

HAND BOOK OF CODE OF CONDUCT

Published by

**VASANTRAO KALE MAHAVIDYALAYA,
DHOKI TQ. & DIST. OSMANABAD (MS)**

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CODE OF CONDUCT FOR STAFF

INTRODUCTION

Vasantrao Kale Mahavidyalaya, Dhoki. Tq, & Dist. Osmanabad was established in June 2000 by Kisan Shikshan Prasarak Mandal, Borgaon (Kale) founded by Shikshan Maharshi Shri. Vasantrao Kale, a man who famous Teacher's leader and devoted all his life and mind to the education of the masses. His dream to establish a college in Higher Education for rural people in Dhoki and surrounding rural area. Dhoki is a small village near the religious place Ter known for **Sant Goroba Kaka** Temple and Terna Sugar Factory the oldest sugar factory in Marathwada region. The population of Village Dhoki is approximately twenty thousand. The majority of the population is from rural, tribal and socially and economically backward section of the society. The college bears the motto of the parent institute is",

“सामान्यांसाठी शिक्षण”

means Education for All, common and rural people

Shikshan Maharshi Shri. Vasantrao Kale had understood the role of teachers, members of the administration and even of students in fulfilling the noble mission of the parent institute. He made the code of conduct for the teachers, administrators and students and integrated it with the ideology of the parent institute. Since, the college is constituent part of the parent institute; it follows this code of conduct, and, has extended the gamut of its application by accepting the global values.

Code of conduct (Translation)

I. CODE OF CONDUCT –INSTITUTE

- Aim: “सामान्यांसाठी शिक्षण” means Education for All, common and rural people
- Insist on timely presence of yourself and others.
- Be present at the prayer in time.
- Complete the daily teaching diary.
- To take and prepare attendance regularly.
- Sign cashbook daily and keep the balance cash in safe.
- Take prior approval of the seniors for your absence.
- It is not appropriate to discuss unacceptable policies of the parent institute publically. It is better to ask justice from the parent institute.
- Use public money carefully and insist others to do the same.
- Always wear uniform by the staff.
- Register daily important events in dairy.
- Keep the note of all credits and debits of the institute.
- Deposit the fees of the college as and when recovered.
- Do not use institutional property for personal use.
- How many lectures missed? How many extra lectures are taken? Keep record, and think over.
- Always take decision after discussion with your colleagues; it is inappropriate to take decision alone.
- Give suggestions to institute if any, to bring integrity in institutional work.
- Feel proud and happy while obeying the orders of the seniors.
- It is expected to give emphasis on social work apart from regular duties.

- Inculcate ideal habits among students and insist on practicing the same.
- Give up bad habits, which are observable by students.
- Take efforts to identify and remove flaws in regular behavior and language of the students.
- Be a part of joy and sorrows of the colleagues working in the institute.
- Be cooperative with others and get the same.
- Allot home assignment regularly, assess it carefully and correct the mistakes.
- For acquiring knowledge read more and more books and keep its record.
- Communicate its goals and objectives systematically and clearly to all students.
- Offer programmes that are consistent with its goals and objectives.
- Offer a wide range of programmes with adequate academic flexibility
- Obtain feedback from students on the initiation and review and redesign programmes if and when necessary.
- Facilitate effective running of the teaching programmes
- Implement a well-conceived plan for monitoring students' progress continuously.
- Ensure that the students assessment mechanism is reliable and valid
- Provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
- Ensure sufficient and well-run support services to all students
- Promote healthy practices

II. CODE OF CONDUCT –PRINCIPAL

- Manifest integrity, dignity, decorum and efficiency at all levels.
- Carry out unprejudiced decision making strategies with members of the staff and students.
- Maintain tolerance while dealing with burning issues among students and subordinates.

- Treat the faculty members and students from various socioeconomic groups equally.
- Allow liberal participation of faculty in the affairs of the organization.
- Conduct accurate and unbiased evaluation of colleagues.
- Work towards the upliftment of the institution into a center of excellence through good governance.
- Prepare basic financial plan and blueprint for the institution; communicate the same with a basic format, to colleagues.
- Promote a culture of research among faculty and students and inculcate investigative and analytical learning, through sufficient incentives.

III. CODE OF CONDUCT - TEACHERS

A. Commitment to the Profession

- Devote working hours to teaching, preparation and research works.
- Refrain from engaging in external jobs that might hamper teaching quality.
- Continuous efforts should be made for professional development, especially by involving in research activities and keeping oneself updated in their area of expertise.
- Create a culture that encourages useful collaboration and discourse among colleagues and stakeholders.
- Employ latest techniques of education in classrooms to improve the quality of demonstrations.

B. Commitment to Colleagues

- Treat colleagues as professional equals, regardless of their status.
- Open confrontations unsuitable in professional environment of should be avoided.
- Professional opinions and suggestions from other colleagues should be respected and given consideration.
- Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups.
- Support the noble ventures of the colleagues that are useful for the institution, students and the society.

