



Shri. Dadapatil Rajale Shikshan Sanstha's  
**DADAPATIL RAJALE ARTS, SCIENCE & COMMERCE COLLEGE,**  
**Adinathnagar, Tal- Pathardi, Dist- Ahmednagar**

(Affiliated to Savitribai Phule Pune University, Pune I.D.No. PU/AN/AS/039/1991)



Reg.No.: E-413

(Re-Accredited by NAAC with 'B' Grade)

DATE: 08/01/1991

**Principal**  
Dr. Rajdhar J. Temkar  
M.A. Ph.D.

**President**  
Hon. Appasaheb D. Rajale



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# CODE OF CONDUCT

## HANDBOOK

By

IQAC

**DADAPTIL RAJALE ARTS,  
SCIENCE AND COMMERCE  
COLLEGE, ADINATHNAGAR**



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**PRINCIPAL**  
DadaPatil Rajale Art's Science and  
Commerce College, Adinathnagar,  
Tal. Pathardi, Dist. Ahmednagar

<b>SR.NO.</b>	<b>PARTICULARS</b>
1	Code of Conduct for the Principal
2	Code of Conduct for the Teachers
3	Code Of Conduct for Physical Director And Librarian
4	Code of Conduct for the Non-teaching staff
5	Code of Conduct for the Students
6	Code of Conduct for the Use of Library
7	General Rules for all the Students

## **ABOUT COLLEGE**

Shri Dadapatil Rajale Educational Institute's Dadapatil Rajale Arts, Science and Commerce College was founded in 1991 by Honourable Late Shri Dadapatil Rajale who was also the founder of Vriddheshwar Sugar Factory which is situated at Adinathnagar. The college is situated at Adinathnagar, a small village in the Tehsil of Pathardi. The whole Pathardi region is continuously under the shadow of famine. There is scarcity of rain, which has added to the woes of the people of the region. Majority of the people of this region live below poverty line. Many of them are sugarcane cutters and poor peasants who remain outside the region to earn livelihood. There was no source of higher education in the nearby area for the children of such people. These people couldn't afford to send their children outside the region for seeking higher education; especially the girls were deprived of higher education. Considering their need, Honourable Late Shri Dadapatil Rajale decided to found the college in this region. His herculean effort was supported by a group of dedicated people who gave their valuable contribution in the establishment of this college.

The following code of conducts are prepared for our college which are in accordance with the Professional Ethics laid down by UGC for the professionals.

## 1. CODE OF CONDUCT FOR THE PRINCIPAL:

1. The Principal should lead the college effectively in all academic and administrative activities
2. The Principal should have a strategic plan for the overall development of the College and Should work accordingly.
3. The Principal should work with all the stakeholder for the fulfilment of the vision and mission of the Institute.
4. The Principal should motivate the teachers and the students with his leadership qualities
5. He should make a sincere efforts to create an inclusive atmosphere irrespective of any religion or caste.
6. He should acquire the essential skills required for his profession and make use of those skills in day to day administration.
7. He should adapt the new technology and methods for effective administration
8. He should be familiar to the directives issued by Government, / U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
9. He should make an impartial assessment of the teaching and non teaching staff of the college and assist them in improving their works and efficiency.

10. The Principal should chalk out the academic plan of action by consulting all the stakeholders and he should make efforts for the fulfilment of the plan of action.
- 11 . He should assess the overall performance of the teaching and non- teaching staff and assist them for the improvements if any . As such, he should also take the help of educational experts.
12. It is the prime responsibility of the Principal to well maintain all the documents such as Service Book and other academic records and should hand over to the concerned whenever it is required.
13. The Principal should encourage the teachers and the students to conduct curricular, co-curricular and extra- curricular activities and provide the financial and other kinds of assistance.
14. He should arrange the meetings with all the stakeholders and make sincere efforts to solve their problems.
15. The Principal should encourage the teachers and the students to undertake the research activities and provide all kinds of required support.

## 2. CODE OF CONDUCT FOR TEACHERS:

Teaching is a noble profession. A teacher inspires the students to shape their future and to make them a responsible citizen. As such the following code of conducts to be followed by the teachers.

1. Teacher should act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
2. Teacher act as friend, philosopher and guide of students.
3. Teacher should help students in identifying their potential and support through counseling and mentoring.
4. Teacher should create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
5. Teacher should observe punctuality in teaching and other duties.
6. A teacher should refrain from harassment of student in any form and from any kind of discrimination
8. A teacher should actively participate in institutional development.
9. A teacher should inculcate human values, scientific outlook and concern for the environment among students and others.
10. A teacher should develop an understanding of our heritage.
11. A teacher should encourage students to actively participate in scheme/ activities of national priorities.
12. A teacher should cooperate with the university authorities for betterment of the university.
- 13 . A teacher should actively work for national integration and communal harmony.
14. A teacher should be sensitive to societal needs and development.

