



HANDBOOK OF CODE OF CONDUCT

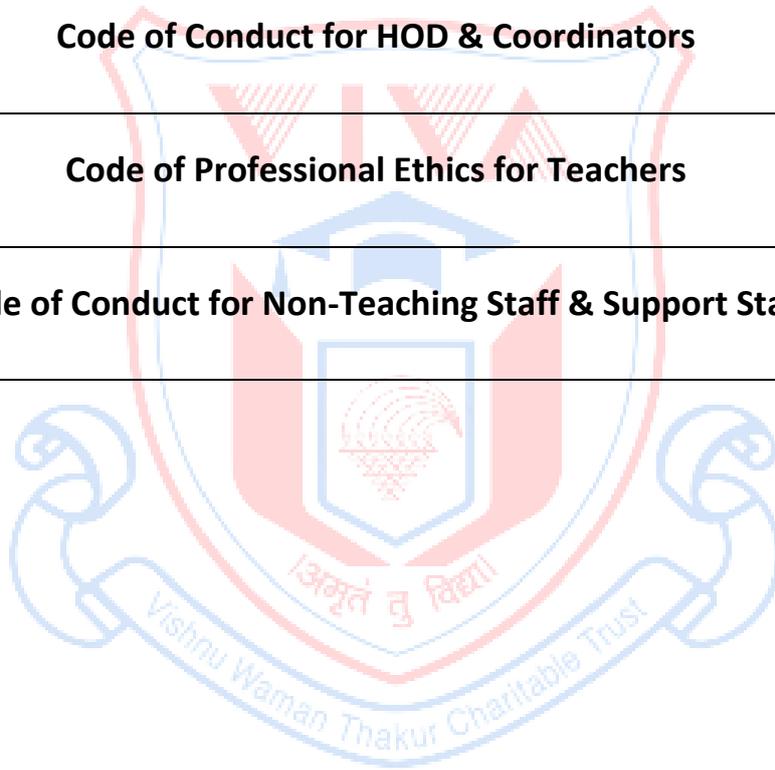


IQAC
VIVA College

**Late Shri. Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)
NAAC Accredited 'B' Grade - 2.69 CGPA**



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CODE OF CONDUCT FOR STUDENTS

1. Every student must be in possession of his/her valid Identity Card & must wear it throughout till he/she is in college premises or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
2. All should be punctual about cleanliness of the college campus. Throwing out waste papers, defacing the walls are punishable offences. They should use the baskets and bins specially provided for.
3. Use of mobile phones is restricted on college campus. Strict disciplinary action will be taken if a student is found to use mobile (University / Government No. UJ / 552 at 31/12/2004).
4. Stakeholders should switch off the lights and fans when not required and also while leaving the classrooms/laboratories/Library.
5. **Attendance:** Attendance of students is regulated by ordinance 0.119. which states - "For granting of terms, attendance of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practical and tutorials conducted in the term. **(Students/Parents are required to check defaulters list displayed on notice board)**
6. Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters.
7. Absence of the student on valid grounds at lectures/ practicals/ tutorials/ tests/ examinations must be communicated to the College principal immediately in writing with the necessary supporting documents viz. Medical certificate etc. If any.

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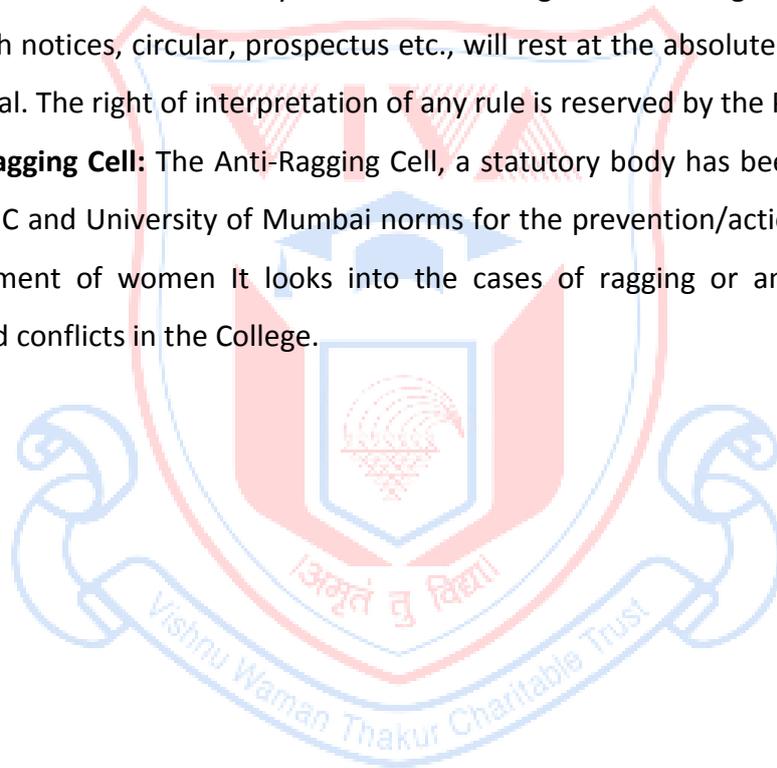


8. Students, who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural, NCC, NSS, DLLE or any other activities on behalf of the College/Activity group, should submit the applications countersigned by the respective Teacher-in-charge before the commencement of such leave, failing which they will be treated as defaulters.
9. Every student must complete, all the academic work assigned to his / her class by the respective teachers, such as the completion of Practical Journal, Home Assignments, Field Diary, Project etc., in time.
10. All students are expected to observe proper decorum with regards to both clothing and behavior and should take utmost care not to disturb the working of his/her own class as well as that of others.
11. Students are directed not to bring any outsider to the college premises.
12. **Counseling/Mentor System:** The College has also set up a Mentor System having teacher mentor to guide the students in their difficulties. In case of any problem, personal or academic, students should report to the Mentor teacher who will help them to solve their problems.
13. Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly / destructive activities on the part of the students either in the class room or outside the class room in the College premises.
14. Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any damage done to the College building, furniture and fixtures by the students shall be treated as breach of discipline and therefore it should promptly be reported to the College Principal.
15. Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.
16. Any lost property, found by the student should be handed over in the College Office, which will be refunded to the claimant on identification.

