



MANUAL ON CODE OF CONDUCT

(For Principal, Teachers, Students, Office Staff,
Laboratory Assistant, Laboratory Attendants and Peons)

Sanjeevan Gramin Vidyakiya & Samajik Sahayata Pratishthan's

Arts, Commerce & Science College, Onda

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(Affiliated to the University of Mumbai)

NAAC Accredited Grade- C (CGPA-1.85)

ISO 9001:2015 Certified

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Code of conduct for Principal

1. The Principal shall perform the duties as may be assigned to him from time to time.
2. He shall be in charge of the units/sections and shall be responsible for their normal and smooth working.
3. He shall look after day-to-day work of the Section/Unit of which he is in charge as per the instructions from the higher authorities from time to time.
4. He shall be responsible for planning and scheduling of the entire work of the section/unit/department well in advance and shall take the periodical reviews of its execution.
5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned, where the norms are not laid down.
6. He shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.
7. He shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
8. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
10. He shall keep exhaustive and self-contained notes of important papers pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
11. He shall exercise constant vigilance, which is sine/quinoa of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
12. He shall hold meeting every fortnight with teaching and non teaching staff to discuss the arrears of work, procedural knot-point and other problems, which create bottlenecks in the quick disposal of cases of his Unit/Department.
13. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.

Code of conduct for Teachers

1. Professional Values and Relationships – Teacher should:

- 1.1 Be caring, fair and committed to the best interests of the pupils/students entrusted to their care and seek to motivate, inspire and celebrate effort and success.
- 1.2. Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development.
- 1.3. Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the traveler community and socio- economic status, and any further grounds as may be referenced in equality legislation in the future.
- 1.4. Seek to develop positive relationships with pupils/students, colleagues, parents, school management and others in the school community, that are characterized by professional integrity and judgment.
- 1.5. Work to establish and maintain a culture of mutual trust and respect in their college.

2. Professional Integrity- Teachers should:

- 2.1. Act with honesty and integrity in all aspects of their work.
- 2.2. Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- 2.3. Represent themselves, their professional status, qualifications and experience honestly.
- 2.4. Use their name/names as set out in the Register of Teachers, in the course of their professional duties.
- 2.5. Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

3. Professional Conduct- Teachers should:

- 3.1. Uphold the reputation and standing of the profession.
- 3.2. Take all reasonable steps in relation to the care pupils/students under their supervision, so as to ensure their safety and welfare.
- 3.3. Work within the framework of relevant legislation and regulations.
- 3.4. Comply with agreed national and school policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection.

- 3.5. Report, where appropriate, incidents or matters which impact on pupil/student welfare.
- 3.6. Communicate effectively with pupils/students, colleagues, parents, school management and others in the school community in a manner that is professional, collaborative and supportive, and based on trust and respect.
- 3.7. Ensure that any communication with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites college.
- 3.8. Ensure that they do not knowingly access, download or otherwise have in their possession while engaged in College activities, inappropriate materials/images in electronic or other format
- 3.9. Ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format
- 3.10 ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

4. Professional Practice- Teachers should:

- 4.1. Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback
- 4.2. Apply their knowledge and experience in facilitating pupils'/students' holistic development
- 4.3. Plan and communicate clear, challenging and achievable expectations for pupils/students
- 4.4. Create an environment where pupils/ students can become active agents in the learning process and develop lifelong learning skills
- 4.5. Develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students
- 4.6. Inform their professional judgment and practice by engaging with, and reflecting on, pupil/student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation
- 4.7. In a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance
- 4.8. Act in the best interest of pupils/students.

5. Professional Development- Teacher should:

- 5.1. Take personal responsibility for sustaining and improving the quality of their professional practice by:

- Actively maintaining their professional knowledge and understanding to ensure it is current
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
- Availing of opportunities for career-long professional development.

6. Professional Collegiality and Collaboration- Teachers should:

- 6.1. Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students
- 6.2. Work in a collaborative manner with pupils/students, parents/guardians, College management, other members of staff, relevant professionals and the wider College community, education as appropriate, in seeking to effectively meet the needs of pupils/students
- 6.3. Cooperate with the Inspectorate of the Department of Education and Skills and other statutory and public non-statutory educational and support services, as appropriate
- 6.4. Engage with the planning, implementation and evaluation of curriculum at classroom, College and University level.

Code of conduct for Students

1. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
2. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the institute.
3. Damage to or destruction of, any property of the Institute, or any property of others on the Institute premises is punishable.
4. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
5. Indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability and medical condition.
6. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall enquire into the alleged violation and accordingly suggest the action to be taken against the said student. 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.
7. The principles of academic integrity required that a student should:
 - a) Properly acknowledge and cite use of the ideas, results, material or words of others.
 - b) Properly acknowledge all contributors to a given piece of work.
 - c) Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - d) Obtain all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - e) Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.
8. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:
 - a) Suspension from attending Classes and academic privileges.
 - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.

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

9. Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance of the Institute. Further, any student who is aware of any violations must report redressal cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. JURISDICTION

- a. The Institute shall have the jurisdiction over the conduct of the students 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.
- b. Institute may also exercise jurisdiction over conduct which occurs off-campus. Violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
 - I. Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
 - II. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
 - III. Possession or use of weapons, explosives, or destructive devices off campus
 - IV. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - V. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

Code of conduct for Office Staff

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To ensure the prompt dispatch of letters.
4. To arrange filing of the papers and arrange files in order year-wise and subject-wise.
5. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Principal.
6. To maintain calendar of periodical returns for incoming and outgoing separately.
7. To attend to such other work that may be assigned to him with the approval of the Principal.
8. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves.
9. To acknowledge letters received.
10. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
11. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
12. To maintain different registers, forms etc.
13. To keep a notebook to watch timely disposal of urgent papers.
14. To prepare routine letters/replies for approval where noting is not required to issue reminders.
15. Any other work assigned from time to time with the approval of the Principal.
16. To write various books of accounts such as ledger salary register, income tax register.
17. To ensure filing of vouchers and papers.
18. To prepare bills for payment.
19. To prepare various returns.

Code of conduct for Laboratory Assistant

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist them In charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist them In charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to In charge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.
10. Carry out any relevant work assigned to him by Head of the Department and concerned staff.
11. Carry out any other work of similar nature which the HODs/Principal may instruct.

Code of conduct for Laboratory Attendants

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In charge of the Laboratory.
9. Carry out any other work of similar nature which the HODs/Principal may instruct.
10. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.
11. Carry out any relevant work assigned to him by Head of the Department and concerned staff.

Code of conduct for Peons

- 1) To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
- 2) Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines.
- 3) Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- 4) Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
- 5) Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- 6) Carry papers, franking machines etc. within building and other such portable items (office equipment) from one place to another.
- 7) Operate photocopy machine, wherever necessary.
- 8) Carry out any other work of similar nature which the Officer in charge/
Principal/Office Superintendent, may instruct.
- 9) Serve drinking water to employees and to visitors, when required.
- 10) Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
- 11) Any other work as may be assigned to him by the concerned officer from time to time