

S.E. S's  
SHIKSHAN MAHARSHI DADASAHEB LIMAYE ARTS, COMMERCE AND  
SCIENCE COLLEGE, KALAMBOLI

**Code of Conduct for Staff**

1. A staff shall carry out the legitimate academic and administrative decisions taken by the authorities of the college pertaining to his/her sphere of responsibility/duties.
2. A staff shall not discriminate against a student or another working staff on political grounds, race, religion, caste, language or gender or for other reason of an arbitrary or personal nature and shall not incite students/ staffs against other students or other staffs, colleagues or administration/Governing body of the College.
3. A staff shall not remain absent from duty without proper sanction of leave except in case of emergency.
4. A staff shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the college.
5. A staff is not allowed to give any private tuition to students of the college.
6. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
7. Co-operate in the formulation of policies of the institution and discharge responsibilities which college may demand.
8. Co-operating with the authorities is highly required for the betterment of the college keeping in view the interest and in conformity with dignity of the profession.
9. Should adhere to the conditions of contract.
10. Must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the college and College authorities from time to time.

## **Code of conduct for Students**

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. of Maharashtra any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
5. Strict silence must be observed in a reading room, classroom, corridors and Library.
6. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
7. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
8. Students must not wait on the Institute premises while the classes are going on.
9. Talking and other disruptive behaviors are not permitted while classes are in session.
10. Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
11. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
12. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
13. Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.

14. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.

15. Be polite and respectful towards others, instructor and other students.

16. If the teacher is absent, the class representative should inform the Head of the Department alternative arrangements.

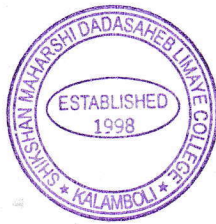
17. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Principal's prior permission.

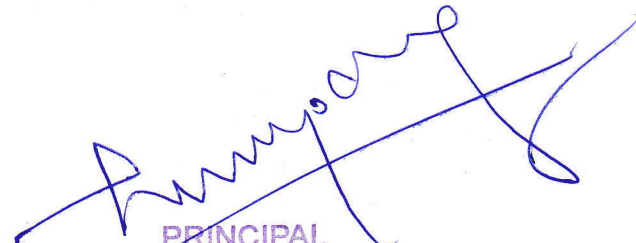
18. No student shall collect any money or contribution for picnic, trip and educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.

19. No student will be allowed to take active part in current politics.

20. Prior permission from the Principal is essential to take part in inter – collegiate competitions.

21. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.



  
PRINCIPAL  
SES'S S. M. Dadasaheb Limaye  
ACS College, Kalamboli,  
Tal.- Panvel, Dist. - Raigad.