

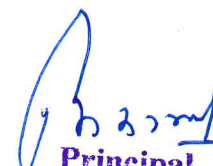
Late Narayanrao Amrutrao Deshmukh Arts and Commerce College, Chandur
Bazar Distt.Amravati (Maharashtra)

**Handbook on code of conduct for students & teachers, Manuals & brochures
on Human values & professional ethics**

Code of conduct for Students

1. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the college premises, and produce it for inspection on demand.
2. Ragging is banned on the college campus. Anyone found guilty of ragging is liable to be punished as per the directives of the UGC and Govt.
3. Students shall compulsorily wear the college uniform on all working days except Thursday.
4. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility.
5. Strict silence must be observed in a reading room and in the Library.
6. Students are expected to spend their free time in the library.
7. Talking and other disruptive behaviors are not permitted while classes are on.
8. Students must not attend classes other than their own, without the permission of the teacher or HOD.
9. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
10. Smoking and Chewing of tobacco are strictly prohibited on the premises.
11. Students are expected to take proper care of the college property and help the authorities in keeping the premises clean.
12. Damaging the college property is liable to punishment.
13. Students applying for certificates, testimonials, or on any kind of document or application should first contact the office head clerk.
14. Abusive language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.

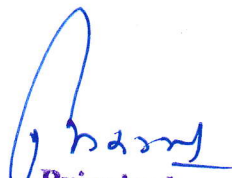
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Principal
Late N.A.Deshmukh College
Chandur Bazar, Distt. Amravati

Code of conduct for Teachers

1. Every teacher shall maintain integrity and be devoted to duty.
2. A teacher shall be required to execute the scheduled work of teaching.
3. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
4. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. No teacher shall be absent from duty without prior permission.
8. Teachers should sign the attendance register and bio-metric while reporting for duty.
9. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only.
10. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.

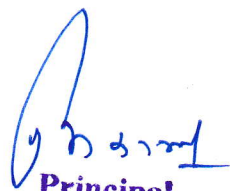
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Principal
Late N.A.Deshmukh College
Chandur Bazar, Dist. Nanded

Code of Conduct for Principal

1. The Principal is the Head of the institution and is responsible to the Governing Council for all academic, administrative and financial matters of the college.
2. He/She shall function as the member secretary of the College Development Committee.
3. He/She shall oversee the service records of faculty and non-teaching staff and get the service records periodically updated through Head Clerk.
4. He/She shall oversee and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
5. He/She shall interact with all external agencies in view of the development of the college.
6. He/She shall take necessary legal advice and follow up action whenever required on behalf of the college.
7. He/She shall interact with college stakeholders for effective and fruitful follow up of all matters concerning the academic, financial, & administration of the college in consultation with Top Management.
8. He/She shall conduct periodic meetings with the faculty and the administrative staff of the college.
9. He/She shall act as sanctioning authority for all academic activity of faculty and staff members.
10. He/She shall ensure admission of students as per the norms prescribed by University and also the state Government within the stipulated time schedule.
11. He/She shall ensure effective and satisfactory conduct of the academic activities.
12. He/She shall oversee maintenance of proper records for receipts, payments and register of all assets of the college.
13. He/She shall attend to the problems of the staff and students through appropriately constituted committees for speedy redressal.
14. He/She shall ensure maintenance of proper discipline both among students and staff.

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Principal
Late N.A.Deshmukh College
Chandur Bazar, Distt. Amravati