

Shri Narayanrao Babasaheb Education Society's
SHRI VENKATESH MAHAVIDYALYA, ICHALKARANJI

(Affiliated to Shivaji University, Kolhapur)



(SATKRIYA AACHARAVI)

HANDBOOK OF CODE OF CONDUCT



- -You must be the change you wish to see in the worldl.

—MahatmaGandhi

- -Learning gives creativity, creativity leads to thinking, thinking provides knowledge, and knowledge makes you greatl. —Dr. A. P.J. Abdul Kalam

- -Cultivation of mind should be the ultimate aim of human existencel. —
Dr. B. R. Ambedkar

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The Constitution of India

PREAMBLE

WE, THE PEOPLE OF INDIA,
having solemnly resolved to constitute India into a
SOVEREIGN SOCIALIST
SECULAR DEMOCRATIC REPUBLIC
and to secure to all its citizens:

JUSTICE, social, economic and political;
LIBERTY of thought,
expression, belief, faith and worship;

EQUALITY of status and of opportunity;
and to promote among them all
FRATERNITY assuring the dignity of the
individual and the unity and
integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY
this twenty-sixth day of November, 1949, do
HEREBY ADOPT, ENACT AND GIVE TO
OURSELVES THIS CONSTITUTION.



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“Satkriya Aacharavi”

Vision:

The college envisages to become a distinct quality college invigorating self- reliant students with academic excellence and social awareness.

Mission:

- To strengthen an educational ambience, infrastructure and design developmental plans and policies that help to impart quality education in Commerce stream.
- To encourage innovative spirit and design pro-research activities leading to constructive outcome.
- To make use of ICT tools and e-resources for enhancing learning experience.
- To instil the professional skills, ethics and essential life skills among students.
- To foster inclusive outlook and structure awareness programmes regarding environment, human values, and other apprehensive social issues.
- To prepare students participate actively in the development of nation.

Objectives:

- To induce a quality culture in tune with the Institution’s statement of Vision and Mission.
- To strive to achieve excellence in imparting commerce education
- To update and implement the effective mechanism for teaching, learning and evaluation.
- To update ICT based infrastructure for academic and administrative purpose
- To enhance research culture and establish incubation centre for germination of innovative ideas and practices
- To implement sustainable support schemes to provide affordable higher education to the lowest strata of the society
- To strengthen collaborative activities for the development of students through M o Us with industries and academia
- To maintain professional ethics and stick up to the core values of the institution.
- To organize on-job training, short courses and programmes to develop students’ professional skills and employability.
- To sensitize the students and the staff about gender equality and environment related issues.

CORE VALUES

- **Commitment**

The college is committed to provide qualitative education by applying student-centred pedagogical tools and techniques.

- **Dedication**

The college is dedicated to the development of students in achieving academic excellence and civic, moral values.

- **Consistency**

The college is determined to monitor and scrutinize consistently the planning, implementation and evaluation of quality initiatives undertaken by IQAS

- **Participative and Inclusive Attitude**

The college is dedicated to the development of students in achieving academic excellence and civic, moral values. The college strives to maintain healthy work environment and learning culture with its participative management and inclusive attitude.

- **Transparency and Responsibility**

The college follows the transparent mechanism in every sphere of its activities and is responsible to protect the constitutional rights of every stakeholder. It aims to make students responsible and judicious users of ICT in gaining knowledge and maintaining social relations.

Code of conduct for Students

- Every day attendance in the institution is mandatory for all the students.
- Every student should carry identity card.
- The election of the Students' Council will be conducted as per the guidelines of the affiliating university, and the Hon. Principal holds all the rights in connection with the students' council elections.
- In case of any difficulty on the campus, students should meet their mentor at first. If the issue is not resolved by the mentor, students may meet the Hon. Principal.
- Sexual harassment and ragging is strictly prohibited on the college campus. In case, students feel that they are being victimized under sexual harassment or ragging, they can drop their complaint in the complaint box or can use the helpline numbers displayed on the institution's noticeboard.
- The institution's campus has been declared as the tobacco-free and plastic-free campus.
- Students should maintain decency in their behaviour, and should take precaution that the classroom teaching will not be hampered by their behaviour.
- Students should take precaution of the institution's property.
- The attendance of students who seek the EBC facility and other scholarships found less than 80%, the said facilities of the concerned students will be discontinued, and their admission will be cancelled.

