

**Handbook**  
**On**  
**Code of conduct for students, teachers, support staff and Human values**  
**and Professional Ethics**

**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 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 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 on the campus that may cause any inconvenience to others.
11. For any academic problem and query, students should conduct to the principal.
12. Students must not loiter in the college premises while the classes are going on.
13. Every student required to maintain a minimum of 75% average attendance in the classes, failing which the student can not appear for the term and examination and also the students will not avail of any government scheme.
14. Students must attend the entire programme conducted by the college.
15. Students should avail of library reading room facility in their of lecture time.

## **Codes of Conduct for the Teacher**

1. A teacher should teach such a manner that respects 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. Provide and receive feedback regarding teaching and learning.
7. Develop open communicate with students and parents.
8. Leave cannot be claimed as matter of right. When the exigencies of service so require discretion to refuse or revoke of any description is reserved to the authority empowered to grant leave.
9. Duty leave may be allowed to the teachers for attending meeting of the university, state government, educational conferences, 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. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.
11. Every teacher shall all time serve efficiently act in a disciplined manner and maintain absolute integrity and devotion to duty.

## **Code of Conduct for Support 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 of non-teaching employee.
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 prescribed for the purpose.
4. Office superintendent shall maintain separate personal files of the employees confidential report in the proforma 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 exigencies 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 completed as soon as it is sanctioned.
7. In case of a need, leave without pay (LWP) may be permitted at the recommendation of the principal provided no employee may be granted such leave for more than 2 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 except through the principal.

## **Human values and professional ethics**

Following are the human values and professional ethics of the N.S.S.R's , Arts and Science College, Chousala, Tq. And Dist. Beed.

### **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.