



AHMEDNAGAR JILHA MARTHA VIDYA PRASARAK SAMAJ'S

SHRI DHOKESHWAR COLLEGE

TAKALI DHOKESHWAR, TAL. PARNER,

DIST. AHMEDNAGAR-414304

(AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY)



PROFESSIONAL ETHICS & CODE OF CONDUCT COMMITTEE BOOKLET

PROFESSIONAL ETHICS&CODE OF CONDUCT COMMITTEE BOOKLET

PREFACE:-

SHRI DHOKESHWAR COLLEGE WAS ESTABLISHED STATUS IN THE YEAR 1994. THE COLLEGE HAS BEEN ACTIVELY ENGAGED IN THE FIELD OF EDUCATION AND STRIVES TO IMPART HUMAN VALUES THROUGH QUALITY EDUCATION BESIDES HONING AND SHAPING THE PERSONALITY AND CHARACTER OF THE FUTURE CITIZENS OF INDIA. IN ORDER TO SENSITISE, CREATE AWARENESS ABOUT THE ACCEPTABLE NORMS OF WORKPLACE BEHAVIOUR, A STANDARD NEEDS TO BE SET. THIS POLICY DOCUMENT WILL PROVIDE A BENCHMARK FOR SOCIALLY ACCEPTABLE BEHAVIOURAL NORMS AT WORKPLACE FOR THE STAFF. IT WILL HELP STUDENTS TO UNDERSTAND SOCIAL NICETIES AND PRACTICE EXHIBITING GOOD BEHAVIOUR IN INSTITUTIONS OF HIGHER LEARNING.

FORMATION AND CONSTITUTION:-

THE PROFESSIONAL ETHICS AND CODE OF CONDUCT COMMITTEE WAS FORMED AND CONSTITUTED AS PER UGC GUIDELINES AND UNIVERSITY ACT 2016.

- ✓ **THE CODE OF CONDUCT COMMITTEE WAS FORMED FOR THE YEAR 20216-22**
 - TO DESIGN AN ETHIC POLICY DOCUMENT.
 - TO CONDUCT ANNUAL AWARENESS PROGRAMMES TO SPREAD THE CONCEPT OF GOOD EDUCATION AND ACCEPTABLE CONDUCT AMONG STUDENTS.
 - TO CONDUCT PROFESSIONAL ETHICS PROGRAMME FOR STUDENTS, TEACHERS, AND NON-TEACHING STAFF.
- ✓ **AS PER UGC GUIDELINES OF THE COMMITTEE WAS HEADED BY**

PRINCIPAL AS CONVENOR CONTENTS OF THE POLICY DOCUMENT:

- INSTITUTIONAL AND PROFESSIONAL ETHICS
- CODE OF CONDUCT FOR STUDENTS
- CODE OF CONDUCT FOR TEACHING STAFF
- CODE OF CONDUCT FOR ADMINISTRATIVE/ NON TEACHING STAFF

DISCLAIMER:-

THE COLLEGE RESERVES THE RIGHT TO AMEND, SUPPLEMENT OR MODIFY THIS CODE AT ANY TIME. THE COLLEGE HAS DRAFTED A SEPARATE CODE WHICH IS APPLICABLE TO STUDENTS, TEACHING AND NON-TEACHING STAFF, SUPPORT AND ADMINISTRATIVE STAFF.

CODE OF CONDUCT:-

HERE IN AFTER REFERRED TO AS CODE IS A WRITTEN POLICY DOCUMENT WHICH PRESCRIBES A SET OF RULES AND REGULATIONS COVERING WHAT IS APPROPRIATE BEHAVIOUR AND ACCEPTABLE NORMS IN AN ORGANISATION. THIS POLICY DOCUMENT PREPARED BY THE COLLEGE LISTS OUT THE RULES AND REGULATIONS TO BE FOLLOWED BY TEACHERS AND IS EFFECTIVE FROM ACADEMIC YEAR 2016 ONWARD.

A) COLLEGE:

AS REFERRED TO IN THIS POLICY DOCUMENT IS AHMEDNAGAR JILHA MARTHA SAMAJ'S SHRI DHOKESHWAR COLLEGE TAKALI DHOKESHWAR AFFILIATED BY SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE.

