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NCTE Code No.: APW01794/123249/146354 ID.NO.PU/AN/B.ED./90/2006

## The Code of Conduct in AKSSM Shevgaon

Welcome to our college community! In order to foster a positive and inclusive environment for all members, we have established this Code of Conduct. This Code serves as a guide for expected behaviour and sets the standards of conduct for students, faculty, staff, and visitors within our college.

Our college aims to provide a safe, respectful, and supportive learning environment where individuals can grow academically, professionally, and personally. This Code outlines the principles and expectations we hold dear and serves as a framework to maintain the integrity and reputation of our institution.

The following Code of Conduct applies to all members of the college community, including students, faculty, staff, administration, and visitors. It is essential that we collectively uphold these standards to ensure a harmonious and productive learning environment.

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The Code of Conduct for Students in AKSSM Shevgaon outlines the expectations and guidelines for maintaining discipline and a conducive learning environment within our institution. This chapter focuses on specific aspects of student conduct, including Discipline, the use of I-Cards, cautionary instructions for university examinations, dress code, mobile phone usage, ragging, and general rules of the library.

**Section 1: Discipline 1.1 Respect for Authority and Rules:**

- Students must adhere to the rules and regulations set forth by the institution, including those related to behavior, attendance, and academic integrity.
- Show respect towards faculty, staff, and fellow students, and maintain a positive and cooperative attitude within the institution.

**Section 2: I-Card 2.1 Possession and Display:**

- All students are required to possess and carry their valid institutional identification (I-Card) at all times while on campus.
- I-Cards should be visibly displayed upon request by any authorized personnel.

**Section 3: Cautionary Instructions Regarding University Examination 3.1 Examination Integrity:**

- Students must strictly follow the instructions provided by the institution and the university during examinations.
- Any form of cheating, plagiarism, or unauthorized use of materials during examinations is strictly prohibited.

**Section 4: Dress Code 4.1 Dress Code Policy:**

- Students are expected to adhere to the dress code policy established by the institution.
- Dress appropriately, maintaining neatness, modesty, and professionalism in appearance.

**Section 5: Mobile Phone 5.1 Responsible Mobile Phone Usage:**

- Mobile phones should be used responsibly and in a manner that does not disrupt the learning environment or infringe upon the rights of others.
- Comply with any specific rules or regulations set by the institution regarding mobile phone usage on campus.

**Section 6: Ragging 6.1 Prohibition of Ragging:**

- Ragging, in any form, is strictly prohibited within the institution as per the Anti-Ragging Policy.

- Students must refrain from engaging in or supporting any activities that may cause physical, mental, or emotional harm to fellow students.

## **Section 7: General Rules of the Library 7.1 Library Etiquette:**

- Maintain a peaceful and conducive environment within the library by observing silence and respecting others' need for concentration.
- Handle library resources, including books and electronic materials, with care and return them on time.
- Comply with additional rules and regulations specific to the library, such as borrowing limits and reservation procedures.

**Conclusion:** The Institutional Code of Conduct for Students outlines the expectations and guidelines regarding discipline, I-Cards, university examinations, dress code, mobile phone usage, ragging, and library rules. Students are expected to familiarize themselves with this code and comply with its provisions. By doing so, students contribute to creating a respectful, disciplined, and conducive learning environment within the institution. Violations of the code may result in disciplinary actions as per institutional policies and procedures.

## **Chapter II: Code of Conduct for the Teaching Staff**

**Introduction:** The Code of Conduct for the Teaching Staff establishes the expectations and guidelines for professional conduct and responsibilities within our institution. This chapter addresses various aspects of the teaching staff's role, including discipline, leaves, continuous assessment, classroom teaching, laboratory supervision, assessments, and appraisal reports. By adhering to this code, the teaching staff contributes to creating a positive and conducive learning environment and ensures the effective delivery of education to students.

### **Section 1: Discipline**

#### **1.1 Professionalism and Ethical Behavior:**

- Teaching staff members are expected to uphold high standards of professionalism and ethical conduct.
- Demonstrate respect, integrity, and fairness in all interactions with students, colleagues, and the institution.

### **Section 2: Leaves**

#### **2.1 Leave Policy:**

- Teaching staff must comply with the institution's leave policy, including obtaining prior approval for any planned leave.

- Ensure proper communication and coordination to minimize disruption to academic activities during their absence.

### **Section 3: Continuous Assessment**

#### **3.1 Fair and Objective Evaluation:**

- Conduct continuous assessment of students' progress in a fair, objective, and transparent manner.
- Provide timely feedback and guidance to facilitate students' learning and development.

