

# **Code of Conduct of Institution**

## **Code of Conduct for Students**

1. Rules and regulation set by college authorities and college should be strictly followed
2. While entering the college students must bring their identity card with them
3. 75% attendance is compulsory for all subjects selected by the student, otherwise he/she will not be allowed to give any university examination
4. Student should be dedicated to studies full time when then they are in college.
5. Students must be present for lectures, practical and class assessments regularly.
6. Students should convey their progress and college information to their parents time to time.
7. Students must not conduct any political programme in college premises.
8. Students are not allowed to do any misbehavior at the time of examination.
9. Students should attend all cultural and extra-curricular activities arranged in college.
10. Students are not allowed to bring any external person with them in college.
11. If Students disobey the rules and discipline of college their admission will be cancelled.
12. If Student misbehave with teaching, nonteaching staff or any students in college or college premises then they will be punished in the following way,
  - a) They will be rusticated from college for a time bound.
  - b) For few days students will not be allowed to enter the college.
  - c) He/ She will be charged penalty up to five hundred Rs.
  - d) He/ She will not be allowed to attend any examination.
  - e) University examination controller will be recommended for cancelling his/ her result.
  - f) T.C. of students will be issued by giving the remark of misbehavior. Also all colleges and University will be informed about it.
  - g) If necessary police action will be taken against the student.
13. Principal will have the whole authority for taking any decision regarding students. So students should contact to principal for their any problems.
14. All Students must have their ADHAR CARD and ADHAR number.
15. Students are strictly prohibited to use any tobacco product like cigarette, tobacco, pan masala etc in college and college premises, also Students are not allowed to carry mobile with them. If Students are seen doing any such activity they will be charged 50

rs. If any student repeatedly disobeys the rule then his/her admission will be cancelled with cancelation remark on their TC.

16. Board/ University examination fees should be paid to related non-teaching staff counter. If paid to others, the students will be responsible for it.
17. *DIVYANG* (Physically Handicapped) students cannot take physical education as an optional subject.
18. If student seeking admission in college is involved in any Ragging case, he/she will not be admitted in college or if any student performs any such activities his/her admission will be immediately cancelled.

  
**Principal**  
Kalikadevi Arts, Comm. & Sci. College  
Shirur (Ka.), Dist. Beed.

## **Code of Conduct for Teachers:**

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

### **Rules regarding appointment of teacher:**

1. The following Ordinances to govern service and conduct of teachers shall apply to all the teachers in this college.
2. The appointment of the teachers will be valid only if the selection has been made through a duly constituted selection committee and is approved by the University.
3. The rules regarding Medical Fitness and verification of Character and Antecedents in the case of teaching staff working in college shall be applicable on the pattern of teaching staff working in Maharashtra.
4. The Teacher appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.
5. Annual increment can be granted to teachers by the Principal as a matter of course unless it is specifically withheld.
6. The Governing Body/Principal shall maintain proper and regular service record of the teachers and as and when any necessary action is to be taken for any staff member, the service record shall be taken into account.
7. The age of superannuation of an teacher in an affiliated college shall be 60 years ; Provided that the teacher would retire on the last day of the month in which his retirement becomes due

### **Responsibility and Accountability**

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.

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.

**Punctuality and Attendance:**

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

**Leave:**

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or DL.
2. 15 days of causal leave can be availed in a calendar year.
3. All must report for duty on the reopening day and the last working day of each semester.
4. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
5. Study leave for higher studies will be granted at the discretion of the management.
6. A teacher who has put in five years service may be given study leave on such terms as may be settled between him and the Governing Body mutually.
7. Duty leave may be allowed to the teachers for attending meetings of the University, State Government, Educational Seminars, Conferences, Workshops and Youth Festivals etc. and for delivering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.\_

**General Rules:**

1. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
2. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands.
3. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
4. Teachers are barred from using cell phones while taking classes.
5. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
6. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
7. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
8. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

  
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### **Code of conduct for Non-Teaching**

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
4. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
6. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
8. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.

  
**Principal**  
Kalikadevi Arts, Com. & Sci. College  
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## **Code of conduct of Principal**

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Management, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies.

He/she is the ex-officio member of Management. He/she monitors admissions, examinations, evaluation for smooth functioning of the system. He/she is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He/she is responsible according extension or changes various functionaries in the administration, with the approval of Management.

