



SantDnyaneshwarShikshanSantha's

Hon. Shri. Annasaheb Dange Ayurved Medical College, Post Graduate & Research Center ,Ashta Dist: Sangli

(Approved by CCIM,New Delhi, Govt. of Maharashtra, Affiliated to Maharashtra University of Health Sciences ,Nashik,Maharashtra)

A HANDBOOK OF CODE OF CONDUCT YEAR 2018-19



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CODE OF CONDUCT

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PREAMBLE

Code of Conduct is a Ethical legal document that provides guidelines on acceptable behaviors of individuals in an organization. The code of Ethics defines acceptable behavior and social norms that individuals in an organization should adopt on a day-to-day basis.

This document is prepared for good and effective functioning of the Institute through proper and efficient use of the available Resources in the Campus. It also ensures the quality of Teaching-Learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc. This document incorporates the working of various committees for the betterment of the Institute and enhancement of quality of education. This document, along with the general rules and regulations provides certain code of conduct to be followed by the Faculty and Students , which will undoubtedly set an example for the Students

INSTITUTE VISION, MISSION AND QUALITY POLICY:

VISION (OUR ASPIRATION):

The Annasaheb Dange institute aspires to the world class, to generate & sustain excellence in Ayurvedic education and research in a supportive and stimulating academic environment. High quality research activity will be purposed in focused areas, with particular reference to the research priorities of institutes and public health problems. The Institute will be leader in transforming the health of communities through its purposeful integration of education, research and clinical care with compassion and highest ethical values.

MISSION (OURPURPOSE):

The Annasaheb Dange institute provides students of high academic potential with a Ayurvedic Medical education of exceptional quality and prepares physicians and other health care professionals to serve the humanity.

Our missions includes to educate all students I accordance with highest professional standards with holistic approach enriched with ethical values of saints and Rishis. Institute prepares socially accountable, community-based physicians and health professionals who are uniquely qualified in Ayurvedic Medicines to transform the health of patients and community.

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Emphasis is placed on enhancing skills and habits of life-long learning and producing world leaders in Ayurvedic Medicine by providing an environment enhanced by diversity, clinical innovation and research.

PRIDE:

- a. Partnership: Partnering with Parents, Families and other Organizations, collaborating with co-workers and colleagues.
- b. Integrity: Using resources wisely, building trust.
- c. Dignity & Respect: Creating an inclusive and compassionate environment for all people.
- d. Excellence: Demonstrating excellence in all we do.

QUALITY POLICY:

We intend to continually enhance performance of our institute through:

- a. Functioning in structured, organized & coordinated manner.
- b. Being conscious about our responsibilities and authorities at formal & informal levels.
- c. Taking every possible initiative in the role assigned.

OUR VALUES:

We value

- Each member of our faculty and staff as *a trustworthy and capable learning leader*, able to take evidence-based initiatives to achieve our goal of learning for competence *at all times, in all things, and in all places*.
- Each student by promoting the impersonal success, high academic standards, a love of learning, and social responsibility
- The ongoing professional development of learning leaders throughout our college community
- The potential of each person to learn.
- Planning skills that enable faculty and students to create, integrate and achieve personal, career, and educational goals.
- A communicative, respectful, and supportively learning-focused collegiate culture.
- A caring professional relationship between and among students and all faculty and staff.
- A respect for diversity and the learning opportunities this creates.

- To do research in collaboration with various pharmaceutical companies.
- The purposeful use of technology and other tools that enhance Learning.
- Academic, professional, and personal integrity.

ABOUT THE COLLEGE:

Sant Dnyaneshwar Shikshan Santha ,Islampur was registered under Bombay Public Trust Act ,1950 ^[1] has been started the Hon.Shri Annasaheb Dange Ayurvedic Medical College and PG Research center, Ashta and Dhanwantari Hospital in the year 1999 ^[2] with permission from the Government of Maharashtra, Central Council of Indian Medicine [C.C.I.M.] and Dept. of AYUSH, Ministry of health and family welfare, New Delhi, India. With intake capacity of 100 students as a private Un-aided Affiliated college to MUHS, Nashik.

We have enrolled by All India Survey on Higher Education(AISHE) from since from 2010 till the date ^[3]. We intend to contribute for enhancing performance through constructing the new building for organization & coordination

This is the foremost Ayurved College in Maharashtra where the medium of instruction is Marathi as well as English with an increased intake capacity of 100 students of UG ^[4] and 36 students of PG. We run Ph.D. affiliated center of Maharashtra University of Health Sciences, Nashik, in nine subjects as Rachana Sharir, Kriya Sharir, Rasshatra , Panchkarma & 6 clinical subjects .

The Institute had started specialize courses MD/MS in one subject from academic year 2008-09 and also we have received permission to run PG courses now in twelve subjects from academic year 2013-14 to 2017-18 ^[5] with more than 3 intake capacity. Institute has 60 Sanctioned UG and PG teachers fulfilling all norm as per NCISM.

