



Devrukh Shikshan Prasarak Mandal's

**NYA. TATYASAHEB ATHALYE ARTS, VED. S.R. SAPRE COMMERCE  
AND VID. DADASAHEB PITRE SCIENCE COLLEGE (AUTONOMOUS)**

Late Kakasaheb Pandit Educational Campus,

Devrukh, Dist: Ratnagiri- 415 804, Maharashtra

NAAC Accredited 'A' Grade (Third Cycle), Mumbai University Best College Award

## Code of Conduct (Handbook)

### Definitions

1. The term 'College' means Athalye-Sapre-Pitre College (Autonomous), Devrukh.
2. The term 'Parent University' means Mumbai University.
3. The term 'Principal' means the Head of Institute.
4. The term 'Student' means all persons admitted regular courses at the College.
5. The term 'Staff member' means any person a regular Professor, Associate Professor, Assistant Professor, Teacher appointed on fix payment, Teacher appointed on Clock Hour Basis payment or utilized by the College to conduct classroom or teaching activities.
6. The term 'Administrative or supporting staff' includes any person employed by the College, performing assigned administrative, facilities, or professional responsibilities.
7. The term 'College Campus' includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College.
11. The term 'Policy' means the written regulations of the College



## Code of Conduct for Students

### 1.1 Introduction:

The Student Code of Conduct applies to all students enrolled in any course or program at Athalye-Sapre-Pitre College Devrukh. Prohibited conduct may subject a student to disciplinary action. The rules and regulations are communicated to the students through the in publications in the form of College website, prospectus and posted notices.

Violations of academic policies defined under this Code will be addressed by Discipline and Code of Conduct Committee and the Principal. The student may be removed or suspended immediately from the College by the Principal in his or her sole discretion; this suspension will not be challengeable.

### 1.2 Purpose:

The Code is persistent with the mission and vision of the College. The purpose of the Code is to:

- Institutionalize the standards of educational and personal conduct for all the students.
- Ensure the students for safety and security.
- Inculcate human values, ethical sensitivity and social responsiveness among the students.
- Formulate the requisite behavior and relationship of students with the College staff.

### 1.3 Rules and Regulations:

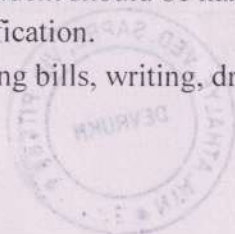
Following are the rules and regulations of the College for the Students:

- **Anti-Ragging:** According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, the college has formed Antiragging Committee.
- **Identity Card:** In the college premises every student must be in possession of his/her valid Identity Card and 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.
- **Dress code:** All girl and boy students must follow dress code given by the college. Use of T shirts, Bermuda, half pants, sleeveless tops are not allowed.
- **Sex/gender based misconduct:** Abuse or harassment, physical, verbal by any other means by any student in the College premises is strictly prohibited. This includes, abuse or harassment on the basis upon such factors as sex, gender, cast, religion, race, ethnicity, colour, national origin, handicap, age, sexual orientation, and political or religious beliefs.





- **Addiction prohibited:** The unlawful possession, use or distribution of alcohol in the College premises is prohibited; including, possession or use of any narcotic substance, or carrying to the College under intoxicated condition. Students found using drugs or liquor will be dismissed. Smoking is strictly prohibited inside the campus.
- **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. In case of attendance less than 75%, parents will be conveyed and preventive measures will be taken. No student of one class shall enter any other class under any pretext.
- **Communication of Absence:** 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.
- **Absence due to participation:** Students, who request leave of absence from lectures/practical/tutorials for participation in sports, 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.
- **Completion of assigned work:** 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.
- **Maintaining Cleanliness in Campus:** Students 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.
- **Ban on use of Plastic:** Use of plastic in the college campus is not allowed.
- **Maintain proper decorum:** All students should maintain proper decorum with regards to both clothing and behavior and should most care not to disturb the working of his/her own class as well as that of others. Student should not sit in the steps or staircases.
- **Restrictions on Mobile Use:** Use of mobile phones is restricted on college campus. Strict disciplinary action will be taken if a student is found to use mobile.
- **Use of resources:** Stakeholders should switch off the lights and fans when not required and also while leaving the classrooms/laboratories/Library. In case of damage or destroying of the College property, the concerned student shall replace the same at his/her own cost. 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.
- **Misconduct of IT Resources:** Theft of IT resources, hacking College website or official password without permission is treated as cyber crime under Cyber Crime Laws and handed over to the concerned regulatory authorities.
- **Attempted or actual theft of property of the College, or belongings of a Staff member of the College will not tolerated.**
- **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.**
- **Any lost property, found by the student should be handed over in the College Office, which will be refunded to the claimant on identification.**
- **Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus.**





