



Shiv Chhatrapati Shikshan Sanstha's

# Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

## Code of Conduct



# Handbook



**Shiv Chhatrapati Shikshan Sanstha's**  
**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous)**

**Human Values & Professional Ethics**  
**Code of Conduct Handbook**

**2013**  
**Revised in 2022**

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## Foreward

*“Education is not limited to the imparting of information or training of skills.*

*It has to give the educated a proper sense of values”*

**- Dr. Sarvapalli Radhakrishnan**

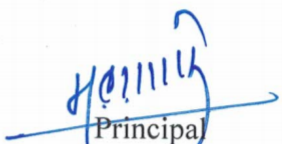
The mission of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), is to provide students with value education which is based on Moral Principles. Human Values and Professional Ethics must exist for a civil society to grow and develop. Indeed, higher education institutions (HEIs) are obligated to foster a robust society. As a result, the institutions need to establish high standards of conduct and an environment that is supported by Moral Principles.

The character of an individual, a group, or the entire civilization is defined by human values and ethics. Education is the most crucial element of a civilized and respectable society, and this cannot be overstated. Therefore, it is necessary for educational institutions to embody ethical values. Consequently, it is necessary to continue highlighting the significance of human values in educational institutions.

Shaping students into responsible, civic-minded individuals who make constructive contributions to society is a goal that has been embedded in the institute's mission and vision statements. The institution has released this handbook, "Human Values, Professional Ethics & Code of Conduct," also known as the "Code of Conduct," as part of its efforts to achieve this goal. The institute's goal in enforcing this code is to administer a student discipline system that is equitable, diligent, efficient, and responsive and also offers a structure that encourages them to grow through individual and collective responsibility. Furthermore, this handbook has been prepared to create high-quality practices and environment backed with human values and professional ethics in the institution. The handbook contains instructions to help the employees comprehend the moral principles that should govern their profession and resolve ethical issues. And most importantly, this handbook should help the stakeholders to appreciate and respect the rights of others.

This handbook will provide the base to create institution with the ether of values and ethics. Each of the physical infrastructure, psychological infrastructure, knowledge infrastructure and financial infrastructure will be glowing with values and ethical practices.



  
Principal  
**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya, Latur  
(Autonomous)



## **PART-I**

### **About the Institution**

Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), the higher educational institution of Shiv Chhatrapati Shikshan Sanstha, was established in 1970. The institution is known for academic autonomy, plurality, peculiarity and leadership. Our experiments, excellence and the tradition of merit in education have created the Shahu Pattern of Education. The Shahu Pattern is devotion, dedication, consistent and untiring striving by inspired teachers, motivated students helped by hard working non-teaching staff, encouraged with ideas and incentives, non-interference, insistence on idealism, ethical values, excellence in education by the Management of Shiv Chhatrapati Shikshan Sanstha, Latur. This pattern has shaped hundreds and hundreds of toppers in University Examinations specially those coming from rural area and made the institution one of the premier institutes of the region.

UGC granted autonomous status to the institution in 2013, first of its kind in Marathwada region. The extension of autonomous status was conferred in 2019. The institution was granted with College with Potential for Excellence status conferred by the UGC, India. In the third cycle of NAAC accreditation, the institute was re-accredited with B++ Grade (CGPA 2.99). The institution was funded with FIST project by the Department of Science & Technology, and by the Department of Bio-Technology through Star College Scheme. It acquired NIRF rank in rank band 101-150 in 2016-17 and procured ISO 9001:2015 (QMS) Certification. The institution received 'A'-grade (score 392/400) in Academic Audit in 2017 and Best College Award in 2009 & 2021 by Parent University.

The institution offers 10 UG programmes, 15 PG programmes and 11 research centres. More than 4000 students are enrolled at various courses in institution on merit basis. Pursuit of excellence philosophy of the institution keep its journey through the holistic development of the students and staff towards the higher horizons of knowledge, upholding human values and professional ethics with good conduct.

#### **Vision:**

- To evolve as a world class dynamic center of higher education disseminating knowledge rigorously at affordable cost and to emerge as a premier center that promotes technological competence and democratic values.

#### **Mission:**

- 'Pursuit of Excellence' in higher education to make students globally competent.
- Enable students to develop as responsible citizens with human values.
- Provide value and need based education.
- Develop scientific attitude among students.

#### **Motto:**

- ॥आरोह तमसो ज्योतिः॥ (Rise from Darkness to Light).

**Core values:**

- Academic Excellence
- Integrity and Honesty
- Diversity and Mutual Respect
- Expand Horizons of Knowledge
- Shared Governance
- Social Responsibility
- Learning for Life
- Ethics
- Service to the Nation
- Environmental Consciousness

**Objectives:**

- To reinstate the rich cultural legacy and human values of which we are the custodians.
- To focus on professional ethics which are broader indicators of desirable actions vis-à-vis undesirable actions.
- To lay down broader guidelines of values and ethics for internal and external stakeholders.
- To suggest operational guidelines for value-based and ethical practices in the institution for implementation and monitoring.
- To indicate the outcomes of creating a value-based and ethical culture in the institution.
- To suggest indicative reinforcement programmes for nurturing human values and ethics in the institution.

## **PART-II**

### **Human Values and Professional Ethics: Conceptual Guidelines**

#### **1. Human Values:**

Human values are the basic moral inclinations towards goodness, loyalty, love, peace, sympathy, truth, and other traits that promote the essential goodness of individuals and society as a whole. They are the values that humans appreciate and share, consciously or unconsciously, in the majority of places and times, and they put them into practice. Human values shape one's vision of the world and aid in understanding one's attitude, motivation, and action. They make it possible to define "right and wrong" and offer approaches for comprehending people and organizations. The purpose of education in general and higher education in particular is to facilitate actualization of human potential by making its stakeholders, particularly higher educational administrators, teachers, and learners conscious about human values and professional ethics. The holistic development of an individual is a multifaceted process that encompasses the physical, emotional, intellectual, and spiritual aspects of human life. The integration of ethical and human values is a crucial factor in this development process. The following is a brief review of the fundamental human values:

#### **Love & Compassion (Prem and Karunaa):**

The fundamental force of life is love. It takes the form of genuine kindness, compassion, empathy, and unconditional love. True love leads to compassion. It may be seen in operation in human acts of generosity, mercy (dayaa) and charity (daana).

#### **Peace (Shanti):**

The concept of peace encompasses both personal and global peace. Peace at the individual, societal, and national levels is essential for achieving world peace.

#### **Truth (Satya):**

Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. In the Taittiriya Upanishada, the teacher, while delivering the convocation message to the disciple, says, 'Satyam Vada' (Speak the truth). It is marked by veracity, honesty and sincerity, purity, accuracy and fairness, fearlessness and integrity. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

#### **Non-Violence (Ahimsa):**

Non-violence is a result of restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or nonliving. It requires being sensitive to the fact that there is life in all forms of existence and they are interconnected.

#### **Righteousness (Dharma):**

Righteousness is the backbone of core human values and also of human existence. It involves conduct of life and action by practicing propriety and decorum at every stage. In simple language, it is marked by 'right conduct'. It covers ethical guidelines, ethical behavior and moral righteousness. Its essence is covered in the saying: Do good, see good, and be good.