DHANWANTARI HOSPITAL:

Hon.shri. Annasaheb Dange Ayurvedic Medical college & Post Graduate Research Center ,Dhanvantari Hospital Ashta,Sangli runs as per the coded MSR given by NCISM . Faculty comprises of well qualified Post graduates from well known Institutions who contribute to the expertise in the treatment of the patient. It is well equipped 244 bedded hospital with highly qualified medical staff, paramedical & Nursing staff, with two operation theatres i.e. O.T. for Ophthalmic; Gynecology, Labour Room, minor surgery & major surgery with all modern amenities. We have a multispecialty hospital supportive to the departments

Kayachikitsa, Balrog, Stirog, Shalya, Shalakyas, Panchkarma, Physiotherapy, dental OPD. Emergency Medical care is available. Special Panchkarma therapies including Snehana, Swedana, Rakta Mokshan, leech application, Basti, Shirodhara, Hrud Basti, Kati Basti, nasal medication (Nasya) etc. are conducted on regular basis taking into consideration the nature of the disease and constitution of the person.

Other facilities available are X-Ray, Ultra Sonography, ECG, Pathology lab, Pharmacy etc are available under expert supervision in hospital. A holistic approach including Yoga and panchgyavya chikitsa, pathya –apathya OPD is followed. The patients are provided with the medicines prepared in the pharmacy attached to the hospital. Ambulance facility is available for 24 hours. Regular health checkup camps, diagnostic camps are taken in hospital & peripheral villages. 6bedded I.C.U. & casualty is running 24 hours.

It is the endeavor of the institution is to produce graduates of profound intellectualism having in depth scientific knowledge of Indian System of Medicine of Ayurveda.

The Mission, Vision, Goal and Objectives of the College further facilitate it to reign the ideology of the Institution as a whole.

Principal:

The Principal is involved in the implementation of the perspective plans of the College. They ensure that Academic and Administration functions efficiently through the Departments and various Committees constituted for the respective cause

Internal Quality Assurance Cell (IQAC):

IQAC has been established in the College, which meets regularly to assess the quality deliverance of education in the Institute leading to achieve the Course and Program Outcomes.

Intercollege Committees for Specific task:

Various Academic and Administrative Committees are constituted for specific task as per the Academic and Administration Plans of the College. The Committees are: Local Management Committee, College Council Committee, Cultural and Sports (GMC Committee), Examinations, Discipline, Scholarships, Purchase, Hostel Management, Admissions,

Placement, Library, Women Empowerment Cell, Internal Grievance Redressal, Cell, Prevention of Sexual Harassment Vishakha , Antiaging, minority etc.

Head(s) of Departments:

The Heads of Departments ensure that the Academic Calendar provided by the University College is implemented properly and efficiently

Office Superintendent:

Office Superintendent is the Head of Non-Teaching and Non-Technical Staff and ensures the Administration.

Skill Development:

The College believes in enhancing students' personality by giving a fillip to their implicit and explicit skills. Events and activities are designed and executed to enable students towards imbibing skills which would otherwise remain latent Indulging students in the major functions and activities of the institution that inculcate responsibility towards society grooms them for better living.

Through participation in various clubs and comminees students' and teachers interpersonal skills are defined.

Secular and Spirit of Family:

The Institution believes in promoting a secular atmosphere by respecting all members of the Society and enabling a healthy family spirit amongst its Members.

Festivals and practices of all Religions and Castes are valued to promote the spirit of togetherness.It promotes a harmonious living and a spirit of mutual living by promoting activities across all the disciplines

Promoting the Spirit of Nationalist:

Being in consonance with the Institution's Vision of promoting Education through a well-wilt value system, the College promotes the spirit of Nationalism by indulging Students and Staff in Programix and endeavors of National importance

Students are encouraged to participate in Events organized through NSS and NCC schemes.

Birthday Celebrations and observing Death Anniversaries of eminent Personalities are regularly done.

In-Campus Safety Measures

Various Committees and Cells are in place to ensure the safety and security of the Students. Cells like Anti Ragging Cell, Students Discipline Cell, Students Grievance Redressal Cell and Prevention of Sexual Harassment Cell promote safety and a healthy atmosphere in the College. Administration of various sections function properly and efficiently as per the College plans and instructions of the Principal and Administrator.

The Code of Ethics for the Principal

The Principal is the Academic and Administrative Head of the Institute and works for the growth of the Institute.

- ❖ The Principal will implement the Policies approved by the Board of studies, Local Management Committee, the top level decision making body of the College.
- ❖ The Principal shall achieve co-ordination among various Statutory Committees and Non-Statutory Bodies
- ❖ The Principal is the member of LMC, College Council, Chairman of Finance Committee, Chief Controller of the Examinations and also a Medical Superintendent. .
- ❖ The Principal monitors Academic, Examination, Extra-Curricular, Co-Curricular Activities for smooth functioning of the system.
- ❖ The Principal is authorized to nominate Coordinators, Members and other Administration functionaries in various Committees.
- ❖ The Principal shall also ensure quality assurance and he should be assisted by the UG, PG, Ph.D Academic In charge & IQAC Coordinator.
- ❖ The Principal takes the effort to take the overall welfare of Students and Staff.

