

ADARSH EDUCATION SOCIETY'S
ARTS, COMMERCE AND SCIENCE
COLLEGE, HINGOLI



CODE OF CONDUCT

CODE OF CONDUCT MONITORING COMMITTEE

1. MR. A. K. PATHAN - CO-ORDINATOR
2. DR. S. P. HATKAR - MEMBER
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COLLEGE HISTORY

Adarsh Education Society came into existence on 07th November 1966 at a townlet called Hingoli. A group of socially-committed, well-educated, visionary and philanthropic minds charged with the feelings of patriotism, compassion, social welfare and humanitarianism led the foundation stone of this institute in the form of Adarsh Education Society. Emerging as a heroic torch-bearers in the area, Hon. Shri. Ghanshyamdasji Motilal Kabra, Shri. NagnathAppalrannappaSaraf, Adv. ShyamraoMadhavraoNaik, Adv. Uttamraoji Rode, Shri. D. R. Choudhariinunciated this education society, believing in the noble message from the *"Dnyaneshwari"* implying that *'lack of knowledge born of pure mind is the mother of all evils and miseries: and thought is the seed of all actions and noble actions can only come from noble knowledge'*. They all believed that what the founding father of our university and a great soul Swami RamanandTeerth who maintained that *'Education is the panacea of all social evils'*. So, they led the foundation of this Knowledge Tree in the form of Adarsh Education Society with a view to *"Foster education among the general masses and especially, the students hailing from rural places."* As a result of this, they founded a college named Adarsh Education Society's Arts, and Commerce College on 06th June 1967.

Today's grand campus of Adarsh Education Society's Arts, Commerce and Science College had a cinematic and humble beginning with 224 students and 08 teachers from a *'Zopadi'* (a small hut) near the post office road in Hingoli. The initial fund for establishing and developing the institution in its early developmental phase was raised from the common masses and farmers of the area by earnestly appealing to extend their help in the form of a voluntary cess on agro-produce like cotton. It sometimes engaged its classes in a typical place called Town-Hall. The Knowledge Boat called Adarsh ushered itself in an era where the winds of science started wooing the visionary trustees who came up with an innovative idea of extending the institute by adding a science stream to the existing fabric. So, science faculty with subjects like Physics, Chemistry, Botany, Zoology, Electronics, Dairy Science, Mathematics, hardly available in the

educationally backward area and facing innumerable stumbling blocks, was enunciated in the very next year i.e. 1968. Attending the contemporary immediate requirements and future expectations of the institute, the society arranged for 43 acres of land and undertook the herculean task of building and developing a beautiful campus through its own resources. Accordingly, the construction was completed by 1971 and the college could enjoy its own well-built, beautiful campus in the lap of nature with adequate infrastructure by the year 1972.

Started as a small and ambitious enterprise somewhere 47 years back, with 224 students and 08 faculties, the Knowledge Tree of Adarsh College has now emerged as the best of its kind institute in the region with the enrollment of 2300 students (including 1100 girls) and 33 well qualified faculty positions. The college has its own spacious and beautiful campus of 43 acres at present with 04 double-storied building and 02 Play Grounds covering an area of 5980.48 Sq. Mtrs. At the outset, it was affiliated to Marathwada University, Aurangabad till 1994 and later on it is affiliated to Swami RamanandTeerthMarathwada University, Nanded from 1994 till to date. The college is permanently affiliated to the S.R.T.M. University, Nanded. It has been recognized under 2(F) in 1983 and 12(B) in 1995 of the UGC Act. Acknowledging the importance of the NAAC accreditation as a quality enhancing measures, the college set up IQAC-ACH as a strategic planning cell on 15th January 2003 to build and ensure quality culture and meet the academic requirements of excellence and challenges ahead with a zeal to serve substantially, UGC recognized educationally-backward, disadvantaged and agro-based rural area Hingoli and its suburbs. The institute constantly strives its best to maintain the quality.

So, the college is proud to state that it represents, perhaps, the only pioneer institute that showed courage to go for NAAC accreditation in Marathwada region in 2003. It is also a special delight for the institute to communicate that it was accredited with "B++" grade in 2003 and it was reaccredited with B+ grade in second cycle in 2016. The college has been ever ready to address the educational problems and needs of the students. So, it has been taking necessary care to provide the rural students, groping

in the darkness of poverty and ignorance, access to quality education in the best possible way.

