



“Education for Knowledge, Science and Refined Culture” – Shikshanmaharshi Dr. Bapuji Salunkhe  
Shri Swami Vivekanand Shikshan Sanstha, Kolhapur’s  
**Arts and Commerce College, Nagthane**

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# **Handbook**

## **on**

# **Code of Conduct**

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## Code of Conduct for Staff

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### **Introduction:**

Arts and Commerce College, Nagthane Tal & Dist: Satara was established in June 2000 by Shri Swami Vivekanand Shikshan Sanstha Kolhapur founded by Lt. Dr. Bapuji Salunkhe, a man who devoted all his life and mind to the education of the masses. The College bears the motto of the parent institute is “ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षणप्रसार” -शिक्षणमहर्षी डॉक्टर बापूजी साळुंखे i.e. Dissemination of education through knowledge, science and culture. Late Dr. Bapuji Salunkhe 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)

1. Aim: Dissemination of education through knowledge, science and culture
2. Fulfilling the above aim by accepting principles, i.e. truth, character honesty, resistance to exploitation, service and sacrifice
3. It is not appropriate to discuss unacceptable policies of the parent institute publically. It is better to ask justice from the parent institute.
4. Insist on timely presence of yourself and others.
5. Be present at the prayer in time.
6. Take prior approval of the seniors for your absence.
7. Use public money carefully and insist others to do the same.
8. Complete the diary or account ledger daily.
9. Sign cashbook daily and keep the balance cash in safe.
10. Register daily important events in dairy.
11. Keep the note of all credits and debits of the institute.
12. Confess the indebtness taken from the institute as it is the misuse of public money.
13. Deposit the fees of the College as and when recovered.
14. Do not use institutional property for personal use.
15. How many lectures missed? How many extra lectures are taken? Keep record, and think over.
16. How much money we saved? Just think over.
17. Always take decision after discussion with your colleagues; it is inappropriate to take decision alone.
18. Give suggestions to institute if any, to bring integrity in institutional work.
19. Feel proud and happy while obeying the orders of the seniors.
20. It is expected to give emphasis on social work apart from regular duties.
21. Inculcate ideal habits among students and insist on practicing the same.
22. Give up bad habits, which are observable by students.
23. Take efforts to identify and remove flaws in regular behaviour and language of the students.
24. Be a part of joy and sorrows of the colleagues working in the institute.
25. Be cooperative with others and get the same.
26. Allot home assignment regularly, assess it carefully and correct the mistakes.
27. For acquiring knowledge read more and more books and keep its record.

## Institutional Code of Professional Conduct

### **For administration:**

1. The administrator should provide the effective academic and administrative leadership to the institution.
2. The principle of decentralization and participative management should be followed in the institutional practices.
3. The administrators should look after the effective implementation of e-governance in the different areas of administration.
4. The administrator should give proper representation considering social inclusiveness.
5. The College administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
6. The administrator should ensure welfare of staff and students.
7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
8. The College administrators should respect the rights of the colleagues and the students while performing his duties.
9. The College administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
10. The College administrators should perform his/her duties in non-discriminatory manner.
11. The College administrators should maintain financial transparency and delivery.
12. The College administrators should make the utmost efforts to develop the institution in versatile manner.
13. The College administrators shall take responsible action to maintain educational ambience.
14. The College administrators should keep the interest of institute above the personal.

### **For teachers:**

1. A teacher should teach in such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
2. A teacher is responsible for analysing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of students.
3. A teacher may not delegate his or her responsibilities to any person who is not a teacher.
4. A teacher should act with honesty and integrity of their work.

5. A teacher should avoid conflicts between professional and private interests, which could affect the professional ethics.
6. A teacher should respect the privacy of others and confidential information confessed by the colleagues and students.
7. A teacher does not engage in activities, which adversely affect the qualities of professional ethics.
8. A teacher should integrate his teaching and learning with his or her research.
9. Every teacher should take and follow the oath given by Ex- president Late Dr. A. P. J. Abdul Kalam.

**For students:**

1. Students shall abide by the rules and regulations of the College and behave in a way that highlights the discipline of the College.
2. A six-day working schedule from Monday to Saturday is followed. The classes are scheduled stream wise. The students shall attend the national anthem and the classes punctually.
3. Students should complete mandatory 80% attendance required as a part of eligibility.
4. No student shall enter or leave the classroom when the session is on without the permission of teachers.
5. Students should produce leave note at the time of absence.
6. The students shall give respect to teachers and staff.
7. The students should not be involved in ragging acts.
8. The students should not get involved in eve teasing and behave disrespectfully with the girl students and women in the campus.
9. Students should strictly follow dress code and carry identity cards in the campus.
10. Students should not use cell phone in the classroom.
11. Students should read notices daily displayed on board, sent by mail or social media.
12. Students should participate in co-curricular and extracurricular activities as per their interest.
13. Students should follow the rules of internal as well University examination.
14. Students should follow rules made by library time to time.
15. Students should be eco-friendly by involving in green practices.

**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 endeavour to fill my mind, with great thoughts and spread the nobility in thinking and action among my students.