

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

# **Shri Mulikadevi Mahavidyalaya, Nighoj,**

Tal-Parner, Dist- Ahmednagar-414306

Phone No: 02488-230438 Website: [shrimulikadevicollege.com](http://shrimulikadevicollege.com)

**Affiliated to Savitribai Phule Pune University, Pune**



**HAND BOOK OF CODE OF CONDUCT AND ETHICS**

Email: [ascnighoj@gmail.com](mailto:ascnighoj@gmail.com)

# Introduction

This Handbook of Code of Conduct indicates the standard procedures and practices of the Shri Mulikadevi Mahavidyalaya, Nighoj, for all the students, teaching-non-teaching faculty and all the stakeholders. All the stakeholders must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, and responsibilities including the restrictions flowing from it.

All the concerned stakeholders are expected to maintain the highest ethical standards in all associations and activities with others on behalf of the College. All the concerned stakeholders must conduct themselves in a manner that will withstand the closest scrutiny. The purpose of this Code of Conduct is to guide students, teaching and non-teaching and other stakeholders of the college in performing their duties as responsible citizens. All the concerned stakeholders are required to observe the fundamental principles whether set out for the stakeholders specifically or as expectations set by the college for the conduct of its affairs.

# CONTAINS

Sr. No	Particulars	Page No.
	<b>Introduction</b>	<b>2</b>
<b>1.</b>	<b>Code of Conduct and Ethics for the Students</b>	<b>4</b>
1.1	Discipline	4
1.2	I-Card	5
1.3	Cautionary Instructions Regarding University Examination	5
1.4	Mobile Phone	6
1.5	Ragging	6
1.6	General Rules Of Library	7
<b>2</b>	<b>Code of Conduct and Ethics for the Teachers</b>	<b>8</b>
2.1	Discipline	8
2.3	Leaves	8
2.4	Continuous Assessment	8
2.5	Classroom Teaching	8
2.6	Laboratory	9
2.7	Test/Assignments/Mid-Term/Mock	9
2.8	Appraisal Report	9
2.9	Teachers And Their Responsibilities	9
2.10	Teachers And Students	10
2.11	Teachers And Colleagues	11
2.12	Teachers And Authorities	11
2.13	Teachers And Non-Teaching Staff	12
2.14	Teachers And Guardians	12
2.15	Teachers And Society	12
<b>3</b>	<b>Code of Conduct and Ethics for the Principal</b>	<b>13</b>

**CHAPTER I:**  
**CODE OF CONDUCT AND ETHICS FOR THE STUDENTS**

❖ **DISCIPLINE**

1. Students must attend their classes, lectures, practicals and tutorials and appear for tests, mid-semester, semester / term-end, and annual examinations. They should inform about their performance to their parents.
2. Students should not loiter around the classrooms and laboratories.
3. Students should see notices displayed on various notice boards regularly ignorance of the same would not be justified.
4. Students must carry their identity cards on the campus and these cards should be put on the chest.
5. Students should note that smoking, spitting, chewing tobacco or gutakha, consumption of liquor and use of drugs are strictly prohibited on the college campus.
6. Students must observe strict discipline in the College camps and should not disturb the college Teaching and Administration in any manner whatsoever.
7. A college student's insolvent in the act of indiscipline or violation of college rules may result in the expulsion of the student from the college. The authorities/ discipline committee shall deal with such matters seriously. The decision of the Principal in all such cases will be final.
8. Students should take proper care of College property, and help in keeping the premises clean, neat and tidy. Any damage will be treated as a serious breach of discipline and the cost of the damage will be recovered from the student concerned.
9. Students must switch off their mobile or cell phones in classrooms and laboratories or during any academic activities. The use of mobile for entertainment is strictly prohibited.

10. If a student desires to remain absent for any genuine reason/s, prior permission of the Principal/Vice Principal/HOD should be taken.
11. No Society or association shall be formed by the students in the college and hostel and no person should be invited to attend and address any meeting without the prior permission of the Principal.
12. No annual gathering will be organized by the college; however cultural programme of two hours duration each will be organized on the occasion of Republic Day and Independence Day.
13. Students should not attend classes other than their own without prior permission.
14. Students must keep their bicycles/vehicles at the vehicle stand only.
15. The Principal has absolute discretion/right to add, amend or modify these rules and in all matters. The Principal's decision shall be final and binding to the students.
16. All the students must remain present on the occasion of Independence Day, Republic Day, and Annual Prize Distribution Day.

