

**YASHWANTRAO CHAVAN COLLEGE OF
SCIENCE, KARAD**

HANDBOOK OF CODE OF CONDUCT

A. Code of Professional Ethics

(As per UGC and Government of Maharashtra Resolution)

1. College Principal

College Principal should:

- i. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- iii. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- iv. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- vi. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- vii. Manage their private affairs in a manner consistent with the dignity of the profession;
- viii. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- ix. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- x. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

2. College Teacher

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor 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 organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students 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;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- 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;
- 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 wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;



- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- i. 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 organizations 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-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; 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. Teachers and Non-Teaching Staff

Teachers should :

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

3. Director Physical Education and Sports / Librarian

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- iv. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- v. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.



B. Institutional Code of Conduct for Students

- i. Students should always wear the valid college identity card (to be collected from the library after admission) around their necks, whenever in the college or representing the college at any other place. Strict punitive action will be taken against those not displaying it prominently.
- ii. The College enforces a dress code for the B.Sc. (Computer Science- Entire) students only. However all remaining students are expected to observe decorum with regards to the clothing.
- iii. Laboratory coats (white) shall be worn by students during practical classes in the laboratories of the chemistry, biochemistry, botany, zoology, microbiology and pollution departments.
- iv. Students are directed not to bring any outsider into the college premises without the prior permission of the principal.
- v. Students should not collect any funds from other students or from the outsider without written permission of the principal
- vi. Observance of discipline in classrooms, laboratories, and in the college campus as a whole is a must . No noise disturbance of any kind will be tolerated in the premises.
- vii. Students shall not organize their own picnics, excursions, trips, etc.
- viii. Ragging and Sexual harassment of girl students has been recognized as a cognizable offense by the government of the Maharashtra and shivaji university, Kolhapur. Anyone reported to be involved in such acts will be severely dealt with. Students take special note of this.
- ix. The powers relating to the disciplinary action in the college will rest with Principal and decision in this respect will be final.
- x. Students who request leave of the absence from lectures/practical's, etc. for the participating in NCC camps, sports, NSS, games, cultural or other activities for and on behalf of the college, should submit their applications countersigned by respective teacher in charge and the head of the concerned department.
- xi. Attendance of the Flag hoisting ceremonies on the independence Day (15th August) and Republican day (26th January) is compulsory.
- xii. Cleanliness in the premises at all the times is also compulsory.
- xiii. Spitting, littering, smoking, chewing tobacco, gutkha, etc. in the campus is strictly prohibited. Any Infringers will be dealt with severely in accordance with prevailing laws.



C. RESPONSIBILITY AND AUTHORITY

I] Principal:

1. Responsibilities:

- i. Act as the interface between the Governing Council and the other employees of the College.
- ii. Plan, implement and monitor the day-to-day working of the College aimed at achieving the goals and objectives of the organization.
- iii. Plan for the future all round growth of the College.
- iv. Giving admission to students to the College.
- v. Maintenance of discipline among all constituents of the College.
- vi. All correspondence of College with the Government, University, District administration, UGC, etc and other non-statutory organizations.
- vii. Overall supervision of University Examination.
- viii. Implementation of co-curricular programmes such as seminars, workshops, orientation and refresher courses, etc.
- ix. Maintenance of assessment reports of teachers and their service books.
- x. Complete the procedures for filling up of vacancies in the organizational structure of the organization, affiliation, continuation, etc.
- xi. Any other work assigned by the Government or University.

2. Authority:

- i. Assign respective duties to the entire Faculty and the non-teaching staff of the College.
- ii. Sanctioning authority for all financial matters of the College
- iii. Sanctioning authority for all kinds of leaves for staff members.
- iv. Certifying authority for all kinds of certificates issued to students and staff, like LC, TC, Bonafide, Salary, etc.
- v. Final authority on all matters of discipline in the College.

II) Head of the Department (HOD):

A Faculty member given the responsibility of taking care of all the work of the Department by the governing council of the College. Therefore the prime duties of the HOD are the same as other faculty. In addition to these, the HOD is also responsible for the following.