**Service (Sevaa):**

An act of service is one that is done out of love. It also symbolizes sacrifice and compassion for others. The value of service demands equanimity without any conditions or discrimination on the lines of caste, creed, race, region or religion.

**Discipline:**

Discipline signifies a person's adherence to set moral standards for all living things. It contains principles like order, direction, and regulation.

**Peaceful co-existence:**

Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.

**Honesty & Loyalty:**

Honesty is a virtue, and it is exhibited in aspect namely, trustworthiness. Trustworthiness is maintaining integrity and taking responsibility for personal performance. Whereas, loyalty is faithfulness or a devotion to a person, country, group, or cause. The professional demeanor and commitment to the institution are greatly influenced by these two values.

Human values are mankind's deepest moral aspirations and form the foundation of human culture and lives as individuals and as societies. The need is to inculcate and practice them consciously to be a good human so that s/he can realize her/his potentials as a human being. Values are to be learned through practices. Hence, the administrators and teachers in higher education need to bear in mind that they are being watched and observed by their peers and learners in general and they (peers/learners) are learning values by observing them (seniors and peer learners).

**2. Professional Ethics**

Human values and professional ethics are intertwined. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Professional ethics is concerned with the concept and framework of moral right or wrong as applied to a professional organization, execution, policies and behaviors. The primary objective of having professional ethics is to encourage individuals to act in an ethical way regardless of times. Knowledge of values and ethics is only dead burden if it is not implemented in practice. The committed teachers, officials, employees, and students at an institution are what make its mission and vision successful because of their behavior, which must be moral and ethical. A professional organization's code of conduct must incorporate the following vital components of professional ethics:

**Integrity:**

Adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.

**Trusteeship:**

Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.

**Harmony:**

Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.

**Accountability:**

Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.

**Inclusiveness:**

Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.

**Commitment:**

Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.

**Respectfulness:**

Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.

**Belongingness:**

Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.

**Sustainability:**

Ensuring optimal resource utilization - economic, environmental and social - to achieve long lasting and safe future.

Values in a human being get established in early childhood but value awareness, ethical awareness and reasoning skills in favor of value-based and ethical decisions can be improved throughout life. Human values and professional ethics in a combined way influence right conduct, behaviors and decisions. However, for ethical practices, only individual(s) cannot be held responsible. Apart from moral development and self-esteem, organizational environment is a third factor contributing to ethical stand or practices or decisions. To fulfil the vision of Mahatma Gandhi, who believed that "Education means all-round drawing out of the best in child and man—body, mind, and spirit.", The institution has consistently demonstrated significant concern for creating, fostering, and instilling these values and professional ethics in their stakeholders.

## PART-III

### Code of Conduct

*“Learning is not attained by chance; it must be sought for with ardor and attended to with diligence.”*

*- Abigail Adams*

The handbook of **Code of Conduct** is a collection of rules and regulations that include what is and is not acceptable or expected behavior. It defines the **VALUES** of an institution and provides to all employees the boundaries of their behavior relative to their duties to the institution. A well-written code of conduct clarifies an institution’s vision, mission, core values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and institutional performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the institution.



## **1. Code of Conduct for the Students:**

### **1.1. Preamble:**

The true purpose of education is to build a refined society. This purpose can be achieved effectively by imparting ethics, values and morals amongst students. Having realized the need to impart values and to fulfill the social commitment as a reputed educational institution, the institution has developed the specific Code of Conduct Handbook. In this handbook, Rajarshi Shahu Mahavidyalaya, Latur (Autonomous) (hence referred to as the "Institution") describes its standard operating procedures and practices for all students who enroll in the institution to pursue various programmes. All students must understand that it is their obligation to abide by this Code of Conduct (hereafter referred to as the "Code") and the rights, obligations, and limitations arising from it. All students are urged to acquaint themselves with this code. The Code applies to all academic and social activities which are sponsored or supervised by the institution. This code helps students to make the best use of the golden part of their lives in the institution by devoting their energy for learning and developing a wholesome personality.

### **1.2 Scope and Jurisdiction of the Code for the Students:**

1.2.1. The institution shall have the jurisdiction over the conduct of the student associated/enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the institute campus or in connection with the institute related activities and functions.

1.2.2. Institute may also exercise jurisdiction over the conduct of the student which occurs off campus violating the ideal student conduct and discipline as laid down in this document and other standard regulations as if the conduct has occurred on campus which shall include:

- Any violations of the Gender Equity and Sensitivity Policy of the institute against other students
- Physical assault, threat(s) of violence or conduct that threatens the health or safety of any person including other students
- Possession or use of weapons, explosives or destructive devices
- Sale, distribution or consumption of prohibited drugs, alcohol, etc.
- Chewing of tobacco, smoking, etc.
- Conduct which has a negative impact or constitutes a nuisance to the members of the surrounding community.

### **1.3. Ethics and Conduct**

#### **1.3.1. Every student is expected to**

- Abide by Maharashtra Public Universities Act, Statutes, Ordinances, rules, policies and procedures of the SRTM University, Nanded and respect its ideals, vision, mission, cultural practices and the traditions.
- Stay in an academic institution with the joyful learning experience.
- Remain punctual, disciplined and regular in attending classes.
- Observe modesty in their overall appearance and behavior.
- Behave with dignity and courtesy with teachers, staff and fellow students.

- Act as a role model for the junior students by attaining the highest level of values and Morality.
- Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
- Contribute towards cleanliness of the campus and surroundings.
- Respect and care for the institutional properties.
- Observe proper behavior while on outside activities (educational tour/visit or excursion).
- Be honest in providing only truthful information on all documents.
- Maintain the highest standards of academic integrity while presenting own academic work.
- Help teachers in maintaining the learning environment conducive for all students.
- Strive to keep campus ragging free.

### **1.3.2. Responsibilities of Students:**

Every enrolled/associated student enters into a contractual relationship with the institution by which they are endowed with the following responsibilities.

#### **1. Academic Rectitude**

- It is expected of students to actively engage themselves in learning process and must inculcate the habit of acquiring at least 75% attendance in all the courses they are pursuing. Students should enter their lecture classes on time.
- Students are supposed to complete their assignments, tests, projects and any other work related to academics in stipulated time.
- Students should strictly refrain themselves from indulging in plagiarism or resorting to any academic mischief.
- Students should develop a healthy attitude with their teachers.
- They should discuss their problems related to their subject with the concerned teacher during office hours
- Students must register their names for exams and other courses as announced on the website and pay the stipulated fee required for exams on time.
- In case of any financial hurdle/problem they should report the matter to higher authorities and can avail relaxation or concession or a scholarship as the case may be.
- Irregular attendance, insubordination to teachers, habitual inattention to class work, obscenity in word or deed are sufficient reason for the permanent or temporary dismissal of a student.

#### **1.1 Co -curricular & Extra-curricular Rectitude:**

- Students who participate in co -curricular & extra-curricular must meet their course teacher, HOD and their mentor regularly.
- They must attend classes regularly after practice sessions.
- They must take their tests and submit their assignments on stipulated time.
- Separate reminders will not be issued for these students. It is their duty to regularly consult the department and keep abreast of the academic requirements.

