

Shree Shivaji Arts, Commerce & Science College, Rajura

HANDBOOK ON CODE OF CONDUCT

1. CODE OF CONDUCT FOR ALL STAKEHOLDERS

Introduction:

Adharsh Shikshan Prasarak Mandal's Shree Shivaji Arts, Commerce & science College, Rajura was started in Rajura in 1984. Later on, Science faculty was introduced in 1992. Knowing the truth that mere quantitative development cannot be the standard progress, the institution has been trying for the all-round development of the students. As a step forward in achieving the mission, vision and goals of the institution a Handbook on Code of Conduct for the all stakeholders is prepared. The codes depicted underneath shall apply to all sort of conduct of the stakeholders within the college premises and their off-campus. Misconduct which may have serious consequences or adverse impact on the Institution's interests or reputation is strictly disapproved. At the time of admission, each student, parent/guardian would have to sign a statement consenting to abide by the framed codes and should also affirm the undertaking. The Institution believes in promoting a safe and efficient climate by enforcing behavioral standards. Therefore all the concerning to the institution must uphold academic integrity.

Objectives of the code of conduct:

- To provide guidelines for the different stakeholders to uphold the honor and dignity of the educational field.
- To help in achieving the mission, vision and goals of the institution.
- To uphold ethical values influencing the standard of teaching, knowledge, skill, competence and conduct.
- To respect for human values, freedom, democracy, secularism, equality and justice, diversity and environment.
- Integrity: Honesty reliability and moral action are embodied in integrity. The staff should exercise integrity through their professional commitments, responsibilities and actions.
- Trust: embodies fairness, openness and honesty. It should be the base for the relationships between different stakeholders.
- Care: The stakeholders 'practices is motivated by the best interests of the students through positive influence, professional judgment and empathy in practice.



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2. CODE OF CUNDUCT FOR PRINCIPAL

- ✓ The Principal should provide inspirational and motivational value based academic and administrative leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- ✓ The principle of decentralization and participative management should be followed in the administrative work.
- ✓ The principal should look after the effective implementation of e-governance in the different areas of administration.
- ✓ The principal should give proper representation considering social inclusiveness and refrain from considerations of caste, creed, religion, race and gender.
- ✓ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- ✓ Should promote the collaborative, shared and consultative work culture in the college, so that it brings about quality, professionalism, satisfaction and service to the society.
- ✓ The principal shall fulfill his/her lawful duties and obligations to all the stakeholders.
- ✓ The principal should ensure welfare of the staff and students with respect to the rights of the staff and students.
- ✓ Shall take responsible action to protect staff and students from conditions harmful to health and safety.
- ✓ Should keep the interest of the college above the personal and should manage the private affairs in a manner consistent with the dignity of the profession.



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3. FOR TEACHERS:

The code of conduct for faculty normally addresses the matters to related conduct of teachers such as teaching, learning, evaluation, and relationship with the students, associated staff, management, parents' duties and responsibilities with moral and professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

- ✓ The teacher should perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher.
- ✓ The faculty should seek to make professional growth continuously through study and research.
- ✓ A teacher should teach in such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender, language and religion.
- ✓ A teacher is responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality with the use of ICT and evaluating progress of students.
- ✓ A teacher may not delegate his or her responsibilities to any person who is not a teacher and should act cooperatively and collectively.
- ✓ A teacher should avoid conflicts between professional and private, interest which could affect the professional ethics.
- ✓ A teacher should respect the privacy of others and confidential information confessed by the colleagues and the students.
- ✓ A teacher should not engage in activities, which adversely affects the professional qualities.
- ✓ A teacher should integrate his teaching, learning with his or her research and human values.
- ✓ A teacher should act in such a way that helps in fostering the national values like national unity, secularism, democracy, socialism, scientific attitude, independence etc.
- ✓ A teacher should participate in extension, co-curricular activities including community service.



