

# **Handbook on code of conduct for students, teachers, support staff and Human Values & Professional Ethics:**

## **Codes of conduct for the students**

1. Every student must carry identity card in the college campus.
2. No outsider with a student is allowed to enter in the college premises.
3. Every student is 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 student will not avail of any government scheme.
4. College activities should be informed to the parents timely.
5. Political activation is strictly prohibited in the college campus.
6. Students must attend the entire programme conducted by the college.
7. For any academic problem and query, students should contact to the principal.
8. Students should follow the discipline and the instructions given by the authority.
9. Students must not loiter in the college premises while the classes are going on.
10. Keep your mobile phone on silent mode in the classes as well as in the college premises.
11. Students should avail of library reading room facility in their off lecture time.
12. Smoking, Tobacco / Gutkha Chewing is strictly prohibited in the college campus as per the law.
13. Official / disciplinary action will be taken against the students for their misbehavior / misconduct in the class as well as in the college campus
14. Disobeying the college rules, regulations and discipline will lead to the cancellation of the admission as well as further action.

Advertisement posters and banners are not allowed in the college campus.

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

The following Ordinances to govern service and conduct of teachers shall apply to all the teachers in this college.

1. The Teacher appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.
2. Annual increment can be granted to teachers by the Principal as a matter of course unless it is specifically withheld.
3. The Governing Body/Principal shall maintain proper and regular service record of the teachers and as and when any punishment is to be given to any staff member, the service record shall be taken into account. Adverse remarks, if any, shall be communicated to the person concerned by the 31 August of the current year and the concerned teacher shall have the right to appeal within 30 days of receipt of the said remarks.
4. . Leave cannot be claimed as matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.
5. Duty leave may be allowed to the teachers for attending meetings of the University, State Government, Educational Seminars, Conferences, Workshops, Youth Festivals etc. and for delivering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.
6. Teacher shall not take part or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union, or to disturb public peace.

7. Except with the previous sanction of the college authority wholly or in part, No employee shall participate in managing of any newspaper or any other periodical publication.
8. Except in accordance with the general or special orders of the Principal or college Authorities or in the performance of the duties assigned to him, employee can not convey directly or indirectly any official documents or information to any person to whom he is not authorised to convey the said documents or information.
9. Teacher shall not in any manner criticize adversely in public any administrative action of the Governing Body of the college.
10. Every teacher shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
11. 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.

### **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 & 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 Mrs. Kesharbai Sonajirao Kshirsagar alias Kaku Arts, Science and Commerce College, 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 & 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 relationships by being Honest and truthful.

#### **5) Integrity:**

We maintain integrity by being incorruptible and prejudiced.