

Abhay Yuva Kalyan Kendra's Arts Mahila Mahavidyalaya

Anmol Nagar, Deopur, Dhule, 424002 (Maharashtra)

Establishment

June 1989

Affiliated to Kavayitri Bahinabai Chaudhari

North Maharashtra University, Jalgaon

**Code Of Conduct For
Various Stakeholder**

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**Abhay Yuwa Kalyan Kendra's
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Govt. Grant. No. NGC. 3589(1855)VS-2 Dt.17 June 1989

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Date: / /

7.1.10: Code of conduct for students, principal, teachers, administrators and unskilled staff:

CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- The Principal should form various college level committees and look after the functioning of the committees as a chairperson.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Endeavour to promote a work culture and ethics that brings about professionalism, satisfaction and service to the nation and society.
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.



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CODE OF CONDUCT FOR TEACHING-STAFF

- Teacher should maintain dignity of the post and perform his/her duties honestly.
- Teacher should actively involve in Teaching and ensuring attendance of students as per university norms.
- Teacher should prepare teaching plan of the allotted subjects and follow the instruction of the implementation from the principal and head of the department.
- To mentor the mentee and discuss about their issues and try to find out solution to solve the problems of the students and to increase their attention in career development.
- Participate in extension, co-curricular and extra-curricular activities including community services.
- Teacher should perform his duties of Examination work related to college, university such as supervision, assessment, etc.
- Teacher should participate in faculty development programmes, refresher, orientation courses as well as different workshops, seminars and conferences to update his/her knowledge.
- Teacher should organize seminars and conferences.
- Teacher should seek to make professional growth through continuous study and research.



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CODE OF CONDUCT FOR NON- TEACHING STAFF

- Non-teaching staff should look after student's admission and examination
- Non-teaching staff should be well versed in e- administration.
- Non-teaching staff should be temperate and sober in his/her habits.
- Non-teaching staff should behave politely and compassionately with parents/guardians
- Non-teaching staff should develop co-operative and friendly relationship with faculty members
- Non-teaching staff should perform all professional activities through proper channels
- Non-teaching staff should not involve in unethical practices.
- Confidential matters relating to the Institution and the Management should not be divulged by any Non-teaching staff.



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CODE OF CONDUCT FOR THE LIBRARIAN

- The Librarian should plan policy for Library development.
- The Librarian should prepare an issue of Library Cards to students and staff.
- The Librarian should follow up return of books issued to students and staff members.
- The Librarian should maintain fine collection register and instruct students to deposit the fine.
- The Librarian should maintain old books, rare books and magazines by regular binding
- The Librarian should maintain day wise records of visits of staff faculty members in library.
- The Librarian should enlist of requirements of books with its amount submits to the principal for further process.
- The Librarian should maintain discipline of the students in the library.
- The Librarian should prescribe issuing process of books and journals to the students and staff.



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**CODE OF CONDUCT FOR DIRECTOR, PHYSICAL EDUCATION AND
SPORTS**

- To updates the tournaments, competitions and events.
- To train the assistance about regular activities.
- To administrate physical education and promote good health of students to build they fit.
- To keep record of sports equipments as well as supervise the all athletic activities.
- To encourage the students for participation also promote team play
- To encourage the student for participation different events Inter collegiate Tournaments
- To organize various events Inter collegiate men /women tournaments on college ground.
- To conduct various sports events one day workshop in college.
- To organize various events coaching camp for newly admitted students.



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CODE OF CONDUCT FOR STUDENTS

- Student should be punctual and should maintain discipline in the college, Keep classrooms and College premises neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- Student should get at least 75% of attendance, if not she is not eligible to appear for the examination, as per the university rule.
- Student should not enter or leave the class room when the session is on without the permission of the teacher concerned.
- Student is advised to participate in all the programmes and curricular and co-curricular activities conducted by the college.
- Student should not involve in any kind of illegal activities like Ragging and unethical behavior.
- Student is not allowed to use mobiles in the classroom and library.
- Student should update themselves by reading notices posted on the College notice board. Students should always wear uniforms and their identify cards when they are in the College campus.