

**Handbook**  
**On**  
**Code of Conduct**  
**For Staff and Students**

Published by  
R. B. Madkholkar Mahavidyalaya Chandgad

# **R. B. Madkholkar Mahavidyalaya, Chandgad**

## **“Code Book for Staff and Students ”**

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### **R. B. Madkholkar Mahavidyalaya, Chandgad**

#### **CODE OF CONDUCT FOR STAFF: -**

#### **INTRODUCTION**

R. B. Madkholkar Mahavidyalaya, Chandgad (formerly known as Arts, Commerce, and Science College Chandgad) was established in June 1998 by Khedut Shikshan Mandal, Kalkundri to make available higher education facility in the rural and remote area. The dream of institute is to provide higher education to each and every student. There was no provision of higher education nearby. The students of the taluka did not have the ability to take education from outbound area. So in order to prevent their educational losses, our parent institute - Khedut shikshan Mandal had started the college. The college bears slogan of the parent institute – “तपसा प्राप्यते यशः” i. e. “Diligence Yields Success”.

The institute works on the basis of unity, brotherhood, justice, freedom and ethical principles. Charity is the important part of community development. The aim of the College is to create harmonious citizen through character, intellectual, ideological and mental development of the students.

It is a matter of pride for us that the College is successfully in contributing to development of the society.

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### **Code of Conduct for Staff -**

#### Institutional Guidelines -

1. Attempting to reach the goal based on the principles of truth, character, honesty, service sacrifice and social commitment.
  2. Attend timely in college
  3. If you want to remain absent, take prior permission from the senior.
  4. Write daily diary and get check it.
  5. Think about how many hours you missed and how many hours did you take extra, for better performance.
  6. Give regular homework to the students. Complete evaluation works within time.
  7. Read more books to keep knowledge updated.
  8. Actively participate in programs & activities.
  9. Try to minimize mistakes of the students, instead of blaming their wrong behavior.
  10. Apart from the usual work, get some social work done.
  11. Remain loyal to policies of organization.
  12. Participate in the happiness and misery of the co-workers of the institute.
  13. Do not misuse the instruments and facilities of the organization.
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### **Code of conduct for teachers:**

1. The teacher's behavior should be ideal.
  2. The teacher should consider himself a guide for society.
  3. The identity of the teacher should be “Architecture of Student's future”.
  4. A teacher should act with honesty and integrity with their work
  5. The teacher should complete his teaching work in a timely and satisfying way.
  6. A teacher may not delegate his or her responsibilities to any person who is not a teacher.
  7. A teacher does not engage in activities, which adversely affects the of professional ethics.
  8. A teacher should integrate his teaching, learning with his or her research.
  9. Every teacher should take and follow the oath given by Ex-president Late Dr. A. P. J. Abdul Kalam.
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**संस्थेच्या सेवकांनी पाळावयाची मार्गदर्शक तत्वे –**

- 1) सत्य, चारित्र्य, प्रामाणिकपणा, सेवा त्याग आणि सामाजिक बांधीलकी या तत्वांच्या आधारे ध्येय गाठण्याचा प्रयत्न करणे.
  - 2) महाविद्यालयात वेळेवर उपस्थित राहणे.
  - 3) गैरहजर राहायचे असल्यास वरिष्ठाकडून पूर्वपरवानगी घेणे.
  - 4) रोजच्या रोज डायरी लिहून तपासून घेणे.
  - 5) आपले किती तास चुकले, आपण किती अधिक तास घेतले याबाबत शिक्षकांनी नोंदी ठेवणे, त्यावर चिंतन करणे.
  - 6) शिक्षकांनी विद्यार्थ्यांना नियमीत गृहपाठ देणे. परीक्षा, उत्तरपत्रिका तपासणे यासारखी मूल्यमापन कामे वेळच्यावेळी पूर्ण करणे.
  - 7) शिक्षकांनी आपले ज्ञान अद्ययावत ठेवण्यासाठी जादा पुस्तके वाचणे.
  - 8) अध्यापनेतर कार्यक्रम/ उपक्रम यामध्ये हिरीरीने सहभाग नोंदवणे.
  - 9) विद्यार्थ्यांना त्यांच्या चुकीच्या वर्तनुकीबद्दल दोष देण्याऐवजी त्यांच्या बोलण्या-वागण्यातील चुकीच्या सवयी, दोष नाहीसे करण्यासाठी प्रयत्न करणे.
  - 10) नेहमीच्या कार्याव्यतिरिक्त आपल्या हातून कांही समाजोपयोगी कार्य घडेल यासाठी प्रयत्नशील राहणे.
  - 11) संस्थेच्या ध्येयधोरणाशी एकनिष्ठ राहणे.
  - 12) संस्था कार्यकर्त्यांच्या सुख-दुखात सहभागी होणे.
  - 13) संस्थेतील वस्तूंचा व सुविधांचा स्वतःच्या खाजगी कामासाठी गैरवापर न करणे.
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#### **Eleven point oath for teachers by Hon. Ex- president Late Dr. A. P. J. Abdul Kalam**

