



"Education through self-help is our motto" - **KARMAVEER**

Rayat Shikshan Sanstha's

DAHIWADI COLLEGE, DAHIWADI

Tal. Man, Dist. Satara : 415 508

[Arts, Science, Commerce, BCA, B.Voc.Agri.,
Bank Management, Defence Studies & Vocational Education]

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Founder : Padmabhushan Dr. Karmaveer Bhaurao Patil D.Litt.

[NAAC Third Cycle Reaccredited 'A' Grade (with CGPA 3.25)]

Estd : 1965

Jr.College No. J-21.06.001

M.C.V.C. No. J-21.06.901

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Handbook

on

Code of Conduct

Published by

Dahiwadi College Dahiwadi Tal: Man, Dist: Satara, 415 508



Code of Conduct for Principal:

1. The Principal should stay at the place of his work i.e. head quarter. Dahiwadi is the working head quarter. He should be available on the campus round the clock to discharge his duties.
2. The Principal should not leave the headquarter without the prior permission of the Management. He should submit his application for leave to the secretary of the parent institution.
3. The Principal is the Academic and Administrative head of the institution. While dealing with financial matters, he must observe complete transparency in decisions, actions and procedures.
4. The Principal should have thorough knowledge of his duties and rights. He must be well-versed in almost all disciplines of life.
5. He should discharge his duties keeping in mind no bias about any of the stakeholders. He should pay regular visits to the institutional website as website is the reflection of the institution.
6. The Principal will follow the rules and regulations made by the competent authorities and guidelines that are in force related to admission process, recruitment of employees on the campus, conduction of examinations and other similar duties.
7. The principal will follow the guidelines issued by governments, the UGC, the NAAC, affiliating university and parent institution from time to time and act accordingly.
8. The Principal will discharge his duties irrespective of religion, caste, color and creed, and social and financial status of himself and of the stakeholders. Every action of his' should be bias free.



9. The Principal should behave with his fellow teachers, with love and respect and maintaining their human dignity.
10. The Principal must be able to co-ordinate between stakeholders and able to communicate effectively.
11. Since the Principal is the Academic head of the institution, he must look into and strive for the academic excellence of the students, their employability and his faculty's and staff's welfare.
12. The Principal must look after not only academic well-being of the students, but their social, financial, and emotional development also. He should go planned towards inculcation of human values.
13. Discipline on the campus and within the students and his staff is of utmost important. The Principal must strive to maintain discipline on the campus.
14. The Principal will take into confidence, the stakeholders while taking any strategic decision on the campus.
15. Principal should play active role in decision-making and their effective and result oriented execution.



Code of Conduct for Staff:

Introduction:

Code of Conduct' is an official document that provides every stakeholder with guidelines regarding how to behave or act on the campus at an individual level and at institutional level.

This document reminds the professionals over and over again, their duties and rights as well as their boundaries and limitations. Not only this, but it defines their behavioral patterns. Code of Conduct binds every component in systematic operating procedures.

This document finalizes the responsibility and accountability of the stakeholders. For smooth functioning in any institution, code of conduct plays a significant role.

A Teacher should:

1. Adhere to the responsible patterns of conduct and demeanor expectations of them by the community.
2. Manage his /her private affairs in a manner with consistency with the profession.
3. Seek to make continuous professional growth and excellence through study and research.
4. Express free and frank opinion during his participation at professional meetings, seminars, conferences, and other professional meets.
5. Be associated with professional organizations and strive to improve his and his students' moral.
6. Perform his duties in the form of teaching, tutorials, practical, assignments, study-tours, field visits, surveys and



other approved methods.

7. Abide by the Act, Statute, Ordinances and Code of Conduct.
8. Not discourage and indulge in plagiarism and other non-ethical behavior in teaching, evaluation and research.
9. Participate in Extension, Curricular, Co-curricular and Extra Curricular activities in Community Services.
10. Cooperate and assist in carrying out the function relating to educational responsibilities of the college and the university such as Admissions, Examinations, Assessment Work, etc.
11. Keep in mind Higher Education Institute is the center of academic activities where true nationals are supposed to take shape.
12. Remember that educational institution is a group of heterogeneous people who come together with a noble cause of educating people for creating a noble society. Everyone person performs his duties as per the legal and logical directive. Some perform at the front and some remain in backyard. Value of their work is same irrespective of nature of their work and the amount of salary they withdraw.
13. Behave according to the saying, “Give Respect and Take Respect” policy while working everywhere in the world in general and in public sector in particular and on the campus in more particular.



