

Maji Aamdar Shri. Babasaheb Patil Sarudkar Shikshan Sanstha's
Shri. Shiv- Shahu Mahavidyalaya, Sarud
Code of Conduct Policy
Code of Conduct for the Principal

The Chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. Specifics of the salient and significant codes applicable in the conduct of Principal are as under.

1. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
2. To institute, nourish and enforce meting equal treatment to all the stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the college.
3. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, race, sex, or religious identity as within the Framework of Indian Constitution
4. To Generate and maintain required alertness among all the stakeholders of the college so that chances of incidences of sexual harassment get ever minimize and ultimately eradicated.
5. To maintain and promote academic activities in the college.
6. To promote and maintain the practice of extra curricular activities among the students and other human resources of the institutions.
7. To promote and maintain harmonious relationship of the college with the adjoining society.

As the academic head of the institutions, the principal should ensure the existence of an academic environment within the college. The principal should put the best efforts to bring in adequate infrastructural and financial support for the

college. The principal should encourage the faculty members of the institution to take up research projects, publish research papers, arrange for regular seminar and participate in conference / symposium / workshop / seminars.

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Code of Conduct for the Teachers

The basic ethical values underlying the code are care trust integrity and respect embodying those aspects relevant to teacher, who entrusted with social responsibility. The definitive code for this institution encompasses the following.

1. Be concerned and committed to the interest of students as the foremost aim of the teaching profession is to educate.
2. He shall not prevent any student from expressing his view point although it may differ from that of his own. On the contrary, the students should be encouraged.
3. He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, Gender of Socio- economic status. There should not be any partiality or vindictive attitude towards any of them.
4. His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
5. The teacher should instill a scientific and democratic outlook among his students making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
6. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
7. The teacher will have to carry out the institutional educational responsibilities such as conducting admission, college seminars and so on. He should also be participating in extra-curricular activities of the college as in sports, extension activities and cultural programmers. This will generate a holistic development and a congenial relationship with the student.

8. The teacher must respect the confidentiality of all information regarding exam affairs as well as matter dealing with colleagues and students unless legally or legitimately demanded.
9. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
10. There should be regular interactions with the Guardians of the students as this is necessary for the improvement for students and the institutions.

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Code of Conduct for the Administrative Staff

Interactions between administrative staff and students are frequent as for example during counseling, admission, disbursement of financial aid, examinations and so on. On a regular basis the student come in to contact with administrative staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

The college has put forward its code of ethics for the Administrative Staff along the following lines.

1. The Administrative Staff should acquaint themselves with the college policies and adhere to them to their best ability.
2. They should not hamper the functioning of the college by engaging themselves in political or ant secular activities.
3. They should not engage in remarks of behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
4. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
5. They should also be responsible for the Proper use and maintenance of college equipment's and furniture.
6. No administrative staff should be under the influence of drugs or alcohol during office hours.
7. The administrative staff often has access to confidential information regarding examination matter and other matters relating to other staff, thought official records it is expected that they respect the confidentiality of such matters.
8. They should perform their duties with honestly and integrity.

9. The administrative staff should show no discrimination on basis of gender, caste, or religion.
10. The administrative staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
11. The administrative staff is the first to come into contact with the guardians of students as during examination. They must keep in mind the fact that their behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.

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Code of Conduct for Students

The College depicted underneath shall apply to all sorts of conduct of students within the college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institutional or reputation.

1. Any act of discrimination (physical or verbal) based on an individual's gender, identity, caste, race, religion, or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Unauthorized possession or carrying or use of any harmful chemical, banned drugs, weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy and Consumption of tobacco, Ghutka etc. and smoking are prohibited in the college campus.
3. All students have to interact and behave very nicely with teaching and non-teaching staff.
4. Student must follow the rules of dress code and identity in the college premises.
5. Student should read and comply accordingly all notices displayed on notice board in the college.
6. Student should not damage any property of the college. If found so, student will be punished according to the rules.
7. Regular attendance of the students is mandatory.
8. Students should not make any changes on the statutory documents such as bonafide, T.C., identity of the college.
9. Students should submit all kind of documents (Scholarship, admission, examination etc.) whenever required and asked by the office within stipulated time. Failing to this, college will not be responsible for any kind of loss of the student.

10. This is mandatory to submit provisional admission form for all courses/programs of the college within ten days after declaration of his previous exam results.
11. Students should submit all kinds of complaints in written to the concern authority. Students can also avail the facility of complaint box.
12. Students should maintain social, cultural & religious harmony in the campus.
13. Frequent use of mobile is prohibited in campus and no social media groups will be formed in the name of college or class. Only concerned teachers and college authority has right to form social media groups.
14. Students must follow the rules and regulations of anti-ragging and prevention of women's sexual harassment policies of state and central government and other authorities like UGC and University.
15. Students should participate with zeal and pleasure in co-curricular and extracurricular activities.
16. According to Govt. of Maharashtra decision Draft no 1614/345/P.K.71/18-A Dated 9th March 2015 students has to fill self-Declaration Certificate with his Photograph, Full Name, Signature, etc.
17. This is strictly prohibited to shoot any class or any part of the college campus & to upload it on social media platform without prior permission of college authority.
18. For degree and Post—degree there will be internal evaluation examination, by conducting Home Assignments or Project work. Students have to submit their assignment work in time as declared by respective faculty. The Provision of ATKT and Grace marks will apply as Prescribed by University.
19. This is mandatory to follow examination rules of Shivaji University and college. Any grievance regarding this should properly admitted to college authority.
20. Male students should behave with honor and dignity while having any kind of communication with female students.

The discipline committee takes appropriate action against disciplinary breach.