Principals priority should be, to coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

He, along with all the staff working under him, is singularly and collectively responsible to the management, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

➤ **Academic Administration:**

1. On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Dr.Babasaheb Ambedkar Marathwada University Aurangabad, UGC, State Government and the Governing Body of the college.
2. Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
3. In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
4. In matter of admissions, Head of admission committee and Office staff will assist the principal.

5. An integrated time table of the entire institution shall be prepared and submitted to the principal.
6. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
7. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
8. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
9. Principal shall also ensure quality assurance and he/she should be assisted by Director, IQAC.
10. Shall monitor, evaluate research, development and consultancy activities.
11. The principal should promote industry-institute interaction for better employability of the students.
12. Shall make efforts to look after overall welfare of staff and students.
13. For effective functioning of the college he/she shall build close rapport between staff, students and management.
14. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
15. Shall maintain regular, right and appropriate contacts and interaction with government, AISHE, UGC, University and State Council of education.
16. Shall involve faculty members at different levels for various institutional activities.

➤ **General Administration**

1. On general administrative matters Principal shall be assisted by Coordinator IQAC, Heads of Departments, functional heads etc
2. Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees.
3. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.
4. Arrange performance appraisal of faculty and supporting staff.
5. Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.

➤ **Financial Administration**

1. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body



2. Principal shall forward monthly salary bills of all the staff of the college.
3. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
4. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
5. Shall countersign T.A bills

  
**Principal**  
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## **CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE**

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
2. Decide about the overall teaching programmes or academic calendar of the college
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
4. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
5. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
6. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
7. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
8. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
9. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
10. Make recommendations regarding the students' and employees' welfare activities in the college
11. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
12. Frame suitable admissions procedure for different programmes by following the statutory norms
13. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college

15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
16. Recommend the distribution of different prizes, medals and awards to the students.
17. Prepare the annual report on the work done by committee for the year.
18. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

  
**Principal**  
Kalikadevi Arts, Comm. & Sci. College  
Shirur (Ka.), Dist. Beed.

**Dr. Babasaheb Ambedkar Marathwada University,  
Aurangabad – 431004 (MS) India**

**Internal Quality Assurance Cell**



**Code of conduct handbook for Students, Teachers, Governing body,  
Administrators including Vice-Chancellor / Pro-Vice Chancellor /  
Administrative Staff and Support Staff**

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## **Code of conduct handbook for Students, Teachers, Governing body, Administrators including Vice-Chancellor / Pro-Vice Chancellor / Administrative Staff and Support Staff**

The conduct of University Students, Teachers, Governing Body, Administrators including Vice Chancellor, Director, and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

“Code of Conduct” has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the University. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.

### **Code of conduct for students:**

#### **Preamble**

All students must abide by the rules and regulations of the University. The University authority may take disciplinary action if any student violates the University rules and regulations. Students are advised to adhere to the rules and regulations of the University and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules.

#### **General Rules and Regulations for Students**

**Students shall behave with dignity and courtesy inside and outside the University.**

1. Students shall observe strict modesty in dress.

2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. Any violation of these orders will lead to disciplinary action.
3. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited. If anybody is found with a mobile, a fine of Rs.500/- and deduction of marks from general proficiency will be imposed.
4. Girls' students are not allowed to leave the Hostel premises after 8.00 pm. If any Girl student wants to leave the Hostel after 8.00 for some valid reasons, she has to seek prior permission of Hostel Warden.
5. **Students shall not entertain visitors** without prior permission in the campus. Students are expected to read notices/circulars displayed on the University notice board. Aftermath of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
6. Spitting, smoking and throwing bits of paper inside the University campus are harmful and must be avoided. Students should refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
7. Possessing firecrackers of any kind in the hostel and University campus is strictly prohibited.
8. Use of smear coloured powder and splash colour water in the guise of festivals and functions on or during any other occasion in the hostel or University campus is strictly prohibited.
9. Scribbling on the desks or the black board or on the walls of the University and hostels is strictly prohibited.

10. Students are forbidden from entering the University office during unspecified hours.
11. Students should be attentive to not to harm the reputation of the University or individual (fellow students and University staff) through social and electronic media.
12. Students should respect the University property. Collect Destroying or damaging the University property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund without the permission of the HOD/ Director or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the HOD/ Director. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the HOD/ Director.
15. Students shall not indulge in any kind of misdemeanour bringing opprobrium to the University.
16. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
17. While attending University functions, the students will conduct themselves in such a way as to bring recognition/ honour to themselves and to the University.