B. TEACHERS:

REFERS TO ALL UG TEACHING STAFF IN AIDED AND UNAIDED SECTIONS WORKING IN THE COLLEGE SINCE ACADEMIC YEAR 2016

C. UNIVERSITY:-

REFERS TO THE AFFILIATION SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE

D. PARENT INSTITUTE:

REFERS TO THE AHMEDNAGAR JILHA MARATHA VIDYA PRASARAK SAMAJ OUR PARENT INSTITUTE RULES AND POLICY.

E. STUDENTS:-

REFERS TO ALL UG STUDENTS ADMITTED TO DIFFERENT PROGRAMMES SINCE ACADEMIC YEAR 2016

F. COMPETENT AUTHORITY:

THE PRINCIPAL ACTS AS THE HEAD OF THE INSTITUTE AS PER THE RULES OF THE UNIVERSITY AND THE GOVERNMENT. BESIDES PRINCIPAL MAY AUTHORISE APPROPRIATE AUTHORITY- LIBRARIAN/INCHARGE OF LIBRARY AND THE LAB SUPERVISOR/TEACHER IN CHARGE RESPONSIBLE FOR THE CONDUCT OF PRACTICALS IN LABORATORIES TO ENSURE STRICT COMPLIANCE OF CODE OF CONDUCT. IN CASE OF EXAMINATIONS, THE CONTROLLER OF EXAMINATIONS/DEPUTY CONTROLLER OF EXAMINATIONS AND SENIOR SUPERVISORS OR ANY OTHER PERSON SO DESIGNATED BY PRINCIPAL ARE THE APPROPRIATE AUTHORITY TO DEAL WITH MISCONDUCT. IN CASE OF DECIDING ABOUT THE PUNITIVE ACTION TO BE TAKEN AGAINST THE OFFENDER FOR MISCONDUCT, PRINCIPAL IS THE FINAL DECISION MAKING AUTHORITY. THE PRINCIPAL HAS THE TOTAL AND FINAL AUTHORITY TO TAKE DISCIPLINARY ACTION AGAINST ERRING STUDENTS AS DEEMED FIT ON A CASE TO CASE BASIS.

G. NON- TEACHING OR SUPPORT STAFF:

REFERS TO THE ADMINISTRATIVE STAFF, THE COMPUTER AND LAB TECHNICIANS AND ASSISTANTS, POENS, LIBRARY STAFF AND ALL OTHERS EMPLOYED (WHETHER ON PERMANENT OR TEMPORARY BASIS) WHOSE ACTIVITIES SUPPORT THE WORKING OF AN EDUCATIONAL INSTITUTION.

THE CODE OF CONDUCT TO THE EXTENT APPLICABLE MAY BE ENFORCED IN THE VIRTUAL CLASSROOM WHILE TEACHING/ LEARNING IN ONLINE MODE. THIS CODE OF CONDUCT WILL ALSO BE APPLICABLE IN CASE OF BLENDED LEARNING.

1. POLICY DOCUMENT ON INSTITUTIONAL AND PROFESSIONAL ETHICS WITH EFFECT FROM ACADEMIC YEAR 2016

✓ **1.1 Contents:-**

This policy document includes the prescribed set of rules and regulations of acceptable behavior by professionals and expected compliance of the rules or standard set in the discharge of their duties.

✓ 1.2 Applicability:-

This document has been prepared by Shri Dhokeshwar College as per UGC guidelines and is applicable from the academic year 2016

✓ 1.3 NEED AND RELEVANCE OF PROFESSIONAL ETHICS:-

A professional code of Ethics offers a set of guidelines to teams or organizations which can be used to make appropriate and just decisions at work place. Setting a professional code of Ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbibing honesty and integrity in the institutional ethos and work culture leading to a healthier work environment. Such code helps outline the mission and values of an organization and provides the groundwork for a preemptive warning in case of deviance/non-compliance. Teachers as professionals engaged in the teaching learning process are required to show impartiality, integrity and ethical behavior in the classroom and in their conduct with parents and colleagues.

1.3.1 Institutional Ethics: - Every organization must maintain a moral profile to gain credibility in the eyes of the stakeholders and build a good institutional image. Ethical conduct is to be practiced in all facets of the institutional operations and activities, policy decision making, implementation, and follow up. It is not only necessary to frame ethical standards but also to ensure that the standards and benchmarks set are followed in letter and spirit.