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4. CODE OF CONDUCT FOR STUDENTS

As per the guidelines of the institution the student dress should befit the institute that they represent and reflect the stature and the class of AdarshShikshanPrasarkMandal (ASPM)

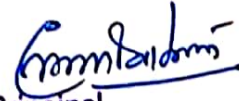
- ✓ The appearance of the students at all time on the campus should be neat and tidy with well-kept hair.
- ✓ Every student must have actually attended minimum 75% of the total number of lectures conducted in the class by the faculty.
- ✓ Students are required to strictly observe the uniform code and wearing the Identity card is compulsory.
- ✓ Any act of indiscipline or misbehavior by any student will attract severe penalties/punishment.
- ✓ Damage to institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- ✓ No society or association of the students will be started without written permission of the concerned authority.
- ✓ Theft, gambling, sexual harassment, physical fights, smoking, chewing pan, tobacco etc., is strictly prohibited on the campus.
- ✓ Ragging within or outside the institution is prohibited. Whoever directly or indirectly commits, participates in or propagates ragging within or outside the institution shall be punished strictly. Anti-Ragging Committee /Squad has been constituted by the institution to monitor strictly.
- ✓ Any student misbehaving in the class and behaving arrogantly towards the faculty staff or fellow students will be severely punished.
- ✓ It is the responsibility of the students to update themselves with office administration regarding university exam fee dates, time table, and scholarship related information time to time. (HAVE A GLANCE OF THE NOTICE BOARD FREQUENTLY)
- ✓ The Library Books must be returned on or before the last date stamped on Due Date slip.
- ✓ Students should use their own library card and I-Card for home lending books purpose.
- ✓ Grievance Cell committee is constituted, the aggrieved student would submit in writing his/her grievance if any. Students should maintain silence in the class, library, lab, and in the veranda during working hours. The students are bound by all the rules and regulations made by the institute from time to time.



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5. FOR NON-TEACHING STAFF: (Office Clerical Staff)

- ✓ Should insist on timely presence of himself and others and completion of the assigned duties.
- ✓ Keep the note of all credits and debits of the college and complete the account ledger and cashbook daily and keep the balance cash in safe.
- ✓ Do not use the institutional property for personal use without prior permission of the Head of the institution.
- ✓ Always take decision after discussion with your colleagues and give suggestions to the college if any to bring integrity in institutional work.
- ✓ Feel proud and happy while obeying the orders of the seniors and take efforts to identify and remove flaws in regular behavior and language.
- ✓ The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.



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6. FOR SUPPORTING STAFF

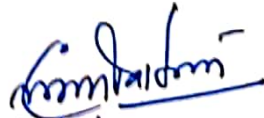
Being the employees of the college, all the support staff of the college should follow the code of conduct stipulated by the institution.

- ✓ They should be punctual as their prior presence is required daily for the commencement and smooth functioning of the college activities.
- ✓ They should perform their duties with honesty and integrity.
- ✓ They should take care and be responsible for the proper use and maintains of college equipments and furniture.
- ✓ The support staff should behave politely with students, and other staff in the campus.
- ✓ The Support Staff are the first to come into contact with the guardians of students as during Admission time, examination time, and other working days of the college. They must keep in mind the fact that their behavior will be considered to reflect the institution. They should thus interact patiently and politely.


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7. CODE OF CONDUCT FOR GOVERNING BODY:

- ✓ The governing body is responsible for ensuring the effective management of the institution and for planning its future development.
- ✓ The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- ✓ The governing body should actively monitor that the Institution implements the requirements of State and National Government for reservations of seats and staff positions and provide required support to minority groups.
- ✓ The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.


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8. CODE OF CONDUCT FOR PARENT:

- ✓ Parents should ensure that the students attend the college regularly and fulfil the criterion of 80% presence of the students in the college.
- ✓ Should encourage to participate in sports, cultural activities and educational tours etc.
- ✓ Should attend parent meeting when ever called by the college.
- ✓ Should ensure that students remain engaged in studies and completing home assignments, project works etc.



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