

POLICY DOCUMENT ON CODE OF CONDUCT

For Students, Teachers, Administrators and Other Staff

Revised – 2021

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Mula Education Society's

Arts, Commerce and Science College, Sonai

Sonai-Rahuri Road, Sonai, Tal. Newasa, Dist. Ahmednagar, Maharashtra.



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I. Preamble:

This code of conduct applies, along with government acts, terms and conditions laid down by Mula Education Society, Sonai, to all the employees, teaching and non-teaching staff and students of Arts, Commerce and Science College, Sonai, to carry out the job of teaching effectively, to excel in education standards, to accelerate efficiency, to enhance social attitude by stop/check/prevent developing and prohibiting the immoral tendencies and habits, to develop the commitment for social gratitude and in order to uplift the Mula Education Society and the community in general.

II. Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College
2. Students shall come to the college in approved uniforms.
3. All the students shall wear their identity cards.
4. All the students are expected to be present in the class well -within time and Silence shall be observed during class hours.
5. Students shall rise from their seats when the teacher enters the class room and greet the teacher.
6. Students shall not wander or gather in verandah, corridors, staircase, etc.
7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. All the students are expected to attend all college functions in college uniform unless otherwise specified.
9. Students should not indulge in any kind of tattooing, body piercing, hair styling or any other such activities that goes against the existing social norms and the spirit of Mula education society.

10. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering, etc. will be treated as an instance of indiscipline.
11. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
12. They shall keep the campus neat and clean. They should not put any waste anywhere in the campus except in the waste baskets kept for the purpose.
13. Consumption of alcohol, smoking or eating Panmasala are strictly prohibited in the campus.
14. Students should refrain from activities such as writing on walls, benches and blackboards that could destroy the academic ambiance.
15. They should carefully handle the furniture, equipment, fixtures and appliances of the college.
16. Students are not permitted to organize any unauthorized celebrations of any kind in the campus.
17. Students shall participate in all academic, co-curricular and extracurricular activities organized by the college.
18. Ragging is strictly prohibited in the college. As per the directives of Hon'ble Supreme Court of India, ragging is strictly treated as criminal offence. Anybody involved in ragging will be strictly punished.
19. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
20. Students violating the code of conduct or misbehaving in the college campus will be strictly punished as per the norms of college discipline Committee.

III. Code of Conduct for Teachers

1. All teaching faculty shall observe the Code of Professional Ethics, S.94, framed under section 72 (10) read with section 71 (20) of the Maharashtra Public Universities Act, 2016. A teacher should conduct himself/herself in accordance with the ideals of the profession.
2. A college teacher (Assistant professor, Associate Professor or Professor) is constantly under the scrutiny of his/her students and the society at large. They are role models for the students. Therefore, a teacher should maintain his/her dignity and affection towards students.
3. Teachers should always be available to students in the college campus, during working hours. This will enable the students in getting clarification of doubts, difficulties in understanding the lessons or in receiving general guidance.
4. A teacher should continuously update his knowledge by way of reading latest books & research journals, attending seminars, workshops, orientation and refresher courses.
5. All teachers should be involved in research. They should apply for research grant from relevant funding agencies. They should update their knowledge to make continuous professional growth through study, research, and publications.

6. They should make active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
7. They should maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
8. Apart from teaching, a teacher should work in committees appointed by the Principal for smooth functioning of the college or any other activity (NAAC accreditation, and funding proposals for college, AISHE, NIRF, ARI, NSS, SWO etc.) related to the development of college.
9. Teacher shall be calm, patient and communicative by temperament and amiable in disposition. Every teacher shall see that there is no incompatibility between his/her precepts and practice. The ideals which a teachers seeks to inculcate among students must be his/her own ideals, duly reflecting in his conduct.
10. Academic planning and teaching plan should be made class and subject wise at the commencement of the academic year. Classes/lectures should be carried out in accordance with timetable and toll. Every class/lecture should be carried out effectively and usefully from beginning to end.
11. The syllabus must be completed in time by making plan of the class/lecture to be taught. Chalk, blackboard & other teaching aids must be used in teaching. Teachers should have the habit of teaching by standing in the class.
12. Teachers should complete the assigned co-curricular & extra- curricular activities and keep record of the same.
13. The question paper should be set on the prescribed, relevant and the topics taught. The question paper should be submitted in time to the exam dept. Care must be taken to avoid leaking the question papers. The assigned exam work should be completed perfectly: No one should be prompted for malpractices in exam.
14. Impartial and objective attitude should be observed while assessing the answer sheets. Result sheets (mark lists) should be submitted to the exam section in time.
15. Co-curricular activities should be arranged by seeking permission and such activities should be supported on all levels.
16. At the commencement of the academic year, subject wise and unit wise planning should be prepared. Students should be assigned homework regularly and it must be checked.
17. Teachers should be enthusiastic about adopting new techniques and ICT methods in teaching, internalizing techniques/methods invented by others and employing it in teaching.
18. Different trainings by government and by society should be carried out as per the requirement.
19. Efforts should be made to top the students with merits in university examinations, sports, elocution competition, debating competition and competitive examinations
20. Efforts should be made for availing of the benefits of one's knowledge, intellect and capabilities to the community.
21. Activities supported by Government, Semi-Government and self-finance activities must be implemented by taking permission in advance.

