

**Rayat Shikshan Sanstha's
Shripatrao Kadam Mahavidyalaya, Shirwal**

**Code of conduct for Students, Teachers, Governing body, Administrators including
Principal / Vice-Principal / Administrative Staff and Support Staff**

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Introduction:

The conduct of Students, Teachers, Governing Body, Administrators including Principal, Vice Principal Administrative and support staff has premier importance in the development of the institute. Each individual's personal and professional conduct reflects through the profession and the higher education enterprise at large.

“Code of Conduct” has been formed to make all the staff to acquaint with the rules and regulations and code of conduct that exists in the institute. It is expected that all the teaching, and non-teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management of the institute reserves all rights to change/modify the policies and code of conduct as and when required.

Code of conduct for students:

Preamble

All students must abide by the rules and regulations of the institute. The authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities. The rules and regulations are categorized into three categories as mentioned below.

General Rules and Regulations for Students

1. Students are prohibited from doing anything inside or outside the college that will harm its orderly administration or its public image.
2. Students resorting to unfair means in the examination will be dealt with in accordance with the provision of the Government of Maharashtra Act No. XXXI of 1982 and The Maharashtra Public Universities Act, 2016.
3. Students shall observe modesty in dress.
4. Students should keep identity cards with them inside the campus and produce when asked.
5. Use of mobile phones during the teaching hours in Departments is strictly prohibited.

6. Hostellers are not allowed to leave the Hostel premises after 6.00 pm. If any student wants to leave the Hostel after 6.00 for some valid reasons, she has to seek prior permission of Rector.
7. Students are expected to read notices/circulars regarding examinations, scholarships, placement opportunities and functions displayed on the notice board without fail.
8. Minimum 80% attendance in regular theory and practical classes is mandatory for grant of term otherwise they will not be allowed to appear for examination or to get the benefit of the scholarship.
9. Students are expected to participate in extra-curricular activities organized by the institute.
10. Students must keep the campus clean by putting the waste into proper dustbins.
11. Students should maintain healthy and friendly ambience with classmates.
12. Scribbling on the desks, black board, walls of the classroom, laboratories and hostel is strictly prohibited.
13. Students should not display any poster, wallpaper or article on the walls or premises without prior permission of the Principal.
14. Students should be attentive to not to harm the reputation of the institute.
15. Students should preserve the institute property. Destroying or damaging the institute property is punishable. The cost of such damage will be recovered from the students.
16. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be seized.
17. It is compulsory to attend popular lectures/seminars/debates and various functions arranged by the institute.
18. All students are expected to observe rules and regulations currently in force to enable the smooth working of the institute.

Anti-Ragging

It is mandatory for all students to fill the Anti-ragging Affidavit at the time of admission.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students by words spoken or written or by an act which has the effect of teasing, humiliating, treating or handling a fresher or any other student with rudeness.
2. Indulging in indisciplinary activities by any student or students which causes annoyance, hardship, physical or psychological harm or to raise fear in any fresher or any other student.
3. Asking any student to do any shameful act or embarrassment which cause adverse effect on the physique or psyche of that fresher or any other student.
4. Any act by a senior student that disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Any act of financial extortion or forceful expenditure burden put on a fresher;
6. Any act of physical, sexual abuse, causing bodily harm including all types of it or any other danger to health of the student;
7. Any act or abuse by spoken words, emails and posts which would cause discomfort to fresher or any other student;
8. Any act that affects the mental health of the students;

Punishment for Culprits:

Institute shall consider one or more of the following punishments for students involved in ragging -

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship

4. Debarring from appearing in any test/examination
5. Holding results
6. Debarring from representing the institution in any regional, national or international event, tournament, programme etc.
7. Suspension from the hostel
8. Rustication from the institute
9. Expulsion from the institute and consequent debarring from admission to any other institution
10. Filing FIR with the police

Anti-Ragging Squad

Several senior faculty members are nominated as the **Anti-Ragging Squad**. All students are encouraged to approach them without any hesitation in case of ragging.

