



PDEA'S
Mamasaheb Mohol College,
Paud Road, Pune-411038



Hand Book of Code of Conduct

Internal Quality Assurance Cell



Table of Contents

Sr. No	Title	Page No.
1	Preamble	01
2	Code of Conduct : Principal	01
3	Code of Conduct : Governing Council	02
4	Code of Conduct : Heads of Department and Committees	02
5	Code of Conduct: Teaching Staff	04
6	Code of Conduct :Support Staff	05
7	Code of Conduct :Students	07
8	Code of Conduct :Parents	09
9	ANNEXURE – I (CODE OF PROFESSIONAL ETHICS by UGC)	10

Preamble

The code of conduct states the rules, values, ethical principles for the various stakeholders of the institute. It provides stakeholders with clear standards and expectations of how to do their job with manner. This code of conduct statements are the internal of Mamasaheb Mohol College. They come into effect after the existing as well as amended Regulations and Guidelines of the UGC and the Statutes / Policy/ Rules and Procedures of the Maharashtra Public Universities Act, 2016 wherever applicable.

These have been framed to ensure:

- To develop and maintain a standard of conduct that is acceptable to the institution (by strictly adhering to UGC and SPPU guidelines/norms/policies/rules)
- To follow Ethical principles including workplace behavior and respect for all people.
- To inculcate Values including honesty, equitable and fair work environment.

Clarification of functions, duties and responsibilities.

Code of Conduct: Principal

- Principal is fulltime academic and administrative officer of the college and will act as drawing and disbursing authority.
- Being academic head should support, guide and think innovatively for overall development of students in the college.
- He should encourage and support research activities through the faculty and PG students.
- He should be disciplined and bear high moral character.
- Principal is responsible for smooth conduct of the college and should guide for preparation of yearly plan, administrative and financial management in consultation with management.
- Principal should prepare budget, put it before Governing Council for sanction and execute it with commitment.
- Principal should search for various scholarships for students and grants for the college.
- He should establish good public contacts in society, Govt. offices, University etc. for overall development for the college.

- He is supposed to plan & execute sports, extra-curricular and cultural activities for overall development for the college.
- Principal has to manage and control faculty and staff on the campus and make optimum utilization of the available Infrastructure.
- Principal should be punctual and cooperative to all his colleagues and seniors.

CODE OF CONDUCT FOR THE COLLEGE GOVERNING BODY

- The college Governing Body is led by the Chairman and few members of the trust. It includes Principal of the college as Member Secretary who represents the teaching and non-teaching staff.
- The Governing body of the college should follow the rules and regulations of affiliated University and also follow regulations of UGC/State Government/Central Government and look for the smooth functioning of the institution.
- The college Governing Body should look after the academic excellence and overall growth of the college and provide necessary support for the same.
- The Governing Body will not interfere in the day-to-day administration of the college.
- The Governing Body should be aware of the changes taking place in academic and other developments in the field of higher education. It should share during College development meeting and take the decision and implement for college development.
- The Governing Body should have proper commitment and should bear very high moral character and should helpful and supportive for the development of the college.

Code of Conduct: Heads of Department /committee

Rights and Duties of the Head of Department/ Committee

- The HOD/C is responsible for the effective functioning of his/her Department/Committee.
- No teacher can avail CL/ DL without taking permission/ intimating the HOD. In case the HOD wishes to avail of a CL/DL, he /she must take the prior permission of the Principal.
- The HOD has to divide the workload amongst the colleagues in a just and fair manner. All efforts should be made to see that teachers are allotted subjects in keeping with their area of

interest/ specialization. In case of conflict in division of papers, all efforts are to be made to resolve the conflict in a harmonious manner.

