and it is strictly banned in campus.
7. Keep your mobile phone on silent mode in the classes as well as in the college premises.
8. Students are not allowed to carry banned drugs.
9. Smoking on the campus is strictly prohibited.
10. Rash driving is strictly prohibited in the campus that may not cause any inconvenience to others.
11. The students should contact to the Principal for resolving any academic problem and query.
12. Students must not loiter in the college premises while the classes are going on.
13. Every student required maintaining a minimum of 75% average attendance for theory and practical classes, failing which the student can not appear for the term and final examination as well as the students will not avail benefits of any government scheme.
14. Students must attend the entire programs conducted by the college.

15. Students should not avail facility of library and reading room during lecture time.

Human Values

There are five main core human values of the college

1. Righteous Conduct:

Care of possession, hygiene, self-respect, good behavior, good relationship, helpfulness and good environment are the values of righteous conduct.

2. Peace:

Attention, calmness, dignity, equality, gratitude, humility, patience, satisfaction, self-control, and self-esteem are the values of peace.

3. Truth:

Accuracy, curiosity, fairness, honesty, fearlessness, intuition, justice, quest for knowledge, tolerance and understanding are the values of truth.

4. Love:

Affection, care, compassion, dedication, devotion, forgiveness, friendship, humanness, patriotism, sacrifice and trust are the values of love.

5. Non-violence:

Compassion, happiness, manners, morality concern for other, loyalty, brotherhood, care of environment, respect for property and social justice are the values of non-violence.

Professional Ethics

The college is abided by the outlined professional ethics to be followed.

1. Fairness:

We maintain proper balance and fairness and ensure equitable investment to all the stakeholders of the college.

2. Responsibility:

We accept the responsibility for all the action taken by the college.

3. Mutual respect:

We respect each other irrespective of conflicts of opinions.

4. Honesty:

We build trusting relationship by being honest and truthful.

5. Integrity:

We maintain integrity by being incorruptible and unprejudiced.


Principal
V.S.S.R's Arts & Comm College
Parli-Vajjnath, Dist. Beed