

Kasegaon Education Society's

## Arts and Commerce College, Ashta



### **Discipline and Code of Conduct**

We follow the guidelines from three documents namely Nagarikanchi Sanad, University handbook and Government handbook of code of conduct. The code of conduct guides the different stakeholders such as teachers, non-teaching staff, principal, students and members of governing body. It helps to carry out the smooth functioning of all the stakeholders and help to maintain the discipline as well as to develop quality culture in the premises. The details about the working and behavior of each stakeholder are given in the code of conduct. We follow strictly the code of conduct and there is a system to implement and supervise the functioning of it.

#### **Code of Conduct for the Students:**

1. Admission in the college is a right of Principal.
2. Every student should always carry with him / her valid Identity card and produce it whenever asked for.
3. If you have lost your Identity card, new duplicate Identity card will provided by paying Rs.50 as fine.
4. Students should not roam in campus when the periods / classes are in progress.
5. By the judgement of the supreme court dated 11-02-2006, Ragging is strictly prohibited. Committee will be formed.

6. Late comers or off period students should go to gymkhana, or library and spend their valuable time there.
7. Students must attend the classes regularly. Their incomplete attendance may result in cancellation of the terms and consequently their exam forms will be withdrawn and they will not be allowed to appear for the examination.
8. 80% attendance in the class is a must, if not, they are responsible for their own loss.
9. They should obey the teachers. Their conduct in the college should be humble sincere, studious and modest.
10. Disciplinary action will be taken against the adamant, arrogant and bad-mannered students.
11. Mobile phones are not allowed in college campus.
12. Students are strictly prohibited to have or chew pan, tobacco or ghutaka or cigarette etc. Severe action will be taken against those students.
13. Their attendance for all Tests, Assignments, Orals and Projects is compulsory.
14. Students must observe the notices displayed on Notice-Boards. College Administration will not be responsible if any loss is recurred due to not observing the notice.
15. The Principal keeps in the reserve his / her right to make changes in the above rules & regulations.

### **Code of Conduct for Teachers:**

1. Teacher should respect the orders of the principal
2. Teacher should provide an innovative and quality education to students.
3. Interact with the students in classroom a friendly manner.
4. Principal has rights to use the services of the teachers in academic and non academic activities.
5. Teacher should take permission from the principal for any type of leave application.
6. Teacher's academic performance is reviewed by the Principal every year.
7. Follow the all rules and regulations of the institution.
8. Physical presence of the teacher is compulsory during the working hours of the college.
9. In case of emergence, the teacher has to take permission for early going or late going.
10. Except on health grounds, no teacher is permitted to absent from extra duties examination

work, event management arranged by the college authorities.

11. Use of mobile phone in classroom is strictly prohibited
12. Teachers are expected to be honest with the teaching, learning and evaluation processes in the college.

### **Code of conduct for Non- Teaching staff:**

1. Report to duty at least 20 minutes in advance.
2. Maintain honesty, integrity, fairness in all activities.
3. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
4. Respect and maintain the hierarchy in the Administration.
5. You should not be absent from duty without official approval or permission of higher authority.
6. Avoid use of mobile phone during the working hours or at least put them on silent mode.
7. All non-teaching staff members must respect their work and should maintain official documents properly.
8. Any type of bad addiction is strictly prohibited.

**‘United we stand. Divided we fall’**