- Maintain a peaceful work environment, in order to work together for the common interest of the institution.

C. Commitment to the Institution

- Be regular and punctual and should report on time for classes. Teachers should be available in campus during allotted time period unless they are assigned duties elsewhere.
- Teachers can leave the campus during their working hours only with the permission of the Principal.
- Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage students.
- May report unbiased to responsible persons in matters involving the welfare of students, the college system, and the profession.
- No periods should be left free. Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Principal and the Head of the Department without delay. Duly filled application form should be submitted to the Principal on joining duty immediately after the casual leave.

D. Commitment to Students

- Teachers should be available to the students as far as possible, especially on week days.
- Teachers should demonstrate to students, their commitment to excellence in work, manners and achievements.
- Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
- Teachers should uphold human dignity and promote equality of gender, religion and ethnicity.
- Encourage students to maintain discipline.
- Help students to develop a sense of responsibility, self-reliance and independence, through skill development practices.
- Encourage students to show respect to teachers, parents and authorities.
- Help students to develop democratic and constitutional values.
- Inculcate patriotic spirit among the students.

- Help students to differentiate right from wrong and justice from injustice.
- Train students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs, which will equip them to survive in a multicultural society.
- Instill a feeling of pride in self, institution and the community, in students.
- Initiate a mutual courtesy and respect between teachers and students.
- Work towards developing and promoting good human relations and qualities.
- Poor students should be provided special attention and support for their betterment.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do not involve in any activities that are likely to corrupt students.
- Students shouldn't be exploited, in any means, for the personal interest of the faculty.
- Stimulate the spirit of enquiry in students.
- Encourage the students to balance their academic and co-curricular involvement.
- Promote and develop anti-narcotic attitude in students.
- Encourage research oriented learning.
- Make responsible efforts to protect students from conditions harmful to their health and safety.

E. Commitment to the Community

- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discussions on controversial issues should be encouraged to instill critical analysis in the classrooms.
- Encourage the involvement of students in social service activities
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Develop respect for the cultural diversity of India among students.

- Avoid taking part in such activities that hamper democratic ideals.
- Promote collaboration with external agencies that help social interaction.

F. Commitment to Women Empowerment

- Work to improve education of women, especially by encouraging post-secondary education among girl children.
- Encourage participation of girl students in co-curricular activities at intra and inter college levels.
- Enrich women students with skills, self-confidence and knowledge through awareness classes and workshops.
- Promote soft skill training programs for girls in college, to make them competent in their respective careers, in the future.
- Expose students to latest technology by installing latest software's and hardware's, Wi-Fi facilities, smart class rooms etc.
- Conduct of debates, quiz competitions, extempore etc. to help girl students articulate the concerns and needs of womanhood.
- Promote activities of women cell, entrepreneur club and other associations towards making girl students self-reliant.
- Promote students to work for disadvantaged sections of women in the society for their upliftment, through community projects and similar endeavors.

G. Commitment to Environment

- Monitor the activities towards maintenance of the eco-friendly campus.
- Follow sustainable building practices and promote waste recycling and management.
- Plant more trees in the campus.
- Train students to generate zero waste from activities they undertake.
- Conduct seminars and workshops on sustainable development and conservation of environment.
- Preserve rare herbal plant species as a part of garden.

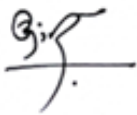
IV. CODE OF CONDUCT - ADMINISTRATIVE STAFF

- The administrative staff must be present in the office from 10:00 a.m. to 5:00 p.m. There is no provision to leave the campus during office hours.
- They should work orderly and incorrupt, for the effective administration of the institution.
- They should indulge in effective communication and interpersonal interaction while at the college.
- They should be welcoming to the visitors of the institution, while maintaining professionalism in their dealings.
- Their behavior towards students, teachers and other staff of the institution should be accommodative.
- They should bear commitment to their duties and maintain confidentiality whenever required.
- They should be good team players who are able to cooperate with different departments for the completion of assignments on time.
- Technical and non-technical staff, in-charge of the tidiness, maintenance and repair should always monitor and work towards the adherence of college facilities to quality standards.
- Kind and considerate behavior is expected in their dealings with the students and alumina of the institution.
- Discrepancies in dealings should be avoided and if found, should be reported to the higher authorities for timely intervention.

V. CODE OF CONDUCT - STUDENT

- Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution
- Follow the time schedules, rules and regulations of the institution
- Undertake regular and intense study of learning materials
- Make optimum use of the learning resources and other support services available in the institution
- Prepare for continuous internal assessment and term end examinations

- Give feedback for system improvement
- Have faith and ability to pursue lifelong learning
- Live as worthy alumni of the institute



IQAC Co-Ordinator
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