

**Bharati Vidyapeeth's**  
**Dr. Patangrao Kadam Mahavidyalaya, Sangli**  
**HANDBOOK OF CODE OF CONDUCT**



## **CODE OF CONDUCT**

### **Code of Conduct for students**

1. Every student must possess the identity card while in college premises. If it is lost, it can be obtained again by paying a fine of Rs.50/-.
2. The student must read the notice board regularly.
3. Finalization of Subject/s: Admission will be given according to the rules of the Government. Information regarding inclination, need, capacity etc. of the first year and third year students with reference to their subjects chosen during the admission will be based on marks in the previous examination in the concerned subjects. The concerned teacher / Heads of the Department will then guide and advise the students regarding their choice of subject/s to finalize their subjects. The subject/s thus chosen and finalized will not be changed, except with permissions from the Principal.
4. In case the University / the Government increases the fees, the student will have to pay accordingly. In case of cancellation of any kind of concession, the student will have to pay the required fees before submitting the examination form.
5. No student should remain absent in classroom or laboratory without the permission of the concerned teacher. To appear for the University examination a minimum of 80% attendance is necessary.
6. The student must attend all the tests, examination, tutorials etc. held in the college.
7. According to the instructions given from time to time, the students will be evaluated by the teacher.
8. To comply with the grievances of the student, our college has a Grievance Redressal Cell. Students are required to submit their complaints, addressed to the Principal, in the college office.
9. Suggestions related to the college working should be neatly written with name, class and signature of the student and inserted in the Suggestion Box.

10. A separate counseling cell for girl students is active in the college. Complaints and problems of the girl students can be solved by the cell authorities, on contact. Concerned information is displayed on boards.
11. The students should park their bicycles & two wheelers in the vehicle stand only.
12. It is the duty of every student to take care of the college infrastructural assets and equipments.
13. The students should not wander in the passage, staircase, premises, when the lectures are going on.
14. It is the duty of the students to maintain the discipline and cleanliness in the college.
15. Writing on the college walls, benches, library books etc. is strictly prohibited.
16. Ragging is prevented by law. Violation of this will lead to legal action.
17. The decision about the college gathering will be taken by the Principal.
18. All students taking admission in this college should take note that the Act number 33 of M.S. Statutory Act of 1999, regarding ragging, is being actively implemented here. The anti-ragging act includes all those activities which lead to the physical & mental torture of the students; creating a feeling of apprehension, fear, shame or of being in trouble; teasing, cursing, threatening, mischief creating, mind troubling and forcing to act against will. A student acting against this law will be jailed for two years & fined for Rs.10,000/-. If the crime is proved, in addition if the student is proved guilty, will be debarred from the college and care will be taken to see that he/she will not be admitted in any other Educational institution.

## **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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. The profession further requires that the teachers should be calm patient and communicative by temperament and amiable disposition.

### **Teachers should;**

- i) Adhere to responsible pattern of conduct and demeanor expected of them by the community.
- ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- iii) Seek to make professional growth continuous through study and research.
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and

counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation and

viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHER AND THE 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, political, economic, social and physical characteristics;
- 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 outlook and respect for physical labor 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 students in the assessment of merit;
- viii) Make themselves available to the students even beyond their class hours help and guide students without any remuneration or reward;
- ix) Aid students to develop an understanding of our national heritage and national goals;
- x) Refrain from inciting students against other students, colleagues administration.

## **III. TEACHER AND THE 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 lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in the professional endeavor.

## **IV. TEACHER AND THE AUTHORITIES:**

### **Teachers should;**

- i) Discharge their professional responsibilities according to the existing rules adhere to procedures and methods consistent with their profession in initial steps through their own institutional bodies and/or professional organizations 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 the 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 institutions and accept offices;
- v) Co-operate with the authorities for the betterment of the institutions keeping view the interest and in conformity with dignity of the profession;
- vi) Should adhere to the conditions of contract;
- vii) Give and expect due notice before a change of position is made; 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. TEACHER AND NON TEACHING STAFF;**

- i) Teacher should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. TEACHER AND GUARDIANS;**

##### **Teacher should:**

- i) Try to see through teacher's 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. TEACHER AND SOCIETY;**

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

- i) Recognize that education is a public service and strive to keep the public informed of the educational programs 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.

## **1. Duties**

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

## **2. Code of conduct:**

It is assumed that the teacher will not in general avoid his responsibilities and misuse privileges. However following lapses would constitute improper conduct on the part of the teacher of the College/Recognized institutions.