### **Section 4: Classroom Teaching**

#### **4.1 Effective Teaching Practices:**

- Employ engaging and effective teaching methods to promote active learning and critical thinking among students.
- Maintain a positive and inclusive classroom environment that encourages student participation and respects diverse perspectives.

### **Section 5: Laboratory**

#### **5.1 Safety and Supervision:**

- Ensure the safety of students in laboratory settings by adhering to safety protocols and providing adequate supervision.
- Promote responsible and ethical conduct during laboratory experiments and exercises.

### **Section 6: Test/Assignments/Mid-term/Mock**

#### **6.1 Assessment Integrity:**

- Administer tests, assignments, mid-term exams, and mock exams with integrity and in accordance with institutional policies.
- Ensure fairness, confidentiality, and accuracy in grading and evaluation processes.

### **Section 7: Appraisal Report**

#### **7.1 Professional Developments and Growth:**

- Participate in performance appraisal processes and provide accurate and comprehensive self-assessments.
- Seek opportunities for professional development to enhance teaching skills and stay updated in their respective fields.

**Conclusion:** The Code of Conduct for the Teaching Staff outlines the expectations and responsibilities related to discipline, leaves, continuous assessment, classroom teaching, laboratory supervision, assessments, and appraisal reports. Teaching staff members are expected to adhere to these guidelines, demonstrating professionalism, commitment to student learning, and ethical conduct. By upholding this code, teaching staff contribute to a positive and enriching educational experience for students. Non-compliance with the code may result in appropriate disciplinary actions as per institutional policies and procedures.

### **Chapter III: Code of Professional Ethics for Teachers**

**Introduction:** The Code of Professional Ethics for Teachers outlines the principles and standards that govern the conduct and responsibilities of teachers within our institution. This chapter focuses on the relationships and interactions that teachers have with various stakeholders, including students, colleagues, authorities, non-teaching staff, guardians, and society. By adhering to this code, teachers uphold the highest ethical standards and contribute to the development and well-being of their students and the broader educational community.

#### **Section 1: Teachers and Their Responsibilities**

##### **1.1 Commitment to Teaching:**

- Demonstrate a genuine passion for teaching and a commitment to the intellectual, moral, and social development of students.
- Uphold the highest standards of professionalism, competence, and dedication in fulfilling teaching responsibilities.

#### **Section 2: Teachers and Students**

##### **2.1 Nurturing Student Development:**

- Treat all students with respect, fairness, and dignity, fostering a positive and inclusive learning environment.
- Encourage and support students' intellectual curiosity, critical thinking, and personal growth.

#### **Section 3: Teachers and Colleagues**

##### **3.1 Collegial Collaboration:**

- Collaborate with colleagues in a spirit of teamwork, mutual respect, and cooperation, promoting a supportive and productive work environment.
- Share knowledge, experiences, and best practices to enhance the quality of teaching and learning.

#### **Section 4: Teachers and Authorities**

#### **4.1 Professional Accountability:**

- Comply with institutional policies, procedures, and regulations, and respect the authority of administrators and academic leaders.
- Engage in constructive dialogue and provide valuable input to enhance educational policies and practices.

### **Section 5: Teachers and Non-Teaching Staff**

#### **5.1 Respectful Collaboration:**

- Treat non-teaching staff members with respect and appreciation, recognizing their valuable contributions to the functioning of the institution.
- Collaborate effectively, fostering a harmonious and supportive work environment for the benefit of students and the institution.

### **Section 6: Teachers and Guardians**

#### **6.1 Parental Engagement:**

- Communicate and collaborate with parents and guardians, maintaining an open and constructive dialogue regarding students' progress and well-being.
- Act as a trusted partner in the educational journey, promoting a strong home-school partnership.

### **Section 7: Teachers and Society**

#### **7.1 Social Responsibility:**

- Engage in activities that contribute to the betterment of society, promoting social justice, inclusivity, and ethical values among students.
- Serve as role models, fostering civic responsibility and promoting positive values within and beyond the classroom.

**Conclusion:** The Code of Professional Ethics for Teachers establishes the principles and standards that guide the conduct and responsibilities of teachers in various relationships and interactions. By upholding this code, teachers demonstrate their commitment to professionalism, ethical behavior, and the holistic development of students. Adhering to this code strengthens the integrity and reputation of the teaching profession and contributes to the advancement of education and society as a whole.

## **Chapter IV: Code of Conduct for Supporting Staff**

Introduction: The Code of Conduct for Supporting Staff establishes the expectations and guidelines for professional conduct and responsibilities of the supporting staff within our



institution. This chapter addresses the specific roles and responsibilities of the administrative staff, head clerk, clerk, and peon. By adhering to this code, the supporting staff contributes to the efficient functioning of the institution and the provision of quality support services.

