

Code of Conduct for all

Code of Conduct for Governing Body Member

- i. Governing Body Members (GBM) owe a fiduciary duty to the College. By this virtue they should show highest loyalty and act in good faith in its best interests. Each member should act honestly, diligently and independently.
- ii. The actions of GBM promote and protect the good reputation of the college and the trust and confidence of those with whom it deals.
- iii. Decisions taken by members at GBM meetings must not be for any improper purpose or personal motive. Decisions taken must always be for the benefit of the college, its students, staff and other users of the college. It must be taken with a view to safeguard public funds.
- iv. GBM must observe the provisions of the College's Instrument and Articles of Government in general.
- v. GBM should comply with the Standing Orders and terms of reference of the corporate body and its committees to ensure that the corporate body conducts itself in an orderly, fair, open and transparent manner. Also, it must keep those Standing Orders and terms of reference under periodic review.
- vi. GBM should also have regard to the different, but complementary, responsibilities given to the Principal as the College's Chief Executive. Whereas it is the Governing Body's function to decide strategic policy and overall direction and to monitor the performance of the Principal and any other senior post holders.
- vii. It is the Principal's role to implement the decisions of Corporate Body and to manage the College's affairs within the budgets and framework fixed by the Corporate Body. GBM with the Principal should work together so that the Corporate Body and the Principal as Chief Executive perform their respective roles effectively.
- viii. GBM should refer to the Corporate Secretary for advice relating to governance functions and have regards to the Corporate Secretary's independent advisory role.

Code of conduct for Principal

Principal as an administrative and academic Head of the College shall be responsible for:

- i. Academic growth of the college.
- ii. Participation in the teaching work, research, and training programs of the college.
- iii. Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the college, for academic competence of the Faculty Members.
- iv. Promoting personality development programs such as communication skill and soft skill development for the students.
- v. Providing placement assistance to the eligible students.
- vi. Establishing a common platform for the Alumni association.
- vii. Admission of students and maintenance of discipline in the college.
- viii. Management of College Libraries, Laboratory, Gymkhana and Hostels, if any.
- ix. Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the management and to the college development committee.
- x. Observance of provisions of Accounts Code.
- xi. Correspondence relating to the administration of the college.
- xii. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the college, and maintenance of records.
- xiii. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- xiv. Supervision of College and University Examinations, setting of question papers, for college and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- xv. Assessing reports of teachers and maintenance of Service Books.
- xvi. Any other work relating to the college as may be assigned to him by the Competent Authority from time to time.
- xvii. Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- xviii. Observance and implementation of directives issued by Government, authorities' viz. Director of Education / Higher Education / University and other concerned authorities.

- xix. Safe-guard the interests of teachers/non-teaching staff members and the Management.
- xx. Timely submission of information/returns to different authorities' viz. Government/ University/University Grants Commission/Management etc. especially regarding Accounts matters.

Code of Conduct for College Teachers

Teachers should enjoy full civic and political rights of our democratic country Teachers have a right to adequate emoluments, social position, just conditions of service professional independence and adequate social insurance.

I. Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals 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:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community Service.

II. Teachers and the Students

Teachers should:

(i) Respect the right and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;

(vi) Be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals, and

(x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and College

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

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

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

VI. Teachers and Guardians

Teachers should: Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians of 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:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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 Non-Teaching Staff

- (i) Non-teaching staff must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or any conduct of private business or personal services between any non-teaching staff and institute, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise “inside” information. Non-teaching staff must not use their positions to obtain for their family members employment with institute.
- (ii) Non-teaching staff do not have the authority to exercise individual authority over the organization except as explicitly set forth in institute policies or bylaws. Non-teaching staff interacting with the principal, superintendent, and other staff must recognize the lack of authority in any individual person or group of persons, except as noted above. Non-teaching staff will make no judgments of the principal's, superintendents or other staff members performance except as the performance is assessed against explicit institute policies or bylaws by the official process.
- (iii) Non-teaching staff cannot use institute information for their own direct benefit or advantage. This requires that such information be kept confidential whenever required in the best interest of institute.
- (iv) Non-teaching staff will deal with outside entities or individuals, with members, and with all staff in a manner that reflects fair play, ethics, and straightforward communication.

(v) Non-teaching staff members must strive toward absolute integrity in their relationships with parents and staff. They must not knowingly or carelessly by omission or commission misinform or mislead, withhold information that should be disclosed, or do anything else to cast doubt upon the honesty, integrity, or motives of any individual within the institute community.

(vi) Non-teaching staff shall meet expectations as reasonably required by institute authorities, and they shall meet contractual obligations unless released by mutual consent or according to law.

(vii) Non-teaching staff will treat students in a professional manner. Non-teaching staff will interact with students in a manner that respects the rights and dignity of all without prejudice. Non-teaching staff, unless in the best interests of the student or as legally required, may not divulge confidential information received during their duties.

(viii) Non-teaching staff will dress in a professional manner.

Code of Conduct for Students

1. If a student while studying in the Institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government he/she will be liable to be expelled from the Institute without any notice.

2. Ragging in any form is banned. Acts of ragging will be considered as gross indiscipline and will be dealt with severely. If a student is involved in any kind of ragging, the student is liable for strict action as per Maharashtra anti ragging act 1999, which is in effect from 15th May 1999. A Student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution. Student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

3. Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head or Manager of an educational institution, such Head or Manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is found true, shall suspend the student or students complained against for such periods as may be deemed necessary.

4. If any statements/information supplied by the student in connection with his/her admission is found to be false/incorrect at any time or knowingly withholds information in any document or

materials submitted to the Institute is suspect to discipline his/her admission is canceled and he/she is expelled from the Institute and fees paid forfeited.

5. Student once admitted in the Institute has to follow dress code as well as other instructions issued from time to time.