

Shri sant tukaram shikshan prasarak mandal' Arts, Commerce and B.B.A. college Vadgaon Maval has been serving in the hilly and rural area at large for 12 years. Founder President Honorable Ex. Minister Shri Madan H. Bafna has been involved in the process of social-economic, political, reform in around Maval region for last few years. The college establish 2008, the college has been producing graduates Arts and Commerce who are capable of shouldiring the responsibilities of the new world.

Sr. No.	NAME	DESIGNATION
1	SHRI. MADAN H. BAFNA	FOUNDER PRESIDENT
2	SHRI. TUKARAM S. ASAWALE	CHAIRMAN
3	SHRI. BANDOBA M. MALPOTE	VICE-CHAIRMAN
4	SHRI. ASHOK H. BAFNA	SECRETARY
5	SHRI. VITTHAL D. ASAWALE	MEMBER
6	SHRI. NATTHUBHAU W. LASHKARI	MEMBER
7	SHRI. TUKARAM R. KADLAK	MEMBER
8	SHRI. RAMBHAU B. DESHMUKH	MEMBER
9	SHRI. PRALHAD Y. JAMBHULKAR	MEMBER

Every organization has a standard of conduct whether it knows it. One way explicitly or implicitly organization communicates its values. Organization acceptable criteria for decision-making, and its ground rules for behaviour. Some codes of conduct are labelled Code of Ethics, others Code of Values, code of standard and Code of Behaviours. The most common term seems to be Code of Conduct, although some organizations individualize the title with one of their core values, such as "integrity" or with a phrase such as "Performance with integrity" or "The way we do business".

## **CODE OF CONDUCT FOR PRINCIPAL**

The principal is the academic and administrative head of the college. He works for the all- round development of the college. The policies framed by the Governing body i.e. the highest decision making body are implemented by the Principal. He coordinates various statutory and non-statutory bodies/ committees. He is the ex officio member of Local managing Committee, Planning board and chief controller of the examinations, library committee etc. He looks after smooth functioning of these systems.

**A code of conduct is a reference for decision-making by widely spread operational units.**

- 1) An organization's mission.
- 2) Organizational values and principles.
- 3) A statement on how the entity relates to its community, the environment, And society.
- 4) Ethical and conduct guidelines and guidance on practices.
- 5) Ethical and unethical behaviour.
- 6) Specific rules of conduct and Commitment to and information on Performance evaluation.

## **Code of conduct for Students**

- 1) The Students Should Report Their Demands, Difficulties and Complaints, to Administration in a legal and Peaceful way.
- 2) The Students Should Not Collect any Type of fund Programmes, competitions, Tours or any other Such Activity without prior Permission of the Principle. Such acts will be considered as Illegal and objectionable and will be penalised.
- 3) The Students Should Not Use any Room, Classroom, Office or any Other Part of the Campus Without permission of the Principle.
- 4) The Students Should Not Make Lie Statement, Produce Wrong

- 5) Information or Make Illegal Entries in Educational Documents Regarding Seeking Admission or For Taking any under Advantage. These Acts will be considered as Serious Offences.
- 6) The Students Should Not Have Objectionable and rude Behaviour in College Permission.
- 7) The Students should stand as a witness Before the Enquiry Committee Formed by the Principle in Authorised Way.
- 8) The Students should not initiate any type of Ragging. It will be considered as Serious Offences. If the Offences of Ragging is Proved, They Should Punished Up to Two Years Imprisonment and Penalised up to Rs 10000. Such Students Admission in the College Will be Cancelled As he Will Nat get Admission for Further five years to any Educational Institute.
- 9) The Legal Action will be taken against if he is participated in any Union or Organisation Creating Disturbance in the College Campus.

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

- 1) The Teachers Shall Perform All His Duties Faithfully And Will Not Avoid His Responsibility. However, Following Lapses Would Constitute Improper Conduct On The Part Of The Teacher.
- 2) Failure To Perform His Academic Duties Such As Lecturing, Demonstrations, Assessment, Invigilation Etc.
- 3) Gross Partiality in Assessment of Students, Deliberately Over / Under Marking or Attempt of Victimisation on Any Grounds.
- 4) Inciting or Instigating Students against Other Students, Colleagues, Administration.
- 5) Raising Question Of Castes, Creed Or Religion, Race Or Sex In His Relationship With The Students And His Colleagues And Trying To Use The Above Considerations For Improvement Of His Prospect.
- 6) Refusal to Curry out The Decisions of Appropriate Authorities, Officers, Administrative and Academic Bodies of The University. This All Not Inhibit His Right To Express His Difference With Their Policies Or Decisions,

Expression, Provided That He Will Not Use The Facilities Or Forum Of The University, College Or Recognised Institution To Propagate His Own Ideas Or Beliefs For Or Against Particular Political Party Or Alignment Of Political Or Religious Activities.

- 7) Accepting Tuitions, Conducting / Participating In Private Coaching Directly or Indirectly or Any Classes or Courses in Any Manner.
- 8) Violation of the Anti – Bigamy Act and Anti - Dowry Act In Any Manner Directly and Indirectly.
- 9) Involvement in Non – Academic Activities Directly or Indirectly Such As; Writing Of Question – Answers Guide, Key, Likely Questions Cyclostyled Or Xeroxed Notes Etc.
- 10) The teachers shall not avoid any work related to the university examinations without reasonable grounds.
- 11) The behaviour of the teacher with male and female students and other employees shall be modest.
- 12) The teacher shall;
  - a) Strictly abide by any law relating to intoxicating drinks or drugs in Force in any area in which he may happen to be for the time being.
  - b) Not consume any intoxicating drinks or be under the influence of any Intoxicating drink or drug, during the course of his duty; and shall also Take due care that the performance of his duties at any time is not Affected in any way by the influence of any such drink or drug;
  - b) Refrain from consuming any intoxicating drink or drug in a public Place.
  - d) Not appear in a public place in state of intoxication.
  - e) Not use any intoxicating drink or drug in excess so that he is unable to Control his behaviour.
  - f) Ready to counsel the needy students.
  - g) Respect basic human dignity of students while maintaining discipline in The college.
  - h) Identify needs and differences among students in their socio cultural Background and design teaching methods accordingly.

- i) Treat all your students equally irrespective of caste, colour, religion, language, gender.
- j) Always be punctual. Be thoroughly prepared and update themselves.

## Code Of Conduct For Non-Teaching Staff

### 1. Support staffs are expected :-

- a. To help all the members of the institute for the smooth conduct of activities.
- b. To update themselves with policies of college which are relevant to their responsibility.
- c. To follow the college policies to the best of their ability.
- d. To behave in decent and friendly manner with the students, parents and outsiders.
- e. To exhibit a commitment to provide a supportive environment for learning.
- f. To assist students to adhere to the institutional policies.
- g. To refrain from using work time to promote personal, religious, political, social, or business agendas.
- h. To use communication facilities only for professional purpose in responsible manner.
- i. To understand the job scope, practices, and procedures relating to their position.
- j. To ensure accuracy and thoroughness in the performance of their assigned duties.
- k. To meet targets regarding work to be performed to the best of their ability.
- l. To manage time effectively;-be well-organized;-demonstrate ability to problem-solve within the scope of their position.
- m. To show ability to work independently.
- n. To show initiative and-ensure efficient and responsible follow-through on assigned duties.