In an educational institution, Ethical behavior and conduct are to be followed by all the participants in the teaching – learning- evaluation process. Ethical dimensions of an Educational Institution cannot be ignored and it has a significant impact on society at large.

1.3.2 Professional Ethics: - Ethics is the discipline concerned with what is good and bad, morally right and wrong. Every profession has their own code of Ethics and Professional Ethics encompasses the personal and corporate standards of behavior expected by professionals.

1.3.3 Institutional Ethics: - The Ethics are the guidelines which can be referred to by the stakeholders of an educational institution – students, teachers, management, parents and society in general.

1.3.4 Ethical guidelines are applicable to:-

- Top Management (Governing body)
- Principal and Team
- Teachers
- Students/learners
- Non-teaching and support staff

1.3.5 Role of Ethics committee in an educational Institution:-

- Identifying and Understanding Ethics relevant for the institutional activities
- Establishing standards/acceptable benchmarks
- Framing ethical policies and also whistle blower policies to report deviations
- Consultation
- Education and creating awareness

- Mediation/Stress management
- Review of policies or practices

1.3.6 Areas for Ethical applications:-

- Day to day administration
- Teaching – learning-Evaluation
- Research and Project consultancy
- Professional conduct programs

1.3.6 Role of Institutional Ethical Committee / Ethical Review Board:-

- Establishing procedures to deal with ethical deviations / professional misconduct
- Assist the Unfair means Committee to investigate into reported cases of academic dishonesty during examinations
- Support the Vigilance squad to maintain overall dignity, discipline and decorum of the institution
- To ensure protection and safety of whistle blowers and acknowledge their contribution in maintaining the ethical standards

1.3.7 PROFESSIONAL ETHICS:-

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.

1.3.8 GENERAL PRINCIPLES OF PROFESSIONAL ETHICS:

- ENGAGE IN EDUCATIONAL ACTIVITIES IN KEEPING WITH THE VISION AND MISSION OF THE INSTITUTION. PRACTICE THE OLD AGE VIRTUES OF RESPECT AND CONSIDERATION TOWARDS ALL.
- SET HIGH STANDARDS OF PROFESSIONAL CONDUCT, INSIST ON ADHERENCE AND UNIVERSAL COMPLIANCE OF THE SAME
- PRACTICE OPEN, HONEST AND INCLUSIVE COMMUNICATION STRATEGIES WITH COLLEAGUES
- MAINTAIN CONFIDENTIALITY IN PROFESSIONAL RELATIONSHIPS AND ADOPT PROFESSIONAL APPROACH
- BE RESPONSIBLE, ACCOUNTABLE AND FULFILL ALL COMMITMENTS AS PROMISED OR AGREED UPON. BE PUNCTUAL AND REPORT FOR WORK ON TIME. DISPLAY COMMITMENT TOWARDS DISCHARGING DUTIES WITH COMPETENCE.
- MAINTAIN SELF- DISCIPLINE, IMPARTIALITY AND OBJECTIVITY WHILE DEALING WITH OTHERS WITHOUT ANY PRECONCEIVED NOTIONS OR BIASES
- UPGRADING PROFESSIONAL COMPETENCIES - UPSKILLING ONESELF TO ADAPT TO THE CHANGING EDUCATIONAL SCENARIO TO DELIVER QUALITY EDUCATION
- APPRECIATE, ACKNOWLEDGE AND ENCOURAGE MERIT AT ALL ORGANISATIONAL LEVELS.

2 CODE OF CONDUCT FOR STUDENTS

✓ 2.1 STATEMENT OF PURPOSE IN DESIGNING A CODE OF CONDUCT FOR STUDENTS-

TO DESIGN A CODE OF CONDUCT AND FRAME A POLICY DOCUMENT, CREATE AWARENESS, GUIDE STUDENTS AND ENCOURAGE THEM TO ADOPT AND IMBIBE GOOD BEHAVIOURAL NORMS THEREBY SETTING STANDARDS OF EXPECTED AND ACCEPTABLE PERSONAL CONDUCT IN AN EDUCATIONAL INSTITUTION WHICH CAN ACT AS A ROAD MAP IN THE DEVELOPMENT OF ETHICALLY SENSITIVE AND RESPONSIBLE PERSONS WHO CAN POSITIVELY CONTRIBUTE TO THE SOCIETY AND NATION.