The Code of Ethics for the IQAC Co-ordinator

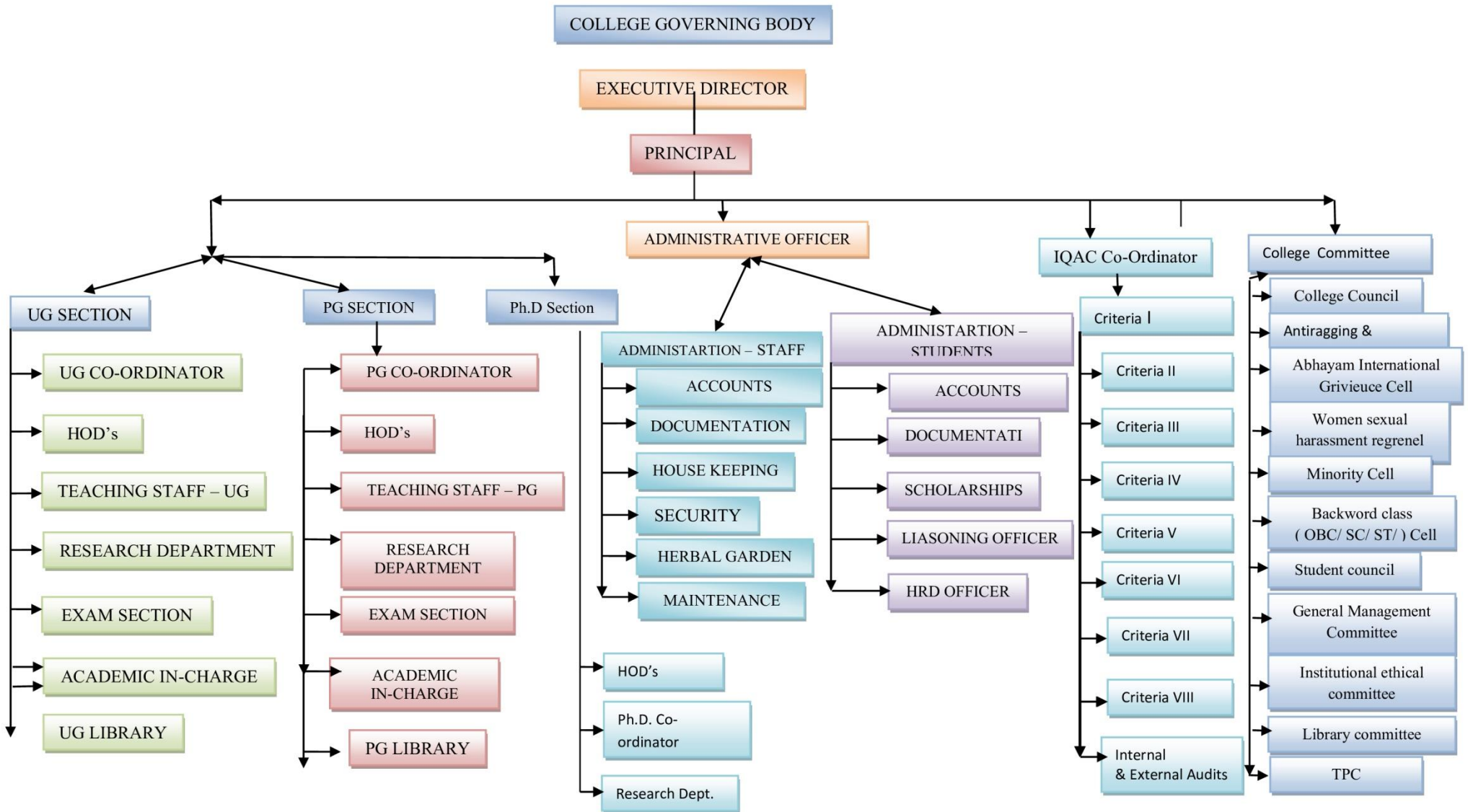
The IQAC Coordinator is the Administrative Head for the overall quality assurance and implementation of Academic, Curricular, Co-curricular, Extra-Curricular Activities of the Institution and works for the development and growth of the Institute

- ❖ He/She should implement new parameters for the Curriculum Development, Teaching Learning and Evaluation, to build Research culture to Teaching Staff and look after student support system.
- ❖ He/She will conduct time to time meeting for all Statutory and Non-Statutory Members, all NAAC Chairman, and Chairman of all Cells.
- ❖ He/She should take effort for overall growth of Internal Quality of the Institute.