22. Teachers should use library to the maximum, as well as students should be promoted for the use of library.
23. A teacher should maintain proper distance while interacting with students. He / She should not participate in and promote arguments with students.
24. They should ensure directly or indirectly that students understand, realize and like what has been taught.
25. We earn our pay, for the subject we teach. So employees should not take private tuitions with monetary gains nor compel the students to admit to private tuitions.
26. Students with undisciplined, rude, indecent behavior and students engaged in eve teasing should be warned and the same should be brought to the notice of the members of discipline committee.
27. Educational and Botanical study tours, camps, etc. should be arranged only after taking due permission from authorities. Statement of accounts should be maintained and submitted to the office in time.
28. Without any discrimination the faculty should treat all students equally irrespective of their caste, creed, religion, gender and economic status.
29. The faculty should be in touch with the parents in order to discuss overall development of students as well as their virtues and vices.
30. Girl students should not be called at home.
31. It is the duty of teachers to work in various committees and accept the work assigned to them from time to time, by the principal of the institution.
32. All-round development of students should be final goal of all teachers. Hence all effort should be made in that direction.

IV. Code of Conduct for Administrative and Other Staff

1. It must be remembered that head of the unit is a mediator among students-parents-employee-society-government.
2. Students are at the center of interest. Hence head should plan the framework of education appropriately in order to all round progress of students.
3. Like the maxim "As the king, so the people" teachers and students follow their head of units/sections. Hence the head should be ideal.
4. Head of the unit should study the circulars of the society and the government closely and should plan and take a follow up for its absolute implementation.
5. He should carry out his teaching duties regularly. He should choose important subject and class.
6. Head of the unit should act as head of the family. Students, teachers and employees make a family.
7. Head of the unit should procure guidance and cooperation for the development of unit from parents, trustees, alumni, well-wishers, reputed people of the village, officers of various institutes always being in contact with them.
8. He should take strong role with indiscipline students and defaulter employees.

9. Head of the unit should remain present in the unit half an hour earlier.
10. Head of the unit should observe if code of conduct being implemented or not. He should emphasize honesty and sheer obedience. He should inculcate among the qualities of politeness, punctuality, observance of good manners in speech, behavior, personal cleanliness of dress, etc.
11. Head of the unit should personally look into the timely submission of different information demanded by government or society and different statutory and regulatory bodies.
12. Head of the unit should supervise the work of teaching and non-teaching employees in order to bring coordination in work.
13. Subject to the notices issued by the society or government, head should perform his educational duties.
14. Head of the unit should be aware that he is responsible for virtues and or vices of the unit.
15. Head of the unit is primary empowered resource of the unit. He can enhance the level of the unit with the help of his personality. He can inspire teachers and students for good work.
16. Head of the unit is the core center of the unit that inducts balance by bringing different constituents together.
17. Head of the unit must be effective / characterful /well-read and experimental.
18. Head of the unit must have power of decision making/steadfastness/confidential vivid imagination/quality of consuming virtues.
19. Head of the unit is the representative of the society. He has responsibility of carrying forward the quality policy of the trustees.
20. All employees should strictly follow and abide by the 'Code of Conduct' laid down by the Mula Education Society, for its employees.
21. Employee should remain present, at least 10 minutes in advance of reporting time at the place of job.
22. Employees should report themselves on duty either by putting his thumb impression on Biometric finger printing machine or by signing in the attendance register.
23. Employees should strictly remain in their workplace during working hours. They should not leave the campus. However if the work demands, he/she can leave the campus with prior permission from their superiors or head of the institution.
24. As official and convenient norms, employee should observe the office discipline.
25. Any assigned work should be completed and reported in time.
26. Employees should not draw loans that may harm the reputations of the teaching occupation and should pay back installments in time so as not to create situations where the bankers shall visit homes or institutions campus demanding the repay.
27. Employees should maintain proper respect as well as distance along with contact and relation with seniors.
28. Employee should hold good relations with colleagues personally as well as a part of team.

29. Employee should develop acquaintance with different experts in the profession and exchange thoughts with them.

30. Employee should not do other work during the working time.

31. The employee should maintain the standards of his occupation outside the campus.

The code of conduct is meant for educational discipline and for creating ambience and not for objecting on the civic rights of the employees. Observance of code of conduct is mandatory on all employees. Violation of all above code of conduct would be treated as breach of duties.

Not only the observance of code of conduct shall result into the performance of ideal work but it shall contribute to the reputation of the society and the society shall be proud of such employees. Hence the observance of the code of conduct is expected.




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