



## HAND BOOK OF "A CODE OF CONDUCT"

For all stake holders of

Ashti Taluka Shikshan Prasarak Mandal's

# Adv. B. D. Hambarde Mahavidyalaya Ashti Tal. Ashti, Dist. Beed



This Handbook indicates the standard procedures and practices of the Adv. B. D. Hambarde Mahavidyalaya Ashti, for Management, Principal, Teachers, Librarian, Parents, Alumni, Support staff and all enrolled students. The codes depicted underneath will apply to all sorts of conduct of stake holders within the college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

### Code of Conduct for the Students

- Enrolled students should submit the required documents in time.
- Students should come themselves in college for Hall-Ticket, Mark-sheet, L.C./T.C. Degree and other required certificates.
- Carry valid identity cards in the college or at any other place where they represent themselves as college students.
- Behave in a disciplined manner in the classroom and in the premises.
- Report the Principal, Vice-Principal, Department Heads or their Mentors regarding their queries, doubts, difficulties and problems if any.
- Uphold the dignity of the college and behave accordingly.
- Maintain eco-friendly campus and infrastructure of the college.
- Park vehicles properly locked in the parking area of college.
- Last Saturday of every month will be a No Vehicle Day.
- Student must not bring outsiders in the college premises. Visitors and outsiders are not allowed to meet the students directly without permission from the Principal or concerned authority.
- Social gathering and any similar programs/functions which are likely to disturb the academic atmosphere in the college campus will not be permitted.
- 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 2008 No.170.

### Code of Conduct for Teachers

- Perform their duties of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- Abide by the Act, Statute and Ordinance of the University and respect parent institute's vision, mission, cultural practices and tradition.
- Participate in extension, co-curricular and extra-curricular activities, including the community services.
- Respect the rights and dignity of the students and in expressing their opinions.
- Be available to the students even beyond their class hours and guide them.
- Speak respectfully to other teachers and render assistance for professional betterment.
- Cooperate with the authorities for the betterment of the institution keeping in view the dignity of the profession.
- Organize parents meetings and communicate with the parents about the progress of their wards.

### Code of Conduct for the Principal

- Uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- Protect the collective interest of different sections of the institution so that each one can perform freely and give their highest for the institution building.
- Uphold and maintain the essence of social justice for all the stakeholders; irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- Create an environment conducive for research activities in the institution to add further to the knowledge pool.
- Enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- Promote and maintain the practice of extra-curricular and extension activities amongst the students and other human resources of the institution.

### Code of Conduct for Parents

- Participate and contribute in PTA meetings.
- Talk to Principal regarding suggestions or complains.
- Use soft and polite language for communication in PTA meeting.
- Maintain contact with respective mentor regarding the progress of their wards.

### Code of Conduct for Alumni

- Attend maximum meetings organized by Alumni association in the college.
- Participate actively in the projects run by college.
- Forward suggestions and recommendations for betterment of the institute.
- Use polite language and approach in the meetings.

### Code of Conduct for Librarian

- Prepare and issue Library cards to students and staff.
- Maintain follow up of return of books issued to students and staff.
- Maintain fine collection register and instruct students to deposit the fine.
- Display new arrivals by photocopy of the cover page of the books and journals.
- Receive international journals & magazines and highlight important articles & news.
- Compile back volumes of journals and periodicals and arrange for binding and Stacking.
- Maintain the day wise records of visits of faculty members in library.
- Display of newspaper cuttings on education /social matters on notice board.
- Submit list of demands of books from staff to the principal for further procurement.
- Ensure discipline of the students in the library.
- Regularly undertake binding of books which are damaged.
- Any other matter assigned by Principal from time to time.
- Organize printing of brochures and placement documents for the institute.
- Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- Librarian will be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- Librarian should take care of biometric requirement.

### Code of Conduct for Management

- Encourage employees to devote their best for up gradation of the institute.
- Guide the staff about how to be familiar with the students and other stake holders.
- Frame code of conduct for employees.
- Provide infrastructure facilities and make budget provisions to promote innovative practices, research culture and academic excellence.

### Code of Conduct for Support Staff

- The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- Each of them should perform their duties which have been assigned to them sincerely and diligently as well as with accountability.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither will he/she indulge in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in any political activities.
- They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.



  
Principal  
Adv. B. D. Hambarde Mahavidyalaya  
Ashti Tal. Ashti, Dist. Beed