



**SHRI PANDURANG GRAMIN VIKAS PRATISHTAN SANCHALIT  
DILIP WALASE PATIL ART'S, COMMERCE & SCIENCE  
COLLEGE**

Phone No. - 9960072282 E-mail id- [dpc\\_nimgaonsawa@rediffmail.com](mailto:dpc_nimgaonsawa@rediffmail.com) College Code- 0898

**Code of Conduct for  
Student, Principal, Teachers, Administrators and Unskilled Staff**

**CODE OF CONDUCT FOR THE PRINCIPAL**

- Quality in education and academic activities should be ensured by the Principal.
- The policy and plan to execute the vision and mission of the college should be chalked out by the Principal.
- Various college-level committees should be formed, and respective coordinators should be appointed by the Principal.
- Meetings of different cells should be convened by the Principal as and when required.
- Financial matters should be efficiently monitored by the Principal.
- The teachers should be motivated by the Principal to enhance their knowledge by attending various training programmes.
- The directions issued by the Department of Collegiate Education should be strictly complied with by the Principal.
- The activities and programs conducted at the college should be reviewed by the principal.
- Teaching, learning and evaluation of the students should be monitored by the principal

**CODE OF CONDUCT FOR THE TEACHER**

- ° The dignity and decorum of the post should be maintained by the teacher.
- ° His or her duty should be performed honestly by the teacher.
- ° Active involvement with the students in co-curricular and extracurricular activities should be ensured by the teacher.
- ° The teaching plan of the allotted subjects should be prepared by the teacher.  
Patriotism and discipline should be inculcated among students by the teacher.
- ° Leaves should be availed with prior intimation by the teacher.
- ° Efforts towards the betterment of the Institution should be made by the teacher.



- Availability for consultation to students should be ensured by the teacher. Casteism should not be indulged in by teacher.
- The teacher should not remain absent from duties without prior permission.
- Direct or indirect engagement in any trade or business should not be done by the teacher

## CODE OF CONDUCT FOR THE STUDENT

- Students should be punctual and maintain discipline in the college.
- Students should register at least 75% attendance; if not, they are not eligible to appear for the examination as per university rules.
- Student should not indulge in any malpractice. The campus.
- Student should maintain cleanliness in
- Ragging is strictly prohibited.
- Student should not involve in any kind of illegal activities. Student is not allowed to use mobiles in the classroom and library.
- Student should protect property of the college; he/she should not damage it.
- Student should not remain absent without prior permission.
- The discipline of the college should be maintained by the students.
- It is necessary for all student to make hygiene everywhere in the campus.
- Use of mobile phone is strictly not allowed in classroom.
- Student should attend the guest lectures/seminars organized by the college.
- Active participation from students in extracurricular activities as expected.
- Student must be present in every mentor meetings conducted throughout the year.
- Home assignments, test, tutorial, seminars are compulsory for all students.
- Damage of any college property caused by students will be duly recovered by them
- During examination students should carry admit card and hall ticket?
- Any type of misbehaviour in college campus is strictly prohibited.
- Student should always avoid the use of plastic as well as other to do the same.
- Student should maintain the green campus by not destroying the garden.
- Turn off the electricity when not in use.
- Maintain the environment conscious

## CODE OF CONDUCT ADMINISTRATIVE STAFF




- Student's admission and examination should be looked after by the administrative staff.
- Being well versed in e-administration should be ensured by the administrative staff.
- Polite and compassionate behavior with parents/guardians should be displayed by the administrative staff.
- *Co-operative* and friendly relationship with faculty members should be developed by the administrative staff.
- All professional activities should be performed through proper channels by the administrative staffs.
- Unethical practices should not be indulged in by the administrative staff.
- Absence from duties without prior permission should not be remained by the administrative staff.
- Direct or indirect engagement in any trade or business should not be done by the administrative staff.

## CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

- Importance to cleanliness of the institution should be ensured by unskilled employees.
- Polite and compassionate behavior with students, teachers, parents, and administrative staff 'should be displayed by unskilled employees.
- A co-operative and friendly relationship with faculty members should be developed by unskilled employees.
- Indulging in unethical practices should not be done by unskilled employees.
- Unskilled employees should not remain absent from duties without prior permission.
- Direct or indirect engagement in any trade or business should not be done by unskilled employees.



  
**Principal**  
Dilip Walase Patil  
Arts, Commerce & Science College  
Nimgaonsawa, Tal. Junnar (Pune)