

HAND BOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal Teaching Staff & Non Teaching Staff)



Shri Kumarswami Mahavidyalaya, Ausa,
Dist. Latur, MS, INDIA

IQAC Publication



INDEX

Sr No.	Description	Page No.
1	About our College	
2	Vision & Mission of the College.	
3	Code of Conduct for the college students.	
4	Code of Conduct of College Library	
5	Code of Conduct / Professional Ethics for the Teachers	
6	Code of Conduct for Head of the Teaching Departments	
7	Professional Ethics & Code of Conduct for The Principal	
8	Professional Ethics & Code of Conduct for Non-Teaching Staff	



1 About our College

Shri Kumarswami Mahavidyalaya is run by, Shri Mahantswami Shikshan Prasarak Mandal, Ausa. Established in 1972. With Arts, Commerce Science UG and HSC Board & HSC Vocational streams. College also have facility of Open University Education and Distance Education

The management authorities Chairman Hon. Gahininath Maharaj and Hon. Secretary Shri Girish Patil as a visionary patrons, always supports for quality education.

Being a leading college in rural area nurturing the rural area students. It is accredited with NAAC (Grade B) and with a remarkable achievements in Sports and NCC unit.

Well qualified faculties are engaged in Academic & Research activities to form an overall development of students.



2 Vision & Mission & OBJECTIVES of the College.

VISION

To search and conquer new horizons.

MISSION:

To shape local talent into all-round universal talent based on fundamental moral values, which can suit to ultra-modern world.

OBJECTIVES

- To inculcate fundamental moral values among students.
- To imbibe national spirit among students.
- To motivate students to preserve and upgrade environment.
- To encourage students for research activities.
- To promote students for social service.
- To prepare students for competitive exams.
- To develop all-round personality of students.



3 Code of Conduct for the college students.

“SELF DISCIPLINE IS THE BEST DISCIPLINE”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

- 1. Every student of the college should carry the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal and wear college uniform.**
- 2. As per SRTM University, Amravati rules 75% attendance is mandatory to appear in semester end examination.**
- 3. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.**
- 4. Students should attend the various anniversaries and National Importance day activities organized by the college.**
- 5. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator**
- 6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.**
- 7. Consuming Alcohol, Guthkha, Tobacco , Smoking is Strictly Prohibited in the Premises .**
- 8. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.**

9. No student spite in college premises/campus or in class room.
10. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
11. Use of mobile phones for calling, entertainment in the classrooms, Library, area etc. is strictly prohibited
12. Without prior permission, guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom.
13. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
14. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
15. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
16. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
17. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
18. In the event of continued poor performance in internal tests and poor class attendance by any student, the Principal has the authority to withhold permission for him/her to appear the university examinations.
19. No function/program/ birth day in the college campus / class room without prior permission of the principal.
20. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
21. To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.

22. Students are prohibited from doing anything inside or outside the College that with
23. interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
24. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
25. Each student should park his/her vehicle at the parking of the college.
26. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.



4 Code of Conduct of College Library .

- 1. Every staff / student of the college is eligible for membership of the Library**
- 2. Silence must be observed in the Library.**
- 3. Personal belongings are not allowed inside the Library.**
- 4. The Library can be utilized by the students and staff in working hours.**
- 5. Misbehavior in the library/in study room will lead to cancellation of**
- 6. admission/Membership and serious disciplinary action will be taken against the concerning student(s).**
- 7. All students should sign the entry register of the Library, before entering.**
- 8. Students must handle the book(s) very carefully.**
- 9. All students should note that, B.T. Cards are not transferable.**
- 10. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the twice of cost of the book as fine.**
- 11. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.**
- 12. Faculties /students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.**
- 13. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.**
- 14. If the due date falls on holidays, return can be done on the consequent working day without any fine.**
- 15. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-**

16. All final year students should return their library token and library book based on library circular and obtain “NO DUE CERTIFICATE” from the library for getting Hall ticket of University Examination.
17. Students can use Library reading /study room in working hours. The librarian can extend time in examination days.



