

## **Br. BALASAHEB KHARDEKAR COLLEGE, VENGURLA**

### **7. 1. 12 Code of Conduct**

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

- Students are expected to maintain highly disciplined behavior in the college campus.
- Students should attend the classes regularly.
- The 80% attendance is mandatory for the students to appear for the exam.
- Students should carry their ID in the campus.
- Students should wear a decent dress in the campus.
- The use of mobile is strictly prohibited in the campus.
- Smoking, chewing tobacco or gutakha and consumption of liquor is strictly prohibited in the college campus.
- Students should keep their vehicles in parking slot only.
- Students are expected to behave mannerly in the campus without disturbing academic and administrative atmosphere.
- Students should keep the campus clean and tidy.
- Students should not damage the college property.
- Students should not invite any guest in the campus without a prior permission of the Principal.
- Groupism among the students is not allowed in the campus.
- The attendance on Independence Day and Republic Day is mandatory for all students.
- In case of a violation of rules, a strict and serious action will be taken against a student.

#### **Code of Conduct for the Teaching Staff**

- Teachers should be punctual and attentive towards their duties and responsibilities in college campus.
- Teachers should follow all norms and standards set by the college for the faculty from time to time.
- Teaching staff should be present in the campus at least 10 minutes before the commencement of college timing.
- Teaching faculty should complete their syllabus in a stipulated time.
- Teaching staff should perform his academic assigned job by following UGC norms.
- Teachers should up-date themselves academically to facilitate students.
- Teachers should sanction their leaves in advance and need to do alternate arrangement of a class.
- Teaching staff should not involve in any unethical behavior and practices.
- Teachers should offer equal treatment to all the students.

- Teachers should strive for the personal development of students.
- Teachers should be available for students as facilitator and guide to assist them in shaping their personality.
- Teachers should have social relations with students and their parents.
- Teaching staff should have good coordination with his/her colleagues.
- Teachers should be consistent to maintain the interpersonal relationship in order to develop a team spirit.
- Teachers should take initiative and participate attentively in all college activities.

### **Code of Conduct for the Non-Teaching Staff**

- Non-teaching staff should be co-operative and attentive while dealing to students, teaching staff, parents and stakeholders.
- Non-teaching staff should be impartial in fulfilling their duties and carrying out their responsibilities for the execution of smooth administration.
- Non-teaching staff is expected to maintain a healthy atmosphere among themselves and should avoid the instances of conflict.
- Non-teaching staff should perform their assigned duties promptly.

### **Code of Conduct for the Principal**

- Principal shall be impartial in his treatment to teaching and non-teaching staff.
- Principal shall not share confidential information of any individual to anyone.
- Principal shall take necessary action to maintain a discipline in campus.
- Principal shall form various committees for the smooth execution of college administration.
- Principal shall encourage the staff for research work and attending seminars conferences, workshops etc.
- Principal shall form a plan of budgetary provisions and go through financial audited statements of the institution.
- Principal shall call CDC/IQAC meetings periodically to take review of a college progress.
- Principal shall write a confidential report of all staff of the institution.