

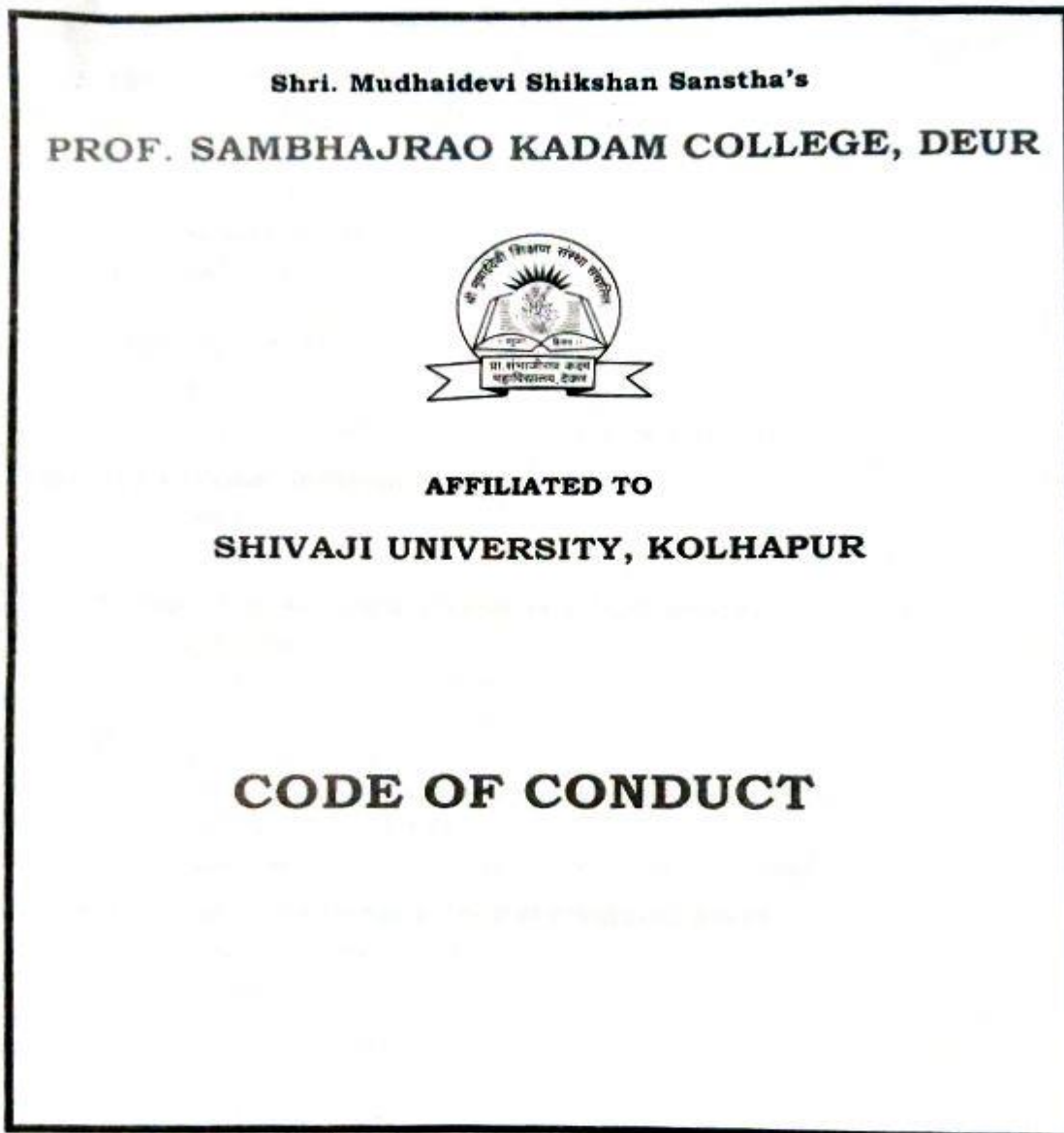
PROF. SAMBAJIRAO KADAM COLLEGE, DEUR (SATARA)

Criterion 7: Institutional Values and Best Practices

Clarifications for deviation/s along with attached document/s for DVV

7.1.10

Handbooks, Manuals and Brochures on Human Values and Professional ethics



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PREAMBLE

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, leadership quality, group work, presentation skills, ethics, general aptitude, etc. this document incorporates the code of conduct for students, staff, teaching-staff, supporting staff for betterment of the institution. It also finds professional ethics.

CHAPTER-I

CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler ie cars in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
 - Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- 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 management
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card for Home Lending, from the Library at the beginning of the year.



I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.

- The student should collect his / her I- Card within 15 days from the date of admission.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

1.4 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.5 RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN

Ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging. An FIR filed without any exception with local police station.



