

Uttari Bharati Sabha's
Ramanand Arya D.A.V College
Bhandup East, Mumbai 400042

CODE OF CONDUCT HANDBOOK

The code of conduct applies to all those working within the College. All are advised to familiarise themselves with this important set of standards which organisations asks everyone to observe and comply with. Everyone in this organization must also be familiar with the **Code of conduct handbook of RADAV College** which is our formal handbook.

01 June 2021

CODE OF CONDUCT FOR PRINCIPAL

- Oversee and monitor the administration of the academic programmes and general administration
- Plan the budgetary provisions and go through the financial audited statements
- Has authority to maintain discipline in the Institute
- Should form various college level committees
- Should encourage Faculty Members to update their knowledge
- Periodically review this Code of Conduct
- Responsible for the development of academic programmes
- Should convene meetings of any of the authorities
- Should ensure that quality in education & maintain for continuous improvement
- Ensure confidentiality of data and submit it to the Management
- Responsible for submission of an annual report

CODE OF CONDUCT FOR TEACHERS

- Perform his academic duties and work related to examinations as assigned
- Not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex
- Shall have a freedom of thought and expression and not misuse
- Not refuse to carry out the academic and administrative decision taken by the Principal
- Not make use of resources of college for personal, commercial, political or religious purpose
- Shall not be partial in assessment of any student
- Shall not conduct /participate in private coaching classes directly or indirectly
- Shall not indulge in , directly or indirectly, any malpractice or Unfair means
- Shall not furnish incorrect information regarding his qualifications
- Avoid using inappropriate or offensive language
- Use Social Media such as Facebook responsibly
- Not use your own car to transport students & not engage in an inappropriate relationship
- Take rounds during examination duty
- Seek to make professional growth & maintain active membership

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Responsible for protecting and taking reasonable steps to prevent theft or misuse , or damage of college property.
- Should follow the rules and regulations of the Institution
- Refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status, pregnancy
- Should maintain confidentiality regarding any affairs or data of college
- Should familiarize themselves with College policies that are relevant to their responsibilities
- Should not be engaged in any inappropriate relationship with students.

CODE OF CONDUCT FOR STUDENTS

- Always carry and display their valid college identity card in college premises & produced whenever demanded
- Should not loiter in and around the college premises during lectures
- Expected to be dressed up adequately and decently
- In case of any problem, personal or academic, students should report to the Prof-in-charge
- Not to bring any outsider in the college premises
- Not collect any fund from other students or from outsiders without the written permission of the principal
- Not organize on their own picnics, excursions, trips
- Not write on benches and walls.
- Read the notice board regularly related to examinations and other programmes
- Use of cell phones inside the college premises is prohibited
- Ragging is prohibited in and around the college campus

CODE OF CONDUCT FOR STUDENTS.

(Continued)

- Refrain from indulging in any and all forms of misconduct including spoiling college property
- Not discrimination (physical or verbal) on the basis of an individual's gender, caste, race, religion or religious beliefs
- Expected to use the social media carefully and responsibly
- Consumption of alcohol, smoking, chewing tobacco, pan or any kind of narcotic drugs are strictly prohibited in and around the college campus