- Absolute silence should be maintained during teaching hours in the classroom also while moving from class room to laboratory/ library/ auditorium and anywhere in the campus. No student should leave the class room hours during lecture without the permission of the lecturer.
- Open flames, including the burning of candles, firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns, weapons like knives and all ammunition or handloading equipment and supplies for the same, are not allowed. Students are not permitted to possess or use fireworks, dangerous devices, chemicals, or fiery in the College premises in its environs.
- Any malpractice in examination will be prohibited under University Act and norms laid down by the College from time to time.
- Students found guilty of using foul language or behaving rudely towards the staff members, or administrative or non-teaching staff will be expelled from the college.
- 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.
- 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.
- 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.
- Students are advised to read notices regularly put on the notice board and not to ignore the instructions; also they should convey the notification to their parents/guardians.
- The Students should stick on to the rules and regulations that may be issued from time to time. 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.

#### **1.4 Jurisdiction**

The Principal of college will resolve any query and question regarding the Code of Conduct. The final rights of matter related to the Code of Conduct and disputes there in lies with the Principal.

#### **1.5 Actions:**

The disciplinary actions may be imposed independently or jointly depending on misconduct. The College reserves the right to impose disciplinary actions.

#### **1.6 Appeal:**

Request made by a student for reconsideration of the decision on cancellation of admission/penalty are entertained by the Principal.





## Code of Conduct for Teachers

### 1.1 Introduction:

The Code of conduct for teacher generally addresses the conduct of teacher related matters such as recruitment, teaching, learning, evaluation, relationship with the students, associated staff, parents, management, duties and responsibilities, moral and professional ethics, human values, external services, moral turpitude, devotion, dedication, and integrity of the teacher towards the College.

### 1.2 Duties of the Teachers:

- The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, Orientation, Refresher Courses, In-service programme, etc. The Management shall give the teacher every possible opportunity to do so.
- The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College and recognized Institution examinations will encourage pursuit of learning in the students.
- The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the Management, Principal and shall ensure the interest of the College, such decision, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation, etc. If it is found by the Management that damage or loss has been caused to the College by an act or negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- In addition to the duties of teaching and allied activities the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the College and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.

### 1.3 Code of Conduct:

1) The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:

- Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
- Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)





- Raising questions of castes, creed or religion race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
- Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the College to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
- Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.
- Involvement of the Anti-academic activities directly or indirectly such as writing of questions- answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
- The teacher shall not avoid any work related to the University/College examinations without reasonable grounds.

2) The behavior of the teacher with male and female students and other employees shall be modest.

3) The Teacher should

- strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty; and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug;
- refrain from consuming any intoxicating drink or drug in a public place;
- not appear in a public place in a state of intoxication;
- Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.

#### 1.4 Code of Professional Ethics:

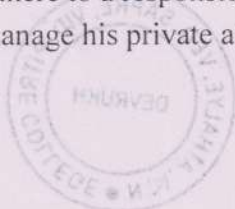
1) Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

a) **The teachers and their responsibilities:**

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher shall 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 should seek to inculcate among students must be his own ideals. The profession further requires that the teachers shall be calm, patient and communicative by temperament and amiable in disposition. Teacher shall

- adhere to a responsible pattern of conduct and demeanor expected of him by the community.
- manage his private affairs in a manner consistent with the dignity of the profession.





- seek to make professional growth continuous through study and research.
- express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- maintain active membership of professional organizations and strive to improve education and profession through them.
- co-operate and assist in carrying out functions relating to the educational responsibilities of the College such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and college examination, including supervision, invigilation, and participate in extension, co-curricular and extracurricular activities including community service.

