

# Code of Conduct

## Every student (regular, external or enrolled with Smt. Salunkabai Raut Arts & Commerce College)

(\*As per Clause 95 of the Maharashtra Universities Act, 1994 & Gazette Notification part two 77/2012 dated 21 Jun 2012 of S.G.B.A.U. Amaravati)

1. Conduct him/her properly and observe strict discipline within class-rooms, library, laboratory, and college campus. He will also maintain discipline during tours, excursions and educational trips organized by the institution.
2. He/ She shall not do any act that directly or indirectly causes disturbance to functioning of the institution.
3. He/she shall attend all the lectures and practicals as prescribed by the University.  
Any student found indulging in acts contrary to above mentioned code of conduct; disciplinary action will be taken against him/her by, or on behalf of, the Principal as mentioned in act and notification of the S.G.B.A.U. Amaravati.

### **The following acts will be treated as gross indiscipline that can invite action:**

1. Securing admission to any UG courses using fabricated documents or by suppression of facts.
2. Refusing to produce the identity card issued by the institution on demand in the campus.
3. Obstructing any student to take part in academic, co-curricular, cultural or extension activities.
4. Possessing or selling or distributing or consuming smoking products & alcohol within the campus.
5. Interacting with media, Commenting & posting derogatorily related to institution on social media, recording & providing audio, video clips in & of the campus area without prior permission of Principal.
6. Possessing or using any fire arm or lethal weapons or explosives.
7. Possessing or consuming or distributing any intoxicating chemicals & drugs.
8. Indulging in any act of Ragging, Sexual Harassment, Violence in premises & campus.
9. Instigating any violence or participating or organizing violent demonstrations or agitations or violent strikes.
10. Instigating or participating in any “gherao” or organizing violent agitation against any member of the teaching or non-teaching staff.
11. Stealing or damaging any property, documents or records of the institution.
12. Participating or organizing gambling activity.
13. Collecting or raising of funds for any charity, social, religious or political cause without written permission from the Principal of the institution.
14. Indulging in rumours, indecent conduct during the times of national emergencies, riots and natural calamities.
15. Indulging in any anti-National activities or knowingly supporting anti-national elements.
16. Indulging in any act that amounts to crimes under the Indian Penal Code, Indian Procedural Code and/or all the Acts that are enforced by the Union of India and other State Authorities.

### **Punishments for violating the rules**

The Principal or the officer appointed by him may impose one or more of the following punishments on the students found guilty of misconduct or indiscipline.

1. Warning/Reprimand
2. Fine not exceeding Rs. 300.
3. Cancellation of scholarship, prize or medal awarded to concerned student.
4. Debar him/her from appearing in College Exams for not more than one year.

5. Expel/Rusticate from college for not more than five years.  
These guidelines will not prejudice to any right available under the protection of Human Rights Act 1993.

## **Code of Conduct for Teachers**

### **Teachers should**

1. Plan, prepare and deliver lectures as per their time table.
2. Teach according to the educational needs, abilities and attainment of the individual pupils and groups of students.
3. Promote the general progress and well-being of individual students, groups of students or class/es entrusted to him/her.
4. Make them available to students even beyond their class hour, help and guide students without any remuneration or reward.
5. Provide the necessary information and advice and makes the necessary requisitions and arrangements in connection with the teaching of the subject/s assigned to him/her.
6. Be affectionate with students and not behave in a vindictive manner towards any of them for any reason.
7. Manage their private affairs in a manner consistent with the dignity of the profession.
8. Participate in meetings of respective bodies held in the institution.
9. Co-operate with the College's Principal, Head of departments, other faculties in the preparations and development of courses of study, teaching programmes, methods of teaching and assessment prescribed by the SGBAU Amaravati.
10. Maintains good order and discipline among students and safeguards their health and safety in the campus.
11. Participate in staff, group or other meetings for the better organisation and administration of the institution, or related to the institutional curriculum.
12. Participate in extension, co-curricular and extra-curricular activities including community service.
13. Share in any possible and reasonable way in the proper management, organisation, order and discipline of the institution.
14. Participate in further personal training and professional development as a teacher, including the attendance to in-service education and training courses prescribed by UGC sponsored Academic staff colleges.
15. Respect the right and dignity of the student in expressing his/her opinion.
16. Deal honestly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
17. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
18. Encourage students to improve their attainments, develop their personalities and at the time contribute to community welfare.
19. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
20. Aid students to develop and understanding of our National Heritage and Goals.
21. Refrain from inciting students against other students, colleagues or administration.