Organizational Structure & Institute & Hospital :

**HON. SHRI. ANNASHEB DANGE AYURVED MEDICAL COLLEGE, &
POST GRADUATE RESEARCH CENTER, ASHTA, DIST: SANGLI**

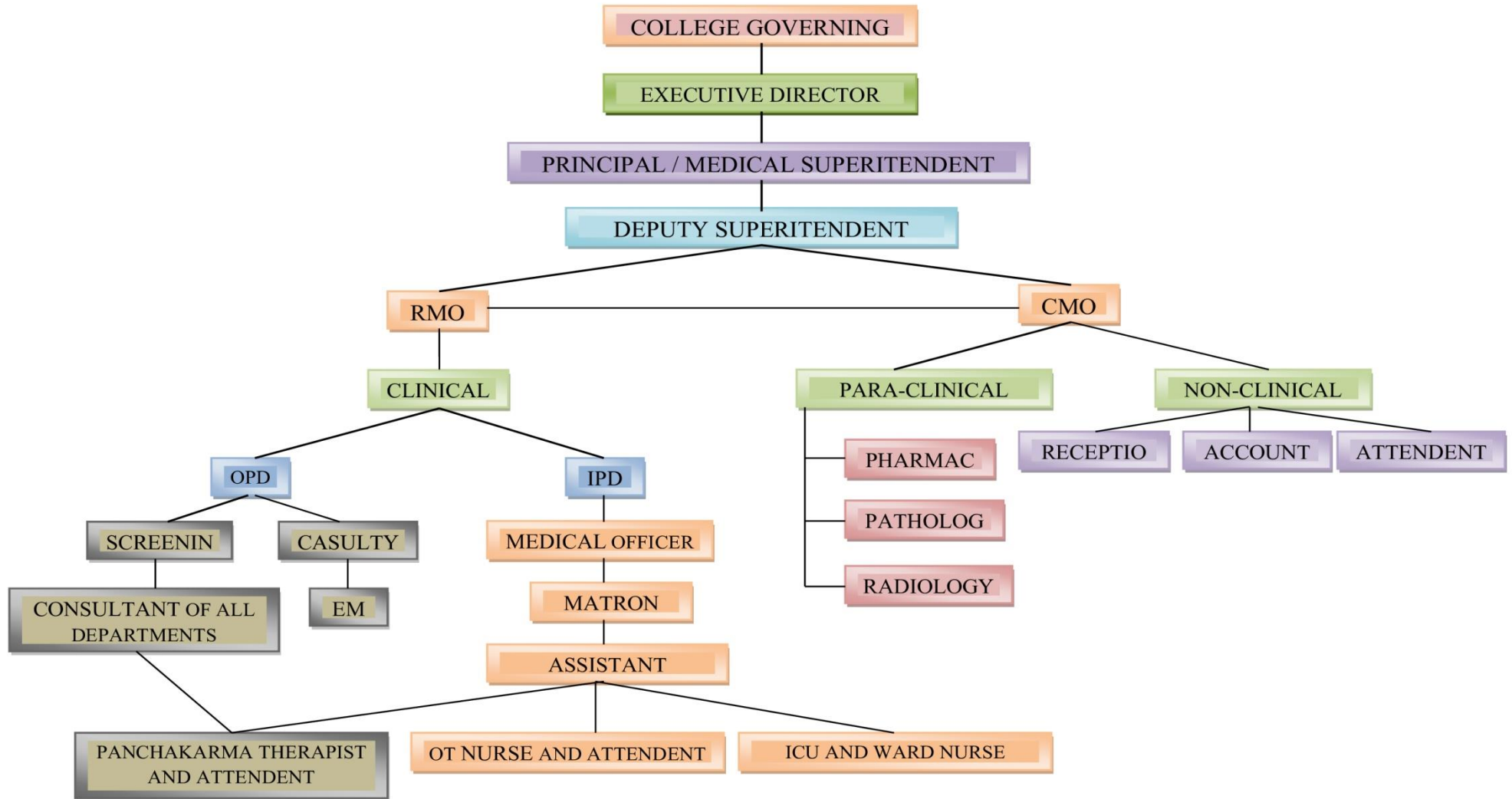
COLLEGE INTERNAL ORGANIZATIONAL STRUCTURE



HON. SHRI. ANNASHEB DANGE AYURVED MEDICAL COLLEGE, ASHTA

DHANVANTARI HOSPITAL

INTERNAL ORGANIZATIONAL STRUCTURE



STUDENT'S CONDUCTS AND COLLEGE POLICIES

STATEMENT OF CULTURE

1. *We, the students of ADAMC are cultured by our respect for this institution, our peers, the surrounding and our behavior.*
2. *We are abide to reach our highest levels education through academic honesty*
3. *We strongly believe in the integrity of an individual and are informed individuals seeking positive change in a global context.*
4. *We claim the strength in our institute through our persona convictions.*
5. *We believe in vision, missions of our institute and have a faith to achieve goals by our integration.*
6. *We follow the rules and conducts for us while engaged in learning.*

This is an educational institute where students are expected to be active and involved learners while learning process. They are expected to follow their responsibility, honesty, civility, non-violence, respect for the rights, opinions and beliefs of others, service to the college, college ethics and beyond. When students are admitted in the institute it is assumed they are responsible individuals who, through personal freedom and independence, will grow and develop both academically and personally. As the institute has programmes related to Ayurveda, the science of life, it's always be an expectation from the students that they will first be the humans, then be the doctors, then be the professionals. To safeguard the rights, opportunities, and welfare of students, faculty, staff and guests of the college, all students are responsible for the regulations and policies executed by the college. Students are expected to treat other members of the community with courtesy, to respect their rights and needs, to maintain the highest standards of honesty and integrity in all aspects of their lives, and to contribute to the college. To carry out its educational mission, and to provide an atmosphere conducive to the building of community and personal growth, the college requires a community free from physical and emotional violence, threats, intimidation; protective of free inquiry and expression; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems.

