



CODE OF CONDUCT

1. INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

1. The student must observe and strictly follow the disciplinary rules and the regulations of the Institute.
2. Damage to institute & campus property due to negligence /lack of care will be liable for severe punishment and compensation for loss caused.
3. No outsider is allowed to address or entertain the students at the college without the prior written permission of the college authorities.
4. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and outward incidents.
5. All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents /Guardian of the students and with the written consent of the principal.
6. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college.

1.2 I-CARD

1. Every student must carry with him/her college I-card every day while attending lectures and appearing for various examinations. The student should his/her Identity Card from Library at the beginning of the year.
2. Students are typically responsible for the safekeeping of their ID cards and may be required to report lost or damaged cards to the appropriate college authorities for replacement.

1.3 DRESS CODE

1. Students are expected to wear formal drees regularly while on college campus.
2. Girls may be expected to dress in a manner that respects cultural norms and values.

1.4 MOBILE PHONE

1. When bringing mobile phones to class, students may be instructed to set their devices to silent mode to avoid disrupting lectures or discussions

1.5 RAGGING

As per the provision of Maharashtra Act XXXIII, known as 'Maharashtra Prohibition of Ragging Act of 1999,' students indulging in ragging can be punished under the act resulting in either suspension, exclusion from the college and up to imprisonment with heavy fine.

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding result.
4. Removal from the institution and consequent prohibiting from admission to any other institution fine up to Rs. 25000/-
5. Rigorous imprisonment up to 03 years.

Note: Ragging is strictly prohibited in college. If any student is found guilty shall be entitled to the above punishment as appropriate.

1.6 ATTENDANCE

1. Students should be regular in attendance for all semesters and all sessions.
2. Students may be required to provide valid reasons for any absences, such as illness, family emergencies, or official college-approved activities.
3. Colleges maintain accurate records of student attendance, which may be used for academic evaluations, reporting to regulatory authorities, and monitoring overall student engagement.
4. Regular attendance is essential for academic success and ensures that students fully benefit from their educational experience

1.7 EXAMINATION

1. Arrive at the examination venue early. Candidates must appear at the examination hall half an hour before the commencement of the examination.

2. Certain items, such as electronic devices (e.g., mobile phones, calculators), study materials, and unauthorized notes, are typically prohibited inside the examination hall.
3. During examinations, students must follow the instructions provided by the invigilators and maintain discipline in the examination hall. Any form of cheating, misconduct, or disruptive behavior is strictly prohibited and may result in penalties.
4. Each examination has a specified duration, and students must complete their responses within the allotted time. Late entry to the examination hall may result in a reduced examination duration.

1.8 GENERAL

1. All members of the college community are expected to treat each other with respect, courtesy, and consideration, regardless of differences in backgrounds, beliefs, or opinions.
2. Students, faculty, and staff are expected to conduct themselves in a professional manner at all times, observing to ethical standards and displaying honors in their actions.
3. Maintaining academic integrity is supreme. Plagiarism, cheating, falsification of records, and other forms of academic dishonesty are strictly prohibited.

1.9 CODE OF CONDUCT FOR PROJECT

1. Students are expected to conduct their project work with honesty, integrity, and originality. Plagiarism, cheating, or any form of academic dishonesty is strictly prohibited.
2. Students must adhere to the guidelines and instructions provided by their instructors or project supervisors regarding project requirements, timelines, formatting, and submission procedures
3. Collaboration with classmates or other individuals on project work should be acknowledged appropriately, and each student's contribution should be clearly documented.
4. Project work should be conducted in a professional manner, reflecting the standards and expectations of the teaching profession. This includes maintaining

communication with project supervisors, meeting deadlines, and presenting work professionally.

5. Students should strive to promote inclusivity and diversity in their project work, considering the needs and perspectives of all stakeholders and avoiding any form of discrimination or bias.

8. Students may be required to reflect on their project work, evaluate their learning outcomes, and identify areas for improvement as part of the project assessment process.

2. INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

2.1 DISCIPLINE

1. All the 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.

2. All staff are required to strictly accept with the college timing. Principal should be informed well in advance in case of absence /half day or any other form of absence in college .

3. Teaching staff are expected to show professionalism in all aspects of their work, including interactions with students, colleagues, administrators, and other stakeholders.

