
Swoddharak Vidhyarthi Sanstha's
Dadasaheb Rawal College

Mandal road, Dondaicha, Dist- Dhule.425408

Code of Conduct Handbook For Student, Teachers and Principal

Institutional code of conduct for Teachers

(Prepared in accord with UGC regulation No.F.3-1/2009 dated 30 June, 2010 published in Gazette of India; Part III sector 4)

Definitions in this code of conduct unless the context otherwise requires.

- “College/Institution” means and includes the *Swoddharak Vidhyarthi Sanstha's Dadasaheb Rawal College*, Dondaicha, affiliated to the K. B. C. North Maharashtra University, Jalgaon as the case many inclusive of Campus, Play Grounds, Laboratory, Libraries, and Gymnasium there of complete evidences of campus.
- "Teacher" means full-time approved Professor, Associate Professor, Assistant Professor, Principal, and college librarian, college Director of physical education including contributory and temporary appointed personnel.
- “Competent Authority” for the purposes of this code of conduct means and includes, Executive Council, Swoddharak Vidhyarthi Sanstha's, Dondaicha, Principal of the College, Vice Principal, Head of the Teaching Departments of the College, Office Superintendent of the college, NSS programme officer, Student welfare officer for the concerned students and such other person vested with the authority by the Principal for students. Provided in respect of misconduct regarding University/College examination, Principal shall only be the competent Authority.
- “Student” means and includes a person who is enrolled as such by the College for receiving instructions and / or qualifying for any degree or diploma or certificate awarded by the university. This includes external students, and candidates enrolled for

autonomous courses conducted by college also.

I TEACHERS AND THEIR RESPONSIBILITIES:

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:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- 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 education and profession through them;
- 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities including community service.

II TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs,
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals, and
- Refrain from inciting students against other students, colleagues or administration.

III TEACHERS AND COLLEAGUES

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully to other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities, and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. TEACHERS AND AUTHORITIES

Teachers should:

- 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.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- 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.

V. TEACHERS AND NON-TEACHING STAFF

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

VI. TEACHERS 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.

VII. TEACHERS AND SOCIETY

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- 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;
- Perform the duties of citizenship, participate in community' activities and shoulder responsibilities of public offices,
- 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,

Principal should:

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- Act as a steward of college's assets in managing the resources responsibility, optimally,

effectively and efficiently for providing a conducive working and learning environment;

- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society
Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service;
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

Director Physical Education and Sports (College)/ Librarian (College) should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service;
- Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

VII. STUDENTS CODE OF CONDUCT

Student Attendance:

- Students shall not remain absent for lectures and practical without proper cause and prior permission of Vice Principal.
- Every student must have to attended minimum 80 % of the total number of lectures conducted in the class by the faculty and 100 % of the total number of practical's conducted in the laboratory.
- If the students fail to give minimum attendance then necessary action will be taken by the Head of the institution.
- However in extreme cases, the opinion of the Principal's decision will prevail.

Students Identity Card:

- It is mandatory for every student to wear an identity card to obey the rules and should produce it whenever called upon.
- At the beginning of the year, each and every student of the college should take his/her Identity Card.
- If the Identity Card is lost, the same will be made available to the student, after paying penalty of Rs. 50/-.
- Every student entering the Library/Laboratory must present his/her own Identity Card, otherwise the use of the Library/Laboratory will be denied.

Students Discipline:

- Any act of indiscipline or misbehavior by any student will attract severe penalties / punishment.
- College focuses on zero tolerance policy for alcohol, consumption of any kind of alcoholic beverages, drugs and smoking is strictly prohibited.
- Students are expected to maintain perfect discipline and a healthy atmosphere in the college campus.

- All kinds of shouting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
- Dealing in general, especially with fellow students should be very well-mannered and polite.
- Acts of indiscipline, misbehavior with the Management, Staff, and Security is not acceptable; college authorities may take action against you.
- Use of mobile phones in the classrooms and laboratories is strictly prohibited. Violation of the rule will result in action against you.
- Damage to institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- No person shall be invited to address or entertain the students, without prior written permission of authorities.
- Sexual Harassment of women at work place is a CRIME....
- Theft, gambling, physical fights with each other, indecent behavior in campus will be dealt with severely by the Head of the institute
- Any other offence not included in the above list will be dealt with on a case to case basis.
- The students should park their vehicles at the place allotted and indiscipline parked vehicles will come under the disciplinary action.

Ragging:

- Ragging and such similar activities are strictly prohibited.
- Break of these and such other rules will make the students liable for expulsion from the college.
- Anyone found indulging in ragging in any form within the campus, shall be instantly expelled from the campus. (Provisions of The Maharashtra Prohibition of Ragging Act, 1999).
- Anti-Ragging Committee and squad have been constituted and all Anti ragging measures have been taken as per UGC norms.

Students Library Rule:

1. The Students of Dadasaheb Rawal College are eligible to use the college library.
2. Home Lending Facility is available to the students.
3. The Library Book must be returned on or before the due date.
4. On failure of returning books on due date a necessary action will be taken.
5. Students should use their own I-Card.
6. The students should not lend their I-Card to others.
7. Readers are responsible for any damage caused to the reading materials or any other property of the Library.
8. Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in the Library.
9. Readers shall not write or mark on the reading materials
10. Reader's suggestions will be appreciated and welcome.
11. Important notices and information regarding the library as well as changes, if any, will be notified from time to time on the Library Notice Boards.

The following IQAC members were present in the meeting and they discussed the above mentioned subjects and unanimously agreed.

Present Members

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| 1. Prin. Dr. K. D. Girase (Chirperson) | 8. Dr. S. S. Rajput |
| 2. Vice Prin. Prof. K. K. Kapadane | 9. Dr. P. B. Ahirrao |
| 3. Vice Prin. Dr. P. S. Girase | 10. Prof. V. S. Patel |
| 4. Shri. G. P. Rajput | 11. Dr. L. P. Sandanshiv |
| 5. Dr. P. Z. Zambare (IQAC Cordinator) | 12. Dr. Satish P. Patil |
| 6. Dr. J. V. Patil (NAAC Coordinator) | 13. Prof. M. G. Mahajan |
| 7. Dr. Smt. I. I. Shaikh | 14. Dr. N. V. Pathak |