The institute has been continuously striving its best in developing and effecting necessary reforms in respect of infrastructure, learning resources, faculty updation, ICT-enabled teaching learning process, modernized administration and management so as to achieve its envisioned objectives. The college bears almost all necessary student support facilities like naturally-ventilated and sufficiently-furnished 26 Classrooms, spacious 02 Play Grounds, Hostels, Seminar Hall, Amphitheatre, Cafeteria, Safe Drinking Water facility, Internet with LAN facility, separate Vehicle Stand, Comfort Stations, Computer Laboratory, Gymnasium, Poor Boy's Hostel facility, Women's Hostel, Night Library, Competitive Exam and Career Guidance Cell, various academic and student association like Commerce Association, Science Association, Mathematic Board, etc. supply of regular electricity with arrangement through Generator and Inverter facility.

The college offers 16 academic programmes consisting of 05 UG level courses, 07 PG courses with 01 PG diploma course, 03 Research centers for Ph.D., among which 02 UG and 07 PG courses are self financed. The institute, being an affiliated institute, enjoys no right of effecting any changes the exam pattern or syllabus. Our faculty is indirectly involved in contributing the syllabus design and exam reforms in the form of the BOS and participating in curriculum designing- related workshop sponsored by the university.

The institute is very serious about its product and believes that every student should be a well-developed, groomed and skilled human resource possessing a sound knowledge of his subject area as well as well-versed in soft skills, communication skills and professional awareness. Novels schemes like 'One Teacher One Skill' and 'JagarJanivancha' are executed to achieve its goals by the institute. It also earnestly hopes to inculcate values like integrity, character, self-reliance, self-respect, secularism, scientific point of view, humanism, respect for natural and cultural diversity, dignity of work and constitutional values. The institute is proud to have a well-developed Competitive Exam and Career Guidance Cell with an updated

Library and Reading Hall with ICT facility. Currently, 45 students are, selected through a competitive aptitude exam conducted by the cell, enjoying their competitive study. The cell tries its best in guiding and counselling the aspirants from competitive arena by organizing informative guest lectures of eminent scholars and conducting various competitive exams.

In short, Adarsh Education Society always tries its best to the ideal as its name.

VISION

TO FOSTER AND INTENSIFY THE DESIRE OF KNOWLEDGE AMONG THE STUDENTS HAILING FROM RURAL AREA AND TO ACHIEVE THEIR SUSTAINABLE MULTI-DIMENSIONAL DEVELOPMENT.

MISSION

1. The focus of College is on integrated and multidimensional development of students' personality.
2. Propagation / inculcation of values enshrined in the constitution of India.
3. Excellence in education with social relevance, dissemination of knowledge keeping pace with time.

GOALS

1. To introduce employment oriented/applied courses/subjects as and when required.
2. To plan, supplement and evaluate teaching and learning process at micro level using modern teaching technologies.
3. To organize educational programmes like conferences, seminars, workshops, guest lecturers of eminent personalities, educational tours etc.
4. To promote and encourage research and consultancy activities among the students and faculties.
5. To organize various extension programmes for the development of the values like National Integration, Patriotism, Humanism, Equality, Socialism, Secularism, Scientific temper, Democratic attitude etc.
6. To develop and modernize the infrastructure of the institute from time to time.
7. To organize social, cultural and sports activities and encourage students to participate in such activities.

8. To provide the mechanism of feedback about the faculties and the institute from the students.
9. To adopt new managerial concepts in administration.
10. To foster global competences among the students.

OBJECTIVES

To foster among the general masses and specially the students hailing from rural places, the desire for knowledge and to increase the intensity of this desire continuously and thus foster the intellectual, physical, educational and cultural development by establishing and managing educational institutions and initiating such other activities calculated to facilitate the above development and progress.

CODE OF CONDUCT FOR STUDENTS

The institute expects student to behave and to abide the following code of conduct –

1. A student should carry his/her identity card while in the campus and produce it wherever he is asked to by any teaching or non-teaching staff member of the college.
2. Rules framed by the college for good conduct of the students in the college premises should be strictly followed.
3. Treat all the members of the College community with due respect and courtesy.
4. Students should have at least 75% presence for taking University examinations otherwise the examination forms would not be submitted towards the University.
5. Students should attend all the lectures regularly and help to complete their curriculum in time.
6. It is binding for each student to wear Dress code prescribed by college authority.
7. Students should not arrange any program without the prior permission of the competent authority.
8. Students should properly utilize resources / facilities provided by the College.
9. Ragging is a serious crime on the college campus and it shall be legally dealt as per government rules and regulations.
10. If any student is found misbehaving and affecting smooth functioning of the College then the Principal may take disciplinary action as per rule.
11. Students are expected to take care of their precious belongings. The College will not take any responsibility in the matter.

