

Yeshwant Mahavidyalaya, Seloo

Code of Conduct

The code of conduct of any institution is well-planned guidelines about the nature of working and future growth of the institution which shows values and commitments of employees with the employer. A well code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. The code articulate the values, the organization wishes to foster in leaders and employees and in doing so, defines desired behaviour.

Objective

To establish statutory compliance and a guiding document for 'Code of Conduct.'

1. PRAYER /NATIONAL ANTHEM

All are required to stay still and calm during the prayer. Please note that this applies the visitors and guests as well. Further, needless to mention if found loitering or talking in the campus during the prayer strict action will be taken against the concerned.

2. DRUG & ALCOHOL FREE WORKPLACE POLICY

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institution is prohibited by the institution's policy. All employees must as a condition of employment (a) abide by the institution's policy on controlled substances (b) inform the institution of any conviction of a criminal drug statute which occurs, within five days after such conviction. An employee convicted for felony or misdemeanor drug violation will be subject to strong disciplinary action up to and including termination of employment, or may be required at the discretion of the institution, to participate satisfactorily in a rehabilitation programme. When reasonable cause exists to believe an employee is under the influence and impaired by drugs or alcohol on the job, employee may be required to submit to a test.

3. EQUAL EMPLOYMENT OPPORTUNITY

It is a policy of the institution to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste sex, disability and age. The policy applies to initial employment, promotion, compensation and termination. Employees / students shall not be denied benefits or otherwise be subjected to discrimination under any programme or activity of the institution.

4. SEXUAL HARASSMENT

Sexual harassment of employees or students at the institution is prohibited and shall subject the offender to dismissal or other conditions. Unwelcome sexual advancement, requests for sexual favours and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made explicitly or implicitly or condition of an individual's employment or academic standing.

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- b. Submission to or rejection of such conduct is used as a basis for employment affecting an individual.
- c. Such conduct interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

5. SOLICITING / CANVASSING

Canvassing, placing signs and posters for solicitation purposes, chain letters and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institution's resources and facilities. Any faculty member found indulging in conducting tuition or coaching classes, remunerative or otherwise would be suspended with immediate effect.

6. GRATUITIES

Employees of the institution shall not accept gratuities, courtesies or gifts in any form from any person or persons, corporations, or associations that directly or indirectly seek to use the connection thus formed for securing favourable comment or consideration on any commercial commodity, process or undertaking.

7. POLITICAL ACTIVITIES

As an individual each employee of the institution retains all rights and obligations of citizenship provided in the Constitution of India. However, no employee of the institution shall hold or be a candidate for political party seeking votes while in the employment of the institution or take part in a political employment campaign while on duty.

8. DISRUPTIVE BEHAVIOUR

While supporting freedom of expression and peaceful dissent, the institution, in the best interests of orderly operation and the preservation of an environment favourable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institution stipulates that any employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity or any other activity authorized to be discharged or held on the campus of the institution is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly in dismissal, demotion or termination of employment or admission.

9. MALPRACTICES

No employee shall indulge in or encourage any form of malpractice with examinations or other activities of the institution.

10. Code of Conduct of the Principal

The Principal of the Institution shall:

- 1. Endeavor to fulfill the vision, mission and the objectives of the institution.

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2. Promote all the staff members to update their knowledge by encouraging them to organize and participate in seminars, conferences, workshops symposia, orientation and refresher courses.
3. Encourage the faculty to carry out research and publish their research papers/articles in reputed national, international journals, e-journals and books/volumes.
4. Strive for procurement, optimum utilization and maintenance of ICT in teaching, learning, research and extension activities on the campus.
5. Take all necessary actions to maintain discipline on the campus.
6. Treat all faculty members, non-teaching staff, students and stakeholders on equal footing and not indulge in favouritism.
7. Involve all the stakeholders in the development of the institution.
8. Promote the decentralization of power for the effective administration of the institution.

11. Code of Conduct for Teachers

The faculty shall:

1. Perform their duties of teaching, guiding and conducting practical and tutorials in a punctual, consciousness and dedicated manner.
2. Impart teaching after thorough preparation for the lessons and use of ICT for this purpose.
3. Grow professionally through study, research and attending seminars, conferences, symposia, workshops and professional meetings.
4. Identify the needs and abilities of the students and guide them in their physical, intellectual, emotional, moral and spiritual development.
5. Treat all students equally irrespective of their religion, caste, creed, colour, sex, social class and language.
6. Motivate students to inculcate scientific outlook and sense of respect for physical labour.
7. Abstain from accepting any remuneration for coaching, mentoring and guiding students except the one stipulated legally.
8. Abstain from provoking students which may lead to religious or communal ill-will.
9. Create awareness amongst students of their responsible citizenship and moral duty to contribute to national development.
10. Respect social, religious, intellectual and linguistic differences amongst students and adopt their instruction accordingly.
11. Inculcate competencies and skill amongst students to enable them to face national and international challenges.
12. Establish cordial and healthy relationship with parents/guardians of students.
13. Keep the parents/guardians informed informally about the progress and needs of students.
14. Develop a sense of respect amongst students for their parents/guardians and elders.