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The following student regulations and college policies have been established as a guide to individual conduct and to protect the rights, opportunities, and welfare of students, faculty, staff, and guests of the college. All students are expected to be familiar with them. Student enrolment and/or continued attendance at institute are a privilege, not a right. Revocation of this privilege is intended to protect the campus community and is not a substitute for the penalties.

STUDENT'S DISCIPLINE AND CONDUCT

The Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. It is the Individual and Collective Responsibility to observe the Discipline in the College. They shall abide by the Rules and Regulations of the College and should act in a way that highlights the esteem of the College

ON-CAMPUS BEHAVIOR

General Discipline

1. The Students are expected to keep the Campus/Surroundings clean. They should not scribble on the walls or throw litter in the Class Rooms.
2. The Students are permitted to come to the College by Two Wheelers/Cycles and must be parked in the Parking allotted Area.
3. The Students must bring their ID Cards daily to the College and they must produce the Card on demand.
4. Students are expected to maintain silence in the Academic Buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
5. Campus is free from Ragging. The Anti-Ragging Cell will keep vigilance over the attitude and behavior of the Senior Students towards the Juniors and vice versa.
6. The students are personally responsible for the College Properties like Class Room
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Furniture, Electric Equipment's, Lab Equipment's. In case of any damage, penalty will be charged.

8. Students are encouraged to make use of the Library, common Computing Facilities and to involve in Professional body Activities or any Program authorized by the College beyond Class Hours.
9. Access to Academic Buildings beyond the College timings and on Holidays without written Permission from the concerned Principal will be treated as a case of indiscipline.
10. Consumption of Intoxicants/ Psychotropic substances in any form or Smoking or using Chewing gum, Pan masala etc., are strictly prohibited, involvement can lead to suspension/expulsion from College
11. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the Campus
12. Political activity in any form is not permitted in the College Campus. Unauthorized Meetings, Propaganda work, Processions or Fund Collections are forbidden within the College
13. Misbehavior towards Girl Students, use of threat or violence against members of the Staff or fellow students will be considered as very serious cases of misconduct
14. Students having and Grievance/Complaint of any sort can approach to Grievance RedressalCell/ Principal of the College
15. In case of any in disciplinary action by the students, the closed circuit cameras enable the Administrative Staff to take the footage and subject the offender to further action.

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16. The Campus instructions regarding for the use of Mobile Phones Realizing the importance of communication, use of smart phones in academic activity and the possible impact of mobile phone usage inside the Campus, the following guidelines are arrived at,
17. Students are not permitted to use Mobile Phones within the Campus
18. The Mobile Phones shall be kept in silent mode while in College Campus.
19. All the Staff Members are empowered to confiscate Mobile Phones found with students violating the above rules.
20. Students violating the above rules will be fined an amount of Rs 500/- and the confiscated Mobile Phones will be returned to the Students only after payment of Fine
21. Use of Social Networking sites etc. is banned in College.

Academic Discipline

1. Each Student should earn 75% Attendance to appear for the Semester-End Examination.
2. The Students should get their Leave Letters signed by their Parents/Guardian and Boarding Students by their Wardens and should submit it to their Mentor before taking the Day Leave.
3. Students who intend to represent the College in Inter-Collegiate Events shall take prior per- mission from the concerned Head of the Department who would decide with the awarding of the Attendance in the course of Participation

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4. Marks of obtained in Internal Examination will be announced by the Teacher in Class, besides, displaying on Notice Board Students will have the option of to Redress any Grievance regarding Evaluation.
5. Attendance to the College Functions like Workshops, Seminars, Conferences, Group Discussions, Industrial Visits etc. are mandatory to all the Students.
6. Students discontinuing the Course should pay their entire Fee of all the remaining Semesters before collecting their Transfer Certificate.
7. Indulgence of students in anti-social activities like drug abuse, consumption of alcohol, smoking, ragging, cyber-crime, theft of any kind, physical violence, scuffle etc. are subject to serious action.