- Prior approval from the department, including language, allied, elective, or practical faculty is required before they may miss class.
- Prior permission has to be obtained if they have to miss any assessment or evaluation due to a sports event, camp or any other occasion where they are representing the institution.
- They should update the department of their achievements with a copy of the certificate of the same.

## **2. Classroom Behavior:**

- Students should compulsorily wear their identity cards and uniforms whenever they are in the classroom and college premises.
- If there is a loss of, I Card the student should immediately report it to the librarian with an application.
- Students are expected to give a patient and proper hearing to their teacher in the class. Classroom teaching after all is all about academic excellence.
- Students should respect and have high regard for their teachers.
- They should also not engage in any quarrel/fracas with their fellow classmates.
- Students are not supposed to draw and write anything on classroom walls, chairs, tables, desks etc.
- While in the class room the student is expected to switch off his/her mobile phone.
- During the absence of the teacher as well as while moving from one class to another, care should be taken to observe silence.
- All serious or willful damages to furniture will be required to be paid for.
- After the commencement of the lecture no student is allowed to enter or to go out of the class rooms without the permission of the teacher-in-charge.

## **3. Behavior in the College Campus:**

- Every educational institution has made order and discipline its guiding principles. Everything goes haywire whenever this is disturbed. As a result, the institution takes a strict and direct approach when it comes to maintaining order and discipline.
- Students are not supposed to loiter in the campus when they are free.
- Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus.
- Students should not indulge in hooliganism and rowdyism when they are in the college premises. Any such activity is a serious offence with the student liable to be suspended or rusticated.
- Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and responsible citizens of the country.
- Students are encouraged to keep the campus tidy and refrain from littering.
- Consumption of junk food is strictly prohibited within the college campus.
- Student should ensure that no damage is done to college property and the same shall be considered a punishable offence.
- Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only.

- Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.
- Presence of every student is mandatory in the induction meeting chaired by the Principal or convened by the department on commencement of an academic session.
- Students are not supposed to bring expensive camera mobile phones or any other gazettes to the institution. The loss of the same will solely be the responsibility of the student.
- All strikes and demonstrations are banned in the campus; students who adhere to strike and political activities are not allowed to enter the campus or class premises.
- No political assemblies shall be held in the campus; no student is allowed to take part in any meetings in the campus except those organized by the authorities for official purposes.
- Boards, flags, banners, badges or any other articles meant for political activity cannot be brought to the campus or be kept in the campus. Such articles, if any, will be removed from the campus.
- Parents, guardians and visitors to the institution should seek the permission of the Principal to visit their wards in the class rooms.
- Non-observance and violation of the disciplinary guidelines stated above will lead to disciplinary action.

#### **4. Behavior in the College Library and Labs:**

##### **4.1 Code of Conduct for Library and Reading Room:**

- It is obligatory on all the students, research scholars and staff to become members of the college library.
- While availing the facility of college library the students are expected to adhere to strict discipline without causing any inconvenience to their fellow students.
- Any loss or damage of book or magazine is liable to be punished by fine.
- Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.
- The student will get books or periodicals only on showing the identity card.
- Details regarding opening and closing timings of library plus the issuing of books and reading room will be displayed on the notice board from time to time.
- In case there is a requirement of any book/periodical by the student he/she should give a written application to the librarian for the same.
- Pin drop silence is required of students while they are sitting in the reading room.
- A user failing to return the book within the prescribed time will have to pay a fine.
- Sub-lending and transferring of books to another person's name are not allowed.
- If a book is damaged, lost or spoiled, the member will have either to pay three times the price of the latest edition of the book or supply the library with a new copy along with the fines accrued, if any.
- All books borrowed by students must be returned before the end of the semester. Further, all the books borrowed from the library by students, research scholars and

members of teaching and non-teaching staff must be returned within the last week of March every year.

- Issue of Non-Liability Certificates (NLC), Transfer Certificates (TC) and refund of caution deposit are done only after clearing all library dues.
- Members are forbidden to remove any page/content from any document from the library.
- Sleeping and indecorous behavior are prohibited inside the library.

#### **4.2. Computer Lab Rules and Regulations:**

- Only students, faculty and staff of Institution are allowed inside the computer lab.
- Students are required to sign the register at the time of entry and exit from the computer lab.
- Any kind of footwear inside the lab is strictly prohibited.
- Students shall not carry any storage device such as CDs/flash drives without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.
- Students have to maintain silence at all times in the lab.
- Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
- The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
- Beverages and food are prohibited inside the Computer lab.
- Students are prohibited from visiting any sites that do not add learning value or are illegal.
- Students should use the computer lab only for academic learning.

#### **4.3 Code of Conduct for Laboratory:**

- Students are to report for the required laboratory sessions on time.
- All Laboratory equipment/appliances/chemicals need to be handled with care.
- Any equipment breakages or malfunctions must be reported by students to the laboratory assistant as soon as they are discovered.
- The institution will collect any damages incurred to machinery, appliances, or equipment from the student or students.
- Students should adhere to the instructions given by the faculty/laboratory technician during the laboratory class.
- Students are expected to arrive at the lab sessions prepared with their record books and to start working silently on their experiments, either by themselves or in designated groups. In the lab, it is strictly forbidden to engage in any disruptive activities, such as superfluous talking.

- All laboratory equipments and materials are the property of the Institution and may not be taken out of the laboratory unless specifically instructed to do so by the faculty member in charge and with the department head's permission.
- Students absenting themselves from laboratory cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

## **5. Ragging and Gender Equality:**

Anti- Ragging Guidelines issued by UGC are enforced and students are made to compulsorily sign the declaration form at the beginning of the session.

### **5.1 Ragging constitutes one or more of the following acts:**

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a student by other students;
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

#### **5.1.2 The Anti-Ragging Committee:**

It is constituted by the Principal and Member Secretary, the Director of physical Education shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-ragging Committee:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.



- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - i) In cases where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the institution with the local police authorities.

The Anti-Ragging Committee of the institution shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

## **5.2 Anti-Sexual Harassment**

Sexual harassment is gender-based verbal or physical behavior that is intended or proven to intimidate, offend, or create a hostile or offensive work or educational environment, or to unreasonably interfere with an individual's dignity, job or academic performance.

The principal formed the Internal Complaint Committee (ICC) in accordance with UGC guidelines to maintain gender equality on campus. The committee takes all appropriate action to address any complaint regarding student antisocial behavior or gender-related issues.

Following procedure is followed by ICC:

- The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- The inquiry has to be completed within a period of ninety days from the receipt of the complaint.
- The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties. If, on the other hand, it is decided to act as per the recommendations

of the ICC, then a Show Cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

- The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.
- The case will be followed with the legal procedure as per the law of the land if the accused is found guilty of charge by the ICC or any other body.

#### **6. Instructions Pertaining to Examinations:**

- Students resorting to unfair means at the time of examinations will be dealt in accordance with the provisions of the Govt. of Maharashtra Act. No. XXXI of 1982 and the Maharashtra University Act, 1994.
- In case of copying the student is liable to punitive action as per the University rules.
- The gravity of the case and the punishment will be decided by the 48 (5) (A).
- If the student is found guilty, provisional admission/examination form will stand automatically cancelled and paid fees will not be refunded.
- While appearing for examination it is strictly prohibited to bring mobile phone or any other expensive gadget or valuables in the class room. The loss of any will be solely on the student.
- All students who are taking the exam must adhere to the Examination Manual of the institution.