1. Responsibilities:

- i. Act as the conduit for the implementation of all plans and strategies formulated by the governing council for the functioning of the Department aimed at achieving the aims and objectives of the Quality policy of the organization.
- ii. Plan for the future growth and development of the Department and the subject in tune with the plans of the organization.
- iii. Work in association with the University to ensure proper development of the subject and protect the interests of the students.



- iv. Fulfillment of all requirements of the Department for product realization.
- v. Career Guidance to students in respect of the scope of the subject and various future avenues available to the students.
- vi. Any other work assigned by the Principal.

2. Authority:

- i. Delegation of respective duties and responsibilities to the entire Faculty and the non-teaching staff of the Department.
- ii. Monitor the work of all members of the Department to ensure regular and punctual progress of the work.
- iii. Recommendatory authority for Department relevant correspondence and purchase to the Principal.
- iv. Recommend leaves for staff members.
- v. Enforce discipline among students and ensure their regularity and punctuality.
- vi. Recommend stern disciplinary action against students or other constituents to the Principal.
- vii. Verification of self-appraisal report of the Faculty.

III) Librarian:

A specially qualified person who is appointed as the Head of the Library Department of the College. He is a member of the Faculty in the College.

1. Responsibilities:

- i. Monitor the day-to-day working of all members of the Library.
- ii. Plan for the future growth and development of the Library in accordance with the quality objectives of the College.
- iii. Fulfillment of all the requirements of the library especially with reference to the requirements of all departments of the College.
- iv. Accession, classification, cataloguing and arrangement of books in the library.
- v. Maintenance of books, equipments, other material and records of the library.
- vi. Maintenance of true and correct accounts of the expenditure of the library.
- vii. Help all constituents of the College in the borrowing of books.
- viii. Maintenance of records of 'written off books.

2. Authority:

- i. Monitor the work of all members of the Department to ensure regular and punctual progress of the work.
- ii. Recommendatory authority for Library relevant correspondence and purchase to the Principal.
- iii. Recommend leaves for staff members.
- iv. Enforce discipline among students and ensure their regularity and punctuality.



- v. Recommend stern disciplinary action against students or other constituents to the Principal.
- vi. Signing authority for students' identity and borrower's cards.
- vii. Collection of fines and compensatory cost as applicable, from students for delayed return, damage or loss of books.
- viii. Repairs to damaged books in terms of binding, etc.

IV) Physical Director:

A specially qualified person who is in charge of the Sports and Physical Education Department of the College.

1. Responsibilities:

- i. Build and nurture a physical fitness and sports culture among the students of the College.
- ii. Plan for the future growth and development of the physical fitness and sports culture of students in accordance with the quality objectives of the College
- iii. Educate and coach students in various sports disciplines.
- iv. Prepare teams for participation in various tournaments and event meets.
- v. Monitor the day-today working of all members of the department.
- vi. Fulfillment of all the requirements of the sports facilities in the College.
- vii. Maintenance of sports equipments, other material and records of the department.
- viii. Maintenance of true and correct accounts of the expenditure of the department.

2. Authority:

- i. Monitor the work of all members of the Department to ensure regular and punctual progress of the work.
- ii. Recommendatory authority for sports relevant correspondence and purchase to the Principal.
- iii. Recommend leaves for staff members.
- iv. Enforce discipline among students and ensure their regularity and punctuality.
- v. Recommend stern disciplinary action against students or other constituents of the Department to the Principal.
- vi. Organize minor repairs to sports equipment.

V] Office Superintendent:

1. Responsibilities:

- i. In charge of the college office and personally responsible for its smooth conduct and working.
- ii. Monitoring of regularity and punctuality of the non-teaching staff of the college
- iii. Assist higher authorities in realization of the goals and objectives of the college.
- iv. Maintenance of cordial public relations and attendance to queries and solving problems of the members of public and students pertaining to the office and college.



