

# Code of Conduct

## CODE OF CONDUCT FOR TEACHERS INCLUDING PRINCIPAL (As per UGC Norms)

### **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 demeanour 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.

### **1. 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 labour 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 of 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 endeavour.

### **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.

#### 1. **TEACHERS AND NON-TEACHING STAFF:**

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### 1. **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.

### **CODE OF CONDUCT FOR STUDENTS**

- 1) All admissions shall be provisional and be subject to the confirmation by the Principal.
- 2) Students should observe discipline and silence while in the college premises.
- 3) They must be punctual in attendance and must be in their seats at the commencement of every lecture.
- 4) There will be no gathering (Annual Social) in the College. No trip will be organized in the college.
- 5) No Society of students of the College will be permitted to be formed without the previous permission in writing from the principal. Every student event or activity may be conducted only with prior permission and approval from the Principal.
- 6) No person shall be invited to address the students or the members of any Students' Society, without the previous permission from the principal.
- 7) All subjects of debate in the college must be approved by the principal and the chair shall be occupied by responsible person, approved for that purpose by the Principal.
- 8) Students in their own interest should read the notices including notices containing rules, placed on the notice board from time to time and should see the college web site and University web site [www.unishivaji.ac.in](http://www.unishivaji.ac.in) for necessary, updated information.
- 9) All departments of the college (Gymkhana & Library etc.) will work according to the rules made in that behalf, from time to time by the principal and the concerned committees.
- 10) **Ragging is strictly prohibited in this college as per Govt. of Maharashtra Ordinance dated 19th May 1999. Any one indulging in ragging is liable to be punished strictly including expulsion from the College and / or imprisonment up to three years, and/or fine up to Rs. 25,000/-. Any incident or attempt of ragging should be immediately reported by the students to the Principal or the Ragging Prevention Committee.**
- 11) **As per the Supreme Court directions and the Shivaji University circular for prohibition of sexual harassment of women at work place, special committee is formed and Internal Grievance Committee,**

**which is formed for dealing with such complaints if any in this college, under the 2013 Act, and all the prescribed rules regarding this will be strictly implemented.**

12) Students should take identity card within a month from the date of admission and should always carry it with them, whenever in the college, or while representing the college at any other place. Students must produce the identity card whenever demanded by the teaching / non teaching staff in the college premises. Identity Card & Library Card are non transferable.

13) Students attendance for lectures, practical training programmes, tutorials and educational tours/ lectures is compulsory. Severe action will be taken against absent students, including fine for unsatisfactory or irregular attendance.

14) Student should not make any change in the documents like bonafide certificate, T.C., Identity Card etc. issued by the college.

15) Students should return the books on or before the due date and take good care of library books and reading materials.

16) Students should take care of the college property and should not damage the property in any manner. Strict action will be taken against such misbehaviour including fine and / or cancellation of admission.

17) The suggestions or complaints if any may be put in the Suggestion Box kept in the college premises or submitted to the members of the Grievance Committee or to the Principal.

18) Students should keep their mobile phones switched off or on vibrating mode while in college premises. Students must not use mobile phone in the lecture hall, Library or in the Computer Lab or other halls in the college premises. Noncompliance of this rule will invite heavy penalty and fine and of confiscation / seizure of the mobile phones. Students should note that, the use of mobile phones is strictly banned while in lecture or in Computer Lab or Library. Students should not make any use of mobile, computers, other electronic devices for non academic purposes.

19) Dress code will be compulsory for all working days excluding Wednesday. Dress code will also be required for all college functions, and while representing the college in any events.

**Dress code for boys:** White shirt and black Trousers and Black coat/ blazer.

**Dress code for girls:** White Salwar Kameez with white dupatta/White sari with white sleeved blouse /White shirt with black trousers and Black coat/ blazer).

20) The Principal reserves the right to make changes in the above rules & regulations.