

CODE OF CONDUCT FOR STUDENTS

1. Must Do

- Be regular and punctual to the classes.
- Put in the mandatory 75% attendance.
- Maintain discipline, dignity, decency, order in the classroom and campus.
- Follow the college dress code.
- Always wear their Identity Cards.
- Be polite and courteous towards college staff.
- Outside the College must strive to maintain the reputation of their Institution

2. Appreciated

- Cultivate the habit of looking at notice boards of the college/departments every day.
- Active participation in all activities organized by the college.
- Visit the Library.
- Attend all counseling sessions convened by their mentors.
- Assist academically weak students.
- Dress code- formal dressing

3. Don't Do

- Avoid mobile phones in classrooms/labs/common areas.
- Disturbing the lecturer inside the classroom
- Agitations without exploring all avenues of redressal.
- Instigate other students to participate in boycotts.
- Bringing outsiders into the college premises without obtaining prior permission.
- Spitting on the walls, dirtying college premises etc.

4. Prohibited (Can result in suspension)

- Ragging is strictly prohibited in all forms and is a punishable offence.
- Involving in clashes in and around the campus. .
- Bribing the office staff for personal gains.
- Smoking / consuming Alcoholic beverages etc inside the college.
- Destruction of college property, manhandling of teachers or administrative staff or any other person in the institute campus or the authorities of the institute, and misbehavior with girl students will be viewed seriously.
- Manhandling of any college Teaching / Non Teaching staff.
- Promote / be part of any political activity in College.

CODE OF CONDUCT FOR FACULTY OF ALL CADRE - PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR.

1. Must Do

- Be dressed in formals at all times
- Be polite and courteous towards parents
- Be on time to classes
- Conduct yourself with dignity at all times
- Be an example to students
- Uphold the name of the Institution
- If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal/ Head of Institution through their HOD.
- To attend all counseling sessions convened by their mentors and to feel free to explain their academic/ personal / career difficulties and seek solutions.

2. Appreciated

- Introduce innovative teaching methods
- Facilitate students participations in publications, workshops, conferences, seminars, guest lectures etc...
- Take leave only after arranging for alternative faculty.
- Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
- The details of student Mentor Forms, feedback forms, self-performance appraisal reports given by the individual to the superior shall be treated as confidential
- Mentor and groom students

3. Don't Do

- Do not show partiality or hold personal grudges towards students
- Do not take unauthorized leave from college
- Do not discuss personal financial or college issues with students
- Do not use mobile phones in classrooms/common areas
- Do not engage in financial transactions with other staff members
- Form any formal and informal groups on the basis of caste, community and religion.

4. Prohibited

- Never manipulate marks of students
- Never engage in arguments in the common areas
- Never instigate students
- Never discriminate on the basis of caste, creed, religion, region, nationality, gender, political affinity etc.
- Never take favors from students
- Never conducts tuition for AV College students.

CODE OF CONDUCT FOR NON-TEACHING STAFF:

1. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal/ Head of Institution through their HOD.
2. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
5. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.

CODE OF CONDUCT FOR PRINCIPAL / DIRECTORS / HODs

A. Director: He is the key person with a good vision, who works for the overall development of the college day and night.

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the AICTE, UGC and COLLEGE..
3. To conduct the periodical meetings with the HODs and faculties for effective administration of College.
4. To make the employee and students aware of the rules, policies and procedures laid down by the College and see to it that they are enforced.
5. To take Institute and Faculty feedback and accordingly take the remedial actions.
6. To maintain good rapport with the public and staff.
7. Plan and take the necessary actions for improvement of college results and academics.
8. To promote Industry Institution interaction and research & development activity.
9. To give unbiased attention to the grievances of students and staff.
10. To monitor campus drives to help the meritorious students in their job search

B. Head of Department:

The responsibilities of the HOD are as follows:

1. To monitor and conduct academic activities.
2. To take remedial actions on department and faculty feedback.
3. To coordinate term work assessment and conduct of practical/oral examinations
4. To plan and take the necessary actions for value addition to curriculum by arranging activities, guest lectures, workshops etc for the benefit of the student and faculty to promote growth of the department results and academic performance.
5. To maintain discipline, conduct regular meetings with teaching , non teaching staff and students.
6. Prepare the department requirements and budget needed.
7. To execute any other work assigned by the Management / Director.

