





HANDBOOK CODE OF CONDUCT

Shri Sharda Bhavan Education Society's

Shankarrao Chavan Mahavidyalaya, Ardhapur

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Divine Inspiration



Late Hon. Dr. Shankarraoji Chavan

Shri Sharda Bhavan Education Society, Nanded

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This handbook prescribes standard code of conduct and ethical responsibilities for all the stakeholders of the institute. Shankarrao Chavan Mahavidyalaya, Ardhapur has a prescribed code of conduct for all its stakeholders.

The Code of Ethics prepared by The Maharashtra Public Universities Act, 2016 (Mah. Act No.VI of 2017)

All the students admitted to the Institute and the other stakeholders will strictly observe all the code of conduct and maintain decorum in their behaviour in the premises of the Institutes campus and during their functioning. Misbehaviour and violation of the rules will attract disciplinary action of fine.

The Institute Code of Conduct includes Code of Conduct for Students,

Teachers, non teaching staff & related stakeholders.

Dr. K.K.Patil

Principal



ENLIGHTENMENT THROUGH HIGHER EDUCATION

MISSION

TO PREPARE THE STUDENTS FOR THEIR LIFE AS GOOD CITIZEN

GOAL

TO IMPART HIGHER EDUCATION IN AN EFFECTIVE WAY.



OBJECTIVES

- To create and maintain a system of higher education.
- To create infrastructural facilities relating to higher education for imparting the same in an effective and unique ways.
- 3. To pursue the excellence in education through committed efforts.
- To continuously evaluate the teaching-learning process and bring about the changes in the same according to circumstantial changes.
- To establish and maintain societal linkages for contribution towards the sustainable development of the nation.
- 6. To inculcate moral and social values among the students.
- 7. To develop a system for conscious, consistent and catalytic improvement in performance of the college.
- 8. To channelize the efforts and measures of the college towards academic sustenance and excellence.
- Providing cultural and sports opportunities to the students, so as to enable them to participate in competition to be held elsewhere.
- 10. To create competitive spirit among the students.
- 11. To attain computer literacy among students and further enhance their development in IT.
- 12. To encourage the students to attain English Communicability.
- 13. To take efforts for personality development of students.
- 14. To assist and encourage the students for their placements in job market.
- 15. To provide the consultancy services to the needy citizens and sections of the society.

VALUES WE NURTURE.....

CARE

Stands For

Concern, Empathy, Understanding,

Co-operation and Employment

INNOVATION

Stands For

Creativity, Ability to Learn and Absorb,

Flexibility and Change

PASSION

Stands For

Commitment, Determination, Dedication,

Discipline, Pride, Inspiration, Ownership,

Zeal and Zest

TRUST

Stands For

Delivered Promises, Reliability, Dependability,

Integrity, Truthfulness and Transparency

Responsibilities, Expectations & Values WE ARE RESPONSIBLE TO THE LEARNERS:

- To communicate the goals and objectives of the college systematically and carefully to all the learners.
- To offer programmes or courses which are consistent with goals and objectives of the college.
- To offer wide range of programmes or courses with adequate academic flexibility.
- To provide clear information to learners about the admission and completion of requirements for all
 programmes or courses, the fee structure, refund policies, financial aid and the learner support
 services.
- To use the feedback from learners in the college to review and redesign the programmes / courses.
- To facilitate effective execution of the teaching, learning and evaluation system.
- To implement a well conceived plan for monitoring learners programme continuously.
- To ensure that the learners assessment procedures and systems are reliable and valid.
- To ensure sufficient and well run support services to all learners.
- To promote values, social responsibilities and good citizenry in all learners.