- a) Failure to perform his academic duties such as preparations, lectures, demonstrations, assessment, invigilation etc.
- b) Gross partiality in assessment of students deliberately over / under making or attempt of victimization on any grounds.
- c) Inciting 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 his colleagues and trying to use the above considerations for improvement of his prospectus.
- e) Refusal to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his difference with their policies or decisions, expression provided that he will not use the facilities or forum of the University/College/Recognized Institution to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.

### **3. Suspension, Dismissal and Termination of service:**

- i) The services of a College/Recognized Institution teacher on probation shall not be terminated without one month's notice, or the payment of the one month's pay in lieu of notice. The services of the Principal/Head of the Recognized Institution on probation shall not be terminated without three months' notice or the payment of three months pay in lieu of notice. However, no teacher shall ordinarily leave or be compelled to leave the service in the middle of the term.
- ii) A teacher is liable for disciplinary action on one or more of the following grounds:
  - 1. Misconduct
  - 2. Moral Turpitude,
  - 3. Willful and persistent negligence of duty,
  - 4. Physical or Mental unfitness,
  - 5. Incompetence.
  - 6. Participation in Private coaching classes, directly or indirectly accepting tuitions, accepting any outside employment or office or profit.

#### **Explanation:**

- A) Misconduct shall among other things include the following:
  - a. Insubordination
  - b. An act prejudicial to the proper management of the college / Recognized Institution.
  - c. Breach of the terms and conditions of services, prescribed by the statutes and agreement.
  - d. Violation of code of conduct.
- B) Willful negligence of duty shall among other things include the following:
  - a. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi under circumstances not beyond his control.
  - b. Habitual absence from duty without previous intimation.
  - c. Failure to discharge any of the duties prescribed under the statutes.
  - d. Negligence of academic or extra-curricular duty that may be assigned to the teacher by the Principal of the College/Head of the Recognized Institution or the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations

C) Incompetence among other things will include the following:

- a. Failure to complete the teaching or the prescribed syllabus within the prescribed period, because of inability to teach; and
- b. Such other incapacities in teaching as would lead to failure in imparting of instruction to students.

**Penalties:**

Without prejudice to the provisions of these statutes a Teacher guilty of offences specified in statute 211(3) (ii) shall be liable to receive any of the following penalties depending upon the gravity of the offences.

I) Minor Penalties.

- i) Reprimand, Warning or Censure.
- ii) Withholding of increments or promotion up to one year.
- iii) Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the college/Recognized Institution by negligence or breach of orders.

Explanation: The Principal shall make necessary inquiry and keep the record of the inquiry before the penalty is levied.

II) Major Penalties:

- i) Stoppage of increment with or without effect of future increments,
- ii) Reduction to a lower stage of increment in the teacher's own pay-scale,
- iii) Reduction in Rank/Grade
- iv) Termination of service.
- v) Compulsory retirement
- vi) Removal from the service of the College/Recognized Institution.
- vii) Dismissal from the service of the College/Recognized Institution.

Explanation: The following shall not amount to a penalty within the meaning of this statute, namely:

- i) Stoppage of increment of a teacher at the Assessment Bar in the time scale of pay on the ground of his unfitness to cross the bar.
- ii) Non-promotion of a teacher, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post, to which a teacher is eligible.
- iii) Reversion of a teacher, appointed on probation to any other grade or post, to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.
- iv) Reversion of a teacher officiating in a higher grade, or post to a lower grade or post, on the ground that the teacher is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct.
- v) Replacement of the services of a teacher, whose services had been borrowed from outside authority, by another teacher, at the disposal of such authority.

- vi) Compulsory retirement of a teacher in accordance with the provisions relating to his superannuation or retirement.
- vii) Termination of the services:
  - a. of a teacher appointed on probation during or at the end of the period of this probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or
  - b. of a temporary teacher in accordance with the rules made in that behalf by the University; or
  - c. of a teacher employed under an agreement, in accordance with the terms of such agreement.

**Scope of application of penalties:**

i) Withholding of increments withheld,

When an increment or increments of a teacher are withheld, the authority/officer imposing the punishment shall specifically mention in the order:

- a) The number of increments withheld,
- b) The period for which they are withheld,
- c) Whether the stoppage of increments shall have temporary or permanent effect of postponing the future increments, and
- d) That the period for which the increments are withheld shall be exclusive of the leave (except casual leave) taken during the period.

Similarly, when it is decided to debar a teacher from his next promotion, the authority/officer imposing the punishment shall specifically mention in the order the period for which the teacher is not to be considered for such promotion.

ii) Reduction to a post in the lower pay-scale or to a lower stage of increment in the teacher's own pay-scale:

- a) The authority / officer imposing this punishment shall specifically mention in the order the period for which such reduction shall be effective and whether on restoration, the order of reduction shall have the effect of postponing future increments.

  
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