4. Faculty members are required to treat students with respect, fairness, and dignity.

5. Teaching staff are responsible for maintaining discipline and order in the classroom, ensuring a beneficial learning environment for all students.

6. Teaching staff may be encouraged to participate in professional development activities.

2.2 LEAVE POLICY (Teaching staff)

Objectives/Purpose: -

The Institutes intent is to provide each employee with annual time for Casual Leave, Sick Leave, as Vacation. It is understood that employees in the course of their employment will need time off to relax, refresh and have a good work life balance. However, leave is not a right but at the discretion by the Management.

Casual Leave: -

➤ This leave is granted for certain unforeseen situation or where you are required to go for one or two-days leaves.

The employee will be eligible to avail 10 paid Casual leave.

➤ To avail these leaves employee, must submit written application to the HOD with the mandatory approval of HOD at least 3 days in advance.

➤ Employees are not allowed to exceed the limit of casual leaves maximum to 2 days in a month.

Leaves will be permitted considering the work in hand and availability or replacement to do the work to do the assigned work. Leave sanction would be proposed by the HoI and sanctioned by the Management.

➤ Casual leaves can be clubbed with sick leave if there is no sick leave balance.

Casual leaves will not be carried forward. The Institute intent to provide Casual Leaves is to reduce absenteeism.

Medical Leave/Sick Leave:-

These are the leaves which are availed when employees are unable to perform employment duties because of sickness, disability, or injury.

Medical Leave/Sick leave is used for medical appointments to employee himself/herself.

Leave will be considered as Medical Leave/Sick leave only if employee produces valid supporting documents for verification and subject to approval of the Management. (e.g. Doctor's prescription)

The employee will be eligible to avail 10 paid Medical Leave/Sick Leave only after success completion of Two years (24 months) duration in the Institution.

If you are sick, intimation of availing sick leave should be informed to the HOI either email, call, message or through your family member immediately.

Medical Leave/Sick Leave will be only approved by HOI only if employee produces legitimate supporting documentation to the HOI. (that includes Medical Certificate from the MBBS Doctor with a note of Fitness to resume the work is necessary if the sick leave is beyond 3 days)

Medical leaves will be carried forward for 3 years, post that it will lapse if the employee is not availing the benefits.

Medical Leave/Sick Leave may not be used while employees who are on vacation leave, with the exception that an employee who is hospitalized while on vacation leave may be granted sick leave only after providing supporting documentation to the immediate supervisor /HOD/HRM.

Compensatory off: -

This leave is granted if the person comes on work during the holidays, in this case employee can take off on some other day with prior intimation.

Leave without pay: -

If an employee does not have any leave to his/her balance and the situation warrants him to take the leave, the leave granted by the Institute will be considered as loss of pay or leave without pay.

To avail CL/MI, employee must meet the above-mentioned criteria or else it will be treated as loss of pay or leave without pay.

Sandwich Leave: -

These are the leaves under which the non-working weekend days get added to the total leaves if an employee takes leave in the midst of two general leaves or

his leaves fall near to the week off (For Example: If an employee takes leaves on Saturday and Monday then the Sunday will be considered as a leave and such consecutive leaves are treated as leaves of pay or leave without pay, same goes with public holiday)

Employee can adjust his/her sandwich leaves with their casual leaves to balance.

Note:

The employee will be eligible to avail ML once he/she completes Two years (24 months) in the institute

Employees are not permitted to take any Casual leave during the Admission and Examination period. Only Medical leave can be approved after providing supporting documentation.

Employees can avail themselves of all the balance leave in month of March and April, only if the syllabus and student relevant work is completed.

Full Forms:

HOI-Head of Institute

HOD-Head of Department

HRM-Human Resources Manager.

2.3 CONTINUOUS ASSESSMENT.

- Teachers are expected to assess students' work impartially and objectively, without bias or favoritism.
- Teachers should provide timely feedback to students on their assessments, highlighting strengths and areas for improvement.
- Teachers should maintain accurate records of assessment activities, including assessment criteria, student submissions, feedback provided, and assessment outcomes.

