

Code of Conduct for Students

1.1 Introduction:

The Student Code of Conduct applies to all students enrolled in any course or program at Mahila Shikshanshastra Mahavidyalaya, Market Yard, Kolhapur.

The Code applies to all in the campus for academic and social activities which are sponsored or supervised by the College, Prohibited conduct may subject a student to disciplinary action. The rules and regulations are communicated to the students through the in publications in the form of College prospectus, catalogues, leaflet, pamphlets, admission criteria, enrollment contracts, and posted notices.

Violations of academic policies defined under this Code will be addressed by the Principal. The student may be removed or suspended immediately from the College by the Principal in her sole discretion; this suspension will not be challengeable.

1.2 Purpose:

The Code is persistent with the mission and vision of the College. The purpose of the Code is to:

- Institutionalize the standards of educational and personal conduct for all the students
- Ensure the students for safety and security.
- Inculcate human values, ethical sensitivity and social responsiveness among the students.
- Formulate the requisite behavior and relationship of students with the College staff.

1.3 Rules and Regulations:

Following are the rules and regulations of the College for the Students:

Admission: Admission will be given strictly on merit basis.

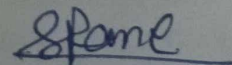
Dress code: No student will remain present without college uniform and Identity Card in the campus. It is required to produce Identity Card any time whenever demanded.

Attendance: Students will remain present in the classroom as 75% attendance is compulsory. In case of attendance less than 75%, parents will be conveyed and preventive measures will be taken. No student of one class shall enter any other class under any pretext.

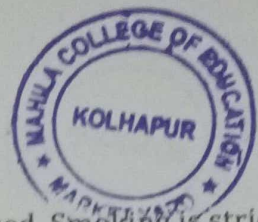
Sex/gender based misconduct: Abuse or harassment, physical, verbal by any other means by any student in the College premises is strictly prohibited. This includes, abuse or harassment on the basis upon such factors as sex, gender, cast, religion, race, ethnicity, colour, national origin, handicap, age, sexual orientation, and political or religious beliefs,

1.4 Disciplinary Code:

1. The unlawful possession, use or distribution of alcohol in the College premises is prohibited; including, possession or use of any narcotic substance, or carrying to the College under



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intoxicated condition. Students found using drugs or liquor will be dismissed. Smoking is strictly prohibited inside the campus.

- II. Student should not sit in the steps or staircases.
- III. Student should not pinch anywhere in the campus.
- IV. Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus,
- V. Students found guilty of using foul language or behaving rudely towards the staff members, or administrative or non-teaching staff will be expelled from the college.
- VI. Use of cell phones inside the class rooms is not permitted; lengthy and un-necessary conversation anywhere in the campus is disallowed.
- VII. Attempted or actual theft of property of the College, or belongings of a Staff member of the College will not tolerated.
- VIII. The students are responsible to keep the campus clean and neat.
- IX. The Students should stick on to the rules and regulations that may be issued from time to time.
- X. Absolute silence should be maintained during teaching hours in the classroom also while moving from class room to laboratory/library/ auditorium and anywhere in the campus. No student should leave the class room hours during lecture without the permission of the lecturer.
- XI. Students are advised to read notices regularly put on the notice board and not to ignore the instructions; also they should convey the notification to their parents/guardians.
- XII. Any malpractice in examination will be prohibited under University Act and norms laid down by the College from time to time,
- XIII. Students are not permitted to possess or use fireworks, dangerous devices, chemicals, or fiery in the College premises in its environs.

1.5 Misuse of Resources:

In case of damage or destroying of the College property, the concerned student shall replace the same at his/her own cost.

1.6 Misconduct of IT Resources:

Theft of IT resources, hacking College website or official password without permission is treated as cyber crime under Cyber Crime Laws and handed over to the concerned regulatory authorities

1.7 Anti-Ragging:

According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, college has formed Anti ragging Committee.

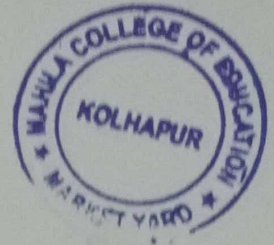
1.8 Jurisdiction

The Principal of college will resolve any query and question regarding the Code of Conduct. The final rights of matter related to the Code of Conduct and disputes therein lies with the Principal.

