

Estd. June 1984

“ ज्ञान, विज्ञान आणि सुसंस्कार यासाठी शिक्षण प्रसार” - शिक्षणमहर्षी डॉ. बापुजी साळुंखे

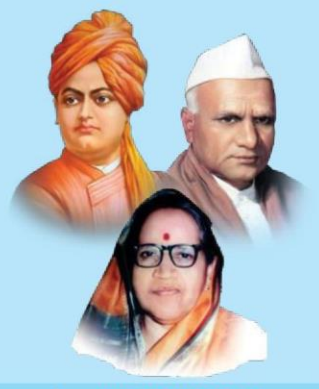
Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's

ARTS AND COMMERCE COLLEGE, KADEPUR

Tal. Kadegaon, Dist. Sangli 415 305

Email: acc.kadepur@gmail.com Website: www.acckadepur.com

Affiliated to Shivaji University, Kolhapur



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Dr. Babuji Salunkhe
Dalitmitra, D.Litt.

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Minister of Higher & Tech. Education
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M.Sc., B.Ed.

I/C PRINCIPAL
Mr. Bapurao B. Pawar
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** Code of Conduct **

** Students **

** Teachers **

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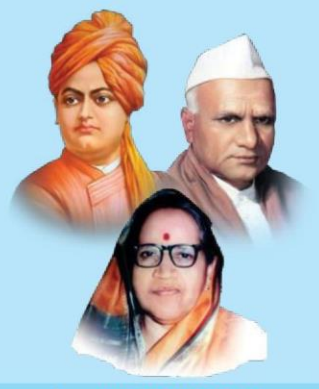
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Code of Conduct - Students



“Dissemination of Education, for Knowledge, Science and Culture”
- Shikshanmaharshi Dr. Bapuji Salunkhe



Shri Swami Vivekanand Shikshan Sanstha, Kolhapur
Arts and Commerce College, Kadepur

Code of Conduct for Students

- 1) Each student should behave sincerely in the College. He/She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the principal of the College.
- 2) Identity Card is compulsory for each student in College campus.
- 3) Students should park their vehicles in the place allotted to them.
- 4) Students should not wander in the College campus by bunking the classes.
- 5) Smoking, drinking and chewing ‘gutkha’ and ‘tobacco’ is strictly prohibited in the College campus.
- 6) Students should not click photographs in the college classrooms and avoid the use of cell phone strictly.
- 7) Students are prohibited from bringing any such weapons in the College which would physically harm others.
- 8) Students are strictly prohibited to scribble anything on the walls of the classroom and toilet. If such a thing happens students will be severely punished.
- 9) Student should not damage the benches, tables, chairs, fans and lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished and compensation would be taken from them.
- 10) Students are strictly prohibited from making noise either College campus disturbing in the reading room and standing in the porch of the College
- 11) The rules of the office and the library are mandatory for each student.
- 12) Students should not organize picnic without the permission of the Principal.
- 13) If the students have any prejudices about the College he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and Media.
- 14) No student should participate in any activity against the College, and society and should avoid caste and religion based unfair activities.

- 15) Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- 16) At the time of examination electronic devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken.
- 17) The original certificates given to the College by the students will not be returned to the students. The students should keep the attested copies of them before taking admission.
- 18) Action will be taken against students if it is found that they have made changes in any document on their own.
- 19) Students will not be allowed to found any board or associations without the permission of the Principal.
- 20) It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and misbehave in the College.
- 21) Students should take admission in the College by filling in the form given by the College only.
- 22) Each student will be given an Identity Card by the College. He should show it if asked by the teachers and administrative staff. Otherwise they will have to pay a fine of Rs.50/- If the Identity card is lost, student can obtain another I-card by paying Rs.250/-
- 23) Students should note that they have to take new admission every year.
- 24) Students should take the receipts of the fees paid from time to time from the concerned clerk.
- 25) Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
- 26) Students should strictly adhere to all the instructions written on the College Notice Board. Otherwise the student himself/herself will be responsible for the loss.
- 27) Roaming in the College campus during the lecture time or behaving improperly will be treated as an offence.
- 28) 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 2008 No.170. Such students will be expelled from the College. Legal action will be taken against them.
- 29) Nobody is allowed to meet the student directly unless they enquire in the office.
- 30) 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.

- 31) The students should be present in person for taking their required certificates, Hall-Ticket, Mark-sheet, L.C./T.C. in the College.
- 32) If a student does not submit the required documents in time, he/she will be responsible for his/her loss.
- 33) Students should strictly follow all the above rules as well as any other rules made by the College from time to time.




I/c. Principal
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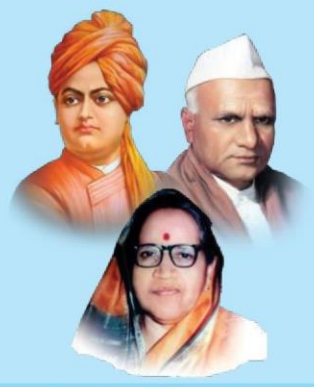
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CODE OF CONDUCT FOR TEACHERS

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adapts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;

and participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs:
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated:
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

- Refrain from Mowing considerations of caste: creed, religion: race or sex in their professional endeavor.

TEACHERS AND AUTHORITIES:

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession; Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

TEACHERS AND NON-TEACHING STAFF:

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHERS AND SOCIETY

Teachers should:

- Recognize that education a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.




I/c. Principal
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