✓ 2.2 APPLICABILITY:-

The Code of Conduct for students is mandatory and binding on all students who have enrolled for various UG programme and applicable from the academic year 2016. The competent authority may revisit and revise rules as deemed necessary. On revision, the old rules will stand cancelled and the new rules framed will be applicable from the date of drafting the rules with prospective effect. On taking admission, it is presumed that the student has read and understood the code of conduct and undertake to abide by it failing which disciplinary action against him/her for misconduct or non-compliance may be taken by the competent authority as deemed fit. Ignorance of this code of conduct cannot be considered as a sufficient ground to condone misconduct/non-compliance.

✓ 2.3 NEED AND RELEVANCE TO INSTITUTION AND SOCIETY:-

Students are adults and must abide by and adhere to socially acceptable adult behavior. A Code of Conduct defines boundaries of acceptable behavioral norms and clarifies an organization's mission values and principles linking them with standards of professional conduct. College is an institution of higher learning and it is necessary to maintain a climate of respect, sensitivity and courtesy. This code of conduct has been framed and implemented to create awareness amongst students about appropriate behavior at college, ensure a better teaching learning experience and to uphold the sanctity and respect Of the College as an Institution of higher learning where the future generation is guided to develop one - self as positive contributors to society and the country. An illustrious alumni, educated well-mannered individual is a human asset to the college and society.

✓ 2.4 THE CODE OF CONDUCT FOR STUDENTS HAVE BEEN CLASSIFIED AS:-

- 2.4.1 CODE OF CONDUCT IN COLLEGE PREMISES
- 2.4.2 CODE OF CONDUCT IN LIBRARY
- 2.4.3 CODE OF CONDUCT IN CLASSROOMS AND PRACTICAL LABS
- 2.4.4 CODE OF CONDUCT MOBILE
- 2.4.5 CODE OF CONDUCT RAGGING
- 2.4.6 CODE OF CONDUCT ATTEDANCE
- 2.4.7 CODE OF CONDUCT EXAMINATION

2.4.1 CODE OF CONDUCT COLLEGE PREMISES:-

- Students are required to wear their Identity card when they enter the college premises and produce it as and when asked for. In case the identity card has been lost/misplaced and not traceable , students are required to get the duplicate I-CARD made .I card should be worn around the neck and must be worn for the entire duration that the student is present in college premises. Only bonafides students will be allowed to enter the college premises on producing there Identity card.
- Students are required to be properly attired and groomed in keeping with the dignity and decorum of the educational institutional culture and values.
- Students are required to communicate in a decent and acceptable tone and language with peers, non- teaching and teaching staff. While in the company of peers, use of foul language, expletives and shouting and screaming in lobbies is to be strictly avoided. Students should focus their energies in a constructive manner to learn, develop and enhance skills, competencies, attitudes and values. It is to be noted that violent behavior and reckless yelling will be viewed as a serious case of misconduct hence students are advised to remain calm, maintain their composure and refrain from contributing to the already existing noise pollution.
- Students are required to stand in silence when the college prayer is being played.
- Students are advised to exercise self-restraint while using their mobiles and modulate and moderate their voice volume while making or receiving calls.
- Students are required to enter and leave the college premises in a peaceful manner and avoid overcrowding or group gathering at all times. Students are advised to maintain queue discipline as this will help facilitate easy entry and exit and help control student traffic efficiently.
- Students should not use the lift earmarked for teachers. In case of differently abled students, the Principal may sanction permission to use the lift based on the student's request in writing addressed to Principal.
- The medium of instruction in College is English. Students are strongly advised to make an attempt to speak and communicate in English on a regular basis.

Students are advised to actively participate in co- curricular, extra –curricular activities for their holistic development. Students interested in sport activities, curricular and extra-curricular activities are required to read the details displayed on the notice board and register to participate.