- Students need to fulfil the allotted term work by the concerned teachers to get the internal marks.
- It's mandatory to all students to appear for the internal exams.
- Students seeking the library facility need to submit the borrowed books within seven days.
- Students are advised to read regularly the instructions displayed on the notice board.
- Students need to obey the rules stated by the institution from time to time. The Hon. Principal deserves all the rights regarding the rules and regulations of the institution.
- Students should not use mobile phone in the classroom, unless and until the teacher allows it use for teaching-learning process.
- Students will not organize picnic sort our son their own and without the prior permission of the Hon. Principal.
- Students need to participate in various co-curricular and extra-curricular activities conducted by the institution.
- Students will be liable for action if found guilty for any kind of misbehaviour with the teaching staff or the administrative staff.

Code of conduct for Teachers

I. Teachers' Responsibility:

1. To Adhere to a model code of conduct as designed by the management,
2. To maintain their way of living in tune with the dignity of the profession,
3. To strive to make professional growth incessant through study and research,
4. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research
5. To participate actively in professional meetings, seminars and conferences,
6. To have active membership in professional organizations,
7. To perform their duties in the form of teaching, tutorial, practical and seminar work sincerely and with dedication,
8. To cooperate and assist in carrying out functions related to educational responsibility of the institution on and the affiliating university,
9. To participate in-extension, co-curricular and extra-curricular activities including the community service.

II Teachers' responsibility towards the students:

Teachers should

1. Respect the rights and dignity of the students,
2. Deal justly and impartially with students regardless the religion, caste, political, economic status and physical traits,

3. encourage students to improve their academic attainment and to develop their personalities,
4. Inculcate among students scientific temperament, dignity for labour and sense of patriotism,
5. Make themselves available to students even beyond the classrooms to help and guide students,

III Teachers' responsibility towards the institution

Teachers should

1. Treat their colleagues with dignity,
2. Be ready for professional assistance to their colleagues,
3. Refrain from lodging unnecessary allegations against colleagues.

IV Teachers' responsibility towards the management

Teachers should

1. Discharge their professional responsibility according to the existing rules and regulations stipulated by the management from time to time,
2. Refrain from undertaking any other employment and commitment such as private tuitions,
3. co-operate in formulating the policies of the institution,
4. refrain from availing of leave without prior permission.

IV. Teachers' responsibility towards Society

Teachers should:

1. maintain contacts with the guardians of the students being stakeholders of the institution, intimate them their wards' performance, meet them to exchange their ideas and get feedback from them regarding the overall performance of the institution,
2. Recognize that education is public service,
3. Work to improve educational quality,
4. Be sensitive towards social problems and take initiative in activities which would be conducive for the progress of society,

Code of conduct for Physical Director and Librarian

The Physical Director and the librarian of the institution should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community,
2. Manage their private affairs in a manner consistent with the dignity of the profession,
3. Participate in extension, co-curricular and extra-curricular activities including the community service,
4. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.

Code of conduct for the Principal

The principal of the institution should:

1. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, organization of human resources and concern for environment and sustainability,
2. Be committed to transparency, fairness, honesty, highest degree of ethics and decision making that is best in the interest of the institution,
3. Act as a steward of the institution's assets in managing resources, responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment,
4. promote the collaborative, shared and consultative work culture in the institution, paving way for innovative thinking and ideas,
5. endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society,
6. adhere to a responsible pattern of conduct and demeanour, expected of him/her by the community,
7. manage their private affairs in a manner consistent with the dignity of the profession,
8. discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
9. participate in extension, co-curricular and extra-curricular activities including the community service,

10. refrain from allowing consideration of caste, creed, religion, race, gender or sex in endeavour.

Code of Conduct for administrative staff

1. Administrative staff of the institution needs to wear their identity cards during working hours.
2. Administrative staff will discharge their duties as instructed by the authorities.
3. Administrative staff needs to be co-operative towards students and other stakeholders of the institution.
4. Administrative staff will co-operate the teaching staff.
5. Administrative staff shall not remain absent from duties without prior permission of the head of the institution. In case of sickness leave or absence on medical ground a medical certificate shall be produced within a week.
6. Administrative staff of the college should observe punctuality regarding college timing.