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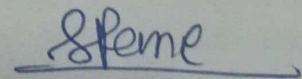
1.9 Actions:

The following disciplinary actions may be imposed independently or jointly. The College reserves the right to impose other sanctions or disciplinary actions not listed in this handbook.

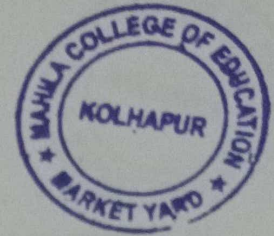
- a) The issues of disputes related to the students themselves or with teaching/non-teaching staff are resolved amicably through Consensus.
- b) Disciplinary Notice or Warning: students will be issued a written notice about violation of the Code that may result in more serious action against the student.
- c) The case of failure of student to pay the penalties towards damage/recovery in any form after lapse of notice period, recovers from students/parents before the issue of TC.
- d) Fine will be imposed for not attending College continuously or having attendance less than 75%.
- e) A student involved in misconduct of a serious nature will be asked to cancel his/her admission.

1.10 Appeal:

Request made by a student for reconsideration of the decision on cancellation of admission/penalty are entertained by the Principal.



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Code of Conduct for Teachers

1.1 Introduction:

The Code of conduct for faculty normally addresses the conduct of teacher related matters such as recruitment, teaching, learning, evaluation, relationship with the students, associated staff, parents management, duties and responsibilities, moral & professional ethics, human values, external services, moral turpitude, devotion, dedication, and integrity of the teacher towards the College

1.2 Duties of the Teachers:

- a) The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, Orientation, Refresher Courses, In-service programme, etc. The Management shall give the teacher every possible opportunity to do so.
- b) The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College and recognized Institution examinations will encourage pursuit of learning in the students.
- c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time and abide by the decisions of the Management, Principal and shall ensure the interest of the College, such decision, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation, etc. If it is found by the Management that damage or loss has been caused to the College by an act or negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- e) In addition to the duties of teaching and allied activities the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the College and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- f) A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.

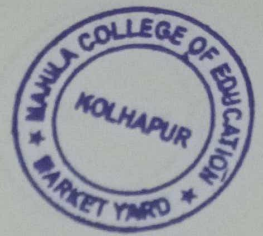
1.3 Code of Conduct:

1) The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following tapes would constitute improper conduct on the part of the teacher

- a) Failure to perform his/her academic duties such as lecturing, demonstration, assessment.

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- b) Gross partiality in assessment of students, deliberately over under marking or attempt of victimization on any grounds.
- c) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)
- d) Raising questions of castes, creed or religion race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
- e) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression provided that he will not use the facilities or forum of the College to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
- f) Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- g) Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.
- h) Involvement of the Anti-academic activities directly or indirectly such as-
 - I. Writing of questions- answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
 - II. Undertaking of any office of profit, agency.

The teacher shall not avoid any work related to the University/College examinations without reasonable grounds.

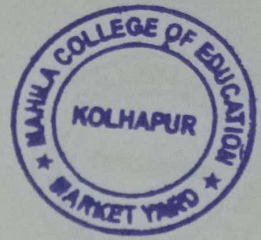
2) The behavior of the teacher with female students and other employees shall be modest.

3) The Teacher shall-

- I. strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- II. not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty; and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug;
- III. refrain from consuming any intoxicating drink or drug in a public place;

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IV. not appear in a public place in a state of intoxication:

V. Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.

1.4 Librarian:

In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

- a) The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
- b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography,
- c) The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

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Code of Conduct for Principal

1.1 Introduction:

Principal as the Head of institute is solely responsible for addressing, mediating and mring sl es concerned with the stakeholders of education. This Code of Conduct provides as explic definition of the standards of professional conduct expected from the Principal as Head of College

1.2 Responsibility of the Principal:

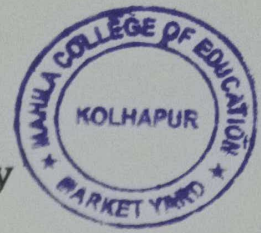
Subject to the supervision and general control of the Management, the Principal as the principal executive and Academic Head of the College, shall be responsible for-

- 1) Academic growth of the college.
- 2) Participation in the teaching, research and training programmes of the college.
- 3) Assisting in planning and implementation of academic program mes such as refresher/ orientation course, seminars, in-service and other training programmes organized by the University College for academic competence of the Faculty Member.
- 4) Admission of students and maintenance of disciplines of the college.
- 5) Receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the college and recognized Institution and their libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the college.
- 8) Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activates of the college and Recognized Institution and maintenance of records.
- 9) Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) Supervision of the examination, setting of question papers, moderation and assessment of Answer papers and such other work pertaining to the examinations of college/recognized Institution.
- 11) Overall supervision of the University Examinations. 12) Observance or provisions of Accounts Code.
- 13) Maintenance of Self-Assessment Reports of teachers and their service Books.
- 14) Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.