- Any extra workload should be divided equally amongst all the colleagues in the department including the HOD.
- It is the responsibility of the HOD to see that the departmental Academic Calendar is submitted to be sanctioned to the IQAC on time.
- If the HOD wants the Principal to attend any function the same has to be mentioned explicitly to the Principal. In such a scenario the availability of the Principal is to be sought before finalizing the date of the activity.
- It is the responsibility of the HOD to deliver the welcome address at all functions organized by the department. The HOD in his turn may delegate this responsibility to a colleague, whenever he deems fit. If the Principal is attending a function Organized by a department, the Principal will be the President of the function and will deliver the Presidential remarks either after the guests have spoken or after the activity is completed. However in case any member of the management is present at a function of the college then He/ she will automatically be the designated President of the Function.
- Information about important activities of the department/ College should be given to the members of the CDC via e mail. However if the department wishes to invite a member of the CDC for the program, the invite is to be forwarded through the principal.
- The HOD/Committee must submit an activity report in the required format (Annexure 1) to the IQAC within three days of the completion of any activity. The same should be sent via email to the IQAC email id: mmcnaac@gmail.com.
- At least 80% of planned activities should be executed during the academic year.
- Failure to execute any/all of the above will invite non- compliance process for the HOD/ Entire department/Committee.
- No HOD can accept any assignment academic or otherwise unrelated to the college activities without seeking specific permission of the Principal.
- It is the responsibility of the HOD to conduct/get conducted a result analysis of the department and submits the same to the IQAC by September and March every year, in the required format.

Code of Conduct: Teaching Staff

- The teacher is the academic and ethical leader in the Classroom.
- The teacher must complete the portion within the given time frame.
- Every teacher must wear the College ID Card every day.
- No student will be allowed to attend the class without the ID card and the teacher must ensure this.
- The teachers must keep their mobiles on silent/vibration mode in college premises. Talking on the mobile phones in Principal's cabin, in the meetings, in the classrooms and in the examination rooms is strictly prohibited
- Any student seeking extra ordinary leave from the classes should seek the permission of the teacher whose classes the student will be missing and it is the duty of the teacher to bring this to the notice of the HOD.
- Every teacher must ensure that the students enrolled for his/her subject is in the subject students list forwarded by the college administration office are attending the lectures.
- Each Teacher is to teach at least 25% of the syllabus using ICT. The teacher may book the e-library, seminar hall, AV room for the same in advance. The college has mobile projector, the same can be used.
- Each teacher may use the theory classes to initiate debates and discussions on the subjects taught.
- Quiz Competitions and role plays to be used wherever possible to add creativity to teaching and making learning fun.
- Notes may be circulated/ Put up on Google classroom/ learning resources link on website.
- A teacher has to fill in the C.L form, get it signed by the head and Principal then submit the same to the Office Leave clerk.
- In case a teacher has to take a CL in an emergency, it is necessary to call/SMS/ email the HOD and Principal about the absence from work. The CL form should be submitted within 2 days of such emergency leave.
- No duty leave can be availed without the prior permission of the Principal. The teacher seeking duty leave should fill the duty leave form, get it signed by the HOD and meet the Principal.

- In case of medical leave the teacher must inform the HOD and Principal via SMS/email/ phone call. Upon rejoining duty the teacher must submit the medical certificate and fitness certificate.
- No teacher can accept any teaching assignment unrelated to college activity without the explicit sanction of the HOD and Principal.
- Every teacher will co-operate and assist the HOD/ Head of Committees/ Principal/ Management and other administrative authorities to work for the betterment of the College.
- Every teacher will maintain the required decorum in communication, behavior and teamwork.
- Failure to abide by any on the above will make the teacher liable for Non- compliance report.

Code of Conduct: Support Staff

Non-Teaching Staff **code of Conduct** outlines management's expectations regarding employees' behavior towards their seniors, supervisors' colleagues, students and overall organization.

Personal

- All support staff must wear the uniform on all working days. They must compulsorily wear the Identity Card at all times on the campus.
- All should complete their duties efficiently and in a timely manner.
- All should be punctual when coming to and leaving from work.
- All should fulfill their job duties with integrity and respect toward colleagues, stakeholders and the community.

Work and Behavior

- All must show professionalism in the college.
- All should respect their colleagues.
- Support staff is urged to respect the professionalism of academic employees and fellow support staff members and to refrain from behavior that would prevent others from fulfilling their duties.

- They should maintain the work culture and environment of the college.
- All must comply with environmental, safety and fair dealing laws.
- All should treat the college property with respect and care and should demonstrate a concern for the appropriate use and maintenance of all equipment provided by the college.
- Ensure that college services such as photocopying and postage are used only for college purposes
- Kindly refrain from spending unnecessary time on the mobile during working hours.
- Any work assigned by the Head of Department, Principal and any other authority of the college will be willingly accepted and effectively executed on time.
- Examination duty is mandatory for all support staff
- Interdepartmental transfers will be accepted willingly as and when proposed by the authorities.
- All support staff must attend Development Programs and training workshop to update them.