12. Any misuse, damage or loss of college property by a student shall be considered a serious offence and it will stand a legal punishment.
13. A student should place his/her difficulties, complaints and demands through the prescribed channel and manner.
14. Disrupting normal functioning of the college by any sort of fund raising or social, political demonstrations on the campus will be dealt with legal action.
15. The College expects that all the socially and economically backward students should be aware and avail the governmental facilities or any other facilities time to time, the administration is always ready to extend help.
16. Smoking, chewing Tobacco and alcohol is strictly prohibited in the college premises.
17. Students may avail the admission to this College by considering Code of Conduct.

Library Rules -

1. Visitor should maintain silence and discipline in the library and reading room.
2. Students should produce their identity card as and when demanded by library staff.
3. Students can issue two library books on their borrower card for 15 days. Renewal of books will depend on availability and requirement of the same by others.
4. Students can issue one book on their college I-card for reading in study room or for overnight reading.
5. Loss of Library card should be immediately reported to the Librarian.
6. Students should take care of books issued to them. They should inform about missing to the library staff member at the very moment of the issue.
7. Students can avail the facility of reference books / periodicals within the library premises only against I-Card.

8. Issued book should be returned within 15 days from the date of issue.
9. A fine of Rs. 1/- per day will be charged on late return of books issued on library borrow card and I Card.
10. Writing, scribbling or tearing of pages of books, newspapers, periodicals etc. is prohibited and will be liable for strict action.
11. Scholar card facility is given for first three students (on merit basis from each class. They are provided with one extra library card.
12. Use suggestion box for conveying any complaints or suggestions.
13. On loss of library book, user shall replace the same with a brand new copy or pay amount decided by the library committee.

Examination Rules –

1. Students should keep their identity card and hall ticket during examination.
2. Students should reach at exam centre half an hour early before the commencement of examination.
3. Students are prohibited to use mobile phones in the exam centre.
4. Do not write anything on the question paper.
5. Do not exchange written matter or mathematical equipment's. If you require anything, ask supervisor. Do not leave your place without permission of supervisor during the exam periods.
6. Candidate cannot leave the Examination Hall for the first half hour.

Hostel Rules –

1. Students are not allowed to be absent without permission of the warden.
2. Students should return to the hostel before 06:00 pm. They are not allowed to go out of the hostel after 06:00 pm.
3. Students can go out of the hostel from 11:00 am to 06:30 pm on holidays with the condition that they have mention the details in the movement register.

4. Parents and relatives should register their details whenever they used to visit the hostel in visit register.
5. Student behaviour should be appropriate /polite
6. As per the central government, ragging is not allowed in the hostel. If it is found strict legal action will be taken.
7. Students should make arrangement of their food.
8. Fans and lights must be switched off when girls leave their rooms. In case it is noticed that fans/lights are functional in locked room, a penalty for wasting energy resources,
9. Room Furniture, electrical fittings are required to be maintained by students in good condition.
10. Student should not use any other electric equipment other than light, fan and bulb.
11. Students are not allowed to conduct meeting, programme any other activity without the prior intimation to warden.
12. If the student is not feeling well or suffering from any illness, it should be notified immediately to the warden.
13. Students should handle with care all the objects. Provided to them. If the objects are damaged or lost by the students then they have to pay for that.
14. Students must follow all the time to time rules and code of conduct of the hostel.
15. Parents are not allowed to stay in the hostel without permission of warden.
16. Depending upon the situation, authorities has right to change the rules.

CODE OF CONDUCT FOR TEACHERS

1. Teachers should handle the subjects assigned by the HOD and complete the Syllabus within proper time as well as produce good results.
2. Mentor- Mentee system must be implemented effectively. Teachers shall monitor the respective group of students who are attached to them.
3. Assignment topics for each course must to be given in time to the students
4. Teachers must be good counsellors and facilitators and have responsibility to Guide, encourage and assist the students.
5. Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, Co-curricular and organizational activities that may be assigned to them from time- to-time.
7. Seek to make professional growth continuous through study and research
8. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
9. Maintain active membership of professional organizations and strive to improve education and profession through them.
10. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
11. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and

college examinations, including supervision, invigilation and evaluation.

12. Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward

TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

TEACHERS AND NON-TEACHING STAFF:

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should report for duty at least 10 minutes in advance.
2. Non-Teaching staff should demonstrate courtesy and respect in all dealings with students, academic employee and support staff.
3. The non-teaching staff should be aware with all aspect of the college policies and procedures and will be prepared to implement them.
4. The non-teaching staff should be clear and specific in communications with faculty and staff so that all the concerned will know precisely what is expected.
5. Non-Teaching Staff assigned to laboratories should keep the Labs clean.
6. Non-Teaching Staff, working in the Lab. shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
8. Consumption of alcohol, tobacco and smoking are strictly prohibited while on duty.
9. Follow organizational hierarchy and protocol.