#### **7. General Instructions:**

- The bell is rung at 10.00 o'clock in the morning and the students are expected to stand up or stay on wherever they are and participate in the National Anthem.
- All students must refrain from engaging in any misbehavior, including engaging in any off-campus activities that could negatively impact the institution's reputation and interests.
- Any disruptive activity in a class room or in an event sponsored by the College shall be avoided.
- Students should avoid using the corridors of College office, class-rooms or Library for recreation. They should stand clear off stairways and door steps lest it should be inconvenient for anyone to go around the campus.
- Misconduct includes participating in activities including:
  - i. Organizing meetings and processions without permission from the institution.
  - ii. Accepting membership of religious or terrorist groups banned by the Government of India
  - iii. Unauthorized possession, carrying or use of any weapon, explosives, or potential weapons or fireworks contrary to the law or policy.

- iv. Unauthorized possession or use of harmful chemicals and banned drugs.
- v. Possessing, consuming, distributing or selling of alcohol in the campus of the institution.
- vi. Rash driving in the campus that may cause any inconvenience to others
- vii. Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
- viii. Theft or unauthorized access to others resources
- ix. Misbehaviors during any activity of the institution.
- x. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the institution.
- Interactions between students and media persons on behalf of the institution are not expected. They must obtain permission from the College administration before inviting media representatives to the campus.
- Without prior authorization, students are not allowed to record classroom lectures in audio or on video, nor are they allowed to capture the actions of other students, teachers, or staff.
- Students are not permitted to provide audio or video clippings of any activity in the campus to the media as well as make viral on social media without prior permission.
- Students are expected to use the social media carefully and responsibly. They shall neither post derogatory comments about other individuals of the institution on the social media, nor shall indulge in any such related activities having grave ramifications on the reputation of the institution and its authorities.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person without consent in a location where the person has a reasonable expectation of privacy, is punishable.
- A serious and objective act of misconduct is defined as harassment if it is motivated by a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, or gender identity as well as their marital status, ancestry, or physical or mental disability.
- Smoking, chewing tobacco, drinking alcohol, and other disruptive behaviors are not permitted and will be penalized.

### **8. Infringement of Code of Conduct:**

If there is evidence that a student may have violated the code of conduct, a committee will be established to investigate the alleged infraction and recommend the proper disciplinary action to be applied to the student in question. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct:

1. Scratch: If nothing wrong occurred or there are no grounds for action, a decision of scratch is recorded.
2. Take No Action: This action indicates that a serious accusation was made but was not or could not be substantiated.

3. Warning or Censure- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4. Suspension: It is of two types:

4.1 A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.

4.2 Action taken in serious disciplinary cases whereby a student's connection with the college is ended.

## **9. Grievance Redressal:**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

a. Accept the recommendation of the committee and impose the suggested punishments or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

b. Refer the case back to the committee for reconsideration.

In any case, the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

## **10. Student Participation in Governance**

Students have a significant role in the institution's governance because they are active members. The code, policies, and various procedures outlined herein are intended to emphasize the importance of student input in governance in both the administrative and academic spheres. It is crucial that students are always encouraged to offer their opinions and guidance in order to make well-informed decisions. Student involvement is encouraged and has to be increased by involving students at all levels. As a result, all students who are already enrolled in the institution or who may enroll are asked to adhere to the policy, report any violations to the institution, and work both individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## **11. Students Council:**

### **1.3. Implementation Plan for Students:**

#### **1.3.1. Introduction of Courses like Moral Education and Constitution of India at the undergraduate level**

#### **1.3.2. Outreach Program on Human Values and Professional Ethics:**

- Training, workshop and orientation programs for students.
- Assignments and short projects on tenets of human values.
- Promoting human values through social services under Shahu Extension Services

- Participation in national schemes and programs such as Fit India, Swachh Bharat Abhiyan, Jal Sanrakshan Abhiyan etc.
- Interface with the societies, NGOs and similar organizations.

### **1.3.3. Promotion of Human Values and Professional Ethics:**

- Display of ethical and human values and edifications in the campus.
- Open interaction on regular-basis with other stakeholders for harmony.
- Publications of books
- Repositories (Library and e-library)

*“The main object of education, in my opinion, is the establishment of a twofold harmony in every individual— harmony within his own self and harmony with other living beings in the whole world”*

*- Dr. Rajendra Prasad*

## **2. Code of Conduct for Teaching Staff:**

### **2.1 Preamble:**

Teaching is a very noble profession and according to National Education Policy 2020, the effectiveness of higher education institutions is mostly influenced by the caliber and participation of their teachers. Teachers are the guiding lights of society. They nourish and impart values and ethics to their students. Teachers have a real impact on how their students develop and, by extension, how the country develops. To encourage the brightest people to choose careers as teachers, the high regard for educators and the high reputation of the teaching profession must be recovered. Along with the students, teachers also bring laurels and glory to the institution. To ensure the finest future for our students and for our country, teachers must be inspired and empowered.

### **2.2. Scope and Jurisdiction of the Code for the teaching staff:**

The institute shall have the jurisdiction over the conduct of the teaching staff associated with the institute and to take cognizance of all acts of misconduct which are taking place on the institute campus or in connection with the institute related activities and functions.

### **2.3 Implementation Plan for the teaching staff:**

- Conduct regular workshop and training programmes on human values and professional ethics for the teaching fraternity.
- Put inputs of human values and professional ethics in induction programmes for teachers.
- Open interaction on a regular basis for harmony with other stakeholders.
- Encourage teachers for involving other stakeholders in curricular and co-curricular activities to demonstrate certain values.
- Promote teachers to take up interdisciplinary research based on human values and professional ethics.
- Encourage teachers to render their services as mentors for inculcating ethical and human values among their students.
- Encourage teachers to generate manuscripts and book repositories on ethics and human values.

### **2.4. Ethics and Conduct for the teaching staff:**

- Act as role models with examples worth emulating by the students such as good conduct, and a good standard of dress, speech, and behavior.
- Act as facilitator, guide, and mentor of students.
- Create a conducive environment for the teaching–learning process and strive for innovative practices and increasing knowledge.



- Refrain from harassment of students in any form.
- Refrain from any type of discrimination and appreciate and respect diversity among students.
- Inculcate human values, appreciation of cultural heritage, have a scientific outlook, and concern for the environment among students and others.
- Encourage students to actively participate in schemes and /or activities of national priorities.
- Actively work for national integration and communal harmony.
- Be sensitive to societal needs and development.
- Abide by Acts, Statutes, Ordinances, rules, policies, and procedures of the university & institution and respect its vision, mission, core values, and traditions.
- Practice utmost integrity in the assimilation, dissemination, evaluation, creation, and implementation of knowledge.
- The teachers should uphold the vision and mission of the institution, and work for the holistic development of the students.
- The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
- They must complete the special tasks given by the Principal properly.
- They should record their attendance and keep the records in the Attendance Register that has been given to them.
- Smoking, chewing tobacco, drinking alcohol, and other disruptive behaviors are not permitted and will be penalized.
- All the teachers should keep the “Code of Professional Ethics for University and College Teachers” given by UGC, guidelines outlined in “Mulya Pravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions”, promulgated by UGC and guidelines from the other statutory bodies from time to time.