## **Discipline and Conduct Rules for Students:**

### **(a) Level of Misconduct and Indiscipline**

**Level 1 :** All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and/or any act which incites violence.

1. Gheraos, laying siege or staging demonstrations around the residence of any Officer of the University or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
2. Sexual harassment of any kind which shall also include:
  - i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
  - ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.

### **Level 2**

1. Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
2. Furnishing false certificates or false information in any manner to the University.
3. Arousing communal, caste or regional feeling or creating disharmony among students.
4. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the University in a way that would bring disrepute to the University.



5. Use of abusive, defamatory or derogatory language against any staff member of the University.
6. Causing or colluding unauthorized entry of any person into the Campus or in the hostel and/or accommodating unauthorized guests or other persons in hostels.
7. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, gutkhas and smoking cigarettes in the Institute premises.
8. Damaging or defacing any property of the University.
9. Misusing University resources and facilities such as library, software, computers and internet or causing any type of damage to intranet and computer security system of the University.
10. Harming reputation of the University or individual (fellow students and University staff) through social and electronic media.
11. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
12. Improper behaviour while on tour or excursion.
13. Violation of security and safety rules notified by the University.
14. Any other offence under the law of land.
15. Any intimidation or insulting behaviour towards a student, staff or faculty or any other person.
16. Any other act which may be considered by the Chairman/Director General/Director or any other competent authority to be an act of violation of discipline and conduct.

### **Punishment for Violation of University Rules and Regulations :**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.

### **For Level 1 of Misconduct and Indiscipline**

1. Expulsion from the institute and/ or hostel.
2. Rustication up to four semester period and/or declaring the entire University Campus out of bounds.
3. Fine up to Rs. 20,000/-. (In case of Ragging as per Supreme Court ruling)
4. Lodging of FIR with the Police.

### **For Level 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations**

1. Admonition/ Reprimand and submission of bond or affidavit on Rs. 100/- stamp paper duly notarized.
2. Deduction of marks from Teacher Assessment Marks ( Internal Marks).
3. Fine up to Rs. 10,000/-
4. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
5. Withdrawal of any or all facilities available to a student as per, University Rules (such as Scholarship/Fellowship, hostel etc.)
6. Suspension from the University for a Specific Period.

### **General Guidelines for Implementation of Punishments**

1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Proctorial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. If any student is found guilty with any in-disciplinary activity by the Proctorial board, one “Red Mark” will be marked against his / her profile. Further, if count of such red marks reaches 3 during his/her entire course duration, he/she will be automatically

debarred from the campus placement and hostel if he/ she is a hosteller. Further, red marks may result in to expulsion from the University.

3. However, if a student improves his / her conduct, behaviour, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the Proctorial board to remove red marks. If board is satisfied with the improvement, then the board may remove such red marks from the student's profile.
4. In case the Chairman or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other inquiry
5. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Head/ Director / Pro-Vice Chancellor, whose decision thereon shall be final.
6. The University should not be held responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the University-owned or leased property. Students should understand and explicitly agree to accept all risks of such losses or damages.

### **Hostel Rules and Regulations:**

1. Student seeking to avail hostel facility has to note that hostel accommodation will only be allotted to studious students who believe in leading a Spartan life and remain disciplined. Every student, before room allotment in hostel shall give an undertaking with respect to the acceptance of rules and regulations, along with duly filled General Information form and Immunization Record.

2. Rooms will be allotted on the basis of the criteria & procedure laid down by the authorities and under the sole Discretion of Director, Student Welfare from time to time.  
No change in room will be permitted during the session.
3. Hostellers must always keep their Hostel Identity Card in their possession.
4. Students are advised to be properly dressed during breakfast, lunch and dinner.
5. Hostel Fee, once paid will not be refunded except for the security amount. No hostel fee will be refunded in case of expulsion of any student from the hostel due to any kind of undisciplined activities.
6. Students (Boarders) should not keep expensive article in their room. Authorities will not be responsible for any loss or theft of such items. Boarders will be held fully responsible for any loss or damage to the electric fitting, furniture and any other property in their room and hostel premises.
7. It is the responsibility of the students to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors. Creating noisy or unruly scenes in Hostel or destroying academic ambience in any manner will also lead to instant vacation of hostel accommodation.
8. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the University hostel will be noted seriously by the University and disciplinary action will be taken against those found to be guilty.
9. Misuse of electricity, water and other facilities will be liable for penalty. Students are advised to switch off all electrical gadgets before leaving their rooms and create example of good hostellers. Use of Room Heater, Water heater, Immersion Rod, Electric iron, Room coolers or any other electric appliance (mobile phone charger and electric mosquito repellent is excluded from this list) in room is **STRICLY BANNED**.

