



Navnirman Shikshan Sanstha's
Laxmibai Sitaram Halbe College of Arts, Commerce and
Science, Dodamarg, Dist. Sindhudurg - 416512

Accredited By NAAC with B Grade
Recognized by Government of Maharashtra and Permanently Affiliated to University
of Mumbai

CODE OF CONDUCT

INTRODUCTION

Founder members of Navnirman Shikshan Sanstha had a great awareness for education which led them to establish College of Arts, Commerce and Science (Computer), later renamed as Laxmibai Sitaram Halbe College of Arts, Commerce and Science, at Dodamarg on 6th August 2001.

Dodamarg was separated from Sawantwadi tehsil in June 1999 and became the youngest tehsil of Sindhudurg district. Having 56 small villages in its jurisdiction, it locates in the lap of the Sahyadri Mountain range and comes exactly on the borders of Maharashtra, Goa and Karnataka states. Since the establishment, the college has been continuously providing higher education to the youth of Dodamarg tehsil as well as nearby villages of Goa State. Formerly, students had to travel more than 50 kms to reach Sawantwadi and Banda for degree education but this institution has lessened their sufferings and brought higher education at their doorstep.

The college is relentlessly striving in pursuance of academic excellence and encouraging learners to participate spontaneously in various co-curricular and extracurricular activities. It has well qualified and research oriented teaching staff as well as supportive and efficient non-teaching staff which constantly endeavor for the betterment of students and ultimately of the institution. Besides academic education, the college finds its responsibility towards community, women's empowerment, socio-economically backward class, environment consciousness, national harmony etc. and constantly addresses them through several co-curricular and extracurricular activities. We are persistently trying to kindle young minds with sublime ideas, accountability, virtuousness, curiosity, and social as well as ethical values.

CODE OF PROFESSIONAL ETHICS

CODE OF CONDUCT FOR ADMINISTRATOR

- a) The administrator should provide academic and administrative support to the institution.
- b) The administrator should give moral support to the students and staff.
- c) The administrative staff members should depict standard professional behavior.
- d) The administrator should ensure financial transparency.
- e) The administrator should maintain the appropriate educational atmosphere.
- f) The administrator should follow the de-centralization practice.
- g) The administrator should treat staff and students impartially without favoring his/her religion, caste, political, economic, social and physical characteristics.
- h) The administrator should take efforts for the development of institution.
- i) The Administrator should respect the fundamental rights of staff and students

CODE OF CONDUCT FOR TEACHERS

- a) The teacher should perform his/her academic duties and examination related work assigned to him/her sincerely and efficiently.
- b) A teacher should not discriminate student/s on political grounds or for any reasons of race, religion, caste, language, sex or for the reasons of arbitrary or personal nature and should not incite students/teachers against other students or other teachers, colleagues or administration/ governing body of the college and the university.
- c) A teacher should have freedom of thought and expression. He/she should not misuse the facilities or forum of the college/ university.
- d) A teacher should not be partial in assessment of the student or deliberately over mark, undermark or victimize a student on any ground.
- e) A teacher should not refuse to carry out the academic and administrative decisions taken by the Principal and governing body.

- f) A teacher should not conduct/participate in private coaching classes directly or indirectly. He/she should also not accept private tuitions.
- g) A teacher should not indulge in or resort to directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- h) A teacher should not furnish incorrect information regarding his/her qualifications, experience, age etc. in respect of his/her appointment/promotion.

CODE OF CONDUCT FOR STUDENTS

- a) Identity card is compulsory for all the students.
- b) Except educational tours other tours are not allowed.
- c) 75% attendance is compulsory for the students in every semester. His/her term will be denied if the attendance is below 75%. He/she will solely be responsible for his/her academic loss.
- d) If the student violates the rules and regulations of the college, necessary action will be taken against him/her by the Principal.
- e) Student must use library books very carefully.
- f) Students should park their vehicles in the parking space allotted to them.
- g) Use of mobile is strictly prohibited in classrooms, library and administrative office.
- h) Students should strictly adhere to the due dates of completion of various forms and documents such as examination, admission, scholarship and other of these kinds.
- i) Students should maintain the decorum and culture of the college campus.



Principal
Laxmibai Sitaram Halbe
College of Arts, Commerce & Science
Tal. Dodamarg Dist. Sindhudurg