Our Expectations from the Learners:

- To appreciate the goals and objectives of the college and contribute to their realization by participating in relevant college activities.
- To have a clear knowledge of the programmes, courses, admission policies, rules and regulations of the college.
- To understand the teaching, learning strategies and evaluation system of the college.
- To undertake regular and intense study of learning material.
- To make optimum use of learner resources and other support services available in the college.
- To follow the time schedules, rules and assignment and examinations.
- To give feedback for system improvement.
- To have faith and ability to pursue lifelong learning.
- To lives worthy alumni of the college.

PERSPECTIVE PLAN: 2015-2020

- To construct spacious college building.
- Up-gradation of the classrooms with ICT facilities.
- To review evaluation system and execute more programmes.
- To strengthen research, consultancy and extension of the college.
- To enrich library with maximum printed books and extend to e-resources.
- To make the campus Wi-Fi.
- To introduce new Skill based courses.
- Beautification of the campus with innovative environmental practices.
- To encourage energy conservation activities.
- To sign more functional MoU's for academic and extension exchange.
- To modify the computer lab.
- To energize feedback mechanism and involvement of the students.
- To arrange programs for capability enhancement and development schemes.
- To purchase more equipments for sports department.
- To Purchase software and other teaching aid to divyangjans.

Anti-Ragging:

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Institutes. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts: a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness towards any student; b) indulging in undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student; c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student; d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student; e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students; f) any act of financial extortion or forceful expenditure burden put on a student by other students; g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student; i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

The College has formed Anti Ragging Committee. Dr. V. B. Chavan is Coordinator of the Committee. Ragging within or outside the college campus is prohibited. Ragging means display of disorderly conduct, doing of any act which causes or likely to cause physical or psychological harm or raise apprehension of fear or shame or embarrassment to a fellow student. If any student directly or indirectly commits, participates in, abets or propagates ragging, is dismissed from the college and no institution admits her for a period of five year thereafter. The offence can also invite punishment in the form of fine & imprisonment. The rules and regulation that are formulated from time to time and are binding on students. For precautionary measures all the students are advised to carry the identity card as long as they remain on the campus. Ragging within or outside the college campus is prohibited.

Prevention against Sexual Harassment:

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

The College has formed Anti – Sexual Harassment Committee. Dr. S. P. Auradkar is Coordinator of the Committee. This committee has been formed for prevention against sexual harassment in the college. The complaint boxes are installed in prime areas. The committee tries to redress the problems.

Grievance Redressal:

The College has formed Grievance Redressal Cell. Dr. R. B. Shete is Coordinator of the Committee. The Grievance boxes are installed in the prime areas of the college. Any grievance received from students about academic, administrative and financial etc. The Grievance Cell meets together and tries to resolve the problems up to the situation of the complainers. In last four years students have submitted their grievance regarding changes of cycle stand, issue of books from library, regarding pure drinking water.

The Committee works for students complains and their Solutions. The complaints are resolved which are brought forward by the students. College being in the rural area, there is close and friendly relations between the students and staff. Whenever any students feel problem and suffer from stress, he / she can talk to the teacher and find solution and comfort. Teachers are always enthusiastic to guide and solve the problems of the student. Teachers have been a source of inspiration and comfort for the student.

Code of Conduct for Students:

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- 2. All the students are expected to be present in the class well-within time.
- Students shall rise from their seats when the teacher enters in the class room and remain standing till the
 teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class
 hours.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- All students shall leave the classes immediately after college time. No students shall wander or gather in veranda, corridor, and staircase etc. Do not spend much time in canteen, campus.
- 7. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it.
- 8. Students are expected to maintain silence in the academic buildings to maintain the decorum.
- For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
- All the students are advised to follow Mobile phone policy.
- 12. Carefully handle the furniture, equipments and appliances of the college and lab.
- 13. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- 14. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- 15. Students who intend to represent the college in inter-collegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- 16. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat five minutes before the commencement of the