#### **b) Teachers and the students:**

The teacher should

- respect the right and dignity of the student in expressing his opinion.
- deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- pay attention to only the attainment of the student in the assessment of merit.
- make him/her available to the students even beyond their class hours and help and guide students without and remuneration or reward, in college premises.
- aid students to develop an understanding of our national heritage and national goals
- refrain from inciting students against other students, colleagues or administration.

#### **c) Teachers and Colleagues:**

The teachers should

- treat other members of the profession in the same manner as they themselves wish to be treated.
- speak respectfully of other teachers and render assistance for professional betterment.
- refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- refrain from allowing considerations of caste, creed, religion, race or sex in their professional end behavior.



**d) Teachers and authorities:**

The teachers should

- discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their professional in initiating steps through their own institutional bodies and /or professional organizations for change of any such rule detrimental to the professional interest.
- not undertake any other employment and commitment including private tuitions and coaching classes;
- co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may demand;
- co-operate with the authorities for the betterment of the institutions keeping in view their interest and in conformity with dignity of the profession;
- should adhere to the conditions of contract;
- give and expect due notice before a change of position is made; and
- refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**e) Teacher and non-teaching employees:**

The teachers should

- treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- help in the function of joint staff council covering both teachers and the non-teaching employees.

**f) Teachers and guardians:**

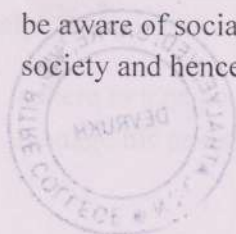
The teachers should

- try to see through teachers bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**g) Teachers and Society:**

The teachers should

- recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- work to improve education in the community and strengthen the communitys moral and intellectual life.
- 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.





- perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enemy among different communities, relations or linguistic groups but actively work for national integration.

### **1.5 Librarian:**

In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

The librarian should

- provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
- provide reading and lending facilities and service relating to reference, documentation and bibliography.
- always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.





### Code of conduct for Academic Administrators

1. The HoD 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 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.
5. It is the responsibility of the HoD to see that the departmental Academic Calendar is submitted to be sanctioned to the Academic Planner Committee on time. It is responsibility of HoD to organize the programs, maintain record, submit reports of Dept time to time whenever required. 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 wants 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 conduct for Administrative / support staff

- 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.
- Ensure that college services such as photocopying and postage are used only for college purposes.
- Kindly refrain from spending unnecessary time on the college computer.
- Examination duty is mandatory for all support staff.
- Interdepartmental transfers will be accepted willingly as and when proposed by the authorities.
- All support staff must attend development programs and training workshop to update themselves.
- All support staff must wear the uniform on all working days. They must compulsorily wear the Identity Card at all times on the campus.
- All must show professionalism in the college.
- All should complete their duties efficiently and in a timely manner.
- All should be punctual when coming to and leaving from work.
- All should fulfill their job duties with integrity and respect toward colleagues, stakeholders and the community.
- All should respect their colleagues.
- All must comply with environmental, safety and fair dealing laws.
- All should treat the college property with respect and care and
- 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
- They should maintain the work culture and environment of the college.





## Code of Conduct for Principal

### 1.1 Introduction:

Principal as the Head of institute is solely responsible for addressing, attending and resolving all issues concerned with the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

### 1.2 Responsibility of the Principal:

Subject to the supervision and general control of the Management, the Principals as the principal executive and Academic Head of the College, shall be responsible for –

- Academic growth of the college.
- Participation in the teaching, research and training programmes of the college.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University/College for academic competence of the Faculty Member.
- Admission of students and maintenance of disciplines of the college.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the college and recognized Institution and their libraries and Hostels, if any.
- Correspondence relating to the administration of the college.
- Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the college and Recognized Institution and maintenance of records.
- Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of college/recognized Institution.
- Overall supervision of the University Examinations.
- Observance or provisions of Accounts Code.
- Maintenance of Self-Assessment Reports of teachers and their service Books.
- Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.



  
PRINCIPAL,  
N.Y.A. ATHALYE ARTS VED. SAPRE COMMERCE  
VIDHIDNYA PITRE SCIENCE COLLEGE  
DEVRUKH (DIST. RATNAGIRI) PIN - 415 804