5 Code of conduct / The Professional Ethics For The Teachers

(As per UGC Notification-2018)

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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 ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

7. 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 University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

II. TEACHERS AND COLLEAGUES

Teachers should:

- 1. 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;**
- 3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and**
- 4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.**

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- 1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;**
- 2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;**
- 3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;**
- 4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;**
- 5. Co-operate with the authorities for the betterment of the institutions 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**
- 8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.**

V. TEACHING AND NON-TEACHING STAFF:

- 1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution**
- 2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.**

VI. TEACHERS AND GUARDIANS

Teachers should:

- 1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.**

VII. TEACHERS AND SOCIETY

Teachers should:

- 1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;**

2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

UNIFORM STATUTES

GOVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN UNIVERSITY SCHOOLS, UNIVERSITY DEPARTMENTS, CONDUCTED COLLEGES AND UNIVERSITY INSTITUTIONS

[FRAMED UNDER SECTION 72 (10) READ WITH SECTION 71 (20) OF THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016]

S.94. Code of Professional Ethics

(1) Teachers and their rights :

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

(2) The Code of Professional Ethics :

(a) The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to 65 conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall 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 ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.

manage his/her private affairs in a manner consistent with the dignity of the profession.

seek to make professional growth continuous through study and research, writing and decent conduct.

express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the

conduct of University and College examinations, including supervision, invigilation and evaluation, and participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students :

The teacher shall

respect the right and dignity of the student in expressing his/her opinion.

deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.

recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

encourage students to improve their attainments, develop their 66 personalities and at the same time contribute to community welfare.

inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.

be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

pay attention to only the attainment of the student in the assessment of merit.

make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.

aid students to develop an understanding of our national heritage and national goals, and

refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

**treat other members of the profession in the same manner as they themselves wish to be treated,
speak respectfully of other teachers and render assistance for professional betterment,
refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
be thoroughly social and humane, democratic and rational, towards other teachers,
strive at any cost to remove and wash out the local tensions and controversies and disputes.
believe in union and unity of the colleagues.**

(d) Teachers and authorities :

The teachers shall

**discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
not undertake any other employment and commitment including private tuitions and coaching classes;
co-operate in the formulation of policies of the institution by 67 accepting various offices and discharge responsibilities which such offices may demand;**

co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

should adhere to the conditions of contract;

give and expect due notice before a change of position is made; and

refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees :

the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.

the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society:

The teachers shall

recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

work to improve education in the community and strengthen the community's moral and intellectual life.

be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.



6 Code of Conduct for Head of the Departments

- 1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.**
- 2. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.**
- 3. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.**
- 4. To manage the periods/Lectures & keep watching for smooth conducting.**
- 5. Organize/take student feedback (Two times) after one month of commencement of the teaching and at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.**
- 6. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom,etc.)**
- 7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.**
- 8. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form**
- 9. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.**
- 10. Each year, every teaching department of the college should establish “Students’ Study Circle” of the students, by the students, for the students by constituting their Students’ executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.**

11. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
12. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
13. Use ICT adds maximum for teaching learning process.
14. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
15. Organize “Industrial/Environmental study Tour” for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
16. Organize guest lectures on various subjects for the students, with kind permission of the Principal.
17. Organize student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by the every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.
18. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
19. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
20. Provide the subject notes/question papers/study material etc. to the students.

21. Redress the grievance of the students at department level & Counsel them need fully.
22. All teaching departments of Arts and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of each year.
23. If any directed or planned Program/activity/event could not be organized/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.
24. HOD of Arts and Commerce faculty encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to submit it to the Principal Office for month wise reviewing & assigning by the principal, at last date of the every month in working hours.



7 Professional Ethics & Code of Conduct for The Principal

- 1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.**
- 2. Chalk out a policy and plan to execute vision and mission.**
- 3. Keep the co-ordination in all college works.**
- 4. Provide guidance, leadership, direction to the all stakeholders.**
- 5. Oversee and monitor the administration of the academic programs and general administration of the college.**
- 6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.**
- 7. Observance and implementation of directives issued by Government,/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.**
- 8. Maintain Assessment Reports of the teaching and non teaching staff of the college.**
- 9. Compel the teaching and non teaching staff to follow the code of conduct of the institution.**
- 10. Assessing reports/Academic diary /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.**
- 11. Assessing the academic syllabus/ course of the students.**
- 12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues**
- 13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.**
- 14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.**
- 15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.**

16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non teaching staff for their professional development.



8 Professional Ethics & Code of Conduct for Non-Teaching Staff

- 1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.**
- 2. Maintain their professional knowledge & skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.**
- 3. Must join/attend the duty punctually every day.**
- 4. Assist in carrying out functions relating to the administrative 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 university and college examinations, including all types of Examination works.**
- 5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.**
- 6. Communicate respectfully and Behave with polite to the everyone of the college. (Management Authorities, The Principal, teachers, Students, visitors, parents etc.)**
- 7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;**
- 8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;**
- 9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.**
- 10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.**
- 11. Should adhere the Professional Ethics and Code of Conduct of the institution.**

12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
17. Avoid conflicts between their professional work and personal interest.
18. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession

