



**Konkan Education Society's**  
**Dr. C. D. Deshmukh Commerce and**  
**Sau. K. G. Tamhane Arts College**  
Roha, Dist. Raigad (MS) – 402109

# CODE OF CONDUCT



## **Code of conduct for Students**

**Code of Conduct for Faculty Members (Teachers)**

**Code of Conduct for Administrator (Principal)**

**Code of Conduct for administrative/Support Staff**

## TABLE OF CONTENTS

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>1</b>	<b>Code of conduct for Students</b>	<b>2</b>
<b>2</b>	<b>Code of Conduct for Faculty Members (Teachers)</b>	<b>3</b>
<b>3</b>	<b>Code of Conduct for Administrator (Principal)</b>	<b>6</b>
<b>4</b>	<b>Code of Conduct for administrative/Support Staff</b>	<b>7</b>



## 1. Code of conduct for students

Students as stakeholder of the institute and the responsible citizen of India are expected to be aware about their conduct in the college premises and follow the following code of conduct drafted and implemented by the college.

1. Students are prohibited from doing anything inside or outside the college that will harm its orderly administration or its public image.
2. Students resorting to unfair means in the examination will be dealt with in accordance with the provision of the Government of Maharashtra Act No. XXXI of 1982 and the Maharashtra Public Universities Act, 2016.
3. Students shall observe modesty in dress.
4. Students should wear identity cards on the campus and produce when asked.
5. Use of mobile phones during the teaching hours in Departments is strictly prohibited.
6. Students are expected to read notices/circulars regarding examinations, scholarships, placement opportunities, and functions displayed on the notice board without fail. Minimum 75% attendance in regular theory and practical classes is mandatory for grant of term otherwise they will not be allowed to appear for the examination.
7. Students are expected to participate in extra-curricular activities organized by the institute.
8. Students must keep the campus clean by putting the waste into proper dustbins.
9. Students should maintain a healthy and friendly ambiance with classmates.
10. Students should be attentive not to harm the reputation of the institute.
11. Students should preserve the institute's property. Destroying or damaging the institute's property *is* punishable. The cost of such damage will be recovered from the students.
12. All vehicles should be parked in the student allotted parking place.
13. It is compulsory to attend popular lectures/seminars/debates and various functions arranged by the institute.
14. All students are expected to observe rules and regulations currently in force to enable the smooth working of the institute.
15. All students must fill the Anti-ragging Affidavit at the time of admission.





## 2. Code of Conduct for Faculty Members (Teachers)

### I. 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 society at large. Therefore, every teacher should be that there is no incompatibility between his precepts and practice. The national Ideals of education that have already been set forth and which he/she should seek to inculcate among students must be his/her ideals. The profession further requires that the teacher should be calm, patient, and communicative by temperament, and amiable in disposition.

#### *Teacher should*

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community:
- ii. Manage their private affairs in a manner consistent with the dignity of the professions
- iii. Seek to make professional growth continuous through study and research:
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences 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, tutorials, practical's, seminars, and research work, conscientiously and with dedication.
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices, and tradition.
- ix. 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.
- x. Participate in extension, co-curricular and extra-curricular activities, including community service.



## **II. Teachers and Students**

### ***Teachers should***

- i. Respect the rights and dignity of the student in expressing his/her opinion.
- ii. Deal justice and impartially with students regardless of their religion, caste, gender, 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 scientific temper, the spirit of inquiry and ideals of peace, democracy, patriotism, social justice, environmental protection, etc. among students.
- vi. Treat the students with dignity and not behave in a vindictive manner towards any 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.
- x. Refrain from inciting students against other students, colleagues, or administration.

## **III. Teachers and Colleagues**

### ***Teachers should***

- i. Treat other members of the profession in the same manner as they wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from making unsubstantiated allegations and 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 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 the dignity of the profession
- vi. Adhere to the terms of the contract
- vii. Give and expect due notice before a change of position takes place.
- 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 the academic schedule.

**V. Teachers and Non-Teaching Staff: *Teachers should:***

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution:
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching 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 convened for the purpose of mutual exchange of ideas and 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 programme 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 a feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for national integration.



### 3. Code of Conduct for Administrator (Principal)

#### ***A. College Principal should***

- i. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources, and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics, and decision making that is in the best interest of the college.
- iii. Act as a steward of the College's assets in managing the resources responsibility, optimally, effectively, and efficiently for providing a conducive working and learning environment.
- iv. Promote the collaborative, shared, and consultative work culture in the college, paving way for innovative thinking and ideas.
- v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction, and service to the nation and society.
- vi. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- vii. Manage their private affairs in a manner consistent with the dignity of the profession.
- viii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- ix. Participate in extension, co-curricular and extra-curricular activities, including community service.
- x. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

#### ***B. Head of Department (HoD) should***

- i. Monitor and conduct academic activities and maintain a schedule in the department
- ii. Monitor and conduct extracurricular activities in the department.
- iii. Monitor the teaching-learning and evaluation process in the department and take remedial actions accordingly
- iv. Plan and take the necessary actions for improvement of the department results and academic performance.
- v. Enhance research, linkages, and collaborations.



#### 4. Code of Conduct for Administrative/Support Staff

The administrative or Support Staff members should

1. Perform the highest possible work culture in their professional behaviour.
2. Cooperate with their colleagues, providing support, help, and guidance as and when required.
3. Use their skills and show efficiency for the advantage of the institute.
4. Attend professional development programmes and training.
5. Attend their duty hours punctually.
6. Give prior notice /sanction the leave in case of absence.
7. Maintain confidentiality in professional rehashed matters.
8. Assist in all internal and university assessments/exams/tests fairly and properly concerning confidentiality and security.
9. Maintain good communicative practice with all stakeholders of the institute.



A—

Principal  
K.E.S. Dr.C.D. Deshmukh  
Comm. & Sau. K.G.T. Arts  
College, Roha - Raigad.

**KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College**  
Roha, Dist. Raigad (M.S.) - 402109

A—

*[Handwritten signature]*  
A. C. Sawant  
A. C.

*[Handwritten signature]*  
K. B. Patil  
K. B.

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
Bhosale