Discipline regarding the Dress Code

1. The Institution has the Uniform for all UG and PG Programs
2. On Thursday the Formal dresses are allowed and the Students are expected to dress modestly and wear Clothes that reflect the Indian Culture
3. All the students are expected to attend all College Functions in College Uniform unless otherwise specified

Library Discipline

1. Our primary goal in the Library is to help students succeed with information, and our policies related to appropriate use of the Library are written to achieve this purpose. To cater this the College has a Library well stocked with Books and fully Automation with Internet, DELNET and INFLIBNET Facilities
2. Students are expected to behave in a civil manner that does not interfere with other people using the facility.

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3. Students should scan their ID card and Register their entry.
4. Students are expected to leave the furniture, equipment, and facilities in good condition for the next person's use
5. The Library is kept open from 7.00 am to 9.00 pm on all working days.
6. The Students must leave their belongings like Bags, Books, Files etc. in the place provided at the entrance
7. They must carry only Pen and Paper inside the Library
8. Each Student will be given a member ID card which can be used for borrowing Books.
9. Writing Marking or folding in the Books or causing the damage to it in any other way is strictly prohibited
10. The Books must be returned promptly on the due date or are Fined Rs 10 per day.

Discipline maintenance in Hostel

11. Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute
12. Accommodation would be provided only after paying the requisite fees and rents as decided by the College Hostel Administration from time to time. All charges and rents prescribed in the Application Form or any other documents are subject to change as per the decision of the Institute authorities without prior notice
13. No student will be allowed to stay in the Hostel without formal admission.
14. The Hostel administration has the right to refuse admission to any one and/or withdraw
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per- mission already granted, if it is found that he she has submitted incorrect information.

16. At the time of Admission every student has to submit a written undertaking in the prescribed form, countersigned by her Parent Guardian, to the extent that she would abide by the Rules and Regulations of the Hostel
17. At the time of Admission of a Student into the Hostel and at the beginning of every year, each Resident is required to submit a duly filled in prescribed Personal Data Form, containing the Current Address, Mobile/Telephone number of the Parents/Guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing
18. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
19. Inmates shall respect the equal rights of their roommates.
20. In exigencies the Hostel Committee, without assigning any reason, may shift inmates from one room to another.
21. The students are entitled for accommodation in the Hostel as long as they are full time reg- istered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.
22. The use of electrical/electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the

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23. boarders in or out- side the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Committee.
24. The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, DVD, etc. is strictly prohibited.
25. Discipline should be strictly maintained in the dining hall. Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. The inmates should not enter the kitchen. Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued by the Hostel Committee and if it persists then they will be fined
26. Ragging in any form is banned. Severe punishment, including expulsion from the Hall and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging
27. Students should be present within the Hostel premises between 7:00 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite, strict disciplinary action.
28. If any student wants to go out to the city/town between 6.00 AM and 7.00 PM, excluding the class hours, she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected Time of return with Dates. They should also enter their Names in the Register kept in the Hostel Office for this purpose.
29. Except during Vacations, Residents shall be allowed to go Home only if there is a written request for the same from Self/Parent/Guardian citing genuine grounds and consented by Head of the Department she belongs. Going home frequently is not permitted.

30. A Room is allotted to a Student on her personal responsibility. She must take care of the cleanliness and maintenance of her Room

OFF-CAMPUS BEHAVIOR

A student is expected to obey all rules while on campus or off. Although a student off campus conduct ordinarily will not affect their college status, there may be occasions in which off-campus conduct is as destructive to the college or of such a nature as to indicate to the institute that college disciplinary action must be taken. Even if civil/criminal action is pending, the college may take action if this appears to best serve the interests of the college and the students.

Medical Assistance And Security Policy

All members of the campus community are encouraged to immediately seek medical or security assistance for students whose health and well-being may be at risk

Taking responsibility for helping a student in need will always be viewed positively.

Social Gatherings

For any social gathering, there must be at least one person responsible for the gathering, the facility and the guests. In a planned gathering, it is often the person planning who is responsible for the event.

Antidiscrimination Policy

It is the policy of college, in administration of its educational policies and programs, financial aid program, employment policies, or other college- administered activities, not to discriminate against students, applicants for admission, or employees on the basis of sex, race, color, religion, national origin, ancestry, age, sexual orientation, or physical or mental disabilities unrelated to institutional jobs, programs, or activities..

Collaborative Research Policy

we encourage collaboration in research, other scholarly endeavors, and artistic activity that joins the interests, energy, and talents of two or more faculty(or staff) members or faculty and students. We view such collaboration as an important educational activity for students and a valued part of their scholarly development.

Because of the importance of such activity, and its evaluation by others through publication and public presentation, we expect that certain ground rules will be followed in collaborative research.

1. Collaborative research involving faculty members at institute should involve a full understanding about authorship, order of authorship, and all mutual obligations and responsibilities as the collaboration begins. Responsibility for achieving such understanding is left to the faculty members involved.
2. While collaborative research between faculty and students is to be fully encouraged and supported, it differs from collaboration involving only faculty because of inherent differences in authority and power. Therefore, it requires certain specifications as to what the college expects:
 - a. Understandings about responsibility, authorship, and other elements of collaboration is to be reached by those faculty and students involved in a project as it begins. Such discussions are regarded as part of the professional education of students.

