

Rayat Shikshan Sanstha's

Swami Sahajanand Bharati College of Education, Shrirampur

Tal-Shrirampur, Dist-Ahmednagar- 413709

CODE OF CONDUCT



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CHAPTER-I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Principal.
- Any act of indiscipline or misbehavior by any student will attract punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents, Guardian of the students.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.

1.2. I-CARD

- Every student must carry with him/her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his/her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his/her I- Card within 15 days from the date of admission.
- The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the library card. Without I-Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the librarian with an application.

1.3 VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and nonacademic activities.
- Believe in loving, sharing and caring.
- Be respectful to the values enunciated in Rayat Philosophy.

1.4 DRESS CODE

- We believe in inculcating a sense of discipline, belongingness, and commitment of the students by observing a dress code.
- Students are expected to wear college uniform on Mondays and on specific days as per instructions of the principal.
- Students are expected to wear descent/ formal dress while on college campus.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 RAGGING

- Action to Be Taken against Students Indulging and Abetting In Ragging as per the Directions of Hon'ble Supreme court of India.

1.7 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 80% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
- The student must report about the sickness/ medical certificate to the Institute
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in

class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

- The student should complete all the Practical and Term - work such as seminar presentations, Assignments and Projects.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination.
- Candidates should not communicate, transfer and pass on any cheating/copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment's brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university published by university examination department.

1.9 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room and recreation room.

CHAPTER-II
INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the
- Institution as prevalent from time to time. All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of the Principal.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

2.2 LEAVE SANCTION RULES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of Savitribai Phule Pune University, Pune and Director Higher Education Office, Pune. And Government of Maharashtra

CHAPTER III
CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Institution.

3.2 LEAVE SANCTION RULES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab / invigilation. In case of emergency, the principal or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3.3 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should maintain Teachers Planner regularly.'
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the Principal and DSW or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book/ Attendance registers

3.3.1 CLASSROOM TEACHING

- The staff should engage the full 40 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.

- The staff should take remedial and enrichment classes to facilitate teaching learning process.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning, maintaining records to manage, monitor, assess and improve student learning, using research and student achievement data to inform professional practice and engaging in reflective practice and developing their professional knowledge and teaching skills.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.3.2 TEST/ASSIGNMENTS/MID-TERM tests

- Regular tutorials have to be conducted and good rapport between Mentor and mentee is must.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar. Remedial and Enrichment classes must be organized for under achievers and bright students.

3.3.3 APPRAISAL REPORT

- Faculty Members are expected to update their knowledge by attending seminars workshops/conference, after obtaining necessary permission from the principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines, and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by the principal in academic, co-curricular or extra-curricular activities.

CHAPTER IV
CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Confidential reports and other information in personal file of any employee should be kept confidential by other staff members.
- Administrative Staff should take additional responsibilities if required as assigned by Principal.

4.2 CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

4.3 SUPPORTING STAFF

- Supporting Staff should report the college half an hour before the college time.
Supporting Staff should maintain cleanliness of laboratories, class and staff rooms.
- Supporting Staff should do all the work assign by the principal of the college.
- Supporting Staff should not leave the office until and unless the higher authority permits.

CHAPTER VI

CODE OF CONDUCT FOR PRINCIPAL

- The principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The principal should form various college level committees which are necessary for the development of the Institute.
- The principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The principal should provide leadership, direction and co-ordination within the Institute.
- The principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct
 - conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and
 - Reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

CHAPTER VIII
PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students. Staff should respect cultural, ethnic and religious differences of colleagues and students.

CODE OF CONDUCT OF PROFESSIONAL ETHICS FOR TEACHING AND NON TEACHING STAFF

TEACHING STAFF

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the
- iii. profession;
- iv. 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; Maintain active membership of professional organizations and strive to improve
- v. education and profession through them; (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vi. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- vii. Participate in extension, co-curricular and extra-curricular activities including community service.

Responsibilities of Teachers Towards Students: Teachers should-

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

- iii. Recognize 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 outlook and respect for physical and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students 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;
Make themselves available to the student even beyond their class hours and help
- viii. and guide students without any remuneration and 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.

Responsibilities of Teachers towards their 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 lodging unsubstantiated allegations against colleagues to higher authorities;
and
- iv. Refrain from allowing consideration of caste, creed, religion, race, sex in their professional endeavor.

Responsibilities of Teachers towards the 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 other institution and accept offices;

- v. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; 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.

Responsibilities of Teachers towards Non-Teaching Staff: Teachers should-

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a
- ii. Co-operative undertaking, within every educational institution; and Teachers should help in the function of joint staff-councils covering both teachers and non-teaching staff.

Responsibilities of Teachers towards Parents and Guardians: Teachers should-

- Try to see through teachers' bodies and organizations, that 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.

Responsibilities of Teachers towards the Society at large: 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. (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.
- vi. Develop scientific temperament and not to commercialize higher education by publishing cheap notes or soliciting private tuitions.
- vii. Help students to develop a sense of responsibility, discipline and higher values as preferred by Rayat culture.
- viii. Promote vegetarianism and not to use non-veg products in college premises

CODE OF CONDUCT FOR NON-TEACHING STAFF

The non-teaching staff should-

1. Remain on duty during college hours
2. Co-operate whole heartedly with the authorities of the college in the fulfillment of mission and goals of the college by performing his/her role in a professional manner.
3. Respect and maintain the hierarchy in the Administration
4. Maintain honesty, integrity, fairness in all activities.
5. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
6. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts.
7. Must not intercept or misappropriate college money.
8. Must not be absent from duty without official approval or approved sick leave.
9. Non-Teaching staff, working in the lab, shall maintain a stock register for all the articles, equipment's, chemicals etc.
10. Avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.

CODE OF CONDUCT FOR PROSPECTIVE TEACHER

Every Prospective Teacher should:

1. Make it a habit to see the college notice board every day.
2. Be regular and punctual.
3. Practice and promote integrity, sincerity and self-discipline at all times.
4. Be brief and polite.
5. Use the time fruitfully and in a planned way and visit college library during free period.