10. No student shall enter the kitchen or give instructions to the cooks or other servants.  
Complaints regarding food, service etc if any, may be brought to the notice of the Mess Manager / Warden.
11. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any student, if found indulging in such practices, shall be asked to vacate the hostel without any notice.
12. Students, while going out, should enter the time of leaving, purpose and proposed time of return in stipulated register. After returning, they should also enter the time of return in the same register.
13. Day scholars or any outsiders should not be allowed inside hostel rooms. Any hosteller, found to be accompanied by a day scholar in hostel or facilitating a day scholar's stay, will be immediately asked to vacate the hostel. No boarder shall permit any other person to live in his/ her room.
14. Students shall not entertain any beggars, vendors or any other persons inside the hostel premises.
15. Coming late in the night after 10.00 pm (Boys Hostel) and 8.00 pm (for Girls Hostel) will be **NOT AT ALL** acceptable and amounts to violation of hostel rules. Over stayal without prior sanction of warden will not be permitted. Defaulters will be dealt with strictly and habitual late comers may be asked to vacate the hostel
16. During teaching hours of the respective Department, no student shall be allowed to remain in the hostel without the permission of Hostel Warden.
17. No Backup electricity will be provided in the hostel when classes are running.

**Anti-Ragging RAGGING is a CRIMINAL offense. BAMU campus is a NO-RAGGING Zone**

It is mandatory for all students to fill the Anti-ragging Affidavit at the time of admission.

## **What constitutes Ragging?**

**Ragging constitutes one or more of any of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student with rudeness
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **Punishment for Culprits:**

University shall consider one or more of the following punishments for students involved in ragging -

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the University for period ranging from 1 to 4 semesters
9. Expulsion from the University and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)
12. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **Anti-Ragging Squad**

Several senior faculty members are nominated to the **Anti-Ragging Squad**. All students

are encouraged to approach them without any hesitation in case of ragging.



## **Code of conduct for Faculty Members (Teaching):**

### **Preamble**

Teaching is the highest Nobel profession and plays a very important role in nation building. Teachers have always been ‘Role Model’ for the students. In a developing nation like ours, a teacher has great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All these are expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following (the below mentioned) code of conduct is imperative for each faculty of Dr. Babasaheb Ambedkar Marathwada University:

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counselling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the best possible extent as medium of communication for such discussion.
3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication

and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her

dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

4. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
5. General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.
6. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
7. Many a times, it happens that the student is not always at fault. So, faculty should communicate politely and respectfully so that a good rapport with students gets maintained. In such situations “give respect to command respect”, should be followed.
8. Behaviour of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
9. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
10. Although, everybody has a right to look for his / her own career development. However faculty member should refrain during University hours from any such activity like

preparing for competitive examinations to seek employment outside University and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the University.

11. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.
12. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the University and must avoid holding private meetings with other staff member / faculty member during the Department working hours to discuss topics other than academics.
13. Behaviour of the faculty member with the fellow staff member / faculty member during the Department working hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the university authorities especially before the students.
14. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the University.

### **Code of Professional Ethics**

#### **Teachers and Their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have

already been set forth and which he/she should seek to inculcate among students must be his/her

own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

1. Adhere to a responsible pattern of conduct and demeanour expected from them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

**Teachers and the students**

**Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical identity;

3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare;
5. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, whatsoever;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

### **Teachers and colleagues**

#### **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **Teachers and Authorities:**

**Teachers should:**



1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. 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.

### **Teachers and non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **Teachers and Guardians**

### **Teachers should:**

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, 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 and for the benefit of the institution.

## **Teachers and Society**

### **Teachers should:**

1. Recognize that education is a public service and strive to keep the society informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups and actively work for National Integration.