

Chhatrapati Shivaji Shikshan Mandal's

**Arts and Commerce College, Vaduj.**

District- Satara. (Maharashtra) PIN-415506.

Affiliated

to

**Shivaji University, Kolhapur.**

*Code of Conduct*

FOR

**Principal**

**Heads of Departments**

**Faculty**

**Non-teaching Staff**

**Class-IV Employees**

**Students / Learners**

Chhatrapati Shivaji Shikshan Mandal's  
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***Code of Conduct***

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Chhatrapati Shivaji Shikshan Mandal's

## **Arts and Commerce College, Vaduj.**

### *Code of Conduct*

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#### **INTRODUCTION:**

'Code of Conduct' is an official document that provides every stakeholder with guidelines regarding how to behave or act on the campus at an individual level and at institutional level. This document reminds the professionals over and over again, their duties and rights as well as their boundaries and limitations. Not only this, but it defines their behavioral patterns. Code of Conduct binds every component in systematic operating procedures. This document finalizes the responsibility and accountability of the stakeholders. For smooth functioning in any institution, code of conduct plays a significant role.

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#### **OBJECTIVES:**

- To define responsibility and accountability of on campus stakeholders.
- To bring about uniformity in procedures on the campus.
- To observe coordination among the various stakeholders on the campus.
- To define limitations and boundaries of employees on the campus
- To define interrelations among stakeholders on the campus.
- To make the teaching and learning process more effective and more target-oriented.
- To create learner friendly atmosphere on the campus.

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## **Chapter-I**

### **PROFESSIONAL ETHICS:**

Whoever adopts teaching as a profession, assumes obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the members of the society. Therefore, every teacher should see that there is no incompatibility between his percepts and his practices. Better, he should walk his words.

### **A Teacher should:**

1. adhere to the responsible patterns of conduct and demeanor expectations of them by the community.
2. manage his /her private affairs in a manner with consistency with the profession.
3. seek to make continuous professional growth and excellence through study and research.
4. express free and frank opinion during his participation at professional meetings, seminars, conferences, and other professional meets.
5. be associated with professional organizations and strive to improve his and his students' moral.
6. perform his duties in the form of teaching, tutorials, practical, assignments, study-tours, field visits, surveys and other approved methods.
7. abide by the Act, Statute, Ordinances and Code of Conduct.
8. not discourage and indulge in plagiarism and other non-ethical behavior in teaching, evaluation and research.

9. participate in Extension, Curricular, Co-curricular and Extra Curricular activities in Community Services.
10. cooperate and assist in carrying out the function relating to educational responsibilities of the college and the university such as Admissions, Examinations, Assessment Work, etc.
11. keep in mind Higher Education Institute is the center of academic activities where true nationals are supposed to take shape.
12. Remember that Educational institution is a group of heterogeneous people who come together with a noble cause of educating people for creating a noble society. Every one person performs his duties as per the legal and logical directive. Some perform at the front and some remain in backyard. Value of their work is same irrespective of nature of their work and the amount of salary they withdraw.
13. Behave according to the saying, “Give Respect and Take Respect” policy while working everywhere in the world in general and in public sector in particular and on the campus in more particular.

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## **Chapter-II**

### **MORALITY POLICY:**

1. Whoever enters the teaching profession, has to keep in mind that teaching profession is not a money making job.
2. Honesty is the best policy. Humanity is the Ultimate Religion.
3. All men and women are a part of this great universe. Every member of the society has his/her own dignity. Everyone has

- every right to maintain his/her own dignity and at the same time, one should respect others' dignity.
4. Discrimination on the basis of Religion, Caste, Color, Creed, Ethnicity, gender, Economic and Social Status, is supposed absolutely immoral and anti-professional.
  5. Every Element of the society at large must strive for the betterment of the entire human race through students.
  6. Morality is not something that is sold and bought in market place. It comes from within. A small internal thinking is sufficient to discriminate between What is Moral? and What is immoral? One should develop the habit of questioning to ourselves. Morality never comes from outside. It comes from within through introspection and self-questioning.
  7. **Punctuality, Honesty, Truthfulness, Modesty, Introspection, Acceptability, Inclusiveness and Humanity** are the elements of morality. They are the pious aspects of man's life that form the very basis of his life and make it worth living.

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### Chapter-III

#### Code of Conduct for PRINCIPAL:

1. The Principal should stay at the place of his work i.e. head quarter. Vaduj is the working head quarter. He should be available on the campus round the clock to discharge his duties.
2. The Principal should not leave the headquarter without the prior permission of the Management. He should submit his application for leave to the secretary of the parent institution.