Code of conduct for Teaching Faculty

Preamble:

Teaching is the noble profession and plays a very important role in nation building. Teachers have always been 'Role Model' for the students. A teacher plays a pivotal role in tailoring the personality of the students. A strong and vibrant nation is the epitome of the hard work and sincere contribution of the teachers only. The community expects a good and ideal conduct from the teachers as their role model. Following (the below mentioned) code of conduct is obligatory for each faculty of Radhabai Kale Mahila Mahavidyalaya, Ahmednagar.

Code of Professional Ethics

Teacher should:

1. Shape the future of the students moulding them towards the path of career building and motivate them for effective learning;
2. Create the effective, conducive and healthy teaching- learning environment in the classroom;
3. Impart the desire to mug up knowledge and quest for excellence among students.
4. Imbibe nationalism, patriotism and charity;
5. Provide counseling and motivation to the students for studies and career growth;
6. Engage lectures in well prepared manner for theory and giving practical examples of the subject;
7. Use ICT to explain the subject;
8. Engage discussions in the classroom and motivate students for understanding the subjects;
9. Use English in the classrooms preferably;
10. Dedicate himself to the profession;
11. Adopt innovative teaching methodologies for generating students' interest in learning;
12. Impart communication skills among the students;
13. Maintain authoritative behaviour with love and affection;
14. Interrupt any act of indiscipline is found in campus;
15. Attend the duty hours by registering at biometric machine;
16. Not hold the private meetings in working hours to discuss the topics other than academics;

17. Behave with the staff members in decent, humane and socially acceptable manner;
18. Adhere to the rules and regulation abide by university Grants Commission, State University and parent institution;
19. Participate in extension, co-curricular and extra-curricular activities including community service;
20. Engage himself in making professional growth continuous through study and research;
21. Undertake the research for the benefit of the society;

Teachers and the students

Teachers should:

1. Respect the right and dignity of the student;
2. Deal impartially with students regardless of their religion, caste, political, economic, social and physical identity;
3. Recognize aptitude in each students and enlighten him/her with knowledge;
4. Encourage and help the students to develop their attributes, personalities and talent;
5. Inculcate nationalism, charity, scientific temper, dignity of labour and ideals of democracy;
6. Make themselves available to the students despite their class hours and help and guide them without any remuneration or reward;
7. Imbibe respect towards culture, national heritage and traditions of India among students;

Teachers and colleagues

Teachers should:

1. Treat the colleagues with respect and humanity;
2. Speak with respect and maintain dignity of each other;
3. Assist in professional development, provide guidance and moral support;
4. Refrain from considerations of caste, creed, religion, race or sex in their professional attainments;
5. Allow to put their opinion and express themselves openly;
6. Promote to practice innovations and inventions in subject;

Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities as per the rules and internal policies of the institution;
2. Follow the institutional commitments and maintain affinity;
3. Cooperate the authorities for the welfare and upliftment of the institution;
4. Abide the duties assigned by the authorities;
5. Intimate the authorities in written in case of his absence in the academic hours;
6. Maintain healthy and harmonious relations;
7. Accept the responsibilities other than academics such as extension, social welfare, community oriented programmes etc.

Teachers and non-Teaching Staff:

1. Teachers should behave with non-teaching staff with respect dignity;
2. Maintain the brotherhood and understanding;
3. Cooperate them sincerely at the workplace;
4. Keep their recognition at all levels.

Teachers and Guardians

Teachers should:

1. Remain in contact with the guardians, send the reports of the performance of their ward.
2. Organize formal meetings to discuss and acknowledge their opinion about the institute.
3. Collect and record the feedback of guardians for the institutional development.
4. Exchange the ideas for the welfare of the institute;

Teachers and Society

Teachers should:

1. Recognize the value and role of society to impart quality education;
2. Improve the social standard by generating quality graduates;
3. Understand the social problems and try their best to provide solutions on them;
4. Participate in community programmes;
5. Work actively to bring social harmony, peace and affection in society;
6. Think on social welfare despite personal interests;

**Code of conduct for Governing Body
(College Development Committee and Internal Quality Assurance Cell)**

Introduction

The governance has a pivotal role to play in the formation of policy, monitoring and decision making. It measures the outcomes and reviews the processes. It monitors the execution efficiently and effectively in ethical manner. This code aims to ensure the responsibilities associated with the high standards of ethical and professional conduct of members of the Governing Body.