Ethics and Values for Students:-

- To create and maintain a system of higher education.
- To create infrastructural facilities relating to higher education for imparting the same in an effective and unique way.
- To pursue the excellence in education through committed efforts.
- To continuously evaluate the teaching learning process and bring about the changes in the same according to circumstantial changes.
- To establish and maintain societal linkages for contribution towards the sustainable development of the nation.
- 6. To insulate moral and social values among the students.
- 7. To develop a system for conscious, consistent and catalytic improvement in performance of the college.
- 8. To channelize the efforts and measures of the college towards academic sustenance and excellence.
- Providing cultural and sports opportunities to the students, so as to enable them to participate in competition to be held elsewhere.
- 10. To create competitive spirit among the students.
- 11. To attain computer literacy among students and further enhance their development in IT.
- 12. To encourage the students to attain English Communicability.
- 13. To take efforts for personality development of students.
- 14. To assist and encourage the students for their placements in job market.
- 15. To provide the consultancy services to the needy citizens and sections of the society.

Rules for Parking

- 1. A vehicle should be properly locked and parked
- 2. All vehicles should be park in the parking area provided by the college.

Examinations Rules

- Student must appear for all Internal as well as University examination.
- The student should obey the instructions given by supervisor in the examination hall.
- Student must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
- 4. Student cannot enter an examination hall more than half an hour after the start of examination.
- 5. Student must be present in the examination hall 30 minutes before the start of examination.
- 6. Students are not allowed to carry any kind of study material, mobile phone with them during exam.
- 7. Student must not leave the class until all answer books are collected by the supervisor.

General Library Rules

- Every student entering the Library must present his/her own Identity Card as well as Library card, otherwise the use of the Library will be denied.
- 2. Students are advised not to keep any personal items with their Identity Card.
- Readers are responsible for any damage or injury done to the reading materials or any other property of the
 Library, and shall be required to replace such books/property as has been damaged or injured or be required
 to pay the full value there of as determined by the Library Authorities.
- CDs or any other accompanying materials available with books may be viewed /used only in the library.
- Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials. The Library property and furniture is to be handled with utmost care.
- 6. Students should maintain silence in the Library.
- 7. No Library material will be issued against Identity Card.
- 8. Reference Material (Newspaper/Current Periodicals) will be issued but it should not be taken out of the Library.
- 9. If a book is lost by a student, he/she should replace it with a new copy of the same book to the library.
- 10. The loss of Identity card should be reported immediately to the Librarian. After submitting written application in duplicate Identity card will be issued against a fine of Rs.25/- for new Identity card.
- 11. Eatables and beverages are not allowed in the library premises.
- 12. Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near the Library.
- 13. Use of Mobile Phones is prohibited within the library premises.

Code of Conduct for Teachers:

- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Teachers should handle the subjects assigned by the Head of the Department.
- Tutor Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.

- 7. Two Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Tests, Seminars if attended are to be entered in the counselling report.
- 8. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

Punctuality and Attendance:

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
- Teachers should make biometric attendance while reporting for duty.
- 4. Teachers must be aware of their workloads.
- Teachers are expected to be present in the college campus at least ten minutes before the College beginning time.
- Teachers should remain in the campus till the end of the College hours.

Leave:-

- 1. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
- 2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL on a particular day.
- Casual leave can be availed as per regulations.
- 4. All must report for duty on the reopening day and the last working day of each semester.
- 5. Medical Leave will be sanctioned only for medical reasons; for that Medical Certificate is necessary.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, and Conferences:

- Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- 2. Staff members are encouraged to take up Research projects.
- Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes
 etc to update their knowledge.

CODE OF ETHICS - MALPRACTICES AND PLAGIARISM

The main objective of this stratagem which is undertaken to promote the research and research publications and prevention of misconduct including plagiarism in R&D. The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. The credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results. It does not include honest error or differences of opinion. Misconduct as defined above is viewed as a serious professional deviation that is subject to sanctions imposed both by the institution by many professional associations and in the case of funded research, the respective funding agency.