#### **2.4.1. Teachers and their Responsibilities:**

Anyone who chooses to be a teacher does perform with the responsibility of upholding the standards of this noble profession. A teacher is continuously being observed by his or her students and society at large. Therefore, every teacher ought to validate to make sure that his principles and actions are compatible. Mahatma Gandhi thought that only the right type of teachers could help in achieving the objectives of education. He should be a lover of truth and non-violence and he should possess a sound base of knowledge, skill, enthusiasm, patriotism, dedication, love for children and labour, respect for the dignity of individuals and special training in the basic education. Additionally, the profession calls for the teacher to have a friendly demeanor, a calm, patient, and communicative temperament.

#### **2.4.2. Professional Ethics:**

- Abide by the Act, Statute and Ordinance of the UGC, SRTMU, Nanded and the institution and to respect its vision, mission, core values and tradition;
- Teachers are expected to serve as role models and mentors for their students, and as such, they are responsible for teaching them the values that will help them become better individuals.
- Exhibit the responsible behavior and demeanor that the community expects of them.

- When dealing with their students, teachers should be reasonable and fair, disregarding differences in caste, gender, creed, and religion.
- Teachers are expected to carry out their responsibilities honestly and with the utmost attention, including conducting lectures and practical on time.
- The teacher must arrive five minutes prior to the commencement of the lecture, commit to the entire time to the class, and refrain from leaving the classroom early.
- Teachers are also expected to treat their other staff members with respect and offer aid to advance their professional development.
- Maintain active involvement in professional bodies and work to have them improve career and education.
- Aspire to continuing professional improvement through research and study.
- Avoid engaging in unethical behavior in teaching and research, and discourage others from doing so as well.
- Teachers are not permitted to engage in any unethical behavior, including falsifying records, taking journals or books, intimidating students, or leading them astray in any way. Such actions are regarded as crimes that are subject to punishment.
- Teachers are also detested from engaging in private tuitions and promoting his or her favorite student which smacks of any partiality or bias
- The teaching staff should make use of ICT tools for healthy and effective teaching.
- The teacher should take special notice of the weak student and must devote some extra time to enhance his/her learning and understanding ability.
- A teacher has an obligation to conduct examinations honestly and in accordance with the institution's rules.
- Apart from the academics the teachers should also conduct extra-curricular and other co-curricular activities to bring out the best potential of the students.

#### **2.4.3. Academic Enrichment and Enhancement:**

- Teachers are encouraged to participate in endeavours that can aid in their advancement and development, such as conducting seminars, organizing workshops and conferences, etc.
- Teachers should attend and organize seminars, workshops, conferences etc. to enhance their academic and intellectual output.
- Teachers must enroll themselves as members of professional organizations and other academic bodies so that there is always a scope for enhancement in their competence and perspectives.
- Teachers must obtain latest authentic knowledge about their subject from an array of sources.
- Teachers must learn new methods, methodologies, and techniques to conduct excellent lectures and establish the ideal learning environment for the teacher and students.
- Teachers should publish books (including text books), have their articles/papers published in high quality and peer reviewed national/international journals.

#### **2.4.4. Estimation/Appraisal:**

- Teachers are expected to submit their academic performance/appraisal report in the prescribed form at the end of each academic session.

#### **2.4.5 Teacher and his/her relation with other stakeholders:**

##### **1. Teachers and Students:**

###### **Teachers should**

- Respect the rights and dignity of the student in expressing his/her opinion.
- Respect all students equally, regardless of their race, gender, political affiliation, or other physical or mental qualities.
- Assist his or her students in resolving their academic challenges and can serve as a facilitator for them when it comes to personal issues if they confide in him or her.
- Acknowledge that each student has a different aptitude and set of skills, and make an effort to fulfil each one's requirements.
- Motivate students to raise their standards, nurture their personalities, and, at the same time, contribute to the welfare of the community.
- Instill in students a scientific temperament and the values of democracy, nationalism, secularism, gender equality, social justice, environmental preservation, and peace.
- Treat the students kindly and refrain from acting out of vengeance towards anyone of them for any reason.
- Remain available to the students even after regular class times, and help and mentor them without any other monetary constraints.
- Refrain from encouraging students to act out against other students, faculty members, or the administration.
- Instruct the students about the heritage of our country, its challenges, and its opportunities in the global community.

##### **2. Teachers and Colleagues & the support staff:**

###### **Teachers should**

- Treat other professionals in the same way that they would like to be treated.
- Exhibit the utmost respect to the senior colleagues.
- Be considerate of fellow teachers and offer support for professional development.
- Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Avoid spreading unethical, unprofessional rumors about your coworkers throughout the workplace.
- Build healthy and trustworthy connections with the workers to keep the workplace pleasant and productive.
- Never engage in groupism based on caste, religion, or any other issue to foster a toxic environment on campus.

- Treat the support staff as colleagues in a collaborative spirit within the institution.
- Assist the support staff when necessary and use their expertise to strengthen the departments and the institution in general.

### **3. Teachers and Authorities:**

#### **Teachers should:**

- Abide by the procedures and methods appropriate to their profession when carrying out their professional obligations, and follow those guidelines when taking steps through their own institutional bodies and/or professional organizations to change any rule that is harmful to the professional interest.
- Not engage himself/herself in any act prejudicial to the interests of the Management or Institution.
- Refrain from engaging in any other employment or commitments, such as private coaching classes or tuitions, that could conflict with their obligations under their employment.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- 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.
- 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.

### **4. Teachers and Parents/Guardians:**

#### **Teachers should:**

- Try to ensure that institutions stay in touch with their Parents/Guardians and students through teacher bodies and organizations.
- Send performance reports to Parents/Guardians as needed.
- Meet with Parents/Guardians at meetings called for the purpose of engaging in a mutual exchange of ideas and for the institution's benefit.
- Take the effort to contact the parents / guardians after getting the permission of the Principal, if the ward is discovered engaging in any unethical behavior.
- Not accept any favor from the parents /guardians to provide any excuses to their ward against the rules and regulations of the institute.

### **5. Teachers and Society:**

#### **Teachers should:**

- Recognize that education is an essential public service and work to inform the public about the educational programmes being offered.
- Work to enhance community education and enhance the moral and intellectual life of the community.
- Conscious of social issues and engage in activities that will advance society and, by extension, the nation as a whole.

- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Avoid engaging in, supporting, or otherwise contributing to actions that aim at inciting animosity or hostility among other communities, faiths, or linguistic groups.

#### **2.4.6. Leave rules for Teaching Staff**

- Total casual leave allowed is 08 days in a calendar year.
- Casual Leave may not be combined with compensatory off and holidays.
- Casual leave should not be combined with Earned Leave or leave on medical grounds.
- Maternity leave may be taken before or after delivery for which documentary evidence should be produced. Maternity leave is allowed up to two children.
- Medical leave will only be taken into consideration after the Civil Surgeon's medical certificate has been submitted.

