



National Institute of Education's  
**Sahakarbhushan S. K. Patil College, Kurundwad.**

NAAC Accreditation : B

Tal. Shirol, Dist. Kolhapur Pin - 416 106

☎(02322) 244244, 243954, (R) 244353

Website - www.sbskpc.org E mail - sbskpc@gmail.com

Ref.No.NIOE/SKPC/

Date :

## Code of Conduct and Professional Ethics

### Code of Ethics-

Every member of S.K.Patil College is expected to uphold the following Code of Ethics:

1. Uphold the honour and dignity of the academic profession.
2. Behave with honesty, integrity, and fairness in all activities.
3. Not indulge in discrimination on grounds of gender, caste, class, language, region and nationality.
4. Treat every member with respect, while maintaining the hierarchy in administration.
5. Adhere strictly to laws and regulations.
6. Nurture national integrity while providing an open space for diverse discourses.

### Code of Conduct for the Principal-

The Principal of the College should be honest, fair, objective oriented, supportive for all constructive administrative and academic activities, protective and law abiding. Besides, the following traits are expected from the principal. He/ She should...

1. Chalk out policies and plan to execute the Vision and Mission of the College and focus all activities on Programme Education Outcomes.
2. Create a conducive environment for effective learning and promote Quality Initiatives to enhance teaching-learning processes and focus on overall development of students.
3. Promote industry institution interaction and support student activities by exposing them to new developments/ techniques/ skills required for industry and inculcate research development activities by bringing industry experts to campus and promote face to face interaction.
4. Ensure that the staff and students are aware of rules, policies and procedures laid down by the College, State Government and University Grants Commission from time to time and implement them accordingly.
5. Recommend and forward communication to the authorities like State Government, University Grants Commission and any other such type of apex authority.

6. Monitor, manage and educate the administration of the college and take remedial measures / actions based on feedback of the stakeholders on Administrative functioning, Teaching-Learning processes and any other developmental activities of the College.
7. Execute any other qualitative and quantitative work for the welfare of the college and stakeholders.
8. Gather and listen to the student's ideas/views and set a supportive environment for growth of the College. Create an open and approachable environment for the students and the staff to articulate their views and ideas.
9. Be fair in all disciplinary actions related to teaching/non-teaching staff and students, without discrimination based on religion, caste, gender, nationality or any other bias.
10. Identify specific skills amongst teaching and non-teaching staff and empower them to achieve maximum potential.
11. Carry himself/herself with the highest integrity that he/she must exhibit outstanding and strong leadership skills.

### **Code of Conduct for Teachers:**

1. Uphold the honour and dignity of the teaching profession and promote learning amongst stakeholders.
2. Provide innovative and quality education by identifying and sharpening student skills.
3. Be impartial and under no circumstances discriminate students based on their religion, caste, gender and nationality.
4. Interact with the students in a friendly manner and promote mentoring of students with regard to their career and progression.
5. Abide by the rules and regulations, policies and procedures of the College.
6. Abide by the procedures to ensure students' safety.
7. Collaborate with fellow teachers from individual departments as well as other departments, so as to promote interdisciplinary learning and research.
8. Be responsible and interact positively with parents and other stakeholders and guide them on appropriate policies and procedures of the College.
9. Be good counsellors, mentors and facilitators for all stakeholders.
10. Be fair and transparent in conducting assessments and grading of students.

### **Code of Conduct for Non-teaching Staff-**

For Office Staff- The following traits are expected from the Non-teaching staff. He / She must...

1. Report to duty on time on all working days and at least 30 minutes in advance (on special occasions), so as to set up the tone for the day's work.

2. Remain on duty during College hours as well as extended hours as directed by the Principal.
3. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
4. Must not intercept or misappropriate funds of the College.
5. Must not be absent from duty without official approval or approved leave.
6. Abide by the defined time slot for lunch break.
7. Communicate work/data as and when required to Principal/ Authorities through official email IDs only.
8. Strictly avoid social networking sites such as Facebook, WhatsApp etc., during the working hours. For Laboratory Staff
9. Report to duty at least 30 minutes in advance, so as to set up the tone for day's work.
10. Support in all laboratory related work such as cleaning, maintenance of equipment/ instruments and report non- functioning of equipment/ instruments to the respective Head of the Department.
11. Disburse proper material at the time of practical and ensure that every student is provided with the experimental material/ chemicals for the experiments.
12. Do not venture out of the laboratory at the time of practicals and assist teachers in conducting practicals.
13. Avoid discrimination of students and teaching staff based on their religion, caste, gender and nationality.

### **Code of Conduct for students-**

The following traits are expected from the students. He / She must...

1. Give the teachers and the non-teaching staff their due respect, while understanding that they are not just service providers.
2. Wear clean clothes and be neatly dressed.
3. Be watchful for updates/ notifications related to administrative/ academic activities on the college website and department Notice Boards.
4. Read the prospectus and Handbook issued by the college to learn the rules and regulations of the college.
5. Not venture out of the classroom without the permission of the teacher concerned during class hours.
6. Be fulltime in the laboratory during practical hours and ensure learning of experiments and completion and submission of journals to the respective teacher(s) in stipulated time frame.
7. Support the college in all academic/ learning activities of the college and participate in such activities to upgrade skills. Students are expected to participate enthusiastically in cocurricular

and extracurricular activities organized by the department/ college. They are expected to submit all their internal assignments on time.

8. Participate actively in giving feedback as and when scheduled. This will help the College in fine tuning/ improving of teaching-learning activities.

9. Foster a healthy and decent relationship with peers of opposite sex both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.

10. Use suitable channels for raising concerns and grievances. All grievances should be addressed to the College Grievance Committee. The information of such Committee is made available on the college website.

11. Use the central library or departmental library in accordance with their requirements. A browsing centre on the first floor of the Central Library has been made available to cater to internet needs and other computational work.

12. Strictly avoid disturbing ongoing classes while moving in the corridors.

13. Refer to course material and other reference books as recommended by the subject teacher.

14. Refrain from misuse of the blackboards, walls of classrooms, laboratories, working tables, and other properties. This will be dealt with seriously by the College administration and such activity would be liable for punishment.

15. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from College.

16. Refrain from indulging in any anti-social activities.

17. Wear their identity cards inside the campus daily without fail.

18. Not bring any vehicles in the college premise, beyond the parking zone.

19. Not circulate any third party printed materials/ brochures/ advertisements or any other material without the prior permission of the Principal.

20. Ragging in any form is a serious offence and it will be dealt with as per UGC regulations and Indian Penal Code.

21. Maintain hygiene in washrooms.

22. Be responsible for their belongings in the college premises.