

“Dissemination of Education for Knowledge, Science and Culture.”
– Shikshanmaharshi Dr. Bapuji Salunkhe
Shri Swami Vivekanand Shikshan Sanstha’s,



Dattajirao Kadam Arts, Science and Commerce College, Ichalkaranji.

CODE OF CONDUCT & ETHICS FOR PRINCIPAL TEACHER NON – TEACHING STUDENTS



संस्थेची प्रार्थना

हरे राम हरे राम, राम राम हरे ।
हरे कृष्ण हरे कृष्ण, कृष्ण कृष्ण हरे
हरे ।

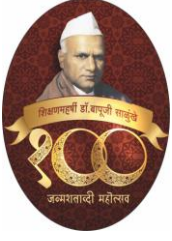
राम कृष्ण, रहीम, ख्रिस्त,
बुध्द इरतूट्र ।

महावीर, मानवसंत मानव्याचे दीपस्तंभ
लीन दीन हीऊन त्यांचे
वंदुया चरण

सत्य, शील, प्रामाणिकता,
त्याग पिळवणुकीस आळा ।

मानव्याचे अधिष्ठान
ईशतत्व दर्शन ॥

यांचे ज्ञान नि विज्ञान हाच सुसंस्कार ।
विवेकाच्या आनंदाचा लाभ शिक्षणात ॥



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CODE OF ETHICS FOR PRINCIPAL

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

CODE OF CONDUCT FOR TEACHERS

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
4. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
5. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the Campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
5. Teachers should remain in the campus till the end of the College hours.

Leave

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL / RH on a particular day.
3. Half a day CL will not be sanctioned.
4. 12 days of causal leave can be availed in a calendar year.
5. All must report for duty on the reopening day and the last working day of each semester.
6. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
7. Study leave for higher studies will be granted at the discretion of the management.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.

5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
3. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.
4. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
5. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
6. Teachers are barred from using cell phones while taking classes.
7. Teachers must always wear their identity badges while inside the college premises.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing

9. Teachers are encouraged to conduct research on their topic of interest.
Management will provide necessary infrastructure for the same.
10. Each Department Association must conduct at least three special meetings in each semester.
11. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
12. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
13. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
14. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

CODE OF ETHICS FOR TEACHERS

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

1. Uphold the honour and dignity of the teaching profession.
2. Provide an innovative and quality education to pupils.
3. Be impartial and discriminative against students.
4. Interact with the students in a friendly manner.
5. Abide by the rules and regulations of the institution.
6. Abide by the procedures to ensure student's safety.
7. Collaborate with fellow teachers.
8. Be responsible and interact positively with parents and other stakeholders in educating the students.
9. Be good counselors and facilitators.
10. Help, guide, encourage and assist students in their learning.

CODE OF CONDUCT FOR NON-TEACHING

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.
10. Report to duty at least 30 minutes in advance.
11. Remain on duty during college hours.
12. Adhere strictly to the laws and regulations of the college.
13. Respect and maintain the hierarchy in the Administration.

14. Maintain honesty, integrity, fairness in all activities.
15. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
16. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
17. Must not intercept or misappropriate college money.
18. Must not be absent from duty without official approval or approved sick leave.
19. Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

CODE OF CONDUCT FOR STUDENTS

1. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
3. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
4. During leisure hours, students are advised to use the library, and internet browsing centre.
5. During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
6. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
7. Late comers are forbidden from entering the classrooms.
8. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
9. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
10. Defacing the blackboards or walls will be severely dealt with.

11. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
12. Students should stay away from any anti social activities.
13. Students should stay wear their identity cards inside the campus daily.
14. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
15. Ragging in any form is a serious offence and it will be dealt with severely.
16. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
17. Visitors are not allowed to meet the students in the classrooms.
18. Students should take care of their belongings. The institution will not be responsible for any loss.