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15. Meet the parents/guardians either informally or through meetings of the Management and functions of the institution to promote free and mutual exchange of ideas for the benefits of students, teachers and the institution.
16. Exercise their rights and utilize their knowledge and skills to cater to social and national needs, problems and their solution.
17. Work to improve the moral and intellectual life of the society/community by participating in various social, cultural religious and academic activities.
18. Abstain from any activity which tends to promote communal and religious hatred and enmity amongst different communities, religions or linguistic groups. In other words, teachers shall strive for national integration and for conservation of patriotism amongst the social members.
19. Treat all colleagues with respect and on equal footing.
20. Abstain from passing derogatory and baseless remarks/allegations against colleagues.
21. Cooperate with the colleagues in curricular, extra-curricular and research activities.
22. Behave with the Management and the Principal in a respectful manner.
23. Not indulge in any activity detrimental to the image of the management and the institution.
24. No divulge any confidential information related to the Management and the institution.
25. Contribute to keep the campus of the institution tobacco-free, drug-free, pollution-free and plastic-free.
26. Be obliged to prohibit sexual harassment of a colleague and students on the campus of the institution.
27. Not indulge in any unacceptable behavior like theft, favouritism and insubordination.
28. Not indulge in any activity of utilizing the campus for political or other canvassing purposes.
29. Not behave in any way that will obstruct teaching, learning, research, extra-curricular and administration activity on the campus.

12. Code of Conduct of Non-Teaching Staff

Every non-teaching staff member shall:

1. Abide by the rules of dress code on the campus.
2. Ensure the cleanliness, maintenance and proper utilization of equipments, apparatus, classrooms and any material in the library, laboratory and on the campus of the institution.
3. Treat the Management, Principal, all teachers and non-teaching members with respect and on equal footing irrespective of their religion, caste, creed, colour, social class and language.
4. Cooperate in the joint welfare of all the teachers and non-teaching staff.
5. Contribute to keep the campus of the institution tobacco-free, drug-free, pollution-free and plastic-free.

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6. Be obliged to prohibit sexual harassment of a colleague and student on the campus of the institution.
7. Not indulge in any activity of utilizing the campus for political or other canvassing purposes.

13. Code of Conduct for Students

1. All the students shall make themselves acquainted with the rules and regulations notified for their conduct.
2. Appear for tests and examinations as per the time table of the university and the institution.
3. Always carry with him/her the Identity Card issued by the institution.
4. Read the notices put up on the notice board of the institution regularly.
5. Not indulge in any political and anti-social activity organized by outside agency on the campus of the institution.
6. Ragging is strictly prohibited vide Maharashtra state 'Anti-Ragging Act, 1999'. Any student found indulging in ragging in any form within or outside the college shall be immediately expelled from the college and necessary disciplinary legal action will be taken.
7. Contribute to keep the campus of the institution tobacco-free, drug-free, pollution-free and plastic-free.
8. Be obliged to prohibit sexual harassment of any student and faculty of the institution.
9. Abide by the rules and regulations stipulated for the development of the institution from time to time.
10. Students must submit their scholarship / examination forms to the office within time period.
11. Use of Mobile phones by students in the classroom / library is strictly prohibited.
12. Students must not stand in the Veranda and near the class rooms during the class hours.
13. Class projects / assignments must be submitted within time period.
14. Attendance of Internal Examination / Seminars will be compulsory.

14. Code of Conduct for the Student in the Library

Every student entering the library shall:

1. Carry with him/her a valid Identity Card issued by the institution.
2. Enter his/her name and put signature in the registration book.
3. Not use other student's Identity Card for library use.
4. Use books, newspapers, journals, dictionaries and encyclopedia carefully.
5. Maintain an atmosphere of dignity and silence in the library.
6. Incur own responsibility for theft of any personal belonging from the library.
7. Keep his/her mobile on "Off" or "Vibration" or "Silent" mode while being in the library.
8. Not consume food and drink other than drinking water in the library.

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9. Not use pen drive for copying any material from the library without the permission of the librarian.
10. Not be issued/lent any book from the library without valid Identity Card.
11. Abide by the decision of the librarian regarding discipline in the library.
12. Be liable for stringent action for violation of code of conduct.