- Student is advised to behave in a decent manner while in college premises as the entire premises are under CCTV surveillance.
- The college has constituted an Anti-ragging cell as per the directives of the

University. Ragging is a serious offence attracting disciplinary action

- Students are required to read all notices displayed prominently on website and in college premises and keep them informed of the various activities and examination dates.
- At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.
- Student is required to maintain peaceful silence as they take the stairs and move towards their classrooms without creating any disturbance. Contribute and help maintain the positive conducive learning atmosphere of the college
- Help to keep the college premises neat and clean and refrain from littering and spitting
- Do not use the college premises for any political activity like organizing procession, conducting meeting without the prior permission of the authority.
- Consumption of intoxicants, smoking is strictly prohibited.

2.4.2 CODE OF CONDUCT LIBRARY:-

- Students are required to register themselves at the Entrance desk.
- Students are required to maintain silence in the library. No talking/ discussing is allowed.
- Students are required to comply with all the rules and regulations and follow the instructions given by the librarian /library staff from time to time-Access the internet facility made available to students after obtaining permission and as per instructions of library staff.
- Students are required to keep their mobile on silent mode while in library so as to not disturb the other library users.
- Students are required to attend the Orientation programme conducted by the Library department and familiarize themselves with the rules, regulation and procedures to be followed.
- Take good care of books issued to you. Handle with care and return them in a good condition. Do not mutilate the book or tear away pages from the book.

2.4.3 CODE OF CONDUCT CLASSROOM/ PRACTICAL LABS:-

- Students are required to follow the class timetable and attend lectures/ practicals as per the time table. Students are required to be present in the classroom /labs on time for the lectures/ practical's.
- Students have the right to learn without interference from others. Interruption, disruptions in class inhibits, prevents and reduces the efficacy of teaching – learning. It is the duty of every student to ensure that the conducive atmosphere for teaching- learning is maintained in the classroom. Some example of highly objectionable inappropriate behavior which may be

construed as misconduct are- activities like using cell phones when the class is in progress, reading unrelated material, talking loudly so as to disturb the teacher and the class, entering the classroom late, passing offensive remark or comment on fellow students . Such notorious and disgraceful activities are strongly condemned and discouraged.

- Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year. In case of extenuating circumstances like illness requiring hospitalization, the student is required to explain his/her absence in writing with adequate proof of hospitalization and the competent authority(Principal) may condone his/ her absence for the said period . The Principal at his/her discretion may decide “ what constitutes extraordinary or extenuating circumstances”
- Students are expected to submit all assignments and get their journals/projects certified by the Teacher-in -charge
- Student are expected to carefully listen and follow the instructions given by the teacher- in charge while performing practicals and handling chemicals, acids and other inflammable/ hazardous solutions. It is the duty of the student to know the safety procedure and follow the safety norms.
- Students must be properly attired and adhere to the dress code for conducting practical/ experiments in the lab. They are also required to wear the lab- coat, have their own dissection box and other required materials for performing the experiment in the lab.
- In the classroom, students are required to actively participate in discussions on topics of academic interest and attend all lectures.
- Students are required to record their attendance for each lecture separately and ensure that the attendance is adequate and above satisfactory levels for each semester seperately. In addition to lectures, the attendance for practical’s also needs to be recorded
- Save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.
- Protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. Handle test tubes, glass and other fragile lab equipment’s, chemicals and acids safely and with care so as to minimize damages due to mishandling/ breakage.
- All teaching aids, projectors, white boards, fixed in certain classrooms are to be carefully handled by students.
- Discipline is to be maintained in the classroom in the absence of teacher in classroom .Don’t disturb the other classes.
- Computers made available in computer lab and IT department are to be used for academic purposes only.
- Students are advised to know about disaster management procedures and safety

measures to deal with emergencies like fire, flood etc.

2.4.4 CODE OF CONDUCT INSTRUCTION OF MOBILE PHONE:-

1. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
2. Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft Of mobiles, modern means of communications, valuables and other belongings are at Students risk.

2.4.5 CODE OF CONDUCT RAGGING:-

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN

Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarred from appearing in any test/examination or other evaluation process. Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students is involved in the act of ragging.
- An FIR filed without any exception with local police station.

2.4.6 CODE OF CONDUCT ATTENDANCE:-

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% Overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken. ☐ The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end Examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be

made available for travel in between vacations whatever be the reason.

- The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects.

