



Shri Vidya Vikas Mandal's

SHRI SANT DAMAJI MAHAVIDYALAYA, MANGALWEDHA

(Arts, Commerce & Science)

NAAC Accredited with B Grade (2.24 CGPA)

(Affiliated to Punyashlok Ahilyadevi Holakar Solapur University, Solapur)



CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF

Preamble:

Respectable late Shri. Ratanchandji Shah and his colleagues established, "Shri Vidya Vikas Mandal", to provide facility of seeking higher education to deprived masses of Mangalwedha Taluka through "Shri. Sant Damaji Mahavidyalaya", in 1978.

This college, which started without its own building, has now well-equipped infrastructure with ICT facility for teaching and learning. Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, with 2(f) and 12(B) recognition from UGC; it is the institute with arts, commerce & science streams in Mangalwedha Taluka with hard-working faculties possessing research qualifications, feeding of quality students and track-record of qualitative results, prestigious achievements of Gymkhana, N.S.S. and cultural department, research place in English, Career Guidance and Counseling Cell, the influential alumni and strong network. It was second cycle accredited by NAAC, Bangalore in 2016 with **B** grade and since then our institutional IQAC is engaged in designing and executing quality policy of the institution.

Code of Conduct for Damaji Mahavidyalaya, Mangalwedha Students:

The college lays great emphasis on discipline and character building of the students. They are always expected to maintain a high standard of discipline. They must abide by the rules and regulations of the college.

1. At the time of admission, every student shall have to sign a declaration stating that after admission he/she should follow to the disciplinary jurisdiction of the college principal.
2. As students of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or for the removal of any article owned by the college from the college premises.
3. All the students shall carry their identity cards every day to the college.
4. All forms of Ragging in the college campus are strictly prohibited. Any individual or collective act or practice of ragging constitutes gross indiscipline. Strong disciplinary

action will be taken against those involved in such activities. Moreover, any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

5. Any notice desired to be posted or circulate by a student anywhere in the college premises will need prior approval of the college principal.
6. A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status.
7. As students are members of the college various committee, they have a substantial interest in the governance of the college.

Attendance Rule:

1. Attendance in class is compulsory.
2. Students who do not attend at least 75% of the classes all subject will forfeit the benefit of scholarship and other facilities and will not be allowed to appear for any final examination.
3. The college will monitor the progress of the all students through various parameters, in order to emphasize their attendance in class, regularly submitting home assignment, test, tutorial. Guardians of the students will submit an undertaking to the college to ensure the attendance of their wards in classes and maintain their academic progress on regular basis.

Code of Conduct for Teachers:

Code of Professional Ethics:

I. Teachers and their Responsibilities:

Teaching is a notable profession, it shapes the character, caliber and future of individual. He/She can inspire, hope, ignite, them and instill a love of learning among the student beside the teacher have to

- 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, 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. Not to Discourage and not to indulge in plagiarism and other non ethical behavior 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; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste gender, political, economic, social and physical characteristics;
- iii. Recognise 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 student's scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- 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; and x. Refrain from inciting students against other students, colleagues or administration.

IV. Teachers and Authorities:

- 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 the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; 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. 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 nonteaching staff.

VI. Teachers and Guardians:

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:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes 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 ethics for Principal

The principal as an institution should always be honest, fair, objective ,supportive ,protective and rules ,law abiding. Beside the following traits are expected from the principal.

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;

j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

Code of conduct for Non-Teaching Staff:

1. Adhere strictly to the laws and regulations of the college.
2. Respect and maintain the hierarchy in the administration.
3. Maintain honesty, integrity, fairness in all activities.
4. Exercise self -discipline and restrain at all times and deal positively with staff, students. Parents and stakeholders.
5. Report to duty at least 30 minutes in advance.
6. Remain on duty during college hours.