

Code of Conduct & Professional Ethics

For College Principal:

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself / herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

For Teachers

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the (Government Resolution No.: Misc-2018/C.R.56/18/UNI-1) conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- v. Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1**

IV. Teachers and Authorities

Teachers should:

- i. 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;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices

- and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
 - v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
 - vi. Adhere to the terms of contract;
 - vii. Give and expect due notice before a change of position takes place; and
 - viii. 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. Teachers and Non-Teaching Staff

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

VI. Teachers and Guardians

Teachers should:

Try to see through teachers' bodies and organizations, those 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.

Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1**

VII. Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. 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;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. 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.

For Director Physical Education and Sports (University/ College)/ Librarian):

Director Physical Education and Sports (University/ College)/ Librarian (University/College) should:

- a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- d) Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1**
- e) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- f) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

For Non-Teaching Staff of the college

The services of the college Non-Teaching Staff are governed by the Standard Code of Maharashtra Civil Services Rules to the extent applicable;

Unlike the Standard Code, for each aspect of service conditions, there are separate detailed Rules like:

The Maharashtra Civil Services (Conduct) Rules 1981

The Maharashtra Civil Services (Discipline and Appeal) Rules 1979

The Maharashtra Civil Services (General Conditions of Services) Rules 1981

The Maharashtra Civil Services (Leave) Rules 1981

The Maharashtra Civil Services (Regulation of Seniority) Rules 1999

and few others.

DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- Self-discipline is the best discipline. All students are expected to observe rules and regulations currently in force to enable the smooth working of the College.
- Students are prohibited from doing anything inside or outside the College that will interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought into the College directly or indirectly.
- Students resorting to unfair means at the examinations will be dealt in accordance with the university ordinance O.5050.A

CODE OF CONDUCT

- Students should always wear their valid College Identity card whenever in College or while representing the College at any other place. Further, it should be produced whenever demanded by any of the College staff.
- During the conduct of lectures, students should not loiter in the corridors or in and around the College premises.
- All students are expected to wear decent clothes to enhance the image of the College.
- While representing the College at any other place, the student's behaviour should not be detrimental to the image of the College.
- In case of any problem, personal or academic, students should report to the Co-ordinator / Vice-Principal / Principal.
- Students are directed not to bring any outsider into the College premises without prior permission.
- Students must attend lectures according to the time-table on all working days of the College. Students must not be absent from lectures and examinations without the prior permission of the Principal. Students are warned that, if their attendance at lectures is unsatisfactory, their names will not be kept on the College roll.
- In case of illness, a student must apply for leave by post as soon as possible with doctor's certificate attached to his/her application and must report to the Principal immediately after resuming the College.
- Students must not attend classes other than their own without the permission of the Principal.
- Conduct of students in the classes as well as on the premises of the College shall be such as will cause no disturbance to fellow-students and to the other classes.
- Smoking is strictly prohibited in the College premises.
- Students shall do nothing either inside or outside the College that will in any way interfere with its orderly administration and discipline.
- No society or association shall be formed in the College and no person shall be invited to address a meeting without Principal's prior written permission.
- No students shall collect any money or contribution for picnic, trip educational visit to some place, get-together, study-notes, charity or any other activity without prior written permission of the Principal.
- In College debates and other meetings, the Chair must be taken by responsible person approved by Principal and the subject of the debate must have the prior approval of the Principal.
- College has surveillance of CCTV cameras on the entire premises excluding washrooms.

- No student shall communicate any information to or write about matters dealing with College administration to the media.
- Students are expected to take proper care of the College property and help to keep premises neat and tidy. Causing damage to the property of College, e.g. disfiguring walls, door, fitting and breaking furniture etc. is a breach of discipline and the guilty person(s) will be duly punished and shall compensate for the same.
- Students should not leave their books, valuables and other belongings in the class room for any reason. They are advised to carry the same, whenever they leave their classrooms.
- The College is not responsible for lost property. Students should deposit the property found by them at the office counter. The owner should claim it after due identification at the office counter.
- Students applying for certificates, testimonials etc. and those requiring the Principal's signature on any document or application should first contact the College office. No papers should be brought by students directly to the Principal for his/her signature.
- Vehicles i.e. Cars, Two wheelers, cycles brought by the students shall be parked at the student's risk in the place provided for the purpose. The College is not responsible for any damage to or theft of the vehicles.
- If, for any reason, the continuance of a student in the College is in the opinion of the Principal, detrimental to the interest of the College, the Principal may ask such a student to leave the College without giving any reason, and opinion of the Principal in this respect will be final and binding.
- Students joining the College are by that very fact supposed to accept and observe all the rules and regulations of the College and to undertake to submit the normal enforcement of the same to the satisfaction of the Principal whose decision in this regard shall be final.
- Matters not covered by existing rules will rest at the absolute discretion of the Principal.

RAGGING PROHIBITED

Government of Maharashtra has notified ragging as a cognizable offence. Anyone reported to be involved in any act of ragging, will be severely dealt with. Therefore, students are required to refrain from indulging in any form of ragging.

MOBILE PHONES PROHIBITED

As per the circular received from the University, the students should refrain themselves from using the mobile phone in the College premises. If any student is found using the mobile anywhere on the College premises (except in the designated areas) the mobile phone will be confiscated and student will be fined.