

Hindustani Education Society's
Azad Senior College, AUSA.

**A Handbook on Code of
Conduct**

Introduction

Azad Senior College, AUSA is known for its inimitable identity with its distinctive history and culture. It aims at nurturing an environment for the intellectual, ethical and civic development of students. This demands a partnership between the institution, staff and students. We expect our staff and students to behave well inside and outside of the college campus. It is with this intention that we have developed a Handbook on Code of conduct. This page shows the standard rules, practices and procedures of Azad Senior College AUSA with respect to management, Principal, staff and students. It is obligatory for all of them to abide by code of conduct which shall serve as a guiding principle for them. They are requested to be well familiar with this code which can also be seen on official website of the college.

Code of Conduct for Management

- The members of the Management Council shall act according to the By-Law of the Hindustani Education Society AUSA.
- They shall discharge their duties and responsibilities as per the norms of the By-Law.
- They shall respect everyone with politeness and give equal treatment to all in the campus.
- They shall set ideal examples for quality improvement of the institution.
- They shall try their level best for to provide all necessary facilities to the college.
- Provide effective academic and administrative leadership to the institution.
- Decentralization and participative management in institutional practices.
- Fulfil their lawful duties and obligations to government with integrity and loyalty.

- Ensure welfare of staff and students.
- Strictly follow strategy of mobilization and optimal use of funds.
- Respect the rights of staff and students.
- Take responsible action to protect the students and staff from conditions detrimental to health and safety.
- Maintain financial transparency and delivery.
- Make utmost efforts to develop the institution in a versatile manner.
- Keep the interest of institution above personal.
- Take responsible action to maintain educational ambience.

Code of Conduct for Principal

- The principal of Azad Senior College AUSA shall function according to the rules and norms of the Government of Maharashtra, Swami Ramanand Marathwada University Nanded and University Grants Commission, New Delhi.
- He has to maintain quality of the teaching and research.
- He should enhance the learning experiences of the students.
- He should organise seminars and conferences for boosting the knowledge of the teachers and students.
- He must try his level best for providing various facilities to the students.
- He must develop various curricular and co-curricular platforms for teachers and students.
- He has to maintain and enhance the grades of NAAC.
- Be fair to personnel and students.
- Assume responsibility and accountability for his/her performance.
- Maintain good moral character.
- Not fake records or direct others to do so.
- Not knowingly misappropriate, divert or use money, property or equipment committed to his charge for personal advantage.
- Not reveal confidential information unless required by law.
- Make concerted efforts to communicate to parents all information which should be revealed in interest of students.

Code of Conduct for Teaching Staff

- Teachers should be committed to the best interests of the students.
- They should recognise and respect the uniqueness, individuality and specific needs of students and promote their holistic development
- They should perform their duties promptly with honesty and integrity.

- They should uphold the reputation of their teaching profession.
- They should take care of students.
- They should ensure safety and welfare of students.
- They should communicate effectively with students, colleagues, parents, management and others.
- They should be professional, collaborative and supportive.
- Every teacher has to wear decided uniform on decided days.
- They should trust and respect one another.
- They should maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
- They should follow the norms and code of conducts duly stated by the State Government of Maharashtra, Swami Ramanand Marathwada University Nanded and the University Grants Commission, New Delhi.
- They should act in the best interest of students.

Code of Conduct for Non- Teaching Staff

- The Non-Teaching Staff should welcome, co-operate and support the students, the teachers and visitors of college inside the campus and office.
- They should be open and indiscriminate to all and provide any information required by the students, the faculty members and others punctually.
- They should be friendly and polite to the students, the teachers and their colleagues.
- They should be punctual and maintain the registers and records properly.
- They shall be bound by the strictest secrecy of the confidential and sensitive issues of the institution.
- They should get the prior permission of the Head of the Institution before leaving the campus to go to the other office premises.
- They shall avoid any personal gain whatsoever from confidential information they may have acquired in the exercise of their duties.
- They should discharge their duties honestly with full commitment for the welfare of the institution.

- They shall maintain a proper dress code and use polite and parliamentary language inside the college premises
- They shall avoid speaking and acting anything against the secularism of the nation and state.

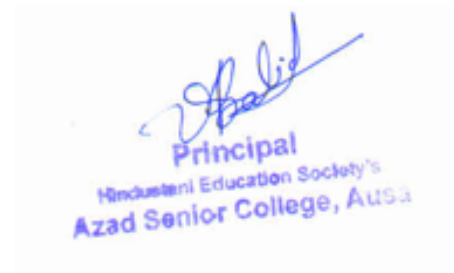
Code of Conduct for Librarian

- The librarian should purchase the books required in the college library and keep a record of them.
- He should exchange library books for students.
- He should pay special attention to create an ideal and digital library.
- He will register the new books in the library and classify them according to the rules and keep all the books.

Code of Conduct for Students

- All students should possess identity cards with them inside the college Campus.
- Students shall enter the classes on time and late-comers will lose attendance. However, they will be allowed to attend the classes with the permission of the principal.
- Students shall not make any loud noise in the college campus.
- The students should follow the orders given by the sports director for praying the national anthem daily.
- Students are expected to give due respect to teachers when they enter the college campus.
- Wandering and making noise during class hours must be avoided.
- Students shall maintain silence in the class rooms, even the teacher is absent for lecture.
- All students shall handle electrical fittings, laboratory equipments, computers, library books and other college properties carefully. Due punishment will be given to those students who cause damage to the college property
- Friends or family members of the students are not allowed to meet them, during class hours without the permission of the principal.
- Students must avoid whistling and hooting inside the campus especially during college functions.
- Students are not allowed to go on tours or one day trips without prior permission from the parents and the Principal.

- Students indulged in smoking, using drugs or consuming alcohol will be expelled from the college and action will be taken on them.
- Students should not organise and participate in unauthorised meetings or functions.
- Students should wear decent and acceptable dress on non-uniform day.
- The students should attend lectures regularly
- The students shall follow the dress code/uniform of the college
- No student shall abstain himself/ herself from internal tests without the prior permission of the Head of the Department concerned.
- Students should take tests seriously.
- The students should attend at last 75% of the lectures and practical classes in each academic year, otherwise they will not be allowed to fill exam forms
- **Note:** The Principal of Azad Senior College, Ausa has full powers to impose fine, suspend or expel the students from the college, for violating any one of the above rules.



Principal
Hindustani Education Society's
Azad Senior College, Ausa

Principal