

Swami Vivekanand Shikshan Prasarak Mandal's
Swami Vivekanand Mahavidhyalaya, Udgir



HANDBOOK ON CODE OF CONDUCT



Code of Conduct

INDEX

Sr. No.	Topic	Page Number
1	Introduction	3
2	Code of conduct for students	4-5
3	Code of Conduct for Teachers	6-8
4	Code of conduct for Principal	9-10
5	Code of conduct for Governing Body	11

Introduction

1. The term “College” means Swami Vivekanand Mahavidyalaya, Udgir.
2. The term “Parent University” means Swami Ramanand Teerth Marathwada University, Nanded.
3. The term “Principal” means the Head of Institute.
4. The term “Student” means all persons admitted for regular courses at the College.
5. The term “Staff member” means any person a regular Professor, Associate Professor, Assistant Professor, Teacher appointed on fix payment, Teacher appointed on Clock Hour Basis payment or utilized by the College to conduct classroom or teaching activities.
6. The term “Administrative staff” includes any person employed by the College, performing assigned administrative, facilities, or professional responsibilities. In some cases, graduate level interns or assistants may also be assigned such administrative or professional responsibilities.
7. The term “College Campus” includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College.
(
8. The term “Organization” means any number of persons who have complied with the formal requirements for Swami Vivekanand Mahavidyalaya, Udgir.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Handbook, the College web page and computer use policy, and Swami Ramanand Teerth Marathwada University, Nanded Rules of Conduct.
12. The “Discipline Committee” sets expectations related to cheating, plagiarism, and other acts of academic dishonesty.

Code of conduct for students

Attendance: Students will remain present with a conduct in college the organization has a framework to inform ethical decision-Making for each and every stakeholder. While it isn't a turn-key solution to every dilemma an employee faces, it shows staff the organization's guiding principles and helps them.

Purpose:

The Code is persistent with the mission and vision of the College. The purpose of the Code is to:

- Institutionalize the standards of educational and personal conduct for all the students.
- To Ensure the students safety and security.
- Inculcate human values, ethical sensitivity and social responsiveness among the students.
- Formulate the requisite behavior and relationship of students with the College staff.

Rules and Regulations:

- Following are the rules and regulations of the College for the Students:
- Student should be punctual & should maintain discipline in the college.
- Student is not allowed to use mobiles in the classroom & Library.
- Student should maintain cleanliness in the campus.
- **Admission:** Admission will be given strictly on merit basis.
- **Dress code:** No student will remain present without college uniform and Identity Card on the campus. It is required to produce Identity Card any time whenever demanded.
- **Attendance:** 75% attendance is compulsory. In case of attendance less than 75%, parents will be conveyed and preventive measures will be taken.
- **Misconduct:** Abuse or harassment, physical, verbal by any other means by any student in the College premises is strictly prohibited. This includes, abuse or harassment on the basis upon such factors as sex, gender, cast,

religion, race, ethnicity, color, national origin, handicap, age, sexual orientation, and political or religious beliefs

- **Anti-Ragging:** According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India measures has been taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, the college has formed Anti-ragging Committee.
- **Misuse of Resources:** In case of damage or destroying the College property, the concerned student shall replace the same at his/her own cost.
- **Misconduct of IT Resources:** Theft of IT resources, hacking College website or official password without permission is treated as cybercrime under Cyber Crime Laws and handed over to the concerned regulatory authorities.

Code of Conduct for Teachers

1.1 Introduction:

The Code of conduct for faculty normally addresses the conduct of teachers related matters such as recruitment, teaching, learning, evaluation, relationship with the students, associated staff, parents, management, duties and responsibilities, moral & professional ethics, human values, external services, moral turpitude, devotion, dedication, and integrity of the teacher towards the College.

1.2 Duties of the Teachers:

a) The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic program, such as Seminars, Orientation, Refresher Courses, In-service program, etc. The Management shall give the teacher every possible opportunity to do so.

b) The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College and recognized Institution examinations will encourage pursuit of learning in the students.

c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the Management, Principal shall ensure the interest of the College, such decision, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation, etc. If it is found by the Management that damage or loss has been caused to the College by an act or negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her

Code of Conduct:

- 1) The teacher shall perform all his/her duties faithfully and will abide by responsibility. However, following lapses would constitute improper conduct on the part of the teacher: a) Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
- b) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- c) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)
- e) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the College to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
- f) The teacher should treat the non-teaching employees as colleagues & equal team members in a co-operative undertaking.
- g) The teacher shall maintain Honesty, Integrity and Fairness in all activities.
- h) The teacher shall Report on duty at least 10 minutes in advance.
- i) The teacher should Respect & maintain the hierarchy in the institution.
- j) Teacher should not be absent from duty without official approval of leave.
- k) The teacher should provide an innovative & quality holistic education to students.

Librarian:

In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

- a) The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
- b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- c) The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

Code of Conduct for Principal

1.1 Introduction:

Principal as the Head of institute is solely responsible for addressing, attending and resolving all issues concerned with the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

1.2 Responsibility of the Principal:

Subject to the supervision and general control of the Management, the Principals as the principal executive and Academic Head of the College & Administration shall be responsible for –

- 1) Academic growth of the college.
- 2) Participation in the teaching, research and training programs of the college. 3) Assisting in planning and implementation of academic programs such as refresher/orientation course, seminars, in-service and other training programs organized by the University/College for academic competence of the Faculty Member.
- 4) Admission of students and maintenance of disciplines in the college.
- 5) Receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the college and recognized Institution and their libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the college.
- 8) Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the Institution and maintenance of records.
- 9) Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.

- 10) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of college/recognized Institution.
- 11) Overall supervision of the University Examinations. To empowers & motive to the students & staff for their development.
- 12) Observance or provisions of Accounts Code.
- 13) Maintenance of Self-Assessment Reports of teachers and their service Books.
- 14) Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time. To evaluate performance of teaching & non-teaching staff & rewarded of recognition, promotions, Demotions accreting to their performance.
- 14) Implementation of all code of conduct & defined policies of institution & set by Governing body.
- 15) To inculcate the discipline & punctuality in students & staffs as well.
- 16) To recruit the experimental & eligible staff as per the requirements.
- 17) Execute any other Qualitative & quantitative work for the welfare & development of the institution.
- 18) The principal should prepare policy & plan to execute the vision & Mission of the college.

Code of Conduct for the Governing Body

1.1 Introduction: The College shall be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

1.2 Code of Conduct:

1.1 Decisions and resolutions made by the Governing Body, Executive Body and all the Sanstha Units are obligatory.

1.2 The members of Governing Body shall maintain their character, transparency, mannerism, good image and non-addiction.

1.3 No property of Sanstha will be used for personal benefits.

1.4 Personal or Private Service by the Sanstha employees not allowed without the permission of the Executive Body.

1.5 For official work within particular period, the members of the Governing Body can obtain service from the Sanstha employee.

1.6 Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body; it will be discussed or expressed in the meeting only. One must respect majority.

1.7 If any member of the Governing Body needs any primary information from College, he/she will communicate to the Principal and will not have any oral or written communication with the employee.

1.8 Chewing tobacco or betel leaf, smoking etc. is prohibited.

1.9 As per the decision of Executive Body, while enjoying facilities provided by the library, all rules will be followed strictly. 1.11 If any advance amount is sanctioned for any duty allotted by the Management, it is mandatory to submit expenditure statement timely.



Sonjyoti
Principal
Swami Vivekanand
Mahavidyalaya, Udgir