These guidelines can be used as a common repository of generally accepted practice for experienced researchers and as an orientation to those beginning research careers. Although some of these principles apply to all fields of research including scientific research, social and behavioural sciences that involve collection and interpretation of data. These materials can be adapted or specified in a more particular form appropriate for each

scholarly discipline.

Plagiarism - Ethics and plagiarism are the significant components in research and publication. Sometimes it is to be observed that researchers claim others work as their own, which will degrade the reputation of the individual/institution. There is every need to assess the academic/research work of the student/researcher scholar/researcher who produce their work in the form of Project reports, Seminar papers,

Research papers, Research proposals and thesis work. Especially the research work in the form of papers/projects should go through the process of plagiarism and has to maintain high academic and production standards. The research work produced would be thoroughly assessed for their viability across the globe and needs to reach the highest success. We take some extra measures to ensure that the work is at par with the National/International standards professional type setters which are engaged to bring about the best of results. The Authors are made responsible for their research work carried out, presentation and results are expressed. The institution deplores and dejects the violation of code of ethics which is dishonest and immoral infringing the copyrights act of intellectual property rights.

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. This statement applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The same rules apply to grant applications and proposals, to clinical research protocols, and to student papers submitted for academic credit. Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher.

Plagiarism constitutes unethical scientific behaviour and is never acceptable. Proper acknowledgement of the work of others used in a research work must always be given. Further, it is the obligation of each author to provide prompt retractions or corrections of errors in published works.

There are varying degrees of plagiarism warranting different consequences and corrective action, listed below from most to least serious:

- Verbatim or nearly verbatim copying or translation of a full paper(s), or the verbatim or nearly verbatim copying or translation of a significant portion(s) of another paper(s).
- 2. Disclosing unpublished data or findings without permission, even if attributed.

Alumni Association

Shankarrao Chavan Mahavidyalaya, Ardhapur, 'Alumni Association' creates and maintains a life-long connection between the college and its alumni. In collaboration with the Alumni Association college works to connect alumni, support students and build an unforgettable college experience through a diversity of events, programming and services. The Association is registered and works to foster strong bonds between alumni, students and the college, to keep alumni informed, and create a network enabling them to remain engaged with their college and help shape it's future through the Association's programmes and services. Alumni of the college contribute to the college development in various form. College Alumni can register themselves with the nominal fees of Rs.100/- after the completition of their graduation. Old Student provide guidance to the present students in their Endeavour for bather employment and higher studies, to Promote the campus placements through the old students working in reputed industries in India and abroad. To set the valuable advices of the Alumni in the overall development of the college. To provide financials assistance to the needed students and college from alumni. Alumni association members involve themselves in the overall development of the college.

List of Memorandum of Understanding (MoU)

- 1 School of Earth Science, SRTM University, Nanded
- Wankhede Hospital, Tamsa Road, Ardhapur.
- 3 Adhapur Nagar Panchayat, Ardhapur.
- 4 Rashi Computers & Institute, Ardhpur.

CODE OF PROFESSIONAL ETHICS FOR TEACHERS PREAMBLE:

I. GOAL OF HIGHER EDUCATION IN OUR COUNTRY:

The basic purpose of education is to create skill and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideas of patriotism, democracy, secularism, socialism and peace, and the principal enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a communication to the aforesaid ideas.

Higher education should strive for academic excellence and progress of arts and science, education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on social needs.

II. TEACHERS AND THEIR RIGHTS:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of services, professional independence and adequate social insurance.

THE CODE OF PROFESSIONAL ETHICS:

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teachings as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large.

Therefore, every teacher should 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 / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers Should:

- i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- iii) Seek to make professional growth continuous through study and research;
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. Towards the contribution of knowledge.
- v) Maintain active membership of professional organization and strive to improve education and profession through them;
- vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- vii) Co-operate and assist in carrying our functions relating to the education responsibilities of the college and the University, such as assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and college examination including supervision, invigilation and evaluation; and

viii) Participate in extension, co-curricular and extra - curricular activities including community service.