Code of Conduct for HoDs:

1. The HoDs must have thorough knowledge of their discipline.
2. The HoDs must behave, with their colleagues, in friendly manner and should not aim to create superiority or inferiority complex.
3. They should, in association with their colleagues, prepare the department's Academic Calendar at the end of the year for the next academic year.
4. The HoDs must, in association with their colleagues, prepare the department's Time Table keeping in mind the institution's general timetable.
5. The HoDs must look after the academic, co-curricular and extra-curricular activities in the department and their execution.
6. The HoDs must hold minimum three meetings per semester in the department and observe adherence to the pattern of Agenda.
7. The HoDs must assess the APIs of the faculty in the departments and guide them accordingly for better performance.
8. The HoDs must promote the use of ICT technology in the department and must assure its use in the department.
9. The HoDs must adhere to the academic calendar strictly and conduct tests, quizzes and periodical examinations in the departments in addition to the university examinations. They must pay visits to the institutional website from time to time.



10. The HoDs must promote work culture and amicable atmosphere and promote healthy practices in the departments.
11. HoDs must strive to maintain discipline in the campus work for academic excellence in the institution.
12. It is the HoD's responsibility to promote work culture in the department and ultimately on the campus.
13. It is the HoD's duty to adhere to the Academic Calendar prepared in the department.
14. It is the HoD's responsibility to work hard for academic excellence of the department students.
15. The HoD should evaluate the department faculty's performance and guide accordingly for making the education process result oriented and target oriented
16. HoDs' approach should be research oriented all inclusive and interdisciplinary.



Code of Conduct for Non Teaching Staff:

1. The non-teaching staff will work as supportive to Academic Activities and discharge their duties honestly.
2. The non-teaching staff will keep keen eye on the govt. and university notification and correspondence and bring the same to the notice of the principal on almost daily basis.
3. They must pay visits to the institutional website and make suggestions and contribute towards excellence in academics.
4. The non-teaching staff will discharge their duties in accordance with the rules and regulations made by Central Government, State Government, the NAAC, the UGC, the affiliating university, the Parent Institution and other competent authorities.
5. The non-teaching staff will keep record of documents in standard manner and will be ready with it any time when asked.
6. The non-teaching staff will cooperate with the principal and the faculty for smooth functioning on the campus.
7. The non-teaching staff will be in uniform dress code and wear the identity card issued by the authority regularly.
8. The non-teaching staff will distribute among themselves various related duties and will discharge them with honesty and total dedication in accordance with the guidelines in force.
9. Any kind of misuse and appropriation of funds will be liable for legal action under IPC.



Code of Conduct for Students:

1. Minimum 80% presence in classroom lectures is must as per the Shivaji University Statue of 2017 to apply for course examination.
2. Students will help the staff to keep the campus clean, and green.
3. Students are not allowed to wander in corridors aimlessly.
4. Students should attend the classes regularly in accordance with the timetable prepared by the competent authority of the college.
5. Students should follow the notices, instructions, guidelines issued for them by college authorities from time to time.
6. Students would visit notice boards for various notifications regarding holidays, exams., & announcements, & declarations.
7. Students should regularly visit the college website for e-study materials.
8. Students should not discriminate among them on the basis of religion, caste, creed, culture, financial and social status.
9. Students should take active part in academic, co-curricular and extra-curricular activities and strive to excel in quality education.
10. Any act of indiscipline and misconduct by any student must attract severe disciplinary action against him or her.
11. Every student must ensure his active participation, in addition to classroom lectures, in co-curricular, extra-curricular activities, sports activities, NSS activities, personality development activities.



12. Every student must strive to know his constitutional rights, his constitutional duties, his social responsibilities and legal provisions made for him/ her.
13. No student would be allowed to remain absent from the classes for more than three days without the prior permission from the principal or his representative on the campus.
14. Every students is supposed to wear the identity card (ID) issued by the college and library card and produce it whenever asked to.
15. Students must follow the decision of the college in terms of dress-code.
16. Any kind of deliberate damage to campus property or due to carelessness would attract severe punishment or legal action.



Eleven point oath for teachers by Hon. Ex- president Late Dr. A. P. J. Abdul Kalam

1. First and foremost, I will love teaching. Teaching will be my soul.
2. I realize that I am responsible for shaping not just students but ignited youths who are the most powerful resource under the earth, on the earth and above the earth. I will be fully committed for the great mission of teaching.
3. As a teacher, it will give me great happiness, if I can transform an average student of the class to perform exceedingly well.
4. All my actions with my students will be with kindness and affection like a mother, sister, father or brother.
5. I will organize and conduct my life, in such a way that my life itself is a message for my students.
6. I will encourage my students and children to ask questions and develop the spirit of enquiry, so that they blossom into creative enlightened citizens.
7. I will treat all the students equally and will not support any differentiation on account of religion, community or language.
8. I will continuously build the capacities in teaching so that I can impart quality education to my students.
9. I will celebrate the success of my students.
10. I realize by being a teacher, I am making an important contribution to all the national development initiatives.
11. I will constantly endeavor to fill my mind, with great thoughts and spread the nobility in thinking and action among my students.




PRINCIPAL,

Dr. S. T. Salunkhe