#### **2.4.7. Librarian:**

##### **The college librarian should:**

- Adhere to the ethical conduct and demeanor that the institution expects of them.
- Ensure annual purchase of new books and renewal of subscription of journals.
- Ensure discipline and decorum in the library.
- Organize orientation activities for newcomers to introduce them to the library.
- Maintain and enhance the library with e-resources, remote access and remote learning.
- Encourage genuine work and discourage plagiarism and other unethical behavior in research and education.
- Assist teachers and students in getting the thesis and publications verified for plagiarism.
- Participate in extension, co-curricular and extra-curricular activities.
- Do not incorporate caste, creed, religion, ethnicity, gender, or sex concerns in his/her professional endeavours.
- Ensuring that students reading rooms are conducive to learning.
- Assign the work to the support staff and monitor how they are doing.
- Ensure to include relevant titles from worldwide so that faculty and students have access to them for reading and reference.
- Make the library the soul of the institution by implementing creative activities to attract as many users as possible.

#### **2.4.8. Director of Physical Education:**

##### **Director of Physical Education should:**

- Create an enabling environment to attract the best sports students from schools and colleges all over India.
- Increase the achievements of sports students in the arena of National and International sports.
- Track all facets of the growth of sports students, such as training, physiotherapy, financial support, and facilities.
- Provide in-house training and follow proper schedule of practice session of all students.

- Execute any other tasks assigned by the Principal from time to time.
- Maintain institutional discipline and assume responsibility for all matters relating to the institution's general rules and regulations.

#### **2.4.9. Code of Conduct for Teachers on Fix Pay or CHB:**

- Non-granted, Permanently Non-granted and Self-Financed post shall be recruited as per the norms adopted by the Management whereas; Rules and Regulations of Maharashtra State Government are not applied.  
The right to recruit with or without advertisement by the Management Selection Committee or Authority is reserved with the Management.
- The selected candidate will be appointed on fix pay which may be equivalent to the government payment but will not pertain the payment, allowances, retirement and other financial benefits for government rules and regulations.
- The Governing Body's rules covering leave, official allowances, official benefits, the nature of work, behavior, and disciplinary action will be enforced.
- All the recruitments will be purely on temporary basis and not permanent.
- Every staff member will adhere to the regulations established by the institution, maintain their morals and character in both their personal and professional lives.
- In case of financial crime or serious offenses, the employee will not have considered to work and terminated after divisional enquires.
- Any employee shall not participate in any political/semi-political activity or elections; but if he/she wishes then can work with social movement with the prior permission of the Principal.
- If an employee is required to work a full year, they are not allowed to quit in the middle of the year. A certain sum will be taken out of their pay as payment for the guarantee and repaid at the end of the year.
- T.D.S., professional and other taxes will be deducted from salary as per government rules and regulations.
- If the Head will lodge a complaint against subordinate in the following matters, s/he will be suspended without any prior intimation:
  - Continuous complaint about teaching;
  - Arrogance and misbehavior or indiscipline;
  - Irresponsiveness and avoidance;
- Teachers will not engage with any private or personal coaching class.
- Any unauthorized use of institutional resources or property, as well as any damage to or fabrication of bills, will be considered a breach of discipline, and appropriate action will be taken against the concerned employee.



***“The aim of education is the knowledge, not of facts, but of values.”***

***- William S. Burroughs***

### **3. Code of Conduct for Non -Teaching Staff:**

#### **3.1. Scope:**

All staff members excluding the teaching staff will be subjected to this code of conduct.

#### **3.2. Implementation Plan for Staff Members:**

- Training programs on human values and professional ethics for staff members.
- Induction and Refresher Programs for staff members
- Open interaction on regular-basis with other stakeholders for harmony.
- Outreach program for the promotion of ethics and human values.

#### **3.3. The following duties and responsibilities are expected from the non-teaching staff. He/ She must:**

- Adhere strictly to the laws and regulations of the institution.
- Prove the commitment to the institution by being on time and reliable in all of the tasks assigned by the authorities.
- Each and every member of the support/office staff should come well dressed in the proper uniform assigned to him/her.
- Wear the identity cards on the campus.
- Must not be absent from duty without official approval or approved sick leave.
- The support/office staff should not allow themselves to indulge in any political or anti-secular activities which can hamper the smooth functioning of the institution.
- The office and support staff shouldn't act in a disrespectful manner towards the teachers and students.
- Respect and maintain the hierarchy in the Administration.
- Be supportive and cooperate with other staff members.
- Not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Not to assign unauthorized people to carry out official tasks.
- Create conditions that inspire teamwork.
- Maintain the confidentiality of the records and other sensitive matters.
- Maintain the institute's property and make the best use of them.
- Refrain from any form of discrimination.
- Not assign the tasks given to them to others without the principal's prior approval.
- Remain on duty during working hours as instructed by the Principal within the provisions of orders of legitimate authorities.
- Carry out their duties as instructed by the authorities to whom they are attached.
- Stay away from any unprofessional interactions with the students, parents and teachers.

### **3.3.1. Administrative and Accounts Staff:**

- The staff should ensure that service book of all teachers should be kept updated and properly maintained.
- The staff should assist teachers in college work if the need arises as per the directions of the Principal.
- The department of accounts should occasionally compile, review, and analyze accounting and other financial records, as well as other financial statements.
- The Accounts division should also make sure that the pertinent paperwork and data for various committees are organized properly and are consistent.

### **3.3.2. Staff working in the Laboratories / Computer labs / Instrumentation Labs should:**

- Keep the Labs/equipment/machines/utensils clean.
- Notify the Head / In-Charge immediately if any item in the lab is lost or damaged and keep the proper record of such things.
- Be obliged to follow the Code of Conduct as mentioned below:
  - i. Preparing for the practical requirements well in advance
  - ii. Behaving politely while dealing with the students when they approach for any assistance
- Inform the instructor or Head of Department immediately if there are any disciplinary issues involving any students in the lab session.
- Avoid dealing with any concerns directly without consulting the staff in charge or head of department.

### **4. General Rules for the Employee (Permanent, Contract, CHB)**

- No employee may engage directly or indirectly in any trade, occupation, or business without the prior consent of Management.
- The employee must obtain authorization from the Principal before speaking on behalf of the institution on any platform.
- An employee is not permitted to join any association or trade union within or outside the Institution.
- Unless specifically authorized by management, the principal, or the financial administrator, no employee shall sign any document or financial voucher on behalf of the institution.
- Without the prior authorization in writing of the Principal/Management, no employee shall retain personally or remove from the office any original or copy of any institution document.
- No employee is ordinarily permitted to bring his / her children to the office or place of work during the working hours.
- All employees should record/sign the attendance register daily before 2 pm and biometric twice daily: the first while reporting for duty in the morning and the second time while leaving the campus.
- Every employee should be present for his/her duty on time and fulfil the prescribed hours of work.

- When an employee needs to leave the premises during working hours for any work he/she should obtain prior permission of the Principal. While going out during college hours for any assignment he/she should register in the Staff Movement Register.
- Staff Union must support the administration for developmental activities and raise the issues in a dignified manner.

### **5. External Experts/Invitees as member of Various Committees:**

- Support decisions with an approach such that they have no axe to grind.
- Help to take the right decision through their expertise and impartial views.
- Help an institution to enable attaining highest quality and standards.

