



Phondaghat Education Societys

ARTS AND COMMERCE COLLEGE, PHONDAGHAT

Tal. Kankvali Dist. Sindhudurg-416 601

Affiliated To University of Mumbai

NAAC accredited with "B" Grade

CODE OF CONDUCT

Code of Conduct

Teaching Staff :

It is assumed that the teacher will not in general avoid his responsibilities and misuse privileges. However, following lapses would constitute improper conduct on the part of the teacher of the College.

- 1) Failure to perform his academic duties such as preparations, lectures, demonstrations, assessment, Invigilation etc.
- 2) Gross partiality in assessment of students, deliberately over/under marking, or attempt of victimisation on any grounds.
- 3) Refusal to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his difference with their policies or decisions, expressions provided that he will not use the facilities or forum of the University/College to propogate his own ideas or beliefs for or against particular Political Party or alignment of political or religious activities.
- 4) The principal will be informed if any criminal complaint, action / procedure is filed against him / her in any police station, court or forum.




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Non-Teaching Staff :

1. Every non-teaching staff of the college should perform the administrative duties assigned by U.G.C / University / College / Management efficiently and diligently from time to time.
2. All members of the staff shall refrain from verbal, non-verbal and / or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
3. To assist in carrying out functions related to the administrative responsibilities of the college and university, such as assisting in the evaluation of applications for admission, advising and counseling students, as well as assisting in conducting university and college examinations with all types of examination functions.
4. To treat students fairly and impartially irrespective of their religion, caste or political, economic, social and physical characteristics.
5. Every employee should use their knowledge and experience for the overall development of the office work of the college.




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Students:

1. Students should contact the concerned department head at least eight days in advance for planning any meeting, function or event.
2. Meetings, ceremonial guests and chairpersons as well as the subject matter should not be decided without the prior permission of the principal in the interest of the college.
3. In case of demolition of college property, compensation will be taken from the concerned students.
4. According to the circular of Mumbai University Mumbai, University Grants Board, Delhi, legal action will be taken against the guilty students. Information about colleges and institutions should not be given to each other's media without the full permission of the principal.
5. Appropriate action will be taken against the concerned after the publication or dissemination of defamatory text about the college and the institution.
6. As per the ordinance of Government of Maharashtra, students will not allowed to use mobile in college premises.
7. Parents of misbehaving students are notified orally or by letter. Even after that If there is no change in their behaviour, their educational privileges will be closed, the examination form will be filled. Admission will be revoked, police action will be taken on specific occasions.




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