Objectives:

- To set the functions of governing body
- To ensure the effectiveness of the governing bodies of Radhabai Kale Mahila Mahavidyalaya, Ahmednagar
- To implement the best practices.
- To accomplish all activities with collective decision making.

Conduct as Members:

Members shall:

- Academic and holistic development of the institutes by deployment of the plans and policies;
- Treat each other, staff and students with courtesy and respect;
- Respect and acknowledge the views, ideas and share them effectively;
- Carry responsibilities and complete the tasks assigned by the authorities;
- Act honestly in good faith;
- Maintain confidentiality outside the sphere of the organization;
- Take the review of the development and adopt corrective measures if necessary;

Responsibilities of College Development Committee:

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable college to foster excellence;
- 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 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;

- Approve the annual financial estimates (budget) and financial statements of the college or institution;
- Discuss and approve the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council etc.;
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university;

Responsibilities of Internal Quality Assurance Cell:

1. Trigger the academic, research, sports and teaching- learning environment of the institute;
2. Bring accountability, innovation and quest for excellence in the conduct of the institute;
3. Defining strategies and their effective implementation through holistic monitoring;
4. Thrust on the use of ICT in teaching- learning;
5. Review and suggest new academic and collaborative programmes as per the global needs;
6. Finalize and recommend the proposals to College Development Committee for the initiation of academic courses;
7. Prepare comprehensive perspective plan and annual plan in consultation with College Development Committee;
8. Execute and monitor the comprehensive perspective plan and annual plan with effectiveness;
9. Take review of the plan and operate the measures for the incomplete tasks/plan;
10. Monitor the functioning of all statutory and non-statutory committees effective at the institute;

Code of conduct for Principal

The conduct of institute administrator should be characterized by integrity. The individual's personal and professional conduct reflects in the institutional enterprise at large. The Principal constructs the best institution by implementing best practices. The powers and duties of Principal are as below-

Powers of Principal:

The Principal shall-

1. Have the power and right to commence meetings of any of the authorities, bodies or committees, as and when required;
2. Can take emergency decisions in his capacity, if necessary;
3. Suspend, punish or expel teacher from his duties or take disciplinary action, if found guilty; and shall report the matter to the higher authorities.
4. Suspend, punish or expel student from the institute or take disciplinary action, if found guilty;
5. Decentralize the rights and powers accordingly;
6. Nominate representative in his absentia;
7. Ask clarifications in written in case of non-responsive behaviour of the employee/s;
8. Allot the funds as per the need and demand considering the priorities;
9. Take a decision in emergency by taking the colleagues in faith;

Duties of Principal:

The Principal shall-

1. Govern the administration with applicable governmental laws, rules and regulations;
2. Understand the institutional Vision, Mission and Objectives and form the policies accordingly;
3. Accomplish the duties to render effective and creditable service;
4. Take review and monitor the administration of the academic programmes and general administration of the institute to bring smooth conduct in practices;

5. Follow the directions issued by the authorities strictly;
6. Strictly observe the decisions of the authorities, bodies and committees which are obligatory as per Act, Statutes, Ordinances and Regulations;
7. Place the report of the work before the Management/ authorities periodically;
8. Maintain secular, democratic and fearless ambience in the campus;
9. Conduct the internal and university examinations smoothly by utilizing human resource;
10. Plan and execute the faculty development programmes;
11. Maintain secrecy in professional related matters;
12. Keep impartiality and accountability in finance related matters;
13. Strive for the betterment of the institute;
14. Inculcate the sense of responsibility and ethics among the fellows in the institute;
15. Motivate faculty to generate funds from agencies or through consultancy;

Code of conduct for Vice - Principal

The Vice- Principal supports the administrator and works jointly wherever necessary. A healthy dialogue, understanding and harmony between them characterize the development of the institute. Both maintain the quality conduct by keeping the students and staff in faith.