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17. No student shall collect any money as contribution towards picnics, trips, educational visits; get together, study-notes, charity or any other activity without the prior permission of the College Principal.
18. No society, association, committee, organization of students should be formed in the College without the sanction of the Principal. Outsider should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.
19. Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.
20. **Anti-Ragging Cell:** The Anti-Ragging Cell, a statutory body has been constituted as per UGC and University of Mumbai norms for the prevention/action against sexual harassment of women. It looks into the cases of ragging or any other student centred conflicts in the College.





CODE OF CONDUCT FOR HOD & COORDINATOR

1. The HoD / Coordinator is responsible for the effective functioning of his/her Department.
2. No teacher can avail CL/ DL without taking permission/ intimating the HoD. In case the HoD wishes to avail of a CL/DL, he /she must take the prior permission of the Principal.
3. The HoD / Coordinator has to divide the workload amongst the colleagues in a just and fair manner. All efforts should be made to see that teachers are allotted subjects in keeping with their area of interest/ specialization. In case of conflict in division of papers, all efforts are to be made to resolve the conflict in an amicable manner.
4. Any extra workload should be divided equally amongst all the colleagues in the department including the HoD / Coordinator
5. It is the responsibility of the HoD / Coordinator to see that the departmental Academic Calendar is submitted to be sanctioned to the IQAC on time. Once the academic Calendar is sanctioned and compiled by the IQAC and the budget is sanctioned by the CDC, the HoD / Coordinator does not need to seek the permission of the Principal to execute the academic calendar of his department as per plan and budget sanctioned. The principal is to be intimated about the activities to be conducted 24-48 hours prior to the execution of the activity depending upon the importance of the activity.
6. If the HoD / Coordinator want the Principal to attend any function the same has to be mentioned explicitly to the Principal. In such a scenario the availability of the Principal is to be sought before finalizing the date of the activity.



CODE OF PROFESSIONAL ETHICS FOR TEACHERS

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

A) Teacher should:

- a. Adhere to a responsible pattern of conduct and demeanor expected from them by the community;
- b. Manage their private affairs in a manner consistent with the dignity of the profession;
- c. Seek to make profession growth continuous through study and research;
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- e. Maintain active membership of professional organizations and strive to improve education and profession through them;
- f. Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- g. Discourage and not indulge in plagiarism and other not ethical behavior in teaching and research;
- h. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- i. Co-Operate and assist in carrying out the 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

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conduct of university and college examinations, including supervision, invigilation and evaluation; and

- j. Participate in extension, co-curricular and extra-curricular activities, including the community service.

B. Teachers and Students:

Teachers should:

- a. Respect the rights and dignity of the student in expressing his/her opinion;
- b. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- c. Recognize the difference in aptitude and capabilities among students and strive and to meet their individual needs;
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- e. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- f. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- g. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- h. Aid students to develop an understanding of our national heritage and national goals; and
- i. Refrain from inciting student against other students, colleagues or administration.

C. Teachers and Colleagues:

Teachers should:

- a. Treat other members of the profession in the same manner as they themselves with to be treated;



- b. Speak respectfully of other teachers and render assistance for professional betterment;
- c. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

D. Teachers and Authorities:

Teachers should:

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- b. Refrain from undertaking any other employment and commitment, including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- c. Co-operation in the formulation of policies of the institution by accepting various officers and discharge responsibilities which such offices may demand;
- d. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- e. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- f. Adhere to the terms of contract;
- g. Give and expect due notice before a change of position takes place; and
- h. Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



E. Teachers and Non-Teaching Staff:

Teacher should:

- a. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institutions;
- b. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

F. Teachers and Guardians

Teachers should:

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 meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

G. Teachers and Society

Teachers should:

- a. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- b. Work to improve education in the community and strengthen the community's moral and intellectual life;
- c. 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;
- d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e. 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.

(With reference to The Gazette of India, published on July 18, 2018 / Ashadha 24, 1940)

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CODE OF CONDUCT FOR NON-TEACHING & SUPPORT STAFF

1. Any work assigned by the Head of Department, Principal and any other authority of the college will be willingly accepted and effectively executed on time.
2. Ensure that college services such as photocopying and postage are used only for college purposes
3. Kindly refrain from spending unnecessary time on the college computer.
4. Examination duty is mandatory for all support staff.
5. Interdepartmental transfers will be accepted willingly as and when proposed by the authorities.
6. All support staff must attend Development Programs and training workshop to update themselves.
7. All support staff must wear the uniform on all working days. They must compulsorily wear the Identity Card at all times on the campus.
8. All must show professionalism in the college
9. All should complete their duties efficiently and in a timely manner.
10. All should be punctual when coming to and leaving from work.
11. All should fulfil their job duties with integrity and respect toward colleagues, stakeholders and the community.
12. All should respect their colleagues.
13. All must comply with environmental, safety and fair dealing laws.
14. All should treat the college property with respect and care and
15. Support staff is urged to respect the professionalism of academic employees and fellow support staff members and to refrain from behavior that would prevent others from fulfilling their duties, for example, by failing to order books or repair equipment
16. They should maintain the work culture and environment of the college.