15. A teacher should abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.

### 3. CODE OF CONDUCT FOR PHYSICAL DIRECTOR AND LIBRARIAN:

The Physical Director and Librarian should-

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
2. Manage their private affairs in a manner consistent with the dignity of the profession
3. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research; Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 Page 55 of 60
4. Participate in extension, co-curricular and extra-curricular activities, including the community service;
5. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

### 4. CODE OF CONDUCT FOR NON - TEACHING STAFF:

1. Non-teaching staff of the college shall discharge his/her duties efficiently to match with the administrative standards and performance norms laid down by U.G.C/University/College /Management from time to time.
2. They should acquire the new skills required for their profession
3. They should follow the office timings strictly
4. They should carry out various administrative responsibilities such as admission and examination works , maintaining official documents, maintain all records etc.
5. They should be cooperative and polite with all the students, teachers and all other stakeholders.



6. They should deal instantly and impartially with all the grievances of the students and the teachers.
7. They should chalk the plan of action and should work accordingly.
8. They should cooperate with the authorities and work for the betterment and development of the Institute
9. Should adhere the Professional Ethics and Code of Conduct of the institution.
10. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises. Any kind of misconduct and misbehaviour is strictly prohibited.
11. They should not be involved in any kind of corrupt or illegal practises which may harm the image of the Institute.
12. They shouldn't remain absent from work without prior permission of the Principal or grant of leave.
13. They should adopt a humane approach in dealing with students who are physically challenged.
14. All the employees should possess the technical knowledge and should be able to handle the new technology.
15. They should upgrade their skills by participating in various Professional Development Programmes, workshops and webinars.

## **5. CODE OF CONDUCT FOR THE STUDENTS:**

Students should follow the following code of conduct

1. All the students should be abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.
2. Students should stay in an academic institution with the joyful learning experience.

3. Students should remain punctual, disciplined and regular in attending classes.
4. Students should observe modesty in their overall appearance and behaviour.
5. Students should behave with dignity and courtesy with teachers, staff and fellow students.
6. Students should act as a role model for the junior students by attaining the highest level of values and morality.
7. Students should maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. Students should contribute towards cleanliness of the campus and surroundings.
9. All the students should respect and care for the institutional properties.
10. They must observe proper behaviour while on outside activities (educational tour/visit or excursion).
11. They should be honest in providing only truthful information on all documents.
12. They should maintain the highest standards of academic integrity while presenting own academic work.
13. They should help teachers in maintaining the learning environment conducive for all students.
14. Students should strive to keep campus ragging free. Inculcation of Human Values and Professional Ethics in HEIs 17
15. Students should be sensitive to gender issues.
16. They need to be sensitive to societal needs and development.
17. They should maintain good health and refrain from any kind of intoxicants.


## 6. CODE OF CONDUCT FOR THE USE OF LIBRARY :

1. All the users of the library should possess the I -card before entering the library.
2. In case of the loss of books, the due amount will be charged.
3. Students and the staff should observe the silence in the Library.
4. Students should maintain the discipline in the library
5. Personal belongings are not allowed inside the Library.
6. Use of cell phones are strictly prohibited in the library
7. The use of INTERNET in the library
8. The Library timings are 8.30 a.m to 2.00 and 2.30 to 5.30 p.m. from Monday to Friday and 8. 30 to 2.30 on Saturday.
9. Students must handle the book/s very carefully.
10. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.2 per day for students will be collected.


## 7. GENERAL RULES FOR ALL THE STUDENTS:


1. All the students should participate in at least one sports of their interest.
2. All students should participate in various co-curricular and extracurricular activities
3. All the students should visit the library once in a week and should read at least one book other than their syllabus.
4. Students will be provided the necessary guidance for competitive examinations every Saturday from 11.00 a.m. to 2.00 p.m.
5. All the students should follow the dress code- shirt in for male students and salwar. kameez for the female students. Shoes is compulsory for all.

6. All the students should maintain the discipline in the campus.
7. All the stakeholders should keep the campus clean.
8. All the students and the staff should participate in tree plantation and conservation programme to maintain the campus green and pollution free.
9. All the students and the staff should park their vehicles at the gate.
10. Students should read all the Notices displayed on the Notice Board
11. All students and the staff should make efforts for saving water.
12. Any kind of harm to the trees is a serious and punishable offense
13. Any damage to the property by anyone is a punishable offense
14. Everyone should follow these rules strictly. The violation of these rules will be considered as a serious offense.

  
Dr. M.S. Tamboli  
In-charge



  
Prof. R.T. Gholap  
Coordinator, IQAC  
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Adinathnagar, Tal. Pathardi, Dist. Ahmednagar

  
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