



## The Code of conduct for Teachers

1. The teacher should handle the subject or any its related work as assigned by the concerned head.
2. The teacher has responsibility to complete the syllabus within time .
3. Teacher are held responsible for results
4. Teachers shall monitor the respective group of students who are attached to them.
5. The teacher should provide value based education and good counseling facilities to students.
6. Teacher should help and ensure that teaching learning process is effective.
7. Teachers set the example of behavior both in classroom & out of the classroom.
8. Teacher should conduct other academic curricular and other activity that may be given time to time.
9. Teachers should come on duty as per working hours on time.
10. It is compulsory to teacher to sign the attendance register and biometric while reporting for duty.
11. It is compulsory to report 10 minutes before and remain in campus till the end of the college hours.
12. Teacher should take written permission of from the principal for any leave which they required.
13. Teacher can take 12 causal leave
14. Teacher get medical leaves only for medical reason with medical certificate which should verified by experts.
15. Teacher must report opening and closing day of session to the concerned.
16. Teachers are encourage to acquire latest trends on subject, by the there involment in publishing books, articles , research papers and attending seminars etc..
17. Staff member should also attend faculty development programme in order to enhance their Knowledge.
18. It is compulsory to teachers to follow the dress code of institutions.
19. Teacher should not involved themselves in any political activity inside and outside campus.
20. They should not form Teacher association without taking permission of management.
21. Teacher should not participated in strike or demonstrations.
22. It is mandatory to attend College function like sports Day, Independence Day, Republic Day Independence Day, Republic Day, Youth Day and Women's Day etc.
23. Teacher should always ready to take extra efforts on students.
24. Teachers must follow any instruction issued by the competent authority.



*Jamteke*  
**Principal**  
Adarsh Education College  
Yavatmal



### **The Code of conduct for Principal**

1. Principal should fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
2. Principal behaviors should be Appropriate and acceptable in every situation with faculty staff and students .
3. In any critical situation the principal should assumes responsibility and accountability for his / her performance.
4. The Principal should maintain the dignity of the profession by respecting and obeying the law , and by taking responsibility for his/her decisions and actions.
5. Principal should maintain professional boundaries.
6. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
7. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
8. The Principal shall not make fake records, or direct or force others to do so.
9. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.
10. .The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
11. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.



*Pamteke*  
**Principal**  
Adarsh Education College  
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## **The Code of conduct for Student**

### **Student's discipline and campus norms :-**

1. Student should be wear uniform that should be neat and tide.
2. Students should be wear college Identity card in the campus.
3. Student should be punctual and regulars in attending the classes and all other activities of the college.
4. The first bell announcing commencement of the session shall find them seated in their respective class rooms.
5. Students must respect their teachers and follow their instructions.
6. Student should maintain discipline inside the classroom and in campus.
7. Student should get up quietly when the lectures enters in the class and keep standing till the Latter sits or desires the, to be seated.
8. Student should not leave the classroom without permission of the concerned lecturer.
9. Student will not be permitted to attend the classes without the text books/note books.
10. Students are expected to read notices put up on the College notice board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
11. Students shall not hold meeting or any such activity for criticizing the authorities of the College. Such meeting will be deemed unlawful and the Principal may take such action as he/she may feel necessary under the rules.
12. Any kind of Notice or any kind shall not be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.
13. Bicycles and two wheeler must be parked in parking only.
14. Students participation in games are expected to show sportsmanship in their appreciation and encouragement buy they must not indulge in shouting that will distract any player or team.
15. While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.



16. While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.
17. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.
18. Students should not address public meetings, media or take part in the political activities of any kind. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
19. The Principal will deal strictly with students who play a leading part by organizing or assisting in strikes.
20. Regular attendance in the class room as well as submission of periodical assignments is expected from all the students. Any irregularity in this regard or absence without prior permission will affect adversely the evaluation of the student concerned and may entail disciplinary action.
21. The Principal can suspend a student for irregular attendance for habitual neglect of homework, indolence, disobedience and disrespect towards teachers and office staff and for indecorous conduct.
22. Students should not indulge in misbehavior such as ragging, eve-teasing, etc., Such students shall be strictly dealt as per law and may be dismissed from the College.
23. Cell phones are banned on campus. Students are not permitted to use cell phones at any place in the College campus.
24. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
25. Spitting, and throwing bits of paper inside the College campus must be avoided.
26. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively.
27. Representation of complaints and grievances may be made individually to the Principal through Class In-charge.
28. Smoking or alcoholic consumption are strictly prohibited.



29. All students admitted to the College are subject to the discipline and control of the College authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the College authorities. Proper observance of College discipline, good conduct and participation in games and other events will play an important role in recommendation for final College examination/scholarship/placement/award of certificates, when leaving the College. In case of breach of discipline the Principal shall have the power to fine, suspend or even compel the concerned student(s) from the College.
30. For any certificates that are to be collected from the Principal's Office, request letter must be submitted through Class-In-Charge and the same can be submitted two days in advance.
31. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary and will be binding for students to follow.
32. Student must submit request letter in advanced to the principal office for any certificates they wants .



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