



National Assessment And Accreditation Council

Dyansadhana Shikshan Prasarak Mandal, Niwade Sanchlit

M.H.SHINDE MAHAVIDYALAYA,

Tisangi, Tal: Gaganbawada, Dist: Kolhapur, 416206, Maharashtra

Affiliated to Shivaji University, Kolhapur

NAAC Reaccredited: Grade 'B' (CGPA- 2.55)

Phone No. and FAX: (02326) 254148

College e-mail id: mhstisangi@rediffmail.com

College website: www.mhscollegetisangi.com

Internal Quality Assurance Cell(IQAC)

Code of Conduct(Handbook)
For various stakeholders

Shri. P.G. Kumbhar

IQAC, Coordinator

Dr. N. K. Shinde

Principal

Code of Professional Ethics

I. The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- i. Adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- v. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- viii. Participate in extension, co-curricular and extracurricular activities including community service.

II. Teachers and 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, sex, political, economic, social and physical status.
- iii. 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, progressive and rational 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 himself available to the students even beyond their class hours and help and guide them 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 making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

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 the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

V. Teachers and Guardians

Teachers should:

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.

VIII. College Principal

College Principal should:

- i. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- iii. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- iv. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- vi. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- vii. Manage their private affairs in a manner consistent with the dignity of the profession;
- viii. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- ix. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- x. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

IX. Responsibilities of Clerk under O.S.

- i. Checking website of Shivaji University, Kolhapur.
- ii. Maintaining of personal files of teaching and non-teaching staff.
- iii. Maintenance of attendance registers of teaching and non-teaching staff
- iv. Maintenance of service books.
- v. Maintaining leave record of staff.
- vi. Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
- vii. Any other duties assigned by the Principal from time to time.

X. Responsibilities of Non-Teaching Staff

- i. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- ii. Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.

- iii. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- iv. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- v. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- vi. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- vii. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

XI. Responsibilities of Lab. Attendant.

- i. To ensure safety of the students in the laboratory.
- ii. To draw the lab schedules for the students and display on the board.
- iii. To record and maintain the attendance of the students.
- iv. To ensure discipline of the students in the laboratory.
- v. To conduct lab examination as and when required.
- vi. To assist the faculty member in conducting lab sessions of their students.
- vii. To maintain the dead stock /consumable/semi consumable registers of respective laboratories
- viii. Maintenance of all instruments/equipments in the respective laboratories.
- ix. To carry out any other duties assigned by the faculty member/Professor/Head/ Principal.

XII. Code of conduct for Students

1. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
2. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
3. Strict silence must be observed in a reading room and Library.
4. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
5. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
6. Students must not wait on the Institute premises while the classes are going on.
7. Talking and other disruptive behaviors are not permitted while classes are in session.

8. Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
9. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
10. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
11. Using cell phones or other electronic devices that disrupt the learning process. The use of personal laptop computers, phones, etc. may be acceptable in some classes; however, they must be used only for note-taking or activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.
12. Entering the classroom late or leaving the classroom prior to the end of class, unless exceptional circumstances arise.
13. Students should have park their vehicles in the place allotted to them
14. Students should not wander in the college campus by bunking the classes and practicals.
15. Students are prohibited from bringing any such weapons in the college which would physically harm others.
16. Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
17. Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
18. The rules of the office and the library are mandatory for each student.
19. Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.
20. If the students have any prejudices about the college he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and media.
21. No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
22. Students should participate in the sports, cultural and other extra-curricular activities and cooperate for good things.
23. At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
24. Action will be taken against students if it's found that they have made changes in any document on their own.
25. It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.
26. Students should take admission in the college by filling in the form given by the college only.
27. Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
28. Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
29. Bringing a dummy person as a parent in the college is an offence

30. The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.

Students should strictly follow all the above rules as well as any other rules made by the college from time to time.

Shri. P.G. Kumbhar
IQAC, Coordinator

Dr. N. K. Shinde
Principal