The duties of Vice - Principal are as below-

Duties of Vice - Principal:

The Vice- Principal shall-

2. Channelize managerial and organizational tasks along with Principal
3. Attend the meetings of any of the authorities, bodies or committees along with Principal and when required;
4. Can take decisions in absentia of Principal, if necessary;
5. Share the rights and powers except judicial, financial and legal matters;
6. Act as a signing authority in absentia of Principal except judicial, financial and legal documents;
7. Act as representative / nominee in absentia of Principal;
8. Act as Principal in the leave period;
9. Share and report the daily execution of the routine to the Principal;
10. Accomplish the duties assigned by Authorities and Principal time to time;
11. Be a good mediator between students, staff and Principal;
12. Keep bird's eye view on the implementation of the activities;
13. Maintain secrecy in professional related matters;

Code of conduct and responsibilities for Head of the Department

Head of the department has premier function to lead the department and maintain its uniqueness in the institute. The Head keeps keen interest in the holistic development of the department. The progress of the department depends on the visionary, dynamic and inclusive qualities of the Head of the department.

Academics:

- Monitor and conduct academic activities and maintain schedule in the department;
- Monitor and conduct extra- curricular activities in the department;
- Collect the feedback on teaching- learning and evaluation process and take remedial actions accordingly;
- Plan and take the necessary actions for improvement of the department results and academic performance;
- Enhance research, linkages and collaborations;

Administration:

- Maintain rules, regulations and discipline as laid down by the university, college and institution;
- Monitor day to day activities of the department;
- Organize activities such as guest lectures, seminars, workshops, excursion, field visits etc. for the benefit of the students and faculty;
- Conduct periodical meetings with teaching and support staff as well as the student representatives to solve academics related issues;
- Execute any other work / responsibility assigned by the authority;
- Make colleagues able to run the department in his / her absentia;
- Inculcate the feel of responsibility, accountability and progressive attitude among the colleagues;

Finance:

- Take due permission of the authority for any purchase or finance related matter;
- Utilize the allotted budget judiciously;
- Prepare and submit the department requirements such as infrastructure, instruments, equipments, specimens, tools and budget needed for the same;
- Motivate faculty to generate funds from agencies or through consultancy;

Code of conduct and responsibilities of Administrative / Support staff

Staff members should:

1. Perform the highest possible work culture in their professional behaviour;
2. Cooperate with their colleagues, providing support, help and guidance as and when required;
3. Use their skills and show efficiency for the advantage of the institute;
4. Retain professional independence and avoid biased attitude in their activities;
5. Acquainted with university policies systems and procedures;
6. Attend professional development programmes and trainings;
7. Attend their duty hours punctually;
8. Give prior notice /sanction the leave in case of absence;
9. Maintain confidentiality in professional related matters;

Professional Behaviour:

Professional behaviour includes aspects such as:

- Acting in a fair, humble, courteous and mature manner to students, colleagues and other stakeholders;
- Improving and updating the professional skills;
- Protecting and preserving the institute property;
- Maintaining the image of the institute;
- Assistance in all internal and university assessments/exams/tests in a fair and proper manner with respect to confidentiality and security;
- Attending in-service training programmes;

Disciplinary Rules:

The disciplinary actions will be taken in case of-

- Any form of physical/verbal violence/threat towards students and staff;
- Sexual offences, assaults and discrimination against students or other staff;

- Theft of institutional money, misappropriation of funds or fraud;
- Carrying the property, goods or any material from institute premises without the permission of authority;
- Deliberate mistakes in documents;
- Acceptance of bribes or other corrupt financial practices.
- Refusal to accomplish the profession related instructions given by staff;
- Deliberate negligence of duties and responsibilities;
- Unauthorized absence at work.
- Consumption of alcohol or drugs while being on duty;
- Late arrival on duty;
- Non- attentiveness towards safety rules and procedures as notified by authority;
- Behaving in a rude or impolite manner;
- Conduct affecting the reputation of the institute;