



**Dr. Babasaheb Ambedkar Memorial Society, Chandrapur**



## **Dr. Ambedkar College of Arts, Commerce & Science, Chandrapur**

**Affiliated to Gondwana University, Gadchiroli.**

**Re-accredited by NAAC 'B +' with 2.61 CGPA**

**ANNUAL QUALITY ASSURANCE REPORT**

**AQAR: 2022-2023**

### **CRITERION – 7 INSTITUTIONAL VALUES AND BEST PRACTICES**

**METRIC NO: - 7.1.10**



**METRIC NAME: 7.1.10** The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

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## **1. Code of conduct for students**

1. While entering college premises, student must maintain the dress code.
2. While coming to the college, student must have identity card.
3. Student must maintain discipline and their behavior must be conducive in and outside the college campus.
4. Student attendance is compulsory on national events such as Independence Day and Republic Day. Also they have to remain present at the various college events. Strict action will be taken against absentees.
5. It is the foremost duty of average student to respect Chairman, Principal, Teachers, Nonteaching Staff, Guest, Parents and people in general. Strict action will be taken against those student who do not maintain this code of conduct.
6. Student must attempts all the college exams.
7. In case there is no class, student should not wander in corridor or in the college ground. In free time, they should read magazines, journals, news papers or books of their subject in the library.
8. Students taking all educational concession will abide by the information and contents of the application form. If their concession is not granted, they have to pay fees as per rules.
9. Without prior permission of teacher, students should not attend the class of the subject not obtained by him / her.
10. Student should cooperate to maintain the reputation of the college by maintaining good character, discipline, manners and etiquettes.
11. As per Government rules and regulations, immediate strict police action will be taken against those students found guilty of molestation.
12. Principals decision will be mandatory in case of any disputable matters in the college.
13. College fees, dues and fines must be paid without any delay. In case of any difficulty or inability, written application must be submitted to principal.

14. If any student is found guilty of bad behavior or violating code of conduct, his/her admission will be cancelled by sending their names to parents.
15. Students should not demand other facilities than the ones available in the college at the time of admission.
16. Individual complaint must be made by his/her self.
17. Chewing pan, tobacco, gutkha and wearing goggles or covering face in any manner in the college premises is not permitted.

## **2. Code of conduct for teachers**

The teacher shall:

1. The teacher shall be at the disposal of the University fulltime and shall serve in such capacity and at such place, as he may, from time to time, be so directed.
2. The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the University.
3. The teacher shall at all time maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher and his profession.
4. The teacher shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote and protect the interest of the University.
5. The teacher shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work to be done in connection with the

business of the University. Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realisation of other contribution for this purpose.

6. The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit. However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.
7. (a) The teacher or his near relative shall neither bid directly or indirectly, at any auction of any University property nor submit any tender for any supply to the University Schools, University Departments, Conducted Colleges and University Institutions. (b) The teacher or his relative shall not use the University property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose. (c) The fulltime teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.
8. The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.

9. The teacher shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.

### **3. Code of Conduct for Institution**

1. Institution must communicate its goals and objectives systematically and clearly to all students.
2. Institution must offer programmes that are consistent with its goals and objectives.
3. Institution should offer a wide range of programmes with adequate academic flexibility.
4. The feedback from students should be obtained by the institution on the initiation, review and redesign of programmes if and when necessary.
5. Institution must implement a well conceived plan for monitoring student progress continuously.
6. Institution should provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
7. Institution should have sufficient and well run support services for all students.
8. Institution must promote healthy practices.