1. First and foremost, I will love teaching. Teaching will be my soul.
  2. I realize that I am responsible for shaping not just students but ignited youths who are the most powerful resource under the earth, on the earth and above the earth. I will be fully committed for the great mission of teaching.
  3. As a teacher, it will give me a great happiness, if I can transform an average student of the class to perform exceedingly well.
  4. All my actions with my students will be with kindness and affection like a mother, sister, father or brother.
  5. I will organize and conduct my life, in such a way that my life itself is a message for my students.
  6. I will encourage my students and children to ask questions and develop the spirit of enquiry, so that they blossom into creative enlightened citizens.
  7. I will treat all the students equally and will not support any differentiation on account of religion, community or language.
  8. I will continuously build the capacities in teaching so that I can impart quality education to my students.
  9. I will celebrate the success of my students.
  10. I realize by being a teacher, I am making an important contribution to all the national development initiatives.
  11. I will constantly endeavor to fill my mind, with great thoughts and spread the nobility in thinking and action among my students.
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### **Code of conduct for Students:**

1. It is compulsory for the students to wear his identity card in the college premises.
  2. It is mandatory for the students to attend all the periods and practicals except in unavoidable circumstances.
  3. There is strict prohibition to do any abominable act in the college premises.
  4. It is compulsory for students to complete home assignments and to attend the internal evaluation and other examinations.
  5. Students should show their Identity card whenever asked by college authority.
  6. It is the duty of everyone to take care of the college property. Damage will be recovered from the responsible person if the property is damaged due to their negligence.
  7. The last student to exit the class should turn off all the electrical appliances.
  8. No program can be organized in college area without permission.
  9. Outsiders are not allowed to enter in the college premises without proper permission.
  10. Any behavior by the students that disrupts the discipline of the college will not be tolerated.
  11. The decisions made by the college authorities regarding conduct, discipline will be the final.
  12. It is student's personal responsibility to fill the forms like admission, examination, scholarship etc. in stipulated time.
  13. Students should always follow the instructions displayed on notice board.
  14. The Principal has the right to change the rules of the college.
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## R. B. Madkholkar Mahavidyalaya, Chandgad

### “Code Book for Staff and Students ”

Code of conduct (Rules) for the student published in the prospect in local language.

#### १०. महाविद्यालयाचे नियम व शिस्त

१. विद्यार्थ्यांनी आपले ओळखपत्र गळ्यामध्ये अडकविणे सक्तीचे आहे.
२. विद्यार्थ्यांनी सर्व तासिकांना हजर राहणे अनिवार्य आहे.
३. महाविद्यालय परिसरात रेंगाळणे, धुम्रपान करणे तसेच कोणतेही गैरकृत्य करण्यास सक्त मनाई आहे.
४. विद्यार्थ्यांनी गृहपाठ, अंतर्गत मुल्यमापन तसेच इतर आवश्यक परीक्षांना नियमित हजर राहणे अनिवार्य आहे. अन्यथा दंडात्मक कारवाई केली जाईल.
५. महाविद्यालयामध्ये प्रवेश घेतल्यानंतर प्रत्येक विद्यार्थ्याने वर्गात व महाविद्यालय परिसरात स्वतःचे ओळखपत्र सोबत ठेवणे आवश्यक आहे आणि मागणी केल्यास त्यावेळी ते दाखवणे बंधनकारक आहे.
६. महाविद्यालयाच्या मालमत्तेची प्रत्येकाने काळजी घ्यावी भिंती, दरवाजे, फळा, डेस्क, प्रयोगशाळेतील साहित्य व उपकरणे इत्यादींची मोडतोड किंवा खराब झाल्यास संबंधिताकडून त्याचा खर्च वसूल केला जाईल.
७. वर्गातून बाहेर पडताना जो विद्यार्थी शेवटी राहील त्याने विद्युत् उपकरणे (फॅन, ट्यूब इ.) चालू असल्यास ती बंद करूनच बाहेर पडावे.
८. परवानगीशिवाय महाविद्यालय परिसरात कोणताही कार्यक्रम आयोजित करता येणार नाही.
९. विद्यार्थ्यांना एखादा दाखला, प्रमाणपत्र हवे असल्यास त्यासंबंधी आगाऊ अर्ज करणे आवश्यक आहे.
१०. रितसर परवानगी शिवाय महाविद्यालय परिसरात अन्य व्यक्तींना प्रवेश मिळणार नाही.
११. महाविद्यालयाच्या शिस्तीस बाधा येईल असे कोणतेही वर्तन, कृत्य विद्यार्थ्यांनी महाविद्यालयात किंवा महाविद्यालयाबाहेर करता कामा नये.
१२. महाविद्यालयामधील वर्तणूक, शिस्त संबंधीचे प्राचार्यांनी दिलेले निर्णय अंतिम राहतील.
१३. मागासवर्गीय विद्यार्थ्यांची कोणतीही तक्रार असल्यास समिती मार्फत निर्णय घेतला जाईल.

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१४. प्रवेश, परीक्षा, शिष्यवृत्ती इत्यादी अर्ज वेळचेवेळी भरणे विद्यार्थ्यांची व्यक्तिगत जबाबदारी आहे.
१५. विद्यार्थ्यांनी सुचना फलकावरील सुचना रोजच्या रोज पहाव्यात.
१६. महाविद्यालयाचे नियमांमध्ये बदल करण्याचे अधिकार मा. प्राचार्य यांना आहेत.
१७. विज्ञान शाखेकडील विद्यार्थ्यांकडे 'डीसेक्शन बॉक्स' व 'साइटीफीक कॅल्क्युलेटर' असणे आवश्यक आहे. तसेच बि.कॉम. भाग-२ च्या विद्यार्थ्यांच्याकडेही कॅल्क्युलेटर असणे बंधनकारक आहे.