

# **Handbook of Code of Conduct**

**Dr. D.Y.Patil Unitech Society's**

**Dr.D.Y.Patil Arts,Commerce and Science**

**College, Pimpri, Pune-18**

**(Affiliated to Savitribai Phule Pune University)**

## **INDEX:**

**Chapter I: Institutional Code of Conduct for students**

**Chapter II: Institutional Code of Conduct for teaching staff**

**Chapter III: Institutional Code of Conduct for non-teaching staff**

**Chapter IV: Institutional Code of Conduct for Head of the department**

**Chapter V : Institutional Code of Conduct for the Principal**

**Chapter V I : Institutional Code of Conduct for Governing body**

**Chapter VII : Institutional Code of Conduct for alumni association**

**Chapter VIII: Institutional Code of Conduct for parents /guardians**

## **Chapter I : Institutional Code of Conduct for students:-**

- Disciplinary rules and regulations framed by the institute must be followed by the students.
- Any type of misbehavior, indiscipline or breach of any rules will result into severe punishment to them.
- Waste bins must be used to dispose of waste material to keep the campus free of plastic and other litter.
- Students commuting by two wheelers must carry driving license and wear helmet and park their vehicles in the parking area.
- Students are strictly prohibited to park four wheelers in the college campus.
- Indulgence of students in political, communal, anti-institutional, anti-national and anti-social activities is strictly prohibited by the institution.
- As per the university rules 75% attendance is compulsory.
- Students should be in uniforms and wear I Card when in college campus.
- Outsiders are not allowed in the college campus and hostel as well.
- Be co-operative and fair to faculties and peers pertaining to various academic and non academic activities.
- Students are expected to participate actively in various events organized by the college.
- Use of mobile is strictly prohibited in the classroom, library and exam hall, etc.
- Students should switch off their mobile phones after entering the college campus.
- As per the rule of Supreme Court of India strict action will be taken if the students involve in ragging.

- Smoking & consumption of alcoholic beverages or use of banned materials inside the college, hostel and campus is strictly prohibited.
- Damage of property of the college and its sister Institutes like tampering with fixtures, furniture's, windows panels will be viewed seriously.

## **Chapter II : Institutional Code of Conduct for teaching staff:**

- Teaching staff should treat all the students equally irrespective of gender, caste, creed and religion, etc.
- Staff should assist, guide and encourage the students for learning and acquisition of knowledge and try for their holistic development.
- Contribution of staff is must in the fulfillment of vision and mission of the institution.
- Comply with and obey all orders and instructions which may from time to time be given to him by the officer.
- Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the Institution and shall not involve in activity which would lead to tarnish the image or reputation of the Institution.
- Staff is expected to participate actively in various events organized by the college and co-ordinate the same.
- Positive and robust interaction with parents and other stakeholders is must.
- The publication of research papers in UGC listed journals and Scopus indexed journals is expected. Staff should attend seminars and workshops for their professional development.
- Conventional as well as modern teaching methods should be implemented in pedagogy.

- Take due care of the property, materials, Instruments etc. where damage or loss is attributable to the intentional mishandling or misuse by an employee, the employee shall be liable for disciplinary actions as may be deemed by the competent authority.
- Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the administration.
- Shall observe cannons of financial expenditure and Inventory control, wherever applicable.
- No Employees shall, without prior permission, in writing ,by the competent authority, be actively associated with any political party or an organization, which takes part in politics or which has got political implications nor shall he/she take part in or assist any other manner any political movement or activity.
- No employee shall organize or participate in any demonstration, agitation any nature whatsoever like social, political or religious cause in the college premises.
- Participation in radio/television programme, giving speech to public, or writing any letter to newspaper or publishing any article which is detrimental to the image/interest of the Institution is strictly prohibited.
- Shall not engage in any trade, business, and vocation or undertake any other employment without prior permission of the competent authority, provided the same is not detrimental to the interest of the college.

### **Chapter III : Institutional Code of conduct for non-teaching staff :-**

- Staff must not disclose confidential matter, mutilate, conceal or alter official records as part of professional ethics.
- College money should not be utilized for personal/unofficial purpose.
- Staff should maintain honesty, integrity, fairness and self discipline in all activities and be cordial with staff, students and parents.
- Peon should maintain cleanliness in the laboratories, classrooms and staffroom.
- Lab assistants should maintain attendance register and keep the set up ready before conduction of practical.
- Clerk should maintain service book of all staff and document files in the respective department and college.
- Staff is eligible to claim leave only after obtaining prior permission.

#### **Chapter IV : Institutional Code of Conduct for Head of the department:**

- Head of the department should allocate workload to each and every staff member.
- Head of the department should plan and prepare academic calendar of the respective department and execute the same.
- Departmental meetings should be conducted weekly in order to abreast with the progress of the students and to deal with any difficulties faced by the staff.
- Head of the department should motivate faculty members to publish research papers in reputed journals and conferences and to author text books.
- Students and parents feedback on various factors must be taken from time to time.
- Submission of staff performance and self-appraisal report to the principal.

## **Chapter V : Institutional Code of Conduct for Principal:**

- Principal should monitor stringently academic, administrative activities and general administration of the institute for ensuring efficiency and effectiveness.
- Taking necessary action as and when required to maintain discipline in the institute.
- Formulation of various college level committees for the smooth execution of activities as well as for the development of Institute.
- Ensuring equal opportunities to all the stakeholders without any type of discrimination.
- Strive for rendering quality education and molding the students as better citizen of the country.
- To provide confidential report of staff members of the institute and annual report of different programmes to the management.
- Should possess outstanding and strong leadership qualities.

## **Chapter VI : Institutional Code of Conduct for Governing body :**

- Formulation of development programmes with respect to administrative, academic and infrastructural goals.
- To make policies and take decisions pertaining to teaching and academic calendar of college.
- Recruitment of efficient and qualified staff and creation of additional teaching posts

- Introduction of new academic courses.
- Organization of staff development programmes to enhance teacher's efficiency.
- Discussion with Internal Quality Assurance committee to make suitable recommendation.
- Providing recommendations on various reports like local enquiry report, audit report, inspection report and NAAC report, etc.
- Recommendations regarding students and employees welfare activities.
- To resolve any issues related to discipline, safety and security of the college.

#### **Chapter VII : Institutional Code of Conduct for alumni association :**

- Supporting the students by mentoring them on their career opportunities in the industry
- Opening channels for the students in undergoing practical learning and work experience in the institution in their vicinity.
- Encourage students especially their family and friends to join the college for higher studies.
- Collection of funds for supporting people with disabilities, students' activities, awarding scholarships and cultural programmes etc.
- Helping in maintaining reputation of the institute with optimistic approach.
- Developing new study programmes in the college by applying expertise from their occupation.

#### **Chapter VIII: Institutional Code of Conduct for Parents /Guardians:**

- Obey all student safety policies and procedures adopted by the institution from time to time.

- They should approach the classroom with permission from Principal and staff members.
- Attend Parents Teachers meetings to review their wards' progress, performance and attendance, etc.
- Parent's/ guardian's contribution to promote a positive and friendly culture in the College is solicited.
- Parent's/guardian's cooperation in dealing with disciplinary issues involving their wards is expected.
- Reporting about their ward's absence to the college.