

Dnyan Prasarak Mandal's, Yermala
S. M. Dnyandeo Mohekar Mahavidyalaya, Kalamb
Tq. Kalamb, Dist. Osmanabad.
Affiliated to
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad



A Handbook of Code of Conduct

INTRODUCTION

This Code of Conduct is intended as a guide and a help to all staffs of the college. It sets out Standards of conduct which the staff are expected to follow when within, or representing the college. This is written to assist staff and they should take advice and guidance if necessary. The underlying purpose is to ensure that the college provides a high quality service to its pupils and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity of the college. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the college, its staff and its students. Order and discipline and sincerity of purpose should be the hallmark of any educational institution. It has been drafted to comply with College Policies and Procedures. The Staff are requested to read this Code carefully and follow it in their educational activities. The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications. Investigations of alleged breaches of this Code will be covered under the College's disciplinary procedures and related codes of practice. Apart from academics, the college has had a healthy record in sport and related activities. Literary and cultural programmes are also organized reflecting the creativity of the students. Community service and social initiatives aimed at building a healthier and happier society also feature high on college. Thrust is also placed on over all social and moral development of the students and in this respect the college has framed a Code of Conduct which highlights the duties and responsibilities of the stakeholders' viz. students, teachers, parents and support staff. This is done to ensure an overall healthy and holistic development of the institution.

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1) CODE OF CONDUCT FOR PRINCIPAL

- 1.1. Principal should make a conscious effort to be fair to personnel and students.
- 1.2. Principal should fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
- 1.3. Principal must apply honesty in his/her job. He should never directly lie to anyone. They must never withhold vital information that should be made public.
- 1.4. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
- 1.5. The Principal endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
- 1.6. Principal should maintain professional boundaries.
- 1.7. Train teachers to be responsible for their actions.
- 1.8. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
- 1.9. The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- 1.10. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- 1.11. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- 1.12. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.

1.13. The Principal should keenly observe academic activities such as conferences /seminars, cultural and literary fests, workshops etc. being carried out.

1.14. The Principal must obtain feedback from the same and also ensure that all necessary requirements are in place before any such activity is carried out.

1.15. The Principal shall act as channel between the management and college staff.

1.16. The Principal must therefore cultivate a healthy and positive relationship with his staff and management.

1.17. The Principal should be a role model to his students-the students should have a healthy rapport with him.

Financial Administration

The Principal should constitute a Finance Committee to assist him in matters related to finance. The Principal shall forward the monthly salary bills of all staff members to the management on time. The Principal shall have the final say in purchase of essential material related to classroom, labs, library, stationery etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions as outlined. The Principal possesses the last right to sanction any scholarship for the student as the condition arises. The Principal shall execute all orders made on behalf of the college subject to the approval and sanction of the management

2) CODE OF CONDUCT FOR THE STUDENTS

Students are the lifeline and first stakeholders of any educational institution. Their all-round development is of top most priority of the college and in this respect the college has laid guidelines for them.

- 2.1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that He/she shall be regular and must complete his/her studies in the Department/Faculty.
- 2.2. As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the Faculty/Department of the college on a scholarship, the said grant shall be revoked.
- 2.3. College believes in promoting a safe and efficient climate by enforcing behavioral standards.
- 2.4. All students must uphold academic integrity; respect all persons and their rights. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 2.5. Unauthorized possession, carrying or use of any weapon, explosives, or potential weapons, fireworks, contrary to law or policy.
- 2.6. Unauthorized possession or use of harmful chemicals and banned drugs and Smoking on the campus of the college strictly prohibited.
- 2.7. Parking a vehicle in a no parking zone or an area earmarked for parking another type of vehicles.
- 2.8. Students are not permitted rash driving on the campus that may cause any inconvenience to others.
- 2.9. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty or staff without prior permission.

2.10. Students are not permitted to provide audio and video clippings of any activity on the college campus to media without prior permission.

2.11. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.

2.12. Theft or abuse of the computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of college property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

2.13. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

2.14. Ragging is strictly prohibited.

2.15. Students can visit office only in the prescribed period. Polite behavior is expected from the students.

2.16. Everyday students should see the notice board for the information. If they fail to know, college authorities are not responsible for any lapse.

2.17. Students can get various scholarships and other benefits as per the rules. For this the college considers their merit, attendance, conduct, etc.

2.18. Students should not damage any of the college property.

2.19. Students should not involve in unwanted activities.

2.20. Students should uphold the dignity of the institution.

3) GENERAL CODE OF CONDUCT FOR ALL EMPLOYEES

The College expects its employees to foster an environment which reacts the value of caring, learning, integrity and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct.