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Code of Conduct for the Governing Body

1.1 Introduction:

The college shall be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

1.2 Code of Conduct:

1. Decisions and resolutions made by the Governing Body and Executive Body are obligatory 2. The members of Governing Body shall maintain their character, transparency, mannerisms and good image
3. No property of college will be used for personal benefits. 4. The members of the Governing Body can obtain service from the college employee as and when required.
5. Any member of Governing Body needs any primary information from Institute, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
6. If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
7. All shall mind that no person is greater than Institute.
8. The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal. 9. Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.

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Section I: Responsibilities of Teachers

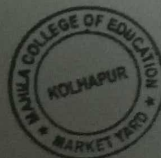
1. Ideal Behavior: Teachers should act according to the values of their profession and ensure their actions match their teachings.
2. Public Image: Teachers are always being observed by students and society. They should maintain a positive image.
3. National Values: Teachers should promote the educational ideals of the nation and make them their own.
4. Personal Traits: Teachers should be patient, calm, and friendly in their interactions.
5. Responsibilities:
 - Adhere to community expectations in behavior.
 - Manage personal affairs with professionalism.
 - Continuously learn and grow through study and research.
 - Share knowledge at professional events.
 - Be active in professional organizations.
 - Fulfill teaching and research duties with dedication.
 - Avoid plagiarism and unethical behavior.
 - Follow university rules and respect its traditions.
 - Assist in college and university activities, including community service.

Section II: Teachers and Students

1. Respect: Teachers should respect students' rights and opinions.
2. Fair Treatment: Treat all students fairly, regardless of their background.
3. Individual Needs: Recognize that students have different abilities and needs.
4. Encouragement: Encourage students to excel academically and contribute to their community.
5. Values: Instill values like scientific thinking, inquiry, democracy, patriotism, social justice, environmental protection, and peace in students.
6. Dignity: Treat students with dignity and avoid vindictiveness.
7. Merit-Based Assessment: Evaluate students based on their performance.
8. Availability: Be available to help students beyond class hours without expecting payment.
9. National Heritage: Help students understand their national heritage and goals.
10. Avoid Conflict: Don't incite students against others.

Section III: Teachers and Colleagues

1. Respect: Treat colleagues as you would like to be treated.
2. Professional Support: Speak respectfully and help fellow teachers for professional development.
3. Avoid Allegations: Refrain from making baseless complaints against colleagues.
4. No Bias: Don't discriminate based on caste, creed, religion, race, or gender.



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Section IV: Teachers and Authorities

1. Follow Rules: Fulfill professional responsibilities according to existing rules and procedures.
2. No Conflicting Employment: Don't take on other jobs that interfere with teaching.
3. Cooperation: Work with institutional and professional bodies to improve policies.
4. Terms of Contract: Adhere to contractual terms.
5. Notice: Provide and expect notice before changing positions.
6. Leave: Only take leave when necessary, with prior notice, considering academic schedules.

Section V: Teachers and Non-Teaching Staff

1. Equality: Treat non-teaching staff as equal partners within the institution.
2. Joint Efforts: Support joint-staff councils for cooperation between teachers and non-teaching staff.

Section VI: Teachers and Guardians

1. Communication: Maintain contact with students' guardians, share performance reports, and meet for mutual benefit.

Section VII: Teachers and Society

1. Public Service: Recognize education as a public service and inform the public about educational programs.
2. Community Involvement: Work to improve education and strengthen the community's values and intellect.
3. Social Responsibility: Be aware of social issues and contribute to societal progress.
4. Citizenship: Fulfill citizenship duties and engage in community activities.
5. Promote Unity: Avoid activities promoting hatred and work for national unity.



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