### **6. Code of Conduct for Parents/Guardians:**

#### **Parents/Guardians should:**

- Refrain from interfering with student affairs without consulting the staff or authorities.
- Uphold the mission, vision, and core values of the institution.
- Maintain a polite and respectful demeanor towards the institution's staff, both teaching and non-teaching.
- Assist the authorities of the institution to maintain discipline and high academic standards.
- Attend the Parent Teacher Meetings whenever it is held.
- Meet the mentors and Principal occasionally regarding the conduct and overall performance of the wards.
- Inform the Principal personally when a student is on leave due to ill health for more than 15 consecutive days.
- Refrain from going into their kids' classrooms. With permission from the principal, they may meet the student in an emergency.
- Not allowed to meet other students in the campus without the permission of the Principal.

***“Lead with compassion, and you will create a college community  
where kindness and empathy thrive.”***

## **6. Code of conduct for administrative authority:**

As members of the institution, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The institution values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.

### **6.1. Scope:**

It would include Principal, Vice-Principal, Deans of Various Faculties, Controller of Examinations, Heads of Departments, IQAC Coordinator, Bursar (Finance Officer), Office Superintendent, Academic Statutory Bodies, etc.

### **6.2. General Guidelines for the above authorities:**

- Ensure that the provisions of the institution's Acts, Statutes, Orders, and Regulations are properly observed and that all academic and administrative operations are conducted in strict accordance with those laws.
- Comply with laws, rules, and regulations of the government applicable to the institution.
- Provide inspirational and motivational value-based academic and executive leadership to the institution through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- Conduct that demonstrates responsibility, openness, justice, and honesty, upholds the highest standards of ethics, and makes decisions that are best for the organization.
- Aim to create an atmosphere that is supportive of teaching, learning, research, and the fullest possible development of the institution's potential by acting as social change agents for the benefit of the country.
- Follow the institution's objectives and policies and make a positive contribution to ongoing evaluation and reformulation of these elements.
- Maintain the confidentiality of the records and other sensitive matters.
- Make an effort to promote a work ethics and culture that values professionalism and excellence.
- Refrain from any misappropriation of financial and other resources.
- Refuse to take any gift, favor, service, or other things from any individual, group, private company, or government entity that would taint the impartial performance of their duties.
- Adhere to the hierarchy with deference and respect.

### **6.3. Head of the Department**

Head of the Department should:

- Ensure that the Department operates responsibly, effectively, and professionally in relation to its aims and objectives.

- Create a departmental calendar and plan the departmental activities for the forthcoming academic year.
- Ensure judicious class/job allocation to the faculty members.
- Make sure that each faculty member fulfils their obligations in the prescribed time frame.
- Assist the Principal in making sure that the department's teaching and non-teaching staff manage their leaves properly so that the classes are not disturbed.
- Maintain a peaceful work environment to foster a strong academic community and assist in conflict resolution.
- Review faculty performance on a regular basis and offer advice for improvement.
- Encourage regular academic discussions for subject exposure among the faculty inside and outside the department to facilitate knowledge sharing and updating.
- Schedule specialized lectures, guest lectures for various topics.
- At least once a semester, observe the classes and keep the records of observations.
- Maintain overall student discipline in the department in accordance with institution policy and guidelines, with regard to attendance, internal examinations, dress code, attitude, conduct, assignment completion, etc.
- Resolve the problems that the students are having, both academic and non-academic, in proper consultation with other teachers.
- Ensure smooth running of mentor-mentee system in the department.
- Make every effort on the department's end to improve the employability and placement potential of the students.
- Establish and keep track of time and cost budgets of the department.
- Conduct regular faculty meetings to discuss and evaluate the progress of the scheduled activities.
- Activate the system to collect feedback from every stakeholder.
- Review the quality of the questions and answers, the rectification measures, and other exam-related issues with the concerned faculty members before and after the exam to enhance student performance and results.
- Comply with the reporting requirements and submissions as may be specified.
- Finalize the work load, assignment, and schedule for the following semester as soon as the current semester concludes.
- Encourage faculty to pursue research activities and apply for various sponsored research agencies.
- Assign works for the Lab attendants & support staff and monitor them closely.

#### **6.4. Controller of Examinations (CoE):**

The Controller of Examination shall be the Principal Officer in-charge to conduct examination, tests and the declaration result. He/she shall discharge his/her functions under the direct superintendence, direction and guidance of the Principal. The COE will be the member secretary of Examination Committee constituted by the Academic Council

**Controller of Examination should:**

- Inform the proceeding of Examination Committee to the Academic Council as and when required.
- Prepare academic calendar including examination schedule and implement the same.
- Appoint invigilators, paper setters and examiners as prescribed in the rules & regulations.
- Arrange for printing of question papers and answer books and their safe custody.
- Plan for assessment and process for result declaration.
- Submit report regarding examination(s) to the Principal.
- Perform other duties as may be assigned to him, from time to time, by the Principal.
- Adhere to the Examination manual for the smooth examination process.
- Avoid engaging in unlawful conduct, such as receiving presents from students or their parents or showing favoritism to anyone involved with the exam.

**6.5. IQAC Coordinator:**

Internal Quality Assurance Cell organizes, directs, and oversees the institute's quality assurance (QA) and quality enhancement (QE) activities. IQAC channelizes and systematizes the efforts and measures of the institution towards academic excellence. IQAC Coordinator ensures that the quality parameters are in place to promote excellence in all the programs of the institution. The UGC has assigned the specific responsibilities to the IQAC Coordinator.

**IQAC Coordinator should:**

- Develop and ensure the application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Organize for feedbacks and suggestions from students, parents and other stakeholders on quality-related institutional processes.
- Conduct of Internal Academic Audits.
- Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Disseminate information on the various quality parameters of higher education.
- Systematize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Prepare Annual Quality Assurance Report (AQAR) of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance bodies (NAAC, UGC, NIRF etc.,) in the prescribed format.
- Constitute extended IQAC Forum under the guidance of the Principal and the Governing Body with members outside the institution as required by NAAC.
- Document the various programmes/activities of the institution, leading to quality improvement.
- Act as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of good practices.
- Develop and maintain institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.

- Interact with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.
- Establish an environment that will foster quality not simply in academics but in every facet of the institution's educational activities.

#### **6.6. Code of conduct for Vice Principals:**

The Vice Principal supports the Principal in the academic and administrative matters that the Principal entrusts to them. The Vice-Principal shall, in the absence of the Principal, assume the duties and responsibilities of the Principal.

##### **Vice Principals should:**

- Work closely with the Principal to ensure the smooth overall administration of the institution.
- Perform their duties as Vice-Principals without detrimental to the regular teaching duties.
- Develop rapport with the students and handle discipline issues.
- Resolve conflicts between students, teachers, parents etc.
- Assist in yearly teacher evaluations, provide guidance to staff and students
- Help to maintain a positive environment in the institution.
- Bring to notice of the Principal any of the acts of the staff or the students, if prejudicial to the institution and/or are not in the interest of the Institution.
- Coordinate with Head of Departments on matters pertaining to conduction of regular classes and with COE on matters of examinations.
- Coordinate with in charge of support units on matters pertaining to student activities.
- Participate in the admissions process and provide the principal with updates.
- Help the Principal in matters such as refund of fees, Guest Faculty remuneration – CA arrangements, examination time-table with the COE.
- Coordinate with College Committee: Staff Representative, Disciplinary proceedings, Specific college matters-liaison with JDC &University along with Principal.
- Document Signing: Bonafide, Bus concession Pass, Excursion/field trip, Railway forms, Sports Participation, Scholarship forms.
- Perform all other duties entrusted by the Principal from time to time.