3. The Principal is the Academic and Administrative head of the institution. While dealing with financial matters, he must observe complete transparency in decisions, actions and procedures.
4. The Principal should have thorough knowledge of his duties and rights. He must be well-versed in almost all disciplines of life.
5. He should discharge his duties keeping in mind no bias about any of the stakeholders. He should pay regular visits to the institutional website as website is the reflection of the institution.
6. The Principal will follow the rules and regulations made by the competent authorities and guidelines that are in force related to admission process, recruitment of employees on the campus, conduction of examinations and other similar duties.
7. The principal will follow the guidelines issued by governments, the UGC, the NAAC, affiliating university and parent institution from time to time and act accordingly.
8. The Principal will discharge his duties irrespective of religion, caste, color and creed, and social and financial status of himself and of the stakeholders. Every action of his' should be biasfree.
9. The Principal should behave with his fellow teachers, with love and respect and maintaining their human dignity.

10. The Principal must be able to co-ordinate between stakeholders and able to communicate effectively.
11. Since the Principal is the Academic head of the institution, he must look into and strive for the academic excellence of the students, their employability and his faculty's and staff's welfare.
12. The Principal must look after not only academic well-being of the students, but their social, financial, and emotional development also. He should go planned towards inculcation of human values.
13. Discipline on the campus and within the students and his staff is of utmost important. The Principal must strive to maintain discipline on the campus.
14. The Principal will take into confidence, the stakeholders while taking any strategic decision on the campus.
15. Principal should play active role in decision-making and their effective and result oriented execution.

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## **Chapter-IV**

### **Code of Conduct** for HODs:

1. The HODs must have thorough knowledge of their discipline.
2. The HODs must behave, with their colleagues, in friendly manner and should not aim to create superiority or inferiority complex.



3. They should, in association with their colleagues, prepare the department's Academic Calendar at the end of the year for the next academic year.
4. The HODs must, in association with their colleagues, prepare the department's Time Table keeping in mind the institution's general timetable.
5. The HODs must look after the academic, co-curricular and extra-curricular activities in the department and their execution.
6. The HODs must hold minimum three meetings per semester in the department and observe adherence to the pattern of Agenda.
7. The HODs must assess the APIs of the faculty in the departments and guide them accordingly for better performance.
8. The HODs must promote the use of ICT technology in the department and must assure its use in the department.
9. The HODs must adhere to the academic calendar strictly and conduct tests, quizzes and periodical examinations in the departments in addition to the university examinations. They must pay visits to the institutional website from time to time.
10. The HODs must promote work culture and amicable atmosphere and promote healthy practices in the departments.

11. HODs must strive to maintain discipline in the campus work for academic excellence in the institution.
12. It is the HOD's responsibility to promote work culture in the department and ultimately on the campus.
13. It is the HOD's duty to adhere to the Academic Calendar prepared in the department.
14. It is the HOD's responsibility to work hard for academic excellence of the department students.
15. The HOD should evaluate the department faculty's performance and guide accordingly for making the education process result oriented and target oriented
16. HODs' approach should be research oriented all inclusive and interdisciplinary.

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## **Chapter-V**

### **Code of Conduct** for FACULTY:

1. Every faculty must strive for the betterment of his students. Faculty must pay visits to the institutional website, regularly.
2. Every faculty must have thorough knowledge of his discipline.

3. Faculty are directed to acquire fresh ideas in their discipline, update their knowledge, raise their knowledge level relentlessly, and incorporate tools of Information and Communication Technology (ICT Tools) in their day to day teaching to make the process student centric and participatory.
4. Faculty should strive to find out innovative teaching methods for making their students' learning experiential and interesting.
5. Every faculty must strive to maintain discipline on the campus.
6. Faculty is directed to prepare e-Content, Question Banks in their discipline and upload them in the institutional website and make them available to his students.
7. Faculty must follow disciplinary rules and guidelines issued by the institutional head on the campus without any grudge.
8. Faculty must understand and prepare the semester wise annual teaching plan in an elaborate manner and intimate it to the HOD and the administration of the institution.
9. Faculty must strive to update their knowledge in their respective disciplines and must upgrade their professional competency by taking part in professional conferences, seminars, workshops and OPs and RCs, publishing research articles, presenting guest lectures at other academic and social platforms also.

10. Faculty members must be able to solve students' subject related queries any moment. They must also try to address students' emotional issues, if any.
11. The faculty should not leave the campus without the permission of the authority or the principal unless it is an emergency.
12. The faculty must co-operate the HODs and the administration in maintaining discipline, and smooth functioning on the campus.
13. Faculty must complete the syllabi allotted well in time and submit the syllabus completion report to the authority without fail.
14. The faculty must be in the uniform dress code suggested for and must wear the Identity Card while on the campus.
15. The faculty must discharge co-curricular and extra-curricular duties with honesty and dedication along with academic duties.
16. Faculty should teach students without keeping in mind any kind of religious, caste related, or territorial bias.
17. Faculty must teach the course content in such a manner so that there should be done no harm to communal harmony.
18. The faculty members should bound to follow the rules and guidelines made by the competent authorities from time to time.