❖ **I-CARD**

1. Each student must carry with him/ her colleague 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 from the Library at the commencement of the year.
2. I-Card will be available a week after he/she produces his / her Identity Card size photographs along with the Admission Receipt.
3. The student should collect his/her I-Card within 20 days from the date of admission.
4. If a student has misplaced a library card or I-card, it should be reported without delay to the HOD and the librarian with an application.

❖ **CAUTIONARY INSTRUCTIONS REGARDING UNIVERSITY EXAMINATIONS**

1. Students resorting to unfair means at the time of examinations will be dealt with under the provisions of the Govt. of Maharashtra Act. No.XXXI of 1982 and the Maharashtra University Act, 1994.
2. A student is subject to punitive action as per the University rules in a copy case. The University decides the course of action and nature of punishment weighing the gravity of the case. A fine of Rs.500/- (Five Hundred) or six months imprisonment or both at the same time will be imposed as per Maharashtra Government Act.
3. The students making unfair practices during the examination and wishing to seek admission next year must apply before the Principal as per University Circular No. 218/1997 Such students must tender undertaking to the Principal if they wish to appear for the university examination.
4. The undertaking reads as follows: - I am bound to the decision taken by the University regarding unfair practice during examination. There won't be further complaints on my part.
5. If the student is found guilty, the provisional admission/examination form will stand automatically cancelled and paid fees will not be refunded. Students involved in unfair practices can be admitted to the college and fill up the examination form at their own risk and responsibility.
6. The student involved in unfair means/practices and wishing to reappear for the very examination, he/she should do for all the courses, if the decision by the University is not conveyed to him/her until the next examination, he/she will have to appear for all the papers. However further action will be taken according to the decision taken by the University.

❖ **MOBILE PHONE**

1. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.

2. At the time of examination, mobile phone is strictly prohibited in the examination hall. Loss of mobiles, modern means of communication, valuables and other belongings are at students' risk.

### **RAGGING IS A LEGALLY COGNIZABLE OFFENCE**

1. Any act of teasing, manhandling, using abusive words, physical or mental torture and such other type of act which creates physical or mental tension to another student or a group of students shall be treated as ragging. Complaints about ragging will be dealt with very seriously.
2. The following action will be taken against students/ students involved in the act of ragging.
3. Will not be allowed to take any academic benefit.
4. Benefits such as scholarships/fellowships etc will be held.
5. Will not be allowed to appear for examination.
6. Will be expelled from the college/hostel.
7. Shall not be admitted to any other institute for five years from the date of dismissal.
8. Shall be punished with imprisonment for a term up to two years and shall also be liable for a fine which may extend to ten thousand rupees.
9. Students Should Abide By Ordinance 157 Sections 95 Of Maharashtra University Act 1994 Regarding The Maintenance Of Discipline And Good Conduct.

### **GENERAL RULES OF LIBRARY**

1. The student admitted to the college shall purchase an Identity card from the library at Rs.50/- Printed and Bar-coded Identity card will be issued from the library after submitting the I card which is included in the prospectus.
2. The student will get books or periodicals only on showing the identity card.



3. There are separate reading rooms for boys and girls.
4. Students should see carefully the notices displayed on the notice board of the library.
5. Students must handle the books, newspapers or periodicals with care. Any attempt to damage books periodicals or any other reading material by defacing, folding or tearing off the pages will be treated as misconduct and strictly dealt with.
6. If the original I-card or Library Card is lost a duplicate will be issued on payment of prescribed fees.
7. Details regarding the timings of the library and the issue of books for home reading will be provided from time to time on the library notice board.
8. Complete silence and strict discipline must be maintained in the library and reading rooms.
9. Reference books and journals will be issued to students against I-cards. Students are not allowed to take them outside the study room.
10. If any reference is required, the student should approach the Librarian or the person on duty.