CODE OF CONDUCT FOR NON-TEACHING - TECHNICAL STAFF:

They have to perform the following duties:

1. To update and maintain institute website with institute data.
2. To provide support for various software servers and maintain servers, firewalls, routers, manageable switches UPS and batteries
3. To give support to On-line exam, Seminar, Workshop, technical training program.
4. To ensure continuous internet during assigned hours.
5. To prepare the laboratories for smooth conduction of laboratory session.

CODE OF CONDUCT FOR NON-TEACHING – NON TECHNICAL STAFF:

Non teaching – non technical staff includes, Librarian / In-charge librarians, TPO, Manager, Office superintendent, office staff and supporting staff. They have to perform the following duties: a. In charge-Library / Librarian:

1. To implement all library rules as defined by the management and be responsible for overall functioning of the library.
2. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
3. To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
4. To execute any other work given by the Director/management.

CODE OF CONDUCT FOR TRAINING AND PLACEMENT OFFICER:

1. To maintain complete information regarding student appearing for placement activities.
2. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action and conduct placement activities smoothly.
3. To update and maintain the contact details of companies interested in recruitment activitie and arrange for personal development programs for student.
4. To take feedback from industry about the students recruited.
5. To execute any other work given by the Director/management.

CODE OF CONDUCT FOR MANAGER/OFFICE SUPERINTENDENT /OFFICE ASSISTANTS / SUPPORTING STAFF:

1. To provide secretarial support to the College Management and Principal.
2. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
3. To ensure that documented Quality Management System is followed at various stages of administrative processes.
4. To execute the admission process and University Examination process of students.
5. To execute attendance monitoring, salary payments to faculty & staff.
6. To execute any other assignments given by Management and Principal

DUTIES AND RESPONSIBILITIES OF COLLEGE COMMITTEES:

The Management and Principal constitute different committees like (Disciplinary, Anti-Ragging, Transport, Editorial, Women Grievance, Web committee, etc..) for smooth running of the institution. The committee consists of a coordinator and members from each department. Their duty and responsibilities are:

1. To support the Principal in the smooth functioning of the committees.
2. They should send the Minutes of the Meeting copies of every meeting to the Principal/ Directors.
3. To conduct periodical meetings and pass resolutions that help promote the purpose for which the Committee has been formed, within the interests of the College.

GRIEVANCE CELL

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box in the College or registered on the online portal of the Grievance Cell available on the College web-site.

7.1.13 **CORE VALUES**

At A.V.College , we believe in the transformational power of a college education to impart knowledge and enlightenment in a global society. We believe higher education is a

privilege, and that an educated person has a responsibility not only to seek personal and professional success but also to contribute to a greater good. The following core values

support these beliefs. They are fundamental to the success of the College and its community for the success.

1.EXCELLENCE

We are committed to provide the best educational experience possible to every student. Exhibit quality in staffing, facilities, programs, and services, promote continuous improvement, anticipate the needs and respond accordingly.

Encourage creativity & innovation that promote student and employee success.

2.ACCOUNTABILITY AND TRANSPARENCY

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets, ensure that our work increases the value of the college and society.

We believe in having complete transparency at all levels of hierarchy to promote a healthier working atmosphere to all.

3.COMMITMENT

WE ALWAYS SHOW COMMITMENT FOR Supporting the mission and vision of the College, Focus on student, Continuously evaluate and improve programs, services, systems, and policies and Create new programs and services to meet necessary identified needs. Commitment extends to all level of our campus to foster a climate of ethical conduct, respect, responsibility and Trust.

4.ENCOURAGEMENT

We believe in the value of positive motivation and encouragement of staff and students. Encouragement is provided for critical and quantitative thinking, effective communication, ethical decision making and social obligation in our students

5.SOCIAL RESPONSIBILITY

We are focused on promoting the sense of social responsibilities in students by involving them in various social activities. This helps in creating awareness about latest and important social issues in individual and gives them a broader perspective of understanding the causes and possible solutions related to various social issues.

6.FREEDOM OF THOUGHT AND EXPRESSION

Freedom is very important aspect of our democracy. We in our Institute believe that an access to free expression is vital both to support the development process and goal. We

believe that freedom of thought and expression is necessary, as without this overall development of Individual cannot be completed. Everybody is valued and judged in view of

their commitments and execution instead of gender, race, religion, physical capacities, sexual character or financial condition.