



# Adarsh Mahila Mahavidyalaya

Affiliated to Chaudhary Bansi Lal University, Bhiwani

Hansi Gate, Bhiwani - 127021 (Hr.)

Phone No. 01664-242414 & 240422

Email : info@adarshcollegebhiwani.com

Website : www.adarshcollegebhiwani.com

Email: principalammb@gmail.com

Website: www.ammb.ac.in

Ref. No. AMMB/

Dated 10/8/21

## Code of conduct for the session 2021-22

Adarsh Mahila Mahavidyalaya is a unique institution which endeavours for overall personality development and career building of its students.

Some of its objectives are:

- 1 To enable the young generation to earn their livelihood in a dignified manner.
- 2 To produce students of the highest caliber who become trendsetters in their respective professions.
- 3 To develop synergy with others in the society.
- 4 To provide a free and healthy atmosphere and equal opportunities so as to generate and motivate leaders.

### Vision

Adarsh Mahila Mahavidyalaya, under the visionary leadership provided by our Governing Body is committed to establish a world class platform providing quality education to remove the darkness of ignorance from life of women and make them empowered and sensitised.

### Mission

Mahavidyalaya strives for excellence through creation, dissemination and application of knowledge in consonance with the social needs for a brighter tomorrow.

### Duties of the head of the institution: The Principal

The Head of the Institution shall project a powerful image of the institution, play a dynamic role, maintain successful public relations and be a leader in organising, academic, literary and cultural activities.

She shall exercise effective supervision by devising suitable means and setting up targets, watching the progress of work of teaching staff, going on frequent rounds during working hours, maintaining discipline and punctuality.

She shall ensure the regular implementation of academic and other programmes in accordance with the academic directives of the principal secretary Higher Education, Haryana, Department of Higher education, Haryana.



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She shall handle the prescribed number of classes including tutorials in her subject and shall undertake a monthly review of the work of teaching staff.

She shall maintain a special register and record his observations about the work and conduct of his staff and issue suitable instructions to them whenever necessary. She shall enter special praise or adverse comments on the work and conduct of the teachers in their personal files, based on these observations.

## Duties of Teachers

- Making classes interesting, useful and thought provoking'
- Completing the syllabus without complaints in time
- Giving assignments and tests on a regular basis, evaluating the same properly and giving feedback to the Student.
- Mentoring the class in general and in specific as well by giving attention to the needy.
- Preparing the e-learning material in time(text as well as ppt format)
- Participating in faculty development program (FDP) in the dept (Popular talk sessions)'and contributing to enhance the ambience of the dept'
- Teachers are advised to take remedial/special classes to the needy and ensure that students come on par with other students. In other words, teachers has to help slow learners till they come up to the level playing field'
- Teachers are advised to take up mentoring and see that psychological, academic needs of the students are addressed appropriately'
- Readiness to take up the work assigned from time to time by the HoD/The Principal of the college management.
- Coordinating with other teachers and class teachers for better results on a regular basis.
- Encouraging the students to take up creative and useful academic assignments and ensuring overall discipline in the class and in the college.

## Code of conduct for Non-teaching staff:

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty on time
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.



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- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.

## Campus Code of Conduct

### Basic policy governing student life and student staff relationship

- The college will endeavor to provide a living and learning environment in which the student can meet his/her academic goals. The college stands responsible for providing the student a clear understanding of academic requirements which are generally communicated in its brochures.
- The college will determine when its rules are violated to determine the appropriate course of action. By enrolling in the college, the student accepts the responsibility of compliance with the college rules and regulations and is expected at all times to recognize constituted authority, to respect the rights of others, and to protect private and public property.
- Every student has the right to all the advantages, prestige and honors accruing to a student of this Institute.
- Maintain a high degree of multicultural awareness and shall be knowledgeable about and adhere to all applicable laws and statutes with respect to non-discrimination.
- Shall be accompanied by respect and courtesy to others in the profession.

### Code of conduct for students

- All the students are required to maintain discipline in the college premises.
- No gathering can be organised in the college premises without prior permission of the principal.
- Students must read the notice board from time to time.
- Students must not roam in corridors in vacant periods. They must spend most of their time in the library or may avail services of canteen.
- Writing something on college walls is prohibited. Defaulters will be punished with fines.
- Students should handle the furniture and other properties with care.





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- Students should stay away from any anti-social activities.
- Students should wear their identity cards during their stay inside the campus daily.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Ragging in any form is a serious offence and it will be dealt with severely.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings. The institution will not be responsible for any loss.
- Active participation in all the activities expected.
- During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- Students are required to take up weekly tests / assignments / monthly tests / seminars as decided by the respective subject teacher and they are required to perform well in all the tests / exams conducted by the department / college
- Participation of students in NCC/ NSS/ Sports or any other community reach out activities is highly appreciated and encouraged and students are required to show authenticated documents endorsing their participation in such activities to get attendance and academic guidance from the department.
- In short, students are highly encouraged to pursue their studies in a conducive and intellectually stimulated environment and required to follow all the above norms in order to stay focused in realizing the objectives.

Principal

Adarsh Mahila Mahavidyalaya

Bhiwani

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