- v. Supply information through the Principal to the Government, University, UGC, Managements and superior authorities as per requirements.
- vi. Maintenance of confidentiality of such work undertaken by the office and also records of such nature.
- vii. Personal attendance to obtaining of orders from Principal and management regarding court cases concerning the college.
- viii. Exercising check and follow up of letters received from the Government, UGC, University, Management, etc.
- ix. Drafting of notes and independent dealing of matters of routine nature in the college.
- x. Drafting of notes essentially with reference to relevant rules, regulations, precedence and implications, etc or special cases for submission to higher authorities and give interim replies.
- xi. Maintenance of service books of all employees in the college.
- xii. Assist in recruitment of new staff.
- xiii. Examination work of the University and HSC Board under the overall supervision of the Principal and Vice Principal.
- xiv. Distribution of letters in the name of Heads of Departments
- xv. Overall housekeeping plan of the college.
- xvi. Distribution of letters in the name of Heads of Departments.
- xvii. Any other work assigned by higher authorities from time to time.

2. Authority:

- i. Delegation of responsibilities and duties to staff in the office and other non-teaching staff of the college.
- ii. Entertain complaints against staff of the office and other non-teaching staff and take necessary minor punitive actions against them. These can be warnings in written form or even issuance of memos.
- iii. Recommend to the Principal any serious disciplinary action against errant non-teaching staff.
- iv. Enforce discipline among students and ensure their regularity and punctuality.
- v. Recommendatory authority for all kinds of leaves to office staff.

VI) Faculty:

1. Responsibilities:

- i. Behave as an ideal role model to students and other constituents of the College and Society.
- ii. Engage all allotted lectures and practicals regularly and punctuality.
- iii. Guide students and solve any of their difficulties in studies and otherwise.
- iv. Accept responsibility of other co- and extra- curricular duties pertaining to the Department and College, assigned by the HOD, Principal or the Governing bodies of the College and perform them diligently.



- v. Accept and perform diligently, all academic duties assigned by the University.
- vi. Carry out research to the best possible extent and present/publish research papers/articles in journals, magazines, etc.
- vii. Participate in Scientific Conferences, Workshops, Seminars, Symposia, etc.
- viii. Popularize Science and its relevance in today's world through lectures and articles in newspapers and magazines.
- ix. Maintain discipline among students in the College.
- x. Any other work assigned by the HOD or Principal.

2. Authority:

- i. Assigning Departmental and College related work to non-teaching staff and monitoring it.
- ii. Enforcing discipline among students and taking minor punitive action against students who infringe discipline or indulge in other misdoings in the Department and College.

VII] Assistant NCC Officer:

1. Responsibilities:

- i. Conduct all activities of NCC in accordance with the goals and objectives of the programme as well as the college.
- ii. Encourage students to join the NCC programme.
- iii. Facilitate their attendance in various camps and events organized by other NCC units in the country.
- iv. Organise special parades and programmes during National Celebration days such as Independence Day and Republic Day and other similar occasions when required.
- v. Custodian of all kit items provided by the NCC unit to the college for different activities.
- vi. Any other work assigned by the Commanding Officer of the local NCC unit or the Principal.

2. Authority:

- i. Enrolment of cadets.
- ii. Selection of cadets for various camps.
- iii. Recommendatory authority for assignment of ranks to cadets.

VIII] Programme Officer (NSS):

1. Responsibilities:

- i. Enrollment of students for the programme and informing the University.
- ii. Motivation of students to join the programme.
- iii. Arrangement of various programmes in accordance with NSS objectives.
- iv. Organization of special campaigns and camps.
- v. Delegation of responsibilities among associate staff and students during campaigns and camps.



- vi. All financial matters pertaining to NSS activities.
- vii. Custodian of all equipments and amenities available with the NSS department.

2. Authority:

- i. Delegation of responsibilities and duties among other staff members and students of the programme.
- ii. Enforce discipline among student members of the NSS programme during functions and campaigns.
- iii. Expenditure as per rule and regulation of Shivaji University Kolhapur for any activity with the consent of the Principal.

IX] Associate Programme Officer (NSS):

1. Responsibilities:

- i. Assist the Programme Officer in all activities and take full responsibility for any exclusively allotted by the PO.
- ii. Any other work assigned by the PO.
- iii. Custodian of any material assigned by the PO.