2.4 CLASSROOM TEACHING

- Teachers are expected to maintain the highest standards of professionalism, integrity, and ethical conduct in their classroom interactions and teaching practices.
- Teachers are responsible for maintaining discipline and order in the classroom, ensuring a beneficial environment for learning.
- Teachers should communicate clearly and effectively with students, providing instructions and explanations.
- Teachers are encouraged to engage in continuous professional development to enhance their teaching skills, knowledge, and effectiveness.

2.5 CLASS-TEST/ASSIGNMENTS/ESSAY

- Teachers are expected to assess class tests, assignments, and essays impartially and objectively, without bias or favoritism.
- Teachers should promote and uphold academic integrity among students.
- They should maintain confidentiality and discretion regarding student work, assessment outcomes, and sensitive information.

2.6 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report in the prescribed manner.
- Provide background information about the faculty members, including their educational qualifications, teaching experience, research interests, and any other relevant details.
- Consider feedback from students, peer evaluations, course evaluations, and any other relevant sources.
- Review the faculty member's service and administrative contributions to the college, department, and broader academic community.
- Evaluate the faculty member's engagement in professional development activities, including workshops, conferences, seminars, and training programs.

- Recognize outstanding accomplishments, awards, honors, and recognition received by the faculty member.
- Summarize the key findings of the appraisal report, including strengths, weaknesses, achievements, and areas for improvement.
- Offer recommendations for supporting the faculty member's professional development and career advancement.

3. CODE OF CONDUCT FOR SUPPORTING STAFF

3.1 ADMINISTRATIVE STAFF

- The administrative staff must maintain high standards of honesty, punctuality and professional ethics.
- They should work within the institutional policies, practices, to satisfy the vision and mission of the institute.
- The administrative staff should maintain the decorum, dignity and curtsy in their speech and behavior.
- The administrative staff should maintain harmonious relations with other staff and students.

3.2 ACCOUNTANT

- Accountants must comply with all applicable financial regulations, laws, and accounting standards relevant to the operations of B.Ed. colleges.
- They should accurately record financial data, reconcile accounts, and prepare clear and comprehensive financial statements.

3.3 STUDENT SECTION

- Students must uphold academic integrity and honesty in all academic activities, including exams, assignments, and research projects.
- Students must comply with all college policies, rules, and regulations, as outlined in the student handbook or college code of conduct.

3.4 CLERK

- Clerks should perform their duties with accuracy, attention to detail, and a commitment to quality.

- They should listen actively, ask questions for clarification, and provide accurate information to colleagues, students, and stakeholders.

CODE OF CONDUCT FOR PRINCIPAL

- Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interests of the college.
- Promote research and consultancy work culture in the college.
- Participate in extension, co-curricular and extra-curricular activities, including community service.
- Provide visionary leadership, fostering a positive culture to teaching, learning, and professional development.
- Handle conflicts and disputes fairly, impartially, and in accordance with established procedures.

INSTITUTIONAL CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

There shall be a separate College Development Committee (CDC) comprising of the following members, namely: -

- Chairperson of the management or his nominee Secretary of the management or his nominee
- One Head of department, to be nominated by the Principal
- Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves
- Principal, from the fields of education, industry, research and social service.
- Coordinator, Internal Quality Assurance Committee of the college President and Secretary of the College Students' Council Principal of the college - Member - Secretary.
 - The College Development Committee shall meet at least four times in a year.

- If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal .
- The College Development Committee shall,-
- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
 - Make recommendations regarding the students' and employees' welfare activities in the college.
 - Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
 - Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 - Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
 - Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
 - Recommend the distribution of different prizes, medals and awards to the students.

PROFESSIONAL ETHICS

I. Teacher should:

- Seek to make professional growth continuous through study and research.
- Co-operate and assist in carrying out the 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.

II. Teachers and Students

Teachers should:

- Respect the rights and dignity of the student in expressing her/his opinion;

- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Treat the students with dignity .
- Pay attention to only the attainment of the student in the assessment of merit.

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 making unsubstantiated allegations against colleagues to higher authorities; and

IV. Teachers and Authorities

Teachers should:

- 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 .
- Give and expect due notice before a change of position takes place.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation.

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;

- Help in the functioning of joint-staff councils covering both the teachers and the nonteaching 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.

VII. Teachers and Society

Teachers should:

- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Avoid doing from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or hostility among different communities, religions or linguistic groups but actively work for national integration.

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