



Code of Ethics

POLICY NAME	Code of ethics		POLICY NO.	SC/APN/2020/7.3
EFFECTIVE DATE	15 July 2019	DATE OF LAST REVISION	-	VERSION NO. 7.3.1
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ADMINISTRATOR RESPONSIBLE	Principal	DRAFTED BY	Internal Quality Assurance Cell	
APPROVED BY	IQAC and Governing Council	SUPERSEDING AUTHORITY	Governing Council and Management	
REFERENCES	<ol style="list-style-type: none"> 1. https://www.ugc.ac.in/oldpdf/pub/report/5.pdf 2. https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf 3. http://www.unipune.ac.in/pdf_files/law/teacher.pdf 4. Maharashtra Non-Agricultural Universities and Affiliated Colleges Standard Code (Terms and Conditions of non-teaching Employees) Rule 1984. 			

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
7.3.1	IQAC and Governing Council			IQAC

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1 PURPOSE AND OBJECTIVES

1.1 **Purpose:** The Institute is a community of cultured intellectuals. It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity. The college has got a code of conduct for the staff as well as students. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the college has certain mandatory requirements. Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all.

Whoever adopts teaching as a profession assumes the obligation to conduct himself in 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. (Adopted from <https://www.ugc.ac.in/oldpdf/pub/report/5.pdf>).

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

1.2 **Objectives:**

- To establish the guidelines that must govern the ethical behaviour of all stakeholders.
- To ensure suitable behaviour in the professional performance of its stakeholders, in accordance both with the laws of the country and with the established Regulatory System, respecting the values cultures.
- To prevent, detect and eradicate irregularities related to breaches of the Code and of established internal rules through a monitoring committee.
- To organize awareness programmes and workshops such as Student Induction Programme.

2 SCOPE

2.1 The policy applies to the Students, Teachers, Administrators, and all other staff members.

3 POLICY STATEMENT

The policy is intended to:

- 3.1 uphold the honour and dignity of the academic profession.
- 3.2 behave with honesty, integrity and fairness in all activities.
- 3.3 not indulge in discrimination on grounds of gender, caste, class, language, region and nationality.
- 3.4 treat every member with respect, while maintaining the hierarchy in administration.
- 3.5 adhere strictly to laws and regulations.
- 3.6 nurture national integrity while providing an open space for diverse discourses.
- 3.7 A visual representation to the understand the policy on Curriculum Development is given below:



4 DEFINITIONS

- 4.1 Ethics: The study of what is right and wrong in human behaviour.
- 4.2 Student Induction: The programme that engages with the new students as soon as they come into the institution; before regular classes start. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed.

5 CODE OF CONDUCT FOR PRINCIPAL (Adopted from UGC regulations, 2018)

- 5.1 Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability
- 5.2 Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- 5.3 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.
- 5.4 Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- 5.5 Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society
- 5.6 Adhere to a responsible pattern of conduct and demean or expected of them by the community
- 5.7 Manage their private affairs in a manner consistent with the dignity of the profession.
- 5.8 Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research.
- 5.9 Participate in extension, co-curricular and extra-curricular activities, including the community service.
- 5.10 Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour. Identification of current developments, skill sets required on local and global level.

6 CODE OF CONDUCT FOR TEACHERS (Adopted from UGC regulations, 2018)

6.1 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:

- 6.1.1 Adhere to a responsible pattern of conduct and demean or expected of them by the community
- 6.1.2 Manage their private affairs in a manner consistent with the dignity of the profession
- 6.1.3 Seek to make professional growth continuous through study and research
- 6.1.4 Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge
- 6.1.5 Maintain active membership of professional organisations and strive to improve education and profession through them
- 6.1.6 Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication
- 6.1.7 Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research
- 6.1.8 Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition
- 6.1.9 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation, and
- 6.1.10 Participate in extension, co-curricular and extra-curricular activities, including the community service.

6.2 **Teachers and Students:** Teachers should:

- 6.2.1 Respect the rights and dignity of the student in expressing his/her opinion.
- 6.2.2 Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- 6.2.3 Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 6.2.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 6.2.5 Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- 6.2.6 Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
- 6.2.7 Pay attention to only the attainment of the student in the assessment of merit.
- 6.2.8 Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- 6.2.9 Aid students to develop an understanding of our national heritage and national goals, and
- 6.2.10 Refrain from inciting students against other students, colleagues or administration.