Leave Procedure

- All support staff must get the casual leave sanctioned from their respective heads /OS and Principal before proceeding on leave.
- The casual leave form must be submitted to the college leave clerk before proceeding on leave.
- In case of emergency casual leave the support staff must intimate the head /OS through message/email/ phone call.
- Upon return from emergency casual leave the support staff must forward the casual leave form to the college office within two days of rejoining.
- No support staff can avail any duty leave without the explicit permission of the higher authority.

Disputes and their Resolution

- All are expected to avoid any conflicts, personal, financial or otherwise that might hinder their capability or willingness to perform their duties.
- All non-teaching staff should avoid offending, participating in serious disputes and

disrupting the workplace.

- In case of any disputes it should be sorted out with the help of the direct authority and if solution is not forthcoming from the direct authority then only principal may be approached.

Interaction with students

- Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students in any context.
- All should strive actively to avoid conflict between themselves and any student,
- Refrain from physical intervention to resolve a conflict between students.
- In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and report the incident to the administrative or departmental head.

Code of Conduct: Students

- Maintenance of discipline and good conduct by students (Under section 87 and Section 39 (III) of the Poona University Act, 1974).The Ordinance has come into force with effect from 20.05.1988.
- Maintenance of strict discipline is expected of every student and is strictly enforced. Violation of any college rule or any act of indiscipline will lead to expulsion of the student from the college.
- The students must realize that they are responsible to the college authorities not only for their conduct in the college but also for their general behavior outside. Any reported or observed objectionable conduct out of the college on the part of student shall make him/her liable to disciplinary action.
- The conduct of the student in their classes as well as the premises of the college should be such that it would not cause any disturbance to the teachers and the administration
- Students are expected to take care of the college property and to help in keeping the premises neat and tidy. Any damage to the property of the college by disfiguring walls, door fittings, fixtures, etc. or by damaging the furniture etc. or in any other way, is serious breach of discipline and is punishable.
- Students should behave politely with teachers and other college employees and with other students.

- Students are expected to dress decently while attending the college.
- Student should not loiter about in the verandas in groups. This causes great disturbance. If they have no lectures they should leave the college building or go to the library or to the gymkhana or to laboratory.
- Students must attend the classes regularly and appear for their examinations. Regular attendance and study habits, Prompt obedience, courtesy in speech, conduct and personal cleanliness are expected from each student. Hence, irregular attendance, disobedience, objectionable moral influence and unsatisfactory conduct in and out of college will make him liable for strict action by the college authorities.
- Terms will not be granted unless a student is present for 75% lectures and practical held during the year.
- Every student must have **email id** .Students are advised to read the emails from college /GOOGLE classroom /college website /College Notice Board from timely.
- A student should wear the identity card and produce the same whenever demanded by the College Authorities.
- Students must keep their mobile phones on silent/vibration mode in the college premises. It is strictly prohibited to watch non educational videos on mobile in college premises. If they found doing so strict disciplinary action will be taken by the college authorities. Students are not allowed to attend phone calls in the classrooms and laboratories. The audio and video recording of lectures and practical without permission is strictly prohibited in the college and they are liable to disciplinary action.
- UGC has notified Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background as ragging. Any act as defined above is punishable offence and strictly prohibited .If student finds such act in the college can report to the anti-ragging cell in the college helpline: 020-25443024, 020-25431034.
- There is Psychological Counseling center in the college for stress related problems , students can take benefit of it on every Saturday from 3 pm To 5 pm.

Code of Conduct: Parents

- Parents can meet Principal by prior appointment.
- Parents can meet teachers to know progress of their wards during recess timing.
- Parents/Guardians are requested to be present in the college when called for, after internal exams, during exam form filling and for Parent meets.
- Parents/Guardians must not go directly to the class rooms without permission of HOD/OS/Principal.
- Parents are expected to do their part in inculcating regular study habits and discipline. Parents are requested to curtail watching TV and playing video games and mobile of their wards in order to inculcate regular study habits.
- Parents are requested to encourage their children to participate in co-curricular, Extra-curricular activities.

References :

- 1) *Policy manual Abeda Inamdar College.*
- 2) *Handbook_of_Code_of_Conduct-TGC*
- 3) *iisc_students-code-of-conduct*

ANNEXURE – I

17.0 CODE OF PROFESSIONAL ETHICS

(Draft UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education 2018)

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

Teachers should:

- (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, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community

service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) 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 among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students 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.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (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 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 dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; 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) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) 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

Teachers should:

- (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.