2.4.7 CODE OF CONDUCT EXAMINATIONS:-

- The college has adopted Zero tolerance towards unfair means and cheating in the examination.
- The college strongly advocates academic honesty in examination and views academic dishonesty seriously.
- Students are required to refer to the examination time table and take the examination as per the schedule.
- The college has constituted an Unfair means committee to investigate into the reported cases of cheating or copying in exams and the committee after due diligence with the concerned student submits its report. The consequence may vary depending on the severity of the unfair means.
- It is very important to maintain one's academic integrity, be honest, truthful and not resort to dishonest practices.
- Students are required to follow the instructions given by the supervisors/senior supervisors during the examination.
- Collection of examination forms from the students.
- Scrutiny of Examination Forms.
- Send the Examination Forms to the Computer Section for further processing.
- Collect name lists, summary and admit cards of the students from the university examination Section.
- To make the arrangement for sending the name lists, summary and admit cards to the concerned Colleges/ Institutions/ University Departments.
- Prepare a time-table for practical examinations and send to the Colleges/Institutions/University Departments.
- To issue instructions to the Students for issue of hall-ticket, subject add, drop out etc. inform to university.

✓ 2.5 APPENDIX- EXPLANATORY NOTES:

- READY RECKONER TO GOLDEN WORDS EVERY STUDENT SHOULD LEARN KNOW SPEAK AND MEANSAY “**THANKYOU**” WHEN SOMEONE OFFERS TO HELP YOU
- SAY “**SORRY**” IF YOU HAVE HURT ANYONE THROUGH YOUR WORD OR DEED
- SAY “PLEASE” IF YOU ARE REQUESTING SOMEONE TO HELP YOU
- SAY “**MAY I**” WHEN YOU SEEK PERMISSION –WHILE ENTERING PRINCIPAL SIR’S CABIN KNOCK BEFORE
- YOU ENTER AND ASK PERMISSION MAY I COME IN SIR?

✓ 2.6 SOME BASIC NICETIES AND ETTIQUETTES TO BE FOLLOWED BY STUDENTS:

- Wish all your teachers and Principal as an acknowledgement of their presence be it in a classroom, college office or anywhere in the college premises.
- Thank all those who have helped you; be it teaching staff or non- teaching staff. Develop an attitude of Gratitude.
- Request with humility to enlist the help of others and develop an inclusive approach.

- Remember Honesty still remains the best policy.
- Co-operate and collaborate with peers to make learning fun and enjoyable.
- Life is beautiful. Make it more beautiful by helping others in any way you can- lending a patient ear, uttering a kind word, an encouraging pat on the back, a smile. If not, politely express your regret and your inability to help the person who sought your help.
- Practice old age values of respect and regard for all and send positive vibrations to all .Attract love, peace, joy, calmness from the universe. We are human beings but strive to be re membered for 'being human' raises the happiness index around you. It's important to be educated but it more important to be human.

2.7 CODE OF CONDUCT FOR PRINCIPAL:

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
 - The Principal is responsible for the development of academic programmes of the Institute.
 - The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
 - The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
 - The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
 - The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
 - The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
 - The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

2.8 CODE OF CONDUCT FOR HEAD OF DEPARTMENT:-

1. The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
2. The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department/ Professor 14 hours / week
 - Associate Professor 14 hours / week
 - Assistant Professor 16 hours/week.
 - The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
 - The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
 - The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
 - The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
 - The Head of the Department should encourage Faculty Members to author textbooks and publish research papers in reputed International / Indian Journals /Conferences.
 - The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
 - The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.

2.9 CODE OF CONDUCT FOR TEACHERS

✓ 2.9.1 STATEMENT OF PURPOSE IN DESIGNING CODE OF CONDUCT FOR TEACHERS:

THE CODE OF CONDUCT SETS THE BENCHMARK OF EXPECTED BEHAVIOUR BY TEACHERS AND UNDERLINES MUTUAL RESPECT AND REGARD TOWARDS COLLEAGUES MAINTAINING PROFESSIONALISM AND THE DIGNIFIED STATUS OF THE TEACHING PROFESSION.

✓ 2.9.2 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the Commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

✓ 2.9.3 LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab /invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

✓ 2.9.4 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The Course file should be maintained as per the prescribed format.

