



साहसे श्री: प्रतिवसति ।

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**Akole Taluka Education Society's**  
**AGASTI ARTS, COMMERCE &**  
**DADASAHEB RUPWATE SCIENCE COLLEGE, AKOLE**

A/p. Tal. Akole, Dist. Ahmednagar, Pin - 422 601 (Maharashtra)

AIS, HE. Code: C-41748

I Savitribai Phule Pune University Best College Award - 2007

I NAAC Accredited 'A' Grade

**Dr. Bhaskar Shelke**  
Principal

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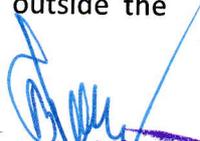
## CODE OF CONDUCT

SR.NO.	DETAILS
1	Code of Conduct for Teachers
2	Code of Conduct for Non-Teaching Staff
3	Code of Conduct for Administrators
4	Code of Conduct for Students

### 1. CODE OF CONDUCT FOR TEACHERS :

- The Teacher shall perform his/her duties efficiently as per the institutional norms.
- Every teacher shall update his/her skills and knowledge professionally.
- The teacher shall maintain the decorum while dealing with the students, teaching and non teaching staff every time.
- The teacher should strive for excellence in academic and research and evolve as a role model for the students.
- The teacher shall always encourage the students to participate students in curricular and co curricular activities.
- The teacher shall organize various technical events for the benefit of student's community and also for the benefit of the society.
- The teacher shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The teacher shall not be absent from the duties assigned at any time without prior. technical skills related to their job.
- The supporting staff shall take efforts to pursue higher education.
- The supporting staff shall discharge all the professional activities through proper channel.
- The supporting staff should not be absent from the duties without the prior permission of the authorities.
- The staff shall not involve either directly or indirectly in any form of business external assignments during their service.
- The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.

  
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## 2. CODE OF CONDUCT FOR NON TEACHING STAFFS

- Every non-teaching-staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
- No staff shall remain absent from his/her duties without prior permission. In case of valid reasons, he/she should follow the rules of the institute related to attendance and leaves.
- It is responsibility of every staff to meet the required standards for every assigned task.
- The non-teaching-teaching staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
- The non-teaching staff should take care and protect the equipment's and property of the Institute, in general, assigned to him/her.
- No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
- Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
- In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal.
- The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.

*W. K. Jalebi*

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### 3. CODE OF CONDUCT FOR ADMINISTRATORS

The Administrators are expected to

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conserving with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non administrative staff for the smooth conduct of the Institution.
- It becomes the responsibility of the divisional head to provide the necessary infrastructure and a conducive & fair ambience to all the team members impartially in order to achieve the desired goals.
- Be very precise and clear in communicating all the information to the concerned teaching and non teaching members.
- No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.

*W. K. Kale*

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#### 4. CODE OF CONDUCT FOR STUDENTS

- It is mandatory for each student to wear *STUDENT IDENTITY CARD* during the college hours as well as his/her travel in the college bus. Non-compliance of it will invite a fine of Rs. 200/- (Two Hundred) each time. In case of loss/damage or change of card(s) due to some amendment, a written request signed by the parent and through the class teacher should be submitted immediately to the Discipline in charge.
- All students must come to the college on time. The late comers will not be allowed to enter the college.
- The bell before the class is a signal for the students to go to classroom. They should also maintain perfect discipline in the class room.
- Shouting or whistling, running, talking in/around corridor or the college building is not allowed.
- Students must move in an orderly manner while they are moving in the college premises.
- Students are not allowed to bring personal sports equipment to college.
- Other than textbooks or library books, no books, magazines or papers should be brought to the college without prior permission of the Principal.
- It is not advisable to bring to college valuable articles. The college is not responsible for any article lost. Lending or borrowing of money or valuable articles is strictly prohibited. In case of any loss, the college will not be responsible
- Care must be taken of the college property and no one is allowed to scratch or spoil the desks and chairs or damage any college furniture, write or draw anything on the walls or in any way damage any article belonging to others.
- Damage done even by accident or mistake should be reported immediately to the class representative or to the Principal/Vice-Principal.
- Any damage done to the college property will be made good by the concerned student together with a fine money imposed for such an offence.
- Any student who notices something damaged should report to the teacher even if he/she does not know who has done it.
- No student should bring any weapon or sharp articles like scissors, knife, cutter, steel/metal bangle etc. to the college.
- Those who commute alone must never roam around on the way but return to home straight without delay.
- Students are warned not to buy any eatable from the street vendors.
- Students should be very polite wherever they go. They should always remember that the college is judged by their behaviour and conduct. Use of abusive language/passing filthy or vulgar comments will invite stern action immediately.
- All students should greet their teachers whenever they meet them. No student should use any foul language against any teacher, visitor or guest of the college.

  
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- The college reserves the right to terminate any student whose progress in studies is unsatisfactory or whose conduct is a bad example for other children.
- Bringing fireworks/bursting or extending any kind of support for exploding crackers or splashing water or colour or flying kite in the college premises or outside in the vicinity of the college is strictly prohibited, even during festival time. Non-compliance of these instructions can result in expulsion from the college.
- During periods no student is allowed to leave the class without valid out pass. Movements outside the class in 1st,4th,5th and 8th periods are not allowed.
- Students must come to college in neat and clean uniform only. This rule applies even when they come to college for any purpose other than attending class or even after college hours. Scribbling on uniform or its improper wearing is punishable.
- It is compulsory for students to wear lab coat/apron during practical periods in labs, otherwise student(s) will not be allowed to do practical and simultaneously a fine of Rs. 100/- will be imposed.
- Photograph in college uniform only will be accepted for attestation, in Identity Card or in the College Bulletin.
- No student is allowed to visit the canteen during the teaching periods.
- For availing the services of Medical Room, a student is supposed to get written permission (except in exigency) from the concerned Subject/Class Teacher in his/her Almanac.
- Any kind of gathering/celebration in the classroom/canteen or anywhere in or around college campus is not allowed.
- Students must submit acknowledgment/ consent form/ class assignment/ assessment or any other Performa to the concerned in charge within the stipulated period.

*Uthjalein*  
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