

Anandrao Dhonde Alias Babaji Mahavidyalaya, Kada

Tq- Ashti, Dist- Beed 414202

Hand book of “Code of conducts”

This Hand book indicates the standard procedures and practices of the Anandrao Dhonde Alias Babaji Mahavidyalaya, Kada for college staff, teachers and all the students enrolled in the college. The codes mentioned below shall apply to all sorts of conduct of students 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 conducts for students

- Always carry their valid identity card in the college or at any other place where they represent themselves as college students;
- Behave in disciplined manner in the class and in the premises;
- Report the Principal, Vice-Principal or Head of the department 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.
- All vehicles should be park in the parking area provided by the college.
- A vehicle should be properly locked and parked.
- Every Thursday will be observed No Vehicle Day.
- Any kind of ragging within the college campus is strictly prohibited.
- Any student convicted of an offence of ragging shall be dismissed from the college.
- Student must not bring any outsiders into the college premises.
- Student must appear for all the test and examinations.

Student must attend national functions and various activities organized by college.

- Annual social gathering and any similar program/functions which are likely to disturb the academic atmosphere on the college campus shall 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 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
- Visitors and outsiders are not allowed to meet the Student directly and they should take prior permission from the Principal or Authority before
- It is the right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.
- The students should themselves be present for taking the required certificates, Hall- Ticket, mark-sheet, L.C./T.C.in the college.
- If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.

For Teacher

- Perform their duties neatly dressed in the form 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 to respect parent institute’s ideals, vision, mission, cultural practices and tradition;
- Participate in extension, co-curricular and extra-curricular activities, including thecommunity service.
- Respect the rights and dignity of the student in expressing his/her opinion;
- Make themselves available to the students even beyond their class hours

and guide them;

- Speak respectfully of other teachers and render assistance for professional
Co-operate with the authorities for the betterment of the institutions
keeping in view the interest and in conformity with the dignity of the
profession;
- Recognize that education is a public service and strive to keep the
public informed of the educational programs which are being
provided;
- Perform the duties of citizens; participate in community activities
and of public offices. Organize parents meetings and communicate
with the parents about the progress of their wards.
- Co-operate with the authorities for the betterment of the institutions
keeping in view the interest and in conformity with the dignity of the
profession;
- Recognize that education is a public service and strive to keep the
public informed of the educational programs which are being
provided;
- Organize parents meetings and communicate with the parents about
the progress of their wards.

Code of Conduct for the Principal

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To 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.
- To maintain and promote academic activities in the College.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.

Code of Conduct for the Parents

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

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

For librarian

- To prepare and issue Library cards to students and staff.
- To follow up return of books issued to students and staff members.
- To display new arrivals by photocopy of the cover page of the books and journals.
- To receive international journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To maintain the day wise records of visits of faculty members in library.
- Display of cuttings of newspapers on education /social matters on notice board.
- The list of requirements of books submitted to the principal for further procurement.
- To ensure discipline of the students in the library.
- Regularly undertake binding of books which are damaged.
- Organize printing of brochures and placement documents for the institute.

- Initiate and record all correspondence & put up the same to Principal /HOD & section heads. To take care of biometric requirement.
- Any other duties assigned by the principal from time to time.

For Management

- Encourage employees to devote dear on the clock hours to institute;
- Guide the staff about how to treat the students and other stake holders;
- Prepare and correct code of conduct meant 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 the duties he has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.

- They should not hamper the functioning of the college by engaging themselves in political or ant secular activities.
- They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.



PRINCIPAL
Anandrao Dhonde Alias Babaji College
Kada, Tal. Ashti, Dist. Seed