

K.S.D Shikshan Mandal, Malvan

S. K. Patil Sindhudurg Mahavidyalaya, Malvan-416606

Dist-Sindhudurg, Maharashtra.

(Affiliated to University of Mumbai, Mumbai)

Code of Conduct for Teachers, Non-teaching staff, Students



College published this “Hand Book of Code of Conduct” for all stake holders of college i.e., Faculty, Non-teaching staff and students. The hand book is based on rules and regulations laid down by Gov. of Maharashtra, UGC and University of Mumbai time to time. It will help administration to bring good governance in the institute. This hand book will tell you how to behave in the campus. I urge to everyone to abide by it to maintain college discipline and decorum.

Malvan-416606

Principal

28/06/2020.

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Code of Conduct for Teachers.

Introduction- The contribution which the teaching profession makes to society is significant. whoever accepts teaching as profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under scrutiny of his students and society at large. Teacher should be caring, fair and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality and specific needs of students and promotes their holistic development.

This code of conduct for teachers will enhance and deepen the confidence and trust that society places in teachers.

Code of Conduct for Teachers.

1. A teacher shall comply with provisions of the Act, Government resolutions, Statutes, Ordinance, Regulations, Rules, Circulars and other direction issued there under from time to time by University and the Central and State government.
2. A teacher shall not in the course of his/her duties disobey, disregard or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out academic and administrative decisions taken by the Head, A teacher shall however, have the right to express his/her difference with the policies and decisions of the institution / Management /authorities.
3. Every teacher shall at all times maintain absolute integrity and devotion to duty.
4. Every Teacher shall devote himself diligently to his work and utilize his time to the service of the college, as the case may be, and to be cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.
5. It shall be incumbent on every teacher to perform the academic duties such as a preparation of lectures, class lecturing, tutorials, assignments, demonstration, group discussions, group discussions, library assignments, guidance etc. A teacher shall engage classes regularly and punctually and impart lessons and instructions, do such internal assessment/examinations evaluation as the head of institution shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
6. A teacher shall sign the attendance register on arrival. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head.

7. A teacher shall devote the requisite number of teaching hours as assign by the head of the institution according to the teaching workload.
8. A teacher shall not leave the institute during working hours without the permission of the head of the Institution.
9. A teacher shall not remain absent from the college without leave or without previous permission.
10. A teacher shall not partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any ground.
11. A teacher shall not discriminate against any student on political grounds or for reason of cast, creed, religion, sex, nationality or languages or for reasons of personal nature.
12. A teacher shall not practice or incite any student to practice racism castism, communalism or untouchability.
13. A teacher shall not use his position to spread their political, religious or other ideologies among students
14. A teacher shall not incite students or teachers against other students or teachers, colleagues or governing body of college.
15. A teacher shall attend the flag hoisting ceremony on independence and republic day.
16. A teacher shall work in the best of interest of students and of college.
17. A teacher shall not misbehave with students or their parents/guardians, teachers or other employees of the college.
18. A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employee/s or any person at his/her work place.
19. A Teacher shall not engage in any other gainful economic activity at the workplace.
20. No teacher shall drink alcohol while on duty or be found drunk during working hours. A teacher shall not misappropriate college property, or commit acts of theft, fraud.
21. Teachers should park their vehicles in the parking slots reserved for them.
22. Principal has the sole right to change or add the rules and regulations at any time. And the same will be mandatory for all stake holders.

Code of Conduct for College Students

1. The students must be regular and punctual in their studies and maintain attendance as per University of Mumbai ordinance.
2. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies.
3. Students should always wear I-card in College campus and produce it whenever it is asked by college authorities. Students should behave, dress and project their image like dignified, respectable citizens of the Country.
4. The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.
5. They should read the notices regularly, from notice board, college website, Students Whats app Group.
6. Their action must reflect respect for the faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
7. They must observe proper silence in the classes/library and avoid making noise. During off lecture students should attend library. They must observe timings in the office and the library so as to avoid unnecessary disturbance/over-crowding.
8. Student should complete the term work as per schedule and 75% attendance. If the student fails to complete the term work his/her term will not be granted and he/she will not be allowed to appear for the University Examination.
9. The students must not write on walls etc. or make undesirables sketches on the walls/furniture tops and doors etc.
10. Students should not attempt to copy in the Test/ Examination.
11. Student shall keep their parents informed regularly about their performance in studies and other problems, if any. They should also make the payment of College/Hostel dues well in time.
12. Ragging is a crime. Student should not indulge in any form of ragging. Ragging is strictly prohibited in SKPS. Any such act will be liable for punishment against the Maharashtra Prohibition of Ragging Act 1999.
13. No student shall be discriminated on the basis of religion, caste, sex, gender etc
14. Admission confirmation of all students is Subject to University Approval.
15. Students are expected to behave properly within the campus as well as outside when they represent the college. Any observed objectionable conduct inside or outside the premises is liable for strict action against them.

16. Students are advised to maintain good rapport with the classmates and staff. Male students must not pass undesirable remarks at the female students and must observe due courtesies.
17. Smoking and consumption of alcohol is strictly prohibited in the campus. Violation of this is Rs. 200/- per offence.
18. Students should park their vehicles in the parking slots reserved for students.
19. Principal has the sole right to change or add the rules and regulations at any time. And the same will be mandatory for all stake holders.

Additional Code of Conduct for online Classes for students

Students should follow following etiquette while joining online classes

- Mute your microphone when you are not talking.
- Be punctual and join or log in on time.
- No food during online class.
- Keep your writing stationary and calculator ready in advance to take notes and calculations.
- Stay seated and Stay present.
- Turn on your microphone and give your attendance loudly when teachers are taking attendance.

Code of Conduct for administrative (Non-Teaching) Staff.

1. Administrative staff of the college must always wear their identity cards during working hours.
2. Administrative staff will carry out their duties as instructed by the authorities to whom they are attached.
3. Administrative staff shall not absent himself/herself from his/her duties without prior permission of Head of Institution. In case of sickness or absence on medical ground, a medical certificate shall be produced within a week.
4. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceeding.
5. Administrative staff of college should keep punctuality regarding college timings.
6. Administrative staff should park their vehicles in the parking slots reserved for them.

7. Principal has the sole right to change or add the rules and regulations at any time. And the same will be mandatory for all stake holders.