II. TEACHERS AND THE STUDENTS:

Teachers should:

- Respect the right and dignity of the students in expressing his / her opinion.
- ii) Deal justly and impartially with students regardless of their religion, caste, political, economical, social and physical characteristics;
- iii) Recognize the difference in aptitude and capabilities among student and strive to meet their individual needs;
- iv) 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 labour and ideal of democracy, patriotism and peace;
- vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reasons;
- vii) Pay attention to only the attainment of the student in the assessment of merit;
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix) Aid students to develop an understanding of our national heritage and national goals; and
- x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES:

Teachers should:

- i) Treat other members of the profession in the same manner as they themselves with to be treated;
- ii) Speak respectfully of other teachers and render assistance for professional betterment;
- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- iv) Refrain from all allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organization for change of any such rule detrimental to the professional interest;
- ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii) Co-operative in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices ma demand;
- iv) Co-operate through their organizations in the formulation of policies of the other institutions and accepts offices;
- v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

- vi) Should adhere to the conditions of contract;
- vii) Give and expect due notice before a change of position is made; and
- viii) 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.

V. TEACHING AND NON-TEACHING STAFF:

- i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- ii) Teachers should help in the function of joint staff councils covering both teachers and non-teaching staff.

VI. TEACHERS AND GUARDAINS:

Teachers should try to see through teacher's bodies and organizations that institutions maintain contract with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of institution.

VII. TEACHERS AND SOCIETY:

Teachers should:

- i) Recognize, that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii) Be aware of social problems and take part in such activities as would be conductive to the progress of society and hence the country as a whole;
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices:
- v) Refrain from taking part in subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

NON TEACHING:

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours. They should report for duty at least 10 minutes in advance.
- 2. Non-Teaching staff must always wear their Identity card during working hours.
- 3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- 6. For articles damaged by the students a separate register should be maintained and if any money is

collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the college accounts staff, for deposit in the college account.

- 7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- 8. Non-Teaching staff shall not leave the college premises without permission of authority.

THE STANDARDS OF PROFESSIONAL CONDUCT FOR PRINCIPALS:

- 1. A College Principal shall provide professional educational services in a non-discriminatory manner.
- A College Principal shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- 3. A College Principal shall take reasonable action to provide an atmosphere conducive to learning.
- A College Principal shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- A College Principal shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and College district policies.
- 6. A College Principal shall only accept a contract for a position when licensed for the position or when a College district is granted a variance or letter of approval by the board.
- 7. Makes Ethical Decisions Principals should make all their decisions based on the best interests of the students. They are fair in their disciplinary actions for both staff and students. They are champions for due process and respect the rights of all human beings.
- 8. Principals should empower all staff members and students to reach their maximum potential. This is done by allowing teachers to practice reasonable educational freedom without interference by a biased principal. This also means allowing students to be creative in their educational pursuits by honouring their commitments to their own culture and heritage.
- 9. A principal should always be honest, fair, law-abiding, objective, and supportive.

Structure of General Body:

- 1. Life Members.
- 2. Benevolent Member.
- 3. Donor Members.
- 4. Common Members.
- 5. Teacher Members.
- 6. Member of the Trust.

Authorized Bodies of Society:

- 1. General Body Meeting
- 2. Executive Committee / Working Committee.
- 3. Board of Trustee.
- 4. Different Committees formed to administer the institutions.

