
	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/D/043 Revision: 00	DoI: 15/06/2019	
CODE OF CONDUCT			

CODE OF CONDUCT FOR STUDENTS

- Students must carry their Identity cards every day when on campus and produce it on demand by any authorities of the college.
- Mobile phones are strictly prohibited in the lecture halls, seminar halls, library, computer labs, examination halls, syndicate and common rooms, etc. and will be confiscated.
- Student needs a minimum of 75% attendance in each subject to be eligible for university exams.
- Absence from tests/examination/tutorials and non-submission of assignments in time will make a student ineligible for internal assessment. No excuse will be entertained.
- Principal should be satisfied with the character and conduct of the student prior to his/her appearance for the exams.
- Students should abide by the rules and regulations of the affiliated university and the college, given in the application form.
- College Uniform is recommended.
- Details should be entered in the register while availing Lab or library facility.

CODE OF CONDUCT FOR PARENTS

- Parents of students are expected to get in touch with us, at least once in a month, to know the progress of their son / daughter.
- Parents' attention towards their ward is expected as it has a direct impact on their son's / daughters academic performance.
- Parents are also expected to duly take note of any notice issued by college authorities and university which concerns their ward.

CODE OF CONDUCT FOR TEACHING STAFF



All teachers are expected to know and follow the outlined code of conduct for their profession.

A. Commitment towards the Profession

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Do nothing in your private or public pursuits which will bring your profession to disrepute and manage their private affairs in a manner consistent with the dignity of the profession
- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;





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- Keep all records accurate and up to date.
- 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 and seminar 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 counseling students as well as assisting in 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.

B. Commitment towards Students

- Place high value on and demonstrate to student's commitment for excellence in work, manners and achievement.
- Dealing justly with each student and treat each with courtesy and consideration.
- 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 individuals needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Make yourself 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.



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C. Commitment towards Guardians

- Teachers should maintain regular contact with the guardians of 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, academic growth of students and for the benefits of the institution.



D. Commitments regarding attendance, leave and absence

- Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least fifteen minutes before the session begins.
- Note that there are no free periods, but non-teacher periods which ought to be utilized on a contingency basis.
- The Head has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay.
- Do not abuse leave concessions.
- Report your resumption of duty promptly.

E. Commitments to Colleagues and Non Teaching Staff

- Treat your colleagues as professional equals, regardless of their status.
- Treat your colleagues with courtesy at all times.
- If you are a Head, behave in such a manner that you earn respect. Earn the same by upholding integrity, dignity, decorum and efficiency at all levels.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Cliques and fractions among members of staff must not be tolerated.
- Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).




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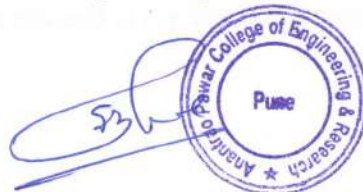
- Do not deliberately distort evaluation of colleagues.
- Teachers should treat the non teaching staff as colleagues and equal partners in a co-operative understanding, within every educational institution;
- Teachers should help in the function of joint staff-councils covering both teachers and the non – teaching staff.



F. Commitments to Authorities

- 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 understanding any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various officers and discharge responsibilities which such office 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.

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and good order of the Institute.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.



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- The Principal has authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.

As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws



meets or exceeds Institute standards and any weaknesses

any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained by the Institute.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit to the Management.
- The Principal shall responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.



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CODE OF CONDUCT FOR SUPPORTING STAFF

A. ADMINISTRATIVE STAFF

- Confidential report of the document should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

B. ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the finances of establishment.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Account should provide all the necessary account statement and documents for various committees of the institute.
- Account should provide all the necessary account statement for the yearly account audits.

C. STUDENT SECTION

- The Student section should
 - Enter student information through proper software
 - Ensure the eligibility of the students and prepare related document to submit Director of Technical Education (DTE) within time limit
 - Send the students information to DTE within time limit
 - Ensure the student document verification by DTE within time limit
 - Submit the student Prorata, eligibility and student insurance to SPPU
 - Ensure cast certificate/cast validity from concern divisional office
 - Provide all necessary student data to prepare various committee reports

D. LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related works.
- Lab assistant should maintain attendance register
- Lab assistant should keep the experimental setup ready before conduction of the experiment.
- Lab assistant should ensure the cleanliness of laboratories.

E. LAB ATTENDANT

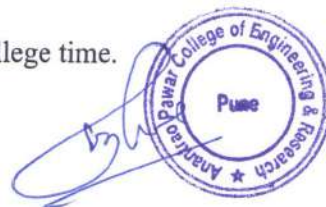
- Lab attendant should assist the lab assistant to carry out the lab related responsibilities.

F. CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

G. PEON

- Peon should report the college half an hour before the college time.





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- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staffs are representing the Institute.
- Avoid any activities that would involve us in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences between colleagues and students.




PRINCIPAL