19. Faculty members will maintain their Academic Diaries and keep written record of academic, curricular, co-curricular and extra – curricular activities in the department and will produce the same when asked for.

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## **Chapter-VI**

### **Code of Conduct for Non-Teaching Staff (Clerical):**

1. The non-teaching staff will work as supportive to Academic Activities and discharge their duties honestly.
2. The non-teaching staff will keep keen eye on the govt. and university notification and correspondence and bring the same to the notice of the principal on almost daily basis.
3. They must pay visits to the institutional website and make suggestions and contribute towards excellence in academics.
4. The non-teaching staff will discharge their duties in accordance with the rules and regulations made by Central Government, State Government, the NAAC, the UGC, the affiliating university, the Parent Institution and other competent authorities.
5. The non-teaching staff will keep record of documents in standard manner and will be ready with it any time when asked.
6. The non-teaching staff will cooperate with the principal and the faculty for smooth functioning on the campus.

7. The non-teaching staff will be in uniform dress code and wear the identity card issued by the authority regularly.
8. The non-teaching staff will distribute among themselves various related duties and will discharge them with honesty and total dedication in accordance with the guidelines in force.
9. Any kind of misuse and appropriation of funds will be liable for legal action under IPC.

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## **Chapter-VII**

### **Code of Conduct** for CLASS IV EMPLOYEES:

1. Class IV employees will follow the guidelines and orders issued by the competent authorities.
2. They will discharge their allotted duties with honesty and dedication and cooperate with their employers.
3. Class IV employees will keep the campus clean, neat and green.

#### **VII.1 : For Laboratory Assistants:**

1. Lab Assistant should help the lab-in-charge to carry out the lab. Related work.
3. Lab Assistant should keep the set up ready before the conduct of the practical.

4. Lab Assistant will observe total discipline and cleanliness in the labs.

2. Lab Assistant should maintain the attendance register.

### **VII.2 :For Laboratory Attendants:**

1. Lab Attendant will help the Lab Assistant to carry-out lab related responsibilities.

2. They will keep the laboratories, apparatuses, equipments and instruments in clean and neat position.

3. they will help in distributing and collecting practical material to and from the students.

4. They will perform, with honesty, any duties and work related to their domain assigned to them by their seniors.

### **VII.3 : For Peons:**

1. Peons will maintain total cleanliness and discipline of classrooms, library, laboratories, corridors, departments and offices. They will wear the uniform prescribed for them.

2. Peons will perform their domain related duties asked by the faculty, and other employees on the campus.

3. Peons will keep an eye on the campus to observe discipline. In case of any unwanted activity on the campus, they will immediately inform the authorities on the campus.

4. On duty peons will not leave the office until and unless their higher authority permits them.

5. Peons will report college half an hour before the college time.

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## **Chapter-VIII**

### **Code of Conduct** for STUDENTS:

1. Minimum 80% presence in classroom lectures is must as per the Shivaji University Statue of 2017 to apply for course examination.
2. Students will help the staff to keep the campus clean, and green.
3. Students are not allowed to wander in corridors aimlessly.
4. Students will attend the classes regularly in accordance with the timetable prepared by the competent authority of the college.
5. Students will have to follow the notices, instructions, guidelines issued for them by college authorities from time to time.
6. Students will have to visit notice boards for various notifications regarding holidays, exams., &announcements, & declarations.
7. **Students will regularly visit the college website for e-study materials.**
8. Students will not be able to discriminate among them on the basis of religion, caste, creed, culture, financial and social status.
9. Students will take active part in academic, co-curricular and extra-curricular activities and strive to excel in quality education.



10. Any act of indiscipline and misconduct by any student may attract severe disciplinary action against him or her.
11. Every students must ensure his active participation, in addition to classroom lectures, in co-curricular, extra-curricular activities, sports activities, NSS activities, personality development activities.
12. Every student must strive to know his constitutional rights, his constitutional duties, his social responsibilities and legal provisions made for him/ her.
13. No student will be allowed to remain absent from the classes for more than three days without the prior permission from the principal or his representative on the campus.
14. Every students is supposed to wear the identity card (ID) issued by the college and library card and produce it whenever asked to.
15. Students will be in the uniform dress-code suggested for them.
16. Any kind of deliberate damage to the institution and campus property or due to carelessness would attract severe punishment or legal action. The same may result in his/her dismissal or rustication from the institution.

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