- b. Whenever a student makes an important contribution to the design of a collaborative research project or to the interpretation of its results, that student should receive a significant acknowledgment including, when appropriate, joint authorship. Whenever their labor is primarily responsible for the success of the project, such credit should be similarly given.
- c. In those instances when student contributions are more diffuse, e.g., when each member of a class makes a contribution to a project by interviewing or performing a similar effort, any publication or paper should include an acknowledgment of that contribution, either individually (especially if numbers are small) or collectively.
- d. In those instances when a student collaborator feels that they are not receiving the rights specified by this policy, the student should discuss the situation with their faculty collaborator. If that discussion does not resolve the issue, the student should approach the chair of the department or the provost if the department chair is the faculty collaborator in question, to see if the issue can be resolved to everyone's mutual satisfaction. If this is not possible, the matter will be referred to the Faculty Status and Performance Committee for arbitration. The decision of the committee will be final.
- e. Authorship should be credited only to those who are directly involved in the research, are familiar with its execution and results, and are accountable for its conclusions.
- f. Students from other institutions, who work in research and other collaborative projects directed by a faculty member from college are to be included in this policy.

NOTE: An ADAMC college student working on research projects elsewhere cannot be so protected.

THE CODE OF CONDUCT FOR FACULTY

The Code of Conduct for the Faculty to steer an Ethical and Respectful Course through their Career in Teaching and to uphold the honor and dignity of their Profession.

The General Instructions

The Dress Code: Following is the Dress Code for the Faculty of Institute:

Gentlemen: Tucked in Shirts and Shoes

Ladies : Saree

ID Card:

It is Mandatory for the Faculty to wear the ID cards at all times when they are in Campus

Taking attendance:

Staff members must take attendance within first 5 minutes of starting the Period. Latecomers should not be denied admission into the classes for being late. However, such students need not be given Attendance. Trouble makers in the Class Rooms must be Reported to the HOD/Principal for further action Students violating Dress Code must not be allowed to attend the Lecture Classes, Laboratories and Library.

On-line Daily Diary:

Every Teacher must maintain the On-line Daily Diary for each subject offered during Semester/Year

Class adjustment before going on Leave:

As per the rules of the Institute Staff Members must adjust their Classes and show the consent of the substitute Teacher to the HOD before going on Leave

Procedure for relief on Resignation:

As per the Service Rules of the Institute, Faculty Members intending to resign are required to give 3 months prior notice. The Institute reserves the Right to relieve the Staff at any time during the Notice Period.

Instructions to Invigilators:

1. Report to the Chief Superintendent at least 30 minutes before the commencement of the Examination Collect the Seating Arrangement, Examination Stationery and be present at the Respective Hall at least 15 minutes prior to the commencement of Examination.

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2. The candidates should be present in the Examination Halls before the commencement of Examination and no Candidate should be allowed after the commencement of the Examination
3. Ensure that the Candidate should not carry any material except Hall Ticket and ID card into the Examination Halls. Cell Phones are not allowed for the Examinations.
4. Candidates are not allowed to leave the Examination Hall until 3 hours from the commencement of the Examination.
5. Please ensure to collect the Answer Book from the Candidates before they leave the Examination Hall. Malpractice cases, if any, should be reported to the Chief Superintendent immediately.
6. Norms for conducting University Practical Examinations:
7. Practical Examinations have to be conducted in the Respective Laboratories only
8. Both the Examiners (Internal and External) have to assess the students as per the Format of the Parent University.
9. Internal Examiners have to brief the External Examiners regarding allocation of marks for each component of Practical Activity. Marks must be noted on the Answer Sheets clearly indicating the Marks awarded for each component of Practical Activity
10. Both the Examiners must Sign on the Answer Sheets as well as on the award lists.

Duties & Responsibilities of Head of the Department:

HOD is responsible for conducting all Academic Programmes of the Department as per the norms of the Affiliating University.

In pursuance of above objective he/she is required to formulate Time Table to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting Personality Development Programmes and Sports

- To train and update the Faculty to deliver good instructions to the Students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.

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- To maintain harmonious relations between Students and Faculty while ensuring discipline and ethical behaviour of students.

Specific Duties of HOD:

- Should ensure that all classes are held as per the Time - Table
- Should recommend for disciplinary action against those availing leave without prior arrangement for class work
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D Activities of the Department
- Should arrange for Guest Lectures, preferably in a specialization related to the Department with a view to widen the horizons of knowledge
- Prepare a list of eminent people who could be invited to deliver Guest Lectures. Should monitor students development and problems through feedback and counseling

Duties of Lab-in Charge:

Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner Lab-In charge should take necessary steps to procure additional equipment/other materials required through HOD.

The Faculty and their Responsibilities

The Code of Ethics for Professional Teachers is their Dual Role as Educator and Parent. A teacher is constantly under the observations of his/her students and the Society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideas. The Profession further requires that the Teachers should be calm, patient and communicative by temperament and amiable in disposition.

