



Janata Shikshan Sanstha's
Kisan Veer Mahavidyalaya, Wai
Dist- Satara- 412 803 (Maharashtra State)

Code of Conduct Handbook

Code of conduct for Students

Preamble:

All the students must know that it is binding upon them to abide by this code of Ethics and conduct and the rights, responsibilities and the restrictions emanating from it. The aim of this code of conduct is to initiate discipline among the students and provide a system which promotes growth through individual and collective responsibility. All the students are expected to be conversant with this code. It is displayed on the college website www.kvmwai.org

Jurisdiction:

- 1) The college shall have the jurisdiction over the conduct of the students associated/enrolled with the college and take cognizance of all act of misconduct including incidents of ragging, indecent behaviour on the campus, as well as activities and functions related to it.
- 2) The College may exercise jurisdiction over off-campus behaviour of the students, which may violate the ideal Code of conduct laid down by the College.

Code of Conduct:

This Code of Conduct shall apply to all kinds of conduct of students on the College campus and off-the campus that may adversely affect the reputation and interests of the college.

- 1) Every student shall be regular and must complete her studies in the college.
- 2) In the event of discontinuation or transfer to another institution, the student shall be required to clear all his/her pending dues, if any.
- 3) The college believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others.
- 4) The students should not indulge in any form of misconduct on the campus and in the activity off the campus which may affect the interests and reputation of the college.

- 5) They should not intentionally damage or destroy the property of the college or property of other students and/ or faculty.
- 6) They should not engage in any disruptive activity on the campus or off the campus.
- 7) Every student must produce his/her identity card issued by the college on demand.
- 8) The students should not organize meetings, processions without permission of the college.
- 9) Indecent, lewd behaviour, unreasonable noise, disruption and/ or participating in riot or violence in the college is liable for strict action.
- 10) The students shall not interact, on behalf of the College with media representatives or invite media on the campus without prior permission.
- 11) They should use social media carefully and responsibly. They should not post derogatory comments on other persons from the college / on the college in social media that may adversely affect the interest and reputation of the College.
- 12) Theft / abuse / tampering of physical, electronic and other facilities on the college campus is liable to punishment
- 13) Violation of the rules laid down by the library shall also come under misconduct.
- 14) Use of computers, internet, and Wi-Fi facility should be made for educational purposes only.
- 15) Indulging in harassment of other students / staff and ragging of other students is liable to punishment according to the law. Any misconduct will be dealt with by the Discipline Committee and disciplinary action shall be taken after ascertaining the misconduct and according to the nature of misconduct.

Code of conduct for Teachers

“Laws control the lesser man -Right conduct controls the greater one”

-Mark Twain

Teachers should be

- Caring, fair and committed to the best interest of the students entrusted to their care and seek to motivate, inspire and celebrate their efforts and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development.
- Respect the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status etc.
- Make planned and systematic effort to facilitate the student to actualize his/her potential & talent.

- Maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
- Plan and communicate clear, challenging and achievable expectations for students.
- Create an environment where students can become active agents in the learning process and develop lifelong learning skills.
- Adapt his/her teaching to the individual needs of the student.
- Keep a dignified demeanor commensurate with the expectation from a teacher as a role model.
- Act in the best interest of students.

Professional development

**“It is the supreme art of the teacher to awaken joy in creative expression and knowledge”
--- Albert Einstein**

Teachers should

- 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 evaluation their professional practice in light of their professional knowledge basis.
- Availing of opportunities for career long professional development.
- Create a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- Take pride on teaching profession and treat other members of the profession with respect.
- Refrain from making unsubstantial allegations against colleagues or higher authority.
- Respect the professional standing and opinions of his / her colleagues.
- Should seek to co-operate with their colleagues providing support, help and guidance as required by them, and enable effective communication throughout the institution.
- Should display the highest possible standards of professional behavior that is required in an educational establishment.

Code of Conduct for the Governing Body

The Governing Body is responsible for the operation of all aspects of the college including its finance, educational and research functions and domestic arrangements.

- ❑ The Principal's authority is defined by overall responsibility of the Governing Body for the operation of the college. The Principals role is more akin to that of the Governing Body.
- ❑ The Governing Body may delegate certain responsibilities for the running of the college.

The major duties of the Governing Body members are

- ❑ to ensure that the college is well run, meets the needs for which it has been set up and remains solvent.
- ❑ to always act in the best interest of the college, rather than of individual, and to avoid conflicts of interest.
- ❑ to use reasonable care and skill in their work as members of the Governing Body and to seek professional advice where appropriate.
- ❑ to regularly attend meetings of the Governing Body and the committees on which they serve, and to acquire appropriate knowledge to contribute effectively to decision making.
- ❑ to exercise the highest standards of propriety and accountability in all aspects of Governing Body activity including the proper use of college funds.
- ❑ to act in good faith and in the best interests of the college at all times.
- ❑ to accept that they are bound by the collective decision of the Governing Body whether they agree with them or not and refrain from publicly revealing or criticizing the views of other committees expressed at the meetings of Governing body or its committees.
- ❑ to respect the confidentiality of business and the record of discussions that are, on occasions, deemed not for publications.
- ❑ to be aware of and accept that individuals, other than the Chair, do not have the right to make statements or express opinions on behalf of the Governing Body other than with the Governing Body's approval.

Code of conduct for Principal

The Principal of the College has certain rights and responsibilities. He has

- to maintain decency and discipline on the college campus.
- to be an able captain of the ship, guiding and mentoring members of the staff.
- to be fair, reasonable and able to carry the team on her shoulders.
- to be impartial towards staff and students.
- to run the administration in a transparent and consultative manner.
- to keep the institution in sound financial health.
- to utilize funds in an honest and just manner.
- to explore every possibility to keep the institution's flag flying high; academically and socially.
- to treat all students with love, dignity and irrespective of caste, creed and religion.
- to take personal responsibility in maintaining excellent academic standards.

Code of conduct for Support Staff

Support staff working in the college office should remain during college hours.

- The staff should look at all matters relating to probation, regularization for all categories of staff promptly.
- Maintenance of all service records of all employees and periodic updating.
- Issue of certificates such as service certificate, experience certificate etc., after obtaining approval from the authority concerned.
- The staff shall update the scholarship procedures of students promptly and avoid inconvenience to the students.

Administrative staffs are expected to

- demonstrate courtesy and respect to all dealing with students, academic employees and support staff.
- be fully conversant with all aspects of the college policies and procedures and will be prepared to implement them.
- meet college deadlines for preparation of such items as standard workload forms, profiles and purchase orders as well as deadline to payroll and budget data.

- practise fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of college funds.
- establish and maintain cooperative and collegial relationships with other administrative staff members.
- work diligently to ensure that the college provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures and classroom problems.
- exercise cautions in the expenditure of college funds and ensure that due process and fair bidding practices are observed.
- avoid activities which might rise to perception of favoritism.
- accept responsibility for ensuring that the required statistical data provided for external agencies providing funds is accurate.
- avoid attempts to use their authority of their chair or the reputation of the college to forward any personal or political agenda.
- Technical staff assigned to laboratories should keep the labs clean.

Technical staff will carry out their duties as instructed by the authorities to whom they are attached.