2. Authority:

- i. Delegation of responsibilities and duties allotted by the PO among students of the programme.
- ii. Enforce discipline among student members of the NSS programme during functions and campaigns

X] Head Clerk/Accountant:

1. Responsibilities:

- i. Proper implementation of all financial transactions of the college as per rules, account code, etc and their audit.
- ii. Maintenance of all accounts and records of financial matters of the college, including receipts, cashbook, ledger, bank passbooks, etc.
- iii. Preparation of budget estimates with help of Heads of Department.
- iv. Reporting to appropriate committees the financial position of the college as per requirement.
- v. Any other work assigned by the Superintendent or Principal.

2. Authority:

- i. Scrutiny of bills of expenditure and recommending for payment.
- ii. Proper implementation of account code and financial norms by all sections of the college.
- iii. Presentation of the college budget to higher sanctioning authorities.
- iv. Attendance at all Government scrutiny and audits.
- v. Responsibility for the working of the office in the absence of the superintendent.



XI] Other clerical staff of the office:

1. Responsibilities:

Perform- all duties assigned by the Office Superintendent and Principal pertaining to the smooth functioning of the Office and college.

XII] Laboratory Assistant:

1. Responsibilities:

- i. Overall responsibility of supervising all works of non-teaching staff in the Department and Laboratory through the implementation of policies and functions assigned by the College authorities.
- ii. Custodian of all material chemicals, equipments, glassware, files, documents, stationery, etc in the department.
- iii. Maintenance of all equipment, inventory of chemicals, glassware and other material required for the daily working of the department
- iv. Preparation of reagents and other material for supply during regular practicals as well as examinations.
- v. Liaise between the Department and other departments of the College.
- vi. Liaise with suppliers for purchase of all material required in the functioning of the Laboratory and Department.
- vii. Supply of journals and laboratory coats to the students.
- viii. Maintenance of all documents and records of the department.
- ix. Manage sundry day to day expenditure.
- x. Arrange for repairs to equipment when required.
- xi. Supervise housekeeping of the Laboratories and PMP of equipments.
- xii. Maintain true and correct accounts of the departmental expenditure.
- xiii. Any work assigned by the Principal, HOD or Faculty of the Department.

2. Authority:

- i. Delegation of duties and responsibilities to laboratory attendants.
- ii. Enforcing discipline among students in the laboratory and department.
- iii. Checking identity cards of the students.
- iv. Enforcing the dress code of the laboratory for the students (laboratory coat) and laboratory attendants (uniform).
- v. Regulate the quantity of chemicals and other material issued to students for practicals.

XIII] Laboratory/Library Attendant or Peon:

1. Responsibilities:

- i. Opening the. Department/Library in the morning and closing it in the evening after work.



- ii. Departmental housekeeping and maintenance of proper arrangement of the laboratory / library.
- iii. Setting up of equipments / instruments for practicals (lab. atndt. only).
- iv. Issue of equipments and apparatus for practicals (lab. atndt. only).
- v. Supply chemicals and glassware for practicals (lab. atndt. only).
- vi. Bring Outside material required for practicals plant specimens, maternal from market, from fields and farms and other places (lab. atndt. only).
- vii. Issue of books to students and other borrowers (lib. atthdt only)
- viii. Collection of post and other papers, etc from the office.
- ix. Display and removal of notices on the departmental/library notice board as per the specified dates.
- x. Circulation of notices among departmental staff.
- xi. Running official errands between the department and other departments, office and other places.
- xii. Any other official work assigned by the Principal, HOD, Faculty and Lab. Asst. of the Department or Librarian.
- xiii. Help in minor repairs to equipments, instruments, etc.

2. Authority:

- i. Enforcing discipline among students in the department.
- ii. Confirm the identity of students in the department and college by demanding and checking their identity cards.

XIV] Gymkhana Officials:

The Principal is the de facto President of the Gymkhana and is the final sanctioning authority of all activities conducted under the auspices of the Gymkhana.

The Vice-President is responsible for coordinating the annual programme of gymkhana activities and is authorized to have the final say in matters of the nature of programmes and their schedule.

The Chairmen of committees and the members are responsible for the actual organization of all the activities the year round (refer Committees Handbook).




Principal
Yashwantrao Chavan College of Science
Karad