- The Staff should not involve himself/herself in any unethical practice while doing Continuous assessment.
 - The Faculty Member must strive to prepare him/her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
 - The staff should get the feedback from students and act/adjust the teaching appropriately.
 - The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
7. Every Faculty Member should maintain academic record book.

✓ 2.9.5 CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

✓ 2.9.6 LABORATORY

1. The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
2. The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

✓ 2.9.7 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

✓ 2.9.8 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International/Indian Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

✓ **2.9.9 THE CODE OF CONDUCT FOR TEACHERS INCLUDES NORMS DURING TEACHING, EVALUATION AND INTERACTIONS WITH STUDENTS, AUTHORITIES, COLLEAGUES AND SENIORS:-**

- Wear I-card at all times when present in the college.
- Be punctual. Report on time for work – engaging lectures and practical and for supervision during exams. Engage the lectures and practical's as per the individual timetable allotted
- Record presence by signing attendance muster and marking biometric attendance (entry and exit time) and also attendance for each lecture/ practical.
- Complete all teaching work allotted within given time duration. All evaluation and exam related work to be completed within the stipulated time.
- The shared College resources like computers are to be used carefully and judiciously.
- While interacting with students, teachers must endeavor to be objective without any bias or preconceived notions.
- Teachers are not only required to teach but mentor students and guide them in academic areas. This will help build a stronger rapport between the teacher and students and make the students feel safe and secure in college.
- While interacting with colleagues, be polite and courteous and show mutual respect and regard.
- Work as a team as then Together each one Achieves More.
- Adopt an inclusive approach.
- Cooperation and collaboration can bring better results.
- Leave cannot be demanded as a matter of right. It is granted subject to administrative convenience.

In addition to teaching, they are required to help college administration when called for.

2.11 CODE OF CONDUCT FOR NON –TEACHING AND SUPPORT STAFF

✓ **2.11.1 STATEMENT OF PURPOSE IN DESIGNING CODE OF CONDUCT FOR NON-TEACHING STAFF:**

The primary objective of formulating a code is to formalize the acceptable norms of behavior in an organization. The non-teaching staff is the backbone of an educational institution which aid, supports and helps in the day to day administration of the college. They play an important role in assisting in the conduct of smooth and effective teaching learning and evaluation. The duties of the non-teaching staff are varied and hence the code prescribes a general code of conduct.

✓ **2.11.2 CODE OF CONDUCT FOR NON- TEACHING STAFF:**

- Report on time for work. Be punctual and discharge duties allotted promptly.
- Behave decently in keeping with the discipline and decorum of the institution
- Consumption of alcohol, intoxicants, tobacco and smoking is strictly prohibited while on duty.
- Know the service conditions, duties and responsibilities, rules and regulations regarding leave, salary and other related matters

Follow the organizational hierarchy and protocol

✓ **2.11.3 ADMINISTRATIVE STAFF:-**

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

✓ **2.11.4 ACCOUNTANT:-**

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with Payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

✓ **2.11.5 STUDENT SECTION:-**

Student section should:

- Ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
- Ensure the student document verification by Savitribai Phule Pune University within time limit
- Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University
- Ensure timely submission of examination forms to Savitribai Phule Pune University
- Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

✓ **2.11.6 LAB ASSISTANT:-**

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

✓ **2.11.7 LAB ATTENDANT:-**

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

✓ **2.11.8 CLERK:-**

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

✓ **2.11.9 PEON:-**

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

2.12 CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely :-
- Chairperson of the management or his nominee
- Secretary of the management or his nominee
- One Head of department, to be nominated by the Principal
- Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves
- Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
- Coordinator, Internal Quality Assurance Committee of the college
- President and Secretary of the College Students' Council
- Principal of the college - Member - Secretary.
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall:-
- prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- decide about the overall teaching programmes or academic calendar of the college
- recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college

- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Make recommendations regarding the students' and employees' welfare activities in the college
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Frame suitable admissions procedure for different programmes by following the statutory norms
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.
- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

“तेजोऽसि तेजो मे मेही” According to this motto, our college works according to the rules of government, university and parent organization Ahmednagar District Maratha Vidya Prasarak Samaj. The goal of our college is the education of rural and backward class students and their holistic development.