Structure:

- 1. General Body Meeting will be convened once in a year.
- 2. Prior notice of 15 days will be given convince General Body Meeting.
- For urgent special general body meeting will be convened by the order of the President by issuing prior
 of 8 days.
- Urgent / Special meeting of General Body will be convened on the demand of 1/3 members having right to
 vote and the president will order the Secretary to call such meeting within one month from the date of such
 demand.
- 5. Quorum for general body meeting:
 - For the Quorum of general body meeting presence of 1/3 of total members or presence of 21 members whichever is less, will be considered necessary.
- 6. Decision in the General Body meeting will be taken by majority voting if there arises a tie in the voting the president will use his power in imparting final decision.
- 7. Power of General Body Meeting:
- a] To conduct election to elect executive committee as per election rules after every five years.
- b] To grant approval to annual accounts, reports and report of the board of Trustees.
- 8. The General Body meeting will be empowered to amend rules and by laws of constitution recommended by executive committee.
- In the absence of President, Vice President will function as President. Similarly, in the absence of Secretary, Joint Secretary will function as Secretary.
- 10. If the post of President falls vacant, a general body meeting will be convened within three months to elect the President as per election rules.
- 11. The executive committee will have power to nominate a person on any post falling vacant in the executive body till commencement of next election.
- 12. The general body meeting is empowered to impart final decision to any administrative matter of the society.

TEACHING STAFF

Sr. No.	Name of the Staff	Qualification	Department
1	Dr. Kailas Kashinath Patil	M.A., M. Phil., Ph.D.	Principal
2	Mr. Madhukar Nilkanth Borse	B.Sc., M.Lib., I.Sc.	Library
3	Dr. Kunturwar Vikram Shankarrao	M.P.Ed., NET, Ph.D., NIS (V)	Dir.of Phy.Edu.
4	Dr. Kavita Laxmanrao Kendre	M.Sc.,Ph.D.	Chemistry
5	Dr. Hanmant Marotrao Bhopale	M.A., NET, Ph.D.	Marathi
6	Dr. Jalalkhan Chandkhan Pathan	M.A.,B.Ed.,NET, Ph.D	Hindi
7	Dr. Vilas Baliram Chavan	M.A., SET, Ph.D	Sociology
8	Dr. Laxman Nagorao Waghmare	M.A., NET, M.Phil., Ph.D	Marathi
9	Prof. Sadashiv Rajaram Bhuyare	M.A., NET DCM, GDC & A	Economics
10	Dr. Raghunath Balasaheb Shete	M.A., B.Ed. Ph.D	Political Science
11	Dr. Rajeshwar Balaji Kotalwar	M.A.,B.Ed. Ph.D	Geography
12	Dr. Sarika Pradiprao Auradkar	M.A., Ph.D	English
13	Prof. Swati Digambarrao Madanwad	M.A., SET., M.Phil	English
14	Dr. Sainath Narayan Shetod	M.A., SET, Ph.D	History
15	Dr. Khaja Abdul Ahad Najam	M.Sc., Ph.D	Zoology
16	Dr. Rajesh Babrao Patil	M.Sc., B.Ed., Ph.D	Botany

ADMINISRATIVE STAFF

Sr. No.	Name of the Staff	Qualification	Department
1	Bhanudas Kadaji Gaikwad	ITI, Dip. In Civil Engi.	Head Clerk
2	Dr. Hanmant Ganpat Pachiling	M.A., M.Phil, Ph.D	Senior Clerk
3	Mr. Anil Tukaram Patre	M.A.	Junior Clerk
4	Mr. Suhas Uttamrao Kadam	B.Sc., B.Ed.	Laboratory Asst

ADMINISTRATIVE STAFF

Sr. No.	Name of the Staff	Qualification	Department
1	Mr. Prakash Sahebrao Deshmukh	B.A., B.P.Ed.	Library Assi.
2	Md. Zaker Md. Gauss	B.A.	Laboratory Asst.
3	Mr. Poshetti Ramlu Avdhutwar	B.A.	Laboratory Asst.
4	Mr. Arvind Chandrakant Jamge	S.S.C	Laboratory Asst.
5	Mr. Bhagwan Namdevrao Kadam	S.S.C	Laboratory Asst.
6	Mr. Baburao Sakharam Shinde	9 th	Peon
7	Mr. Balaji Dhondiba Pandilwad	9 th	Peon

