

S.P.MANDAL'S
KANKAVLI COLLEGE, KANKAVLI
(Affiliated to the University of Mumbai)

CODE OF CONDUCT

Code of Conduct for Students:

The Students' Code of Conduct is applicable to all students enrolled in any course or programme in the College. The Code is applicable to all on the campus for academic and social activities which are sponsored or supervised by the college. Prohibited conduct may lead a student to disciplinary actions. The Principal will address the violations of academic policies defined under this Code and he also has the authority to rusticate, suspend or even expel a student from the college at his or her sole discretion which will not be challengeable.

Purpose

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

- Increase the standards of educational and personal conduct for all students.
- Ensure students safety and security.
- Inculcate human values, ethical sensitivity, and social responsibility among students.
- Formulate the requisite behavior and foster a healthy student-staff relationship.

General rules and regulations of college for students are as follows:

1. Admission will be given strictly on merit basis and as per the eligibility norms laid down by the competent authority.
2. No student shall remain present without identity card on the campus.
3. Students must be regular and punctual in the classroom as 80% attendance is compulsory.
4. In case of attendance less than 80%, parents will be conveyed and preventive measures will be taken.
5. Abuse or harassment by physical or verbal and any other means of discrimination based on sex, gender, caste, religion, race, ethnicity, colour, national origin, disability, age, sexual orientation, and political or religious beliefs are prohibited.

6. Ragging is a crime. Students should not indulge in any form of ragging. Any such act will be liable for punishment against the Maharashtra Prohibition of Ragging Act 1999. Anti- ragging Committee has been formed in the college as per the regulations laid by University Grants Commission.
7. Acts like unlawful possession, use, or distribution of alcohol and smoking in the College premises are forbidden.
8. Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks, or anywhere in the campus.
9. Students found guilty of using foul language or behaving rudely towards the administration, staff members or non-teaching staff will be expelled from the college.
10. Use of cell phones inside the classrooms is not permitted.
11. Attempted or actual theft of college property or belongings of staff members will not be entertained.
12. In case of damaging or vandalizing college property knowingly or unknowingly, the concerned student would attract punishment and compensation for the loss caused.
13. Students are expected to keep the campus clean and neat.
14. Students must obey and adhere to the rules and regulations issued from time to time.
15. Absolute silence and manners should be maintained by the students during teaching hours in the classroom and while moving from a classroom to laboratory/ library/ auditorium or anywhere in the campus.
16. Students are not allowed to leave the classroom during lecture hours without the permission of the lecturer concerned.
17. Students are advised to read and follow the instructions displayed on the notice board and notify the same to their parents/guardians.
18. Any malpractice during examination is prohibited under the University acts and norms laid down by the College from time to time.
19. Students are not permitted to possess or use fireworks, dangerous devices, and chemicals in College premises.
20. Theft of IT resources, hacking college website or official password will be treated as cyber crime under Cyber Crime Laws and such students will be handed over to the concerned regulatory authorities.

21. The Principal will resolve any query or doubt regarding the Code of Conduct. The final rights of matter related to the Code of Conduct and disputes therein lie with the Principal.
22. An appeal made by any student for reconsidering the cancellation of admission or penalty will be handled by the Principal.

Code of Conduct for Faculty

1. Every faculty must strive for the betterment of their students.
2. Faculty must pay visits to the institutional website regularly.
3. Every faculty must have a thorough knowledge of their discipline.
4. Faculty members are expected to acquire fresh ideas in their discipline, updating knowledge, enhance the knowledge level relentlessly, and incorporate tools of Information and Communication Technology (ICT Tools) in their day-to-day teaching to make the process student-centric and participatory.
5. Faculty should strive to find out innovative teaching methods for making their students' learning easy and thought-provoking.
6. Every faculty must strive to maintain decorum on the campus.
7. Faculty is directed to prepare e-Content, Question Banks in their discipline and make them available to their students.
8. Faculty must follow disciplinary rules and guidelines issued by the institutional head on the campus without grudge.
9. Faculty must understand and prepare the semester-wise annual teaching plan elaborately and intimate it to the HOD and the administration of the institution and students.
10. Faculty must upgrade their professional competency by taking part in professional conferences, seminars, workshops, Orientation programme and Refresher courses, publishing research articles, inviting guest lectures at other academic and social platforms.
11. Faculty members must be competent to solve students' subject-related queries at any moment. They must also endeavour to address students' emotional issues if any.
12. Faculty should not leave the campus without the permission of the authorities or the Principal unless it is an emergency.

13. Faculty must co-operate with the HODs and the administration in maintaining discipline, and smooth functioning of the campus.
14. Faculty must complete the syllabi allotted well in time and submit the syllabus completion report to the authority without fail.
15. Faculty must be in the dress code suggested for and must wear the Identity Card while in the campus.
16. Faculty must discharge co-curricular and extra-curricular duties with honesty and dedication along with academic duties.
17. Faculty should teach students without acknowledging any kind of religious, caste, gender or territorial bias.
18. Communal harmony should not be harmed by the faculty member.
19. Faculty members should bound to follow the rules and guidelines made by the competent authorities from time to time.
20. Faculty members will maintain their academic diaries and will keep a written record of academic, curricular, co-curricular, and extra-curricular activities in the department and will produce the same whenever asked for.