## **CHAPTER II:**

### **CODE OF CONDUCT AND ETHICS FOR THE TEACHERS**

#### **DISCIPLINE**

1. The teaching faculty member should be present at least 10 minutes before the commencing of college timing.
2. The work plan of teaching staff should ensure most productively, the utilization of the stipulated 40 working hours per week, concerning the roles, jobs and targets assigned to them by UGC/College.

#### **LEAVES**

1. 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/informed with appropriate alternate arrangements suggested.

#### **CONTINUOUS ASSESSMENT**

1. Once the subject is allotted the staff should prepare lecture lecture-wise lesson plan.
2. The Staff should get the lesson plan and course file approved by the HOD and Principal. The course file should be maintained as per the prescribed format.
3. The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
4. The Faculty Member must strive to prepare him/ her 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.
5. The staff should get feedback from students and act/adjust the teaching appropriately.
6. Every Faculty Member should maintain a Teaching Diary.

#### **CLASSROOM TEACHING**

1. The staff engages the class for 50 minutes for UG and 60 minutes for PG and should not leave the class early.
2. The staff should use ICT for effective teaching and learning.
3. The staff should encourage students to ask doubts/questions.
4. The staff should take care of slow learners/advanced learners and pay special attention to their needs in special classes/extra lectures.

### **LABORATORY**

1. The staff should involve themselves in the preparation of the experimental setup and upgrade the laboratory.
2. The staff should involve themselves in demonstration models and charts.

### **TEST/ASSIGNMENTS/MID-TERM/MOCK**

1. In problem-oriented subjects, regular tutorials have to be conducted.
2. The Tutorial problems are to be provided to the students a week before the actual class.
3. Test, prelim, mid-term, CIE, project work, submission and mock practical examination must be conducted as per the academic calendar and rules and regulations laid by SPPU.

### **APPRAISAL REPORT**

1. All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
2. Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the Head of the Department and Principal.
3. Faculty Members should attempt to publish textbooks, and research papers in reputed International/Indian Journals/Conferences.

4. 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 with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.
5. In addition to the teaching, the Faculty Member should take additional responsibility as assigned by HOD/ Principal in academic, co-curricular or extra-curricular activities.

**CODE OF THE TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him/her under 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 ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **TEACHERS SHOULD:**

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinions by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication, 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, Invigilation and evaluation; and
7. Participate in extension, co-curricular and extra-curricular activities including community service.

### **TEACHERS AND THE STUDENTS**

#### **Teachers Should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

#### **TEACHERS AND COLLEAGUES**

##### **Teachers Should:**

1. Treat other members of the profession in the same manner as they wish to be treated;
2. Speak respectfully of other professions in the same manner as they wish to betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **TEACHERS AND AUTHORITIES**

##### **Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their institutional bodies and

- or/professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with professional responsibilities;
  3. Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand;
  4. Co-operate through their organization in the formulation of policies of the other institutions and accept offices;
  5. 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.
  6. Should adhere to the conditions of the contract;
    - i) Give and expect due notice before a change of position is made; and Refrain from availing themselves of leave except on unavoidable grounds and far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

#### **TEACHERS AND NON-TEACHING STAFF**

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

#### **TEACHERS AND GUARDIANS**

##### **Teachers should:**

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians and their students, send reports of

their performance to the guardians whenever necessary and meet the guardians in meetings convened for the mutual exchange of ideas and the benefit of the institution.

## **TEACHERS AND GUARDIANS**

### **Teachers should:**

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



## CHAPTER III

### CODE OF CONDUCT AND ETHICS FOR THE PRINCIPAL

1. The Principal should supervise 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.
2. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
3. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
4. The Principal has the authority to take all the necessary actions as and when required to maintain discipline in the Institute.
5. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
6. The Principal should encourage Faculty Members to author textbooks and publish research papers in reputed International/Indian Journals/Magazines and Periodicals.
7. The Principal should provide leadership, direction and coordination within the Institute.
8. The Principal is responsible for the development of academic programmes of the Institute.
9. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
10. The Principal should organize the CDE/IQAC meeting periodically. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
11. 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.

12. 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.
13. The Principal should write confidential reports of all staff members of the Institute.
14. The Principal should look after the NAAC Assessment and Accreditation responsibilities.