1.6 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
 - The student coming late shall not be allowed to enter the class.
 - The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete all the Practical and Term – work such as Journals, Assignments and Projects.

1.7 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Shivaji University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance No. 257 published by university examination department.

1.8 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.



CODE OF CONDUCT FOR PROJECT

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

Dr. B. N. Bhosale
Principal,
Prof. Sambhajirao Kadam College,
Deur, Tal. Koregaon, Dist. Satara.

CHAPTER-II CODE OF CONDUCT FOR STAFF



2.1 DISCIPLINE

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

2.2 LEAVES

- Staff shall get casual leaves, medical leaves, earned leaves and vacations as per rules of Shivaji University, Kolhapur. (Statute No. S-199 to S- 210)

Dr. B. N. Bhosale
Principal,
Prof. Sambhajirao Kadam College,
Deur, Tal. Koregaon, Dist. Satara.



CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF (Statute No. S 216)

3.1 DISCIPLINE

- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, targets assigned to them by the Department/ Institution.

3.2 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and HOD or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.

3.2.1 CLASSROOM TEACHING

- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development

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assisting in developing and mentoring less experienced staff members
accepting responsibility for their own professional learning and development

3.2.2 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.2.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

3.2.4 APPRAISAL REPORT

- All the staff members are required to submit their PBAS at the end of the academic year in the prescribed format to the IQAC.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

3.3 PLAGIARISM POLICY IN THE PURVIEW OF UGC NORM

The core work carried out by the author shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case of Plagiarism found and claimed, then it would be brought under Plagiarism Disciplinary Authority (PDA) for necessary and maximum penalty. The core work shall include abstract with keywords, introduction, objective, hypothesis, research methodology, analysis and interpretation, summary and observations, conclusions, recommendations and references. As in lieu of ethics in higher education, fair conduct of research and prevention of misconduct, as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2017, students, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner.

Dr. B. N. Bhosale
Principal,
Prof. Sambhajiwade Kadam College,
Deur. Tal. Koregaon, Dist. Satara.



**CHAPTER IV
CODE OF CONDUCT FOR SUPPORTING STAFF**

4.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4.3 STUDENT SECTION

- Student section should
 - Ensure the eligibility of the students and prepare related documents to submit them to Shivaji University within prescribed time limit.
 - Ensure the student document verification by Shivaji University within time limit
 - Submit the student Prorata, eligibility and student insurance to Shivaji University
 - Ensure timely submission of examination forms to Shivaji University
 - Ensure caste certificate/caste validity from concern divisional office
 - Provide all necessary student data to prepare various committee reports



4.4 LAB ASSISTANT

- Lab-assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

4.5 LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

4.6 CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

4.7 PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

Dr. B. N. Bhosaie
Principal,
Prof. Sambhajirao Kadam College,
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CHAPTER V
CODE OF CONDUCT FOR HEAD OF DEPARTMENT

The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.

The Head of the Department should be responsible for academic planning of the department and implementation of academic policies approved by the Principal.

The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.

The Head of the Department should arrange the periodically meetings of the staff to appraise the progress of academic and administrative work.

The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.

The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.

The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.



Dr. B. N. Bhosale
Principal,
Prof. Sambhaji Kadam College,
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CHAPTER VI

CODE OF CONDUCT FOR PRINCIPAL

The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.

The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.

The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.

The Principal should form various college level committees which are necessary for the development of the Institute.

The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.

The Principal should provide leadership, direction and co-ordination within the Institute.

The Principal should periodically review this Code of Conduct.

- As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
- Meets or exceeds Institute standards and any weaknesses
- Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

The Principal is responsible for the development of academic programmes of the Institute.

The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.



The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.

The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.

The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.

The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.

The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

Dr. B. N. Bhosale
Principal,
Prof. Sambhajirao Kadam College,
Deur, Tal. Korogon, Dist. Satara.



CHAPTER VII

CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

(under Maharashtra Public University Act 2016 Section 97 (1))

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

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

The College Development Committee shall meet at least four times in a year.

Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The College Development Committee shall, -

- o 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
- o decide about the overall teaching programmes or academic calendar of the college
- o recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- o take review of the self-financing courses in the college, if any, and make recommendations for their improvement

CHAPTER VIII

PROFESSIONAL ETHICS

(UGC, 1989 and Statute No. S 258)



Staff 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.
- 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.
- aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.
- act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- must respect the person, privacy of students and other staff members of the Institute.
- treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- respect the dignity, rights and opinions of colleagues and students.
- refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- 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 institutions by accepting various offices.
- co-operate with the authorities for the betterment of the institutions keeping in view the



- o make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- o make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- o make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- o make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college

Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval

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

Frame suitable admissions procedure for different programmes by following the statutory norms

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.

Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university

Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

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