

7.1.10

S.D.V.S Sangh's
Shri L. K. Khot College of Commerce, Sankeshwar

CODE OF CONDUCT

Code of conduct is a written policy document which prescribes set of rules and regulations covering what are appropriate behaviour and acceptable norms in an organisation. This policy document prepared by the college lists out the rules and regulations to be followed by staff and students.

CODE OF CONDUCT FOR THE PRINCIPAL

1. The principal shall ensure quality in education and academic activities
2. He / she shall chalk out a policy and plan to execute vision and mission of the college.
3. He / she shall form various college level committees and appoint coordinators
4. He / she shall monitor financial matters efficiently
5. He/ she shall convene meetings of different cells as and when required
6. He / she shall motivate teachers to attend various workshops, seminars and trainings in order to enhance their knowledge.
7. He / she shall observe and implement directions issued by The Department of Collegiate Education, Government, UGC and University


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CODE OF CONDUCT FOR TEACHING STAFF


1. Teacher shall maintain dignity and decorum of post.
2. He / she shall cooperate with the head of the institution and colleagues in both curricular and co- curricular activities.
3. He / she shall always teach the curriculum after making thorough preparation for the lessons to be taught.
4. He / she shall plan carefully to achieve the desired Result.
5. He / she shall encourage students to participate in community work.
6. He / she shall avail leaves with prior intimation. Avoid applying leave during Examinations (Both Internal and External Exam.)
7. He / she shall inculcate patriotism and discipline among students
8. He / she shall help , guide , encourage and assist students in their learning
9. He / she shall be willing to stay beyond the college hours when nature of work entails in the interest of institution.
10. He / she shall start and end the class on time every time.
11. He / she shall take up any work assigned by the management, Head of the institution without refusal in the interest of the institution.

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CODE OF CONDUCT FOR STUDENTS

1. Student shall note that ragging is strictly prohibited in the institute, hostel and college premises. Any student if found involved in ragging or promoting ragging will be punished as per the law.
2. Students shall switch off lights and fans before leaving the classroom.
3. Cell phones shall be switched off while in the class rooms, library or lab.
4. Cell phones are strictly prohibited in the examination hall and any kind of malpractice is strictly prohibited in internal tests/university examinations
5. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
6. Consuming of alcohol, gutkha and smoking is strictly prohibited in the college Premises.
7. It is the duty of every student to keep college/classroom/campus clean and use dustbin for garbage.
8. He/ she shall wear uniform on allotted days of the week.
9. He/ she shall wear chest Id card while in the campus.
10. He/ she shall attend all lectures of the day.
11. He/ she shall not eat unhealthy snacks inside the campus.
12. He/ she shall not write text, sketch drawing or paste bills on any part of the college building or trees .


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CODE OF CONDUCT FOR NON- TEACHING STAFF

1. The non-teaching staff report duty on time and be on duty during college hours.
2. He / she shall adhere strictly to the rules and regulations of the college.
3. He / she shall not misappropriate college money.
4. He / she shall not be absent from the duties without the prior permission of the authorities.
5. He / she shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the institution.
6. He / she shall extend their full fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
7. He / she shall behave politely with parents / guardians.
8. He / she shall avoid applying leave during the examination.
9. He / she shall take up any work assigned by the management, head of the institution without refusal in the interest of the institution.
10. He / she shall be willing to stay beyond the college hours when nature of work entails in the interest of institution.


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