Librarian

The Librarian shall perform the following duties:

1. Librarian will provide a wide range of services in an attractive and convenient form for students and faculty members. Well-organized and properly arranged stock of books, journals, and other relevant materials should be kept indexed, catalogued, and updated.
2. Librarian will provide reading and lending facilities, and services related to reference, documentation, and bibliography.
3. Librarian will always try to bring books, students, and scholars together under conditions that encourage reading for pleasure, self-discovery, personal growth, and sharpening of intellectual curiosity.

Code of Conduct for Principal:

The Principal as the head of the 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 the Head of the College.

Subject to the supervision and general control of the Management, the Principal as the principal executive and academic head of the College, he is bound to following rules –

1. The Principal should stay at his workplace i.e. working headquarter in Kankavli. He should be available on the campus round the clock to discharge his duties.
2. The Principal should not leave headquarter without the prior permission of the Management. He should submit his leave application 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 a thorough knowledge of his duties and rights. He must be well-versed in almost all disciplines of life.
5. He should discharge his duties unbiased towards any of the stakeholders. He should pay regular visits to the institutional website as the 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 the admission process, recruitment of employees on the campus, conducting examinations, and other similar duties.
7. The Principal will follow the guidelines issued by the Governments, the UGC, and the NAAC, affiliated university, and Parent Institution from time to time and act accordingly.
8. The Principal will honor his duties irrespective of any religion, caste, colour creed, and social and financial status of himself, and the stakeholders. His every action should be bias-free.
9. The Principal should behave with his fellow teachers with love and respect by maintaining their human dignity.
10. The Principal must be able to co-ordinate between stakeholders and must communicate with them 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 the academic well-being of the students, but their social, financial, and emotional development also. He should go planned towards the inculcation of human values.
13. Discipline on the campus and among the students and his staff is of utmost importance. The Principal must strive to maintain discipline on the campus.
14. The Principal will take the stakeholders into confidence while taking any strategic decision on in the campus.
15. The Principal should play an active role in decision-making and their effective and result-oriented execution.

Code of Conduct for HODs

1. The HODs must have a thorough knowledge of their discipline.
2. The HODs must behave in a friendly manner and should not aim to create a superiority or inferiority complex with their colleagues.
3. In association with colleagues, he should prepare a departmental Academic Calendar good in advance.
4. The HODs with the help of colleagues must prepare the department's timetable with reference to the institution's general timetable.
5. The HODs must execute the academic, co-curricular, and extra-curricular activities in the department.
6. The HODs must hold a 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. He / She must pay to visits the institutional website from time to time.
10. The HODs must promote a work culture and amicable atmosphere and promote healthy practices in the departments and ultimately in the campus.

11. HODs must strive to maintain discipline in the campus and work for academic excellence.
12. It is the HOD's responsibility to strive hard for the academic excellence of the department students.
13. The HOD should guide the department faculty to make the education process result-oriented, target-oriented, and research-oriented.

Code of Conduct for Non-Teaching Staff (Clerical):

1. The non-teaching staff will work as supportive to academic activities and honor their duties honestly.
2. The non-teaching staff will keep a keen eye on the Government and University notification and correspondence, and bring the same to the notice of the Principal.
3. They must pay a visit to the institutional website and make suggestions and contribute towards excellence in academics.
4. The non-teaching staff will honor their duties following 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 a record of documents in a standard manner and produce it any time when asked.
6. The non-teaching staff will co-operate with the Principal and the faculty for smooth functioning of the institution.
7. The non-teaching staff will be in uniform or dress code and wear the identity card regularly issued by the authority.
8. The non-teaching staff will observe various duties among themselves and will discharge them with honesty and total dedication under 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 CLASS IV EMPLOYEES:

Class IV employees will follow the guidelines and orders issued by the competent authorities. They will discharge their allotted duties with honesty and dedication and co-operate with their employers. Class IV employees will keep the campus green, neat, and clean.

For Laboratory Assistants:

1. Lab Assistant should help the lab-in-charge to carry out the lab-related

work. Lab Assistant should keep the set up ready before conducting the practical.

2. Lab Assistant will observe total discipline and cleanliness in the laboratory.
3. Lab Assistant must maintain the laboratory stock register.

For Laboratory Attendants:

1. Lab Attendant will help the Lab Assistant to carry-out lab related responsibilities.
2. They will keep the laboratories, apparatuses, equipments and instruments clean neat and in safe position.
3. They will help in distributing and collecting practical material to and from the students.
4. They will honestly perform their work and duty restricted to their domain assigned to them by their seniors.

For Peons:

1. Peons will maintain total cleanliness and discipline of classrooms, library, laboratories, corridors, departments, and offices. They will wear the uniform prescribed for them.
2. Peons will perform their domain-related duties asked by the faculty, and other employees on the campus.
3. Peons will keep an eye on the campus to observe discipline. In case of any unwanted activity taking place on the campus, they will immediately inform the authorities on the campus.
4. Peons, if on duty must not leave the office until and unless their higher authority permits them.