6.3 **Teachers and colleagues:** Teachers should:

- 6.3.1 Treat other members of the profession in the same manner as they themselves wish to be treated.
- 6.3.2 Speak respectfully of other teachers and render assistance for professional betterment.
- 6.3.3 Refrain from making unsubstantiated allegations against colleagues to higher authorities, and
- 6.3.4 Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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6.4 Teachers and colleagues: Teachers should:

- 6.4.1 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 organisations for change of any such rule detrimental to the professional interest;
- 6.4.2 Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 6.4.3 Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 6.4.4 Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- 6.4.5 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;
- 6.4.6 Adhere to the terms of contract;
- 6.4.7 Give and expect due notice before a change of position takes place; and
- 6.4.8 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.

6.5 Teachers and Non- Teaching Staff: Teachers should:

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

6.6 Teachers and Guardians: Teachers should:

- 6.6.1 Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

6.7 Teachers and Society: Teachers should:

- 6.7.1 Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 6.7.2 Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 6.7.3 Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- 6.7.4 Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 6.7.5 Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

7 [CODE OF CONDUCT FOR NON-TEACHING STAFF \(Adopted from The Maharashtra Non-Agricultural Universities And Affiliated Colleges Standard Code \[Terms And Conditions Of Service Of Non-Teaching Employees\] Rules, 1984\)](#)

- 7.1 The employee of the College shall be at the disposal of the College for full-time/part-time and shall serve in such capacity and at such place as he may from time to time, be so directed.
- 7.2 The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The employee shall also observe, comply with and obey all orders and instructions which may

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- from time to time be given to him by the officer under whose jurisdictions, superintendence or control, he has been placed, for the time being.
- 7.3 The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the College as the case may be. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- 7.4 The employee shall extend utmost courtesy and attention to all persons with who he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the College, as the case may be.
- 7.5 No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favour of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.
- 7.6 (a) The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University or the College or outsider, to whom he is not authorised to communicate such document or information, or to make any use thereof. (b) The employee shall not contribute to the Press/social media, any matter connected with the University or the College without obtaining the previous sanction of the Competent Authority or without such sanction, make use of any document, paper or information, which may have come in his possession in his Official capacity. He shall also not try to obtain unauthorisedly any information, which may not come in his official capacity, in order to make any use thereof. (c) The employee shall not directly or indirectly take part in activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University or College or being the University or the College in disrepute.
- 7.7 The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.
- 7.8 The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the College: Provided, that the collection of monthly subscription of membership at the rate prescribed collected by the office bearer of the Employee's Union of the Club and in respect of which a due receipt is tendered, shall not amount to gift or realisation of other contribution for this purpose.
- 7.9 The employee shall not accept, solicit, or seek except with the previous sanction of the Competent Authority any outside office, stipendary or honorary work. He shall not engage in any trade or business or canvass in support of in any commercial or insurance owned or managed by any member of his except co-operative consumers or housing or credit Society. Every employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the University or College: Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary artistic or scientific in character, including T.V. / Radio talk without affecting his official duties.
- 7.10 The employee shall not apply for job, post or scholarship without the previous knowledge of the Competent Authority.
- 7.11 The Employee shall not absent himself from his duties without first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit: Provided that, the Competent Authority may condone

this condition in respect of an employee who reason of his own physical state was unable to convey the cause of his absence.

- 7.12 The employee shall not bid either directly or indirectly, at any auction of any University or College property nor shall he submit any tender for any supply to the University or College.
- 7.13 The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.
- 7.14 The employee shall not enter upon a course of studies or appear for any examination by University or other bodies without the previous permission of the Competent Authority.

8 CODE OF CONDUCT FOR STUDENTS

- 8.1 According to the rules of Savitribai Phule Pune University, in order to appear for the examination, the class attendance must be at least 75%.
- 8.2 Head of Department, Subject Teacher and Parent-Teacher should not be informed for grant of leave.
- 8.3 Before the university examination, each student has to