

VEER WAJEKAR A S & C COLLEGE, PHUNDE

CODE OF CONDUCT

The purpose of the Code of Conduct is to support a safe, healthy and inclusive campus community that is conducive to learning where students, teachers, non-teaching staff and administrators act with honesty, integrity, civility and respect for themselves and others.

Code of Ethics for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. The Principal has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.
- Encourage faculty members for academic excellence, research work and career advancement.




Principal
Veer Wajekar ASC College
Phunde, Tal. Uran, Dist. Raigad
Pin-400702.


- Principal should coordinate the discipline of the college. In case of the failure of the discipline.
- Take necessary action against the responsible element as per the University act.
- Principal should make proper coordination among various stakeholders of the college.
- Principle should treat all with equality and without any discrimination based on sex, caste, religion, region or linguistic background.

Code of Ethics for Teachers

Teaching is a noble profession. It shapes the character, caliber and future of an individual. Teacher can inspire, ignite and instill a love of learning among the students.

- Teachers should uphold the honor and dignity of the teaching profession.
- Teachers should provide an innovative and quality education to pupils.
- Teachers should be impartial and discriminative against students.
- Teachers should interact with the students in a friendly manner.
- Teachers should abide by the rules and regulations of the institution.
- Teachers should abide by the procedures to ensure student's safety.
- Teachers should collaborate with fellow teachers.
- Teachers should be responsible and interact positively with parents and other stakeholders in educating the students.
- Teachers should help, guide, encourage and assist students in their learning.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- 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.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- 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.




Principal
Veer Wajekar ASC College
Phunde, Tal. Uren, Dist. Raigad
Pin-408702.

- Teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- Teacher should treat all with equality and without any discrimination based on sex, caste, religion, region or linguistic background.

Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 10 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
- Non-Teaching staff should treat all with equality and without any discrimination based on sex, caste, religion, region or linguistic background.





Principal
 Veer Wajekar ASC College
 Phunde, Tal. Uren, Dist. Raigad
 Pin-400782.

Code of Conduct for students


- Every student shall wear clean, neat and formal dress, fitted to our culture and tradition.
- During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
- During leisure hours, students are advised to use the library, and internet facility.
- During leisure hours women students should go to the Girls Common room or library. They should not stay in the classrooms.
- When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- Late comers are forbidden from entering the classrooms without teacher's permission.
- When moving from one classroom to another or get out of the classroom students should move without making any noise.
- Defacing the blackboards, destroying the college property or walls will be severely dealt with.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- Students should stay away from any anti-social activities.
- Students should wear their identity cards while inside the campus daily.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Ragging in any form is a serious offence and it will be dealt with severely.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.




Principal
Veer Wajekar ASC College
Phunde, Tal. Uran, Dist. Raigad
Pin-400782.

- Visitors are not allowed to meet the students in the classrooms. Students should take care of their belongings. The institution will not be responsible for any loss.
- The conduct of the students in the classes and in the premises of the College shall be discipline. Their behaviour should not cause any disturbance to teachers, students and other classes.
- Students must attend lectures, practical's as per the Time Table. They must not abstain themselves from classes, practical's, tutorials, examinations etc. without written permission of the Principal.
- Prolonged absence even on grounds of ill health may also lead to loss of terms. Defaulters will not be sent up for University Examinations.
- No student will be allowed to conduct any political activity in the College premises.
- Students involved in malpractices at the College / University Examinations will not be admitted to the College. Playing music on Transistors, Tape-recorders, Car stereos, Mobile Telephones or any other similar gadgets with or without earphones is strictly prohibited in the College premises. Defaulters will be punished and their instrument confiscated.
- Students must not attend classes other than their own without the permission of the authority concerned.
- Students shall do nothing inside or outside the College that will interfere with the discipline of the College or tarnish the image of the College.
- Acts of misbehavior, misconduct, indiscipline or violation of the Rules of Discipline mentioned above are liable for punishments.




Principal
Veer Wajekar ASC College
Phunde, Tal. Uran, Dist. Raigad
Pin-400782.