## **Section 1: Administrative Staff**

### **1.1 Professionalism and Integrity:**

- Demonstrate professionalism, honesty, and integrity in all administrative duties and responsibilities.
- Uphold confidentiality and handle sensitive information with utmost care and discretion.

## **Section 2: Head Clerk 2.1 Efficient Administrative Supports:**

- Provide efficient administrative support to various departments and ensure the smooth operation of administrative processes.
- Maintain accurate records, files, and documentation, and respond promptly to requests and queries.

## **Section 3: Clerk 3.1 Accuracy and Timeliness:**

- Perform clerical duties with accuracy and attention to detail, ensuring the timely completion of assigned tasks.
- Assist in maintaining records, preparing reports, and coordinating administrative activities as required.

## **Section 4: Peon 4.1 Supportive Services:**

- Carry out assigned tasks efficiently, including mail handling, document delivery, and other supportive services.
- Maintain cleanliness and orderliness in assigned areas and assist in creating a welcoming and organized environment.

**Conclusion:** The Code of Conduct for Supporting Staff outlines the expectations and responsibilities of the administrative staff, head clerk, clerk, and peon within our institution. By adhering to this code, the supporting staff contributes to the efficient functioning of administrative processes and supports the overall goals of the institution. It is important for the supporting staff to maintain professionalism, integrity, and efficiency in their respective roles. Violations of the code may result in appropriate disciplinary actions as per institutional policies and procedures.

## **Chapter V: Code of Conduct for Principal and College Development Committee (CDC)**

**Introduction:** The Code of Conduct for the Principal and College Development Committee (CDC) establishes the expectations and guidelines for professional conduct and responsibilities of the principal and the members of the CDC within our institution. This chapter focuses on the roles and responsibilities of the principal in providing effective leadership and the responsibilities of the CDC in promoting the development and progress of the college.

## **Section 1: Code of Conduct for the Principal**

### **1.1 Leadership and Integrity:**

- Demonstrate effective leadership, vision, and integrity in fulfilling the responsibilities of the principal's role.
- Uphold ethical standards and act in the best interests of the institution, students, and staff.

## **Section 2: Code of Conduct for the College Development Committee (CDC)**

### **2.1 Collaborative Decision-making:**

- Foster a culture of collaboration, transparency, and inclusivity within the CDC, promoting effective decision-making and planning for the development of the college.
- Ensure the active participation and representation of all stakeholders in the CDC's activities.

**Conclusion:** The Code of Conduct for the Principal and College Development Committee (CDC) outlines the expectations and responsibilities of the principal and the CDC members within our institution. By adhering to this code, the principal provides effective leadership, upholds ethical standards, and acts in the best interests of the institution. The CDC promotes collaborative decision-making and planning for the development and progress of the college. Together, the principal and the CDC play crucial roles in advancing the institution's mission and ensuring its growth and success. Violations of the code may result in appropriate disciplinary actions as per institutional policies and procedures.

## **Chapter V: Conclusion:**

In conclusion, the Code of Conduct serves as a guiding document that outlines the expectations and standards of behavior for various stakeholders within AKSSM Shevgaon. The code promotes a culture of professionalism, integrity, respect, and responsibility, fostering an environment conducive to learning, growth, and development.

By adhering to the code, students are expected to demonstrate discipline, adhere to I-Card regulations, follow cautionary instructions for university examinations, adhere to dress codes, use mobile phones responsibly, and actively oppose and report any instances of ragging. Additionally, they are expected to abide by the general rules of the library, ensuring a conducive environment for all.

For teaching staff, the code emphasizes discipline, leaves, continuous assessment, effective classroom teaching practices, laboratory safety and supervision, fair assessment methods, and timely appraisal reporting. Adhering to these guidelines ensures professionalism, dedication, and the provision of quality education to students.

The code also extends to the supporting staff, who are expected to conduct themselves professionally, provide efficient administrative support, maintain accuracy and timeliness in their duties, and contribute to a clean and organized environment.

Furthermore, the code outlines the responsibilities of the principal and the College Development Committee (CDC), highlighting effective leadership, collaboration, and decision-making for the overall development of the institution.

By practicing the code of conduct, AKSSM Shevgaon aims to create a harmonious and conducive learning environment where students can thrive academically, teachers can excel in their roles, supporting staff can provide efficient services, and the institution as a whole can progress and fulfill its mission.

It is essential for all stakeholders to embrace and uphold the code of conduct, as it sets the foundation for a positive educational experience, fosters mutual respect and cooperation, and upholds the values and principles of AKSSM Shevgaon. Through collective adherence to the code, AKSSM Shevgaon can continue to strive for excellence in education and contribute to the holistic development of its students.

  
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