3.1. Maintain absolute integrity at all times.

3.2. Maintain absolute devotion to duty at all times.

3.3. Maintain independence and be impartial in the discharge of official duties.

3.4. Must not be absent without sanctioned leave.

3.5. Maintain a responsible and decent standard of conduct in private life.

3.6. Must not indulge in bigamy except permitted in religious personal laws.

3.7. Must not give dowry, take dowry and demand dowry.

3.8. Must not neglect wife, children, and parent.

3.9. Must not employ child labor at home.

3.10. Must not involve in adultery, moral turpitude.

3.11. Render courteous services to the public.

3.12. Maintain political neutrality.

3.13. Keep away from demonstrations organized by political organizations.

4) CODE OF CONDUCT FOR TEACHING STAFFS

Our college is abiding by the rules and regulations of State Government, UGC, Govt. of Maharashtra and DR. BAMU Aurangabad University. It is treated as the manual in dealing with discipline and control issues of the institution. In the light of above-mentioned regulations and guidance our institution has the code of conduct for the teachers as under.

Teacher should:

- 4.1. Perform their duties in college at least for twenty hours per week in the college and they should be available for consultation by the students.
- 4.2. Maintain the dignity and decorum of the post, must conduct himself / herself in accordance with the ideal of the profession.
- 4.3. Discharge their duties sincerely. Tutorial, Practical classes, seminars research work with dedication.
- 4.4. Accept various duties allotted to them in various committees and participate in extension activities and involve themselves in co-curricular and extracurricular activities including community service, from time to time.
- 4.5. Inculcate national ideals of education among students.
- 4.6. Be calm, patient and communicative by temperaments.
- 4.7. Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession.
- 4.8. Avail their leaves with prior intimation to the principal unless in case of urgency.

4.9. Refrain from taking any other employment and commitment including private tuitions and coaching classes.

4.10. Cooperate in the formulation of policies and implementation of programmes in the institutions.

4.11. Treat other members of the profession with respect and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

4.12. Refrain from allowing considerations of caste, creed, religion or sex in their professional endeavor.

4.13. Treat non teaching staff as colleagues and equal partners in a cooperative undertaking.

5) CODE OF CONDUCT FOR NON-TEACHING STAFF

5.1. They are responsible for sustaining the highest ethical standards of the College and the broader community in which they function.

5.2. While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

5.3. According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.

5.4. Making regular contribution for the personal development of students, while looking after their interest and welfare.

5.5. Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.

5.6. Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.

5.7. As the technical and administrative staff is expected to work closely with the faculty of the College in day-to-day activities.

5.8. The staff should Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.

5.9. Develop friendly and co-operative relationship with the faculty members.

5.10. Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

5.11. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.

5.12. In particular he/she should extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.

5.13. Refrain from passing information about colleagues to any individual or agency without his/her express permission.

5.14. A member is expected to develop proper rapport with the employer viz. management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships.

5.15. Measures suggested to achieve the objective include, perform all professional activities through proper channels.

5.16. Do not discuss with unauthorized individuals about professional and other information pertaining to the College.

5.17. Look for promotion/elevation only on grounds of competence/performance.

5.18. Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of college by performing his/her role in a professional manner.

5.19. Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.

5.20. Should follow all norms and job details assigned by the College to the member from time to time with dedication.

6) CODE OF CONDUCT FOR THE SUPPORT STAFF

The support or office staff acts as an important link to oversee documentation connected with administration and examination related activities plus also as helper in keeping the college premises clean. Their contribution is second to none in maintaining the college as a premier institution. The office/support staff is expected to follow the following norms Discipline.

6.1. The support/office staff should acquaint themselves with the college policies and adhere to them to the best of their ability.

6.2. Each and every member of the support/office staff should come well dressed in the proper uniform assigned to him/her.

6.3. The support/office staff should strictly regulate his/her duties which has been officially assigned and not to undertake any other job within the stipulated working hours.

6.4. The support/office staff should not allow themselves to indulge in any political or anti secular activities which can hamper the smooth functioning of the college.

6.5. The support/office staff should not indulge in any disrespectful behavior with the teachers and students. Punctuality and discipline are expected of them as like that of teachers and students.

6.6. The staff should ensure that service book of all teachers should be kept updated and properly maintained.

6.7. The staff should assist teachers in college work if the need arises as per the directions of the Principal.

6.8. The Accounts department should prepare, examine and analyze accounting and other financial records and other financial statements from time to time.

6.9. The Accounts section should also ensure that the necessary documents and records related to various committees are systematically arranged and show no discrepancy.

6.10. Lab Attendant should help the lab assistant to carry out the lab related activities.

7) CODE OF CONDUCT FOR THE PARENTS

7.1. The College believes in fostering a healthy relationship between the teachers and parents.

7.2. Parents are in fact the first teachers and important stakeholders in the upbringing of their children.

7.3. In keeping this dictum, the college organizes regular teacher-student-parent interactions so that the problems if any of the student or any misdemeanor on the part of student can be brought into the notice of the parents.

7.4. This is a healthy and corrective mechanism of preventing any further erosion in the growth of the student and a remedial action can be taken.

7.5. This follow up becomes all the more important as most of the students come from economically vulnerable section of the society.

7.6. Parents are requested to take proper care of their wards in their home and if problems persist can always take counsel from College Principal and teachers.

7.7. All these efforts necessarily aim at building a healthier and ideal society.



Principal
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