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time
2. Every Teacher shall update his/her knowledge and skills to equip himself herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.

CODE OF CONDUCT

4. The Teacher shall not be absent himself/herself from duties at any time without prior permission from higher-ups.
5. The Faculty is not allowed to accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. The Teacher should not associate with any Political Party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching Profession
7. The Faculty should not attempt to bring any Political or outside pressure on his/her superior Authorities in respect of service matters.
8. The Faculty should not participate in any strike or demonstration and/or indulge in any criticism of College Management Policy or of the Government for any reason whatsoever
9. The Faculty should act in a manner that doesn't violate the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus
10. The teacher should not incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College
11. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
12. Teachers should handle the Subjects assigned by the Head of the Department.
13. Mentor-Mentee system must be effectively implemented. Teachers shall monitor the respective mentee assigned to them. Two Class Internal Assessment Tests are to be conducted in a Semester. The Marks obtained are to be informed to the Students

CODE OF CONDUCT

14. Teachers should carry out other Academic, Co-Curricular and Organizational Activities that may be assigned to them from time to time
15. Teachers should Sign Muster Roll and login to the Biometric while reporting their Duty. Teachers are expected to attend Department Meetings, College Functions without fail
16. The Teachers should adhere to a responsible pattern of conduct and demeanor expected of them by the Community.
17. They should seek to make Professional growth continuous, through Study and Research.
18. They should participation at Professional Meetings, Seminars, Conferences etc. to elite to- wards the contribution of Knowledge.
19. Perform their duties in the form of Teaching, Tutorial, Practical, Seminar, Industrial/Field visits and Research work continuously with dedication.
20. 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 counseling Students as well as assisting the conduct of College and University Examination, including Supervision, Invigilation and Evaluation.
21. Involvement in extension, co-curricular and extra-curricular activities including community service.

The Propriety of Teachers and the Students

- Respect the Right and Dignity of the Student in expressing his/her opinion,
- Deal impartially and justly with students regardless of their Religion, Caste, Economic, Social and Physical characteristics.
- Recognize the difference in aptitude and capabilities among students and try to meet their individual needs
- Encourage Students improve and increase their attainment level, develop their Personalities
- Inculcate among Students Scientific temperament, outlook and respect their physical labour and ideals of Democracy, Patriotism and Peace

CODE OF CONDUCT

- De affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- Make themselves available to the Students, even beyond their class hours and help and guide Students

The Decorum of The Teachers with their Colleagues

1. Teachers should 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 The Teachers with Authorities
3. Teachers should Follow their Professional Responsibilities according to the existing rules and adhere to the Procedures and Methods consistent with their Profession in initiating steps through their Institutional Bodies.
4. Co-operate in the formulation of Policies of the Institution by accepting various Offices and follow Responsibilities when Office may demand.
5. Co-operate with the Authorities for the betterment of the Institution keeping in view the interest and in conformity with dignity of the Profession.
6. Should adhere to the conditions of contract
7. Give and expect due Notice before a change of Position is made

The Teachers and Non-Teaching Staff

Teachers should treat the Non-Teaching Staff as Colleagues and equal Partners in a co-operative undertaking within every Educational Institution...

1. Teachers should help in the function of Joint Staff-Councils covering both Teachers and the Non-Teaching Staff
2. The Teachers and Parent/Guardian
3. The Teachers should maintain contact with the Parents/Guardians of the Students
4. The Teachers should send the Students' Reports of their performance in time to the Parents/Guardians
5. The Teachers should meet the Parents/Guardians in Parent-Teachers' Meeting convened for the

6. purpose of mutual exchange of ideas for the benefit of the Institution every Semester

The Research Activities

1. The Faculty should make the best of the involvement in Knowledge Enhancement and be the adherer of the Management's supports of Seed Money for Best Paper Presenter, Research Projects and Articles
2. Faculty should involve in Publishing Articles in Reputed Journals, write Chapters in Books and Present papers in Seminars and Conferences
3. Faculty should engage to take up Research Projects
4. Staff members should also attend FDP, QIP (Quality Improvement Programs) etc to update their Knowledge.

THE CODE OF CONDUCT FOR THE NON TEACHING STAFF

The General Rules for the Non-Teaching Staff:

1. The integrity has to be maintained by being honest in words and action.
2. The trust worthiness to the College should be made a ritual by being punctual and reliable in all their Duties.
3. The supporting staff shall ensure a cordial relationship with the Teaching Faculty, Students and other Administrative Staff for the smooth running of the Institution. They have to be supportive and co-operate with all the Staff Members.
4. They should take the responsibility by meeting the required standards for every task
5. They should create a scenario of mutual respect, trust and confidentiality
6. He/She must respect and maintain the hierarchy in the Administration

CODE OF CONDUCT

7. He/She should adhere strictly to the Official Resumption/Closing Time and must follow the Dress Code
8. The Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
9. Any loss or damage to any Apparatus in the Lab or Class Room should be reported to the HOD, in writing, immediately