#### **6.7. Code of conduct for Principal:**

The Principal is the pivot in any institution and shall be responsible for the internal management and administration of the institution. S/he is accountable for making all significant academic, extracurricular, and administrative decisions. S/he ought to constantly conduct himself /herself with transparency, justice, fairness, kindness, and objectivity. In the absence of the Principal, one of the Vice Principals or in their absence the senior-most Professor of the institution shall be in charge of the duties of the Principal.

##### **6.7.1. Principal should:**

- Provide the institution with inspirational and motivating value-based academic and executive leadership through the development of policies, operational management, the

optimum use of human resources, and consideration for the environment and sustainability.

- Conduct himself/herself with honesty, fairness, highest degree of ethics, and making decisions that are beneficial for the institution at large.
- Act as steward of the institution's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
- Make an effort to foster a work environment and set of values that will lead to excellence, professionalism, and satisfaction amongst all stakeholders.
- Encourage a collaborative, consultative, and shared work environment at the institution to promote creative thinking and novel ideas.
- Ensure sure that all members abide by all acts, statutes, ordinances, rules, and orders issued from time to time by the Management, Regulatory Bodies, and the University Authorities.
- Ensure that the short-term and long-term perspective plans of the College, with regard to curricular and co-curricular programmes, are duly formulated and imposed through relevant authorities, bodies, committees and its members.
- Promote participation in extracurricular activities, awareness-raising campaigns, and outreach programmes among the faculty and students for the multifaceted development of individuals.
- Foster and instill equal treatment to all the members of the institution ensuring that there is no discriminatory or disparity practices at any level within the college judiciary.
- Enforce discipline in the behavioral manifestation of all the members of the inspect and maintain the necessary vigilance to prevent incidents of discrimination, ragging, or sexual harassment.
- Refrain from including caste, creed, religion, race, gender, or sex aspects in his or her professional endeavours.
- Be a role model to his/her students-the students should have a healthy rapport with him/her.

## **6.7.2. Functions & Powers of Principal:**

### **6.7.2.1. Administrative Powers:**

- Maintaining discipline in the institution and supervising teaching staff and non-teaching staff.
- Sanction increments to the aided and temporary Staff after consulting with Management.
- Making necessary entries in the Service Book of the Staff.
- Preparation of Annual Reports: -
  - i. To Director of Collegiate Education and
  - ii. University and UGC
- Issuing the show causes notices to the staff for any unethical and unlawful behavior of the staff.
- The Principal is also supposed to properly maintain the self-assessment reports of teachers.



- The Principal possess the right to grant medical/ casual/ earned/duty leave to the staff members subject to the rules enshrined for the same.

#### **6.7.2.2. Academic Monitoring:**

- The Principal has to contribute his/her principal contribution to the academic growth of the institution.
- The Principal is expected to participate in teaching, research and training programs of the institution.
- The Principal should designate coordinators for each faculty and give them clear goals of collecting student feedback, assessing the effectiveness of the curriculum being taught, and dealing with any academic concerns, among other things.
- The Principal should regularly meet with department heads to examine all academic activities and lay out the academic goals for long- and short-term achievement.
- The Principal visits the classes and interact with students about both academics and any other concerns they may be having.
- The Principal shall be assisted by the Heads of the Departments, other faculty members, Controller of Examination (CEO) to ensure that the conduct of examinations and procedure for the same is smooth, without any hindrance.
- The Principal should keenly observe academic activities such as conferences, seminars, literary and cultural festivals, workshops, etc. are conducted. S/he must obtain feedback from the same and also ensure that all necessary requirements are in place before any such activity is carried out.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Promote Industry-Institution interaction and inculcate research development activities.

#### **6.7.2.2. Financial Administration:**

- The Principal should constitute a Finance Committee to assist him in matters related to finance.
- The Principal shall forward the monthly salary bills of all staff members to the management on time.
- The Principal shall have the final say in purchase of essential material related to classroom, labs, library, stationery etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions as outlined.
- The Principal has the final say on whether to approve any scholarships for the student when a requirement emerges.
- The Principal shall execute all orders made on behalf of the institution subject to the approval and sanction of the Management.

#### **6.7.2.3. General Administration:**

- The Principal will also take into account any other work related to the institution relating to the administration of the institute as may be assigned to him/her by the Management from time to time.
- The Principal shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.

- The Principal should actively utilize the services of his teaching and non-teaching staff in various institution and department related activities. In this aspect he should act as a true leader who can lead from the front.
- The Principal is expected to adhere to Observance of the Act, Statutes, Ordinance, Regulation, Rules and Orders issued there under by the university authorities and bodies from time to time. Any deviation from this will be strictly unacceptable.

#### 6.8. Code of conduct for Governing Body:

Decisions and resolutions made by the Governing Body are obligatory.

#### The members of the Governing Body would:

- Work in the best interest of the HEI.
- Co-operate with fellow members in fulfilling responsibilities.
- Act honestly and in good faith at all times in achieving the institute's intended outcomes.
- Maintain confidentiality of information.
- Monitor performance of the institution and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other HEIs.
- Ensure compliance with the statutes, ordinances and provisions regulating their College, including regulations by statutory bodies, such as UGC, as well as regulations laid by the affiliating University.
- Uphold character, transparency, mannerism and good image.
- Approve new programmes of study leading to degrees and/or certificates.
- Receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through the Principal.
- Communicate with the Principal regarding any information from the institution and will not have any oral or written communication with other employees.

In today's educational institutions, human values are of utmost importance. We humans are primarily to blame for the rapidly eroding values of humanity. University education should place a strong emphasis on value-based education. Human values may serve as the foundation for finding solutions to the global challenges. Professional ethics convey the values of a professional community. Unprofessional and unqualified people have the capacity to cause harm. Professional ethics should ultimately be for the benefit of those who are served by those who labour in specific careers. The handbook reflects our profession's relationships with the larger society and, it is anticipated, the present update will be officially adopted by all stakeholders of the institution. In conclusion, it is everyone's responsibility to enhance the institution and establish it as an influential institution in India. Finally, let's understand that everyone must adhere to the adage "**None Is Above the Institution.**"



  
**Principal**  
**PRINCIPAL**  
 Rajarshi Shahu Mahavidyalaya, Latur  
 (Autonomous)

**References:**

1. Code of Professional Ethics for University and College Teachers according to D.O.No.F.1-4/87(PS-CELL) by the UGC as released on 17<sup>th</sup> February, 1989.
2. Guidelines entitled "Mulya Pravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions", promulgated by UGC on 26<sup>th</sup> November, 2019.
3. University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018.
4. National Education Policy 2020 approved by the Union Cabinet of India on 29 July, 2020.
5. The Constitution of India
6. The Maharashtra Public Universities Act 2016
7. Statutes of Swami Ramanand Teerth Marathawada University, Nanded





**ETHICS**  
**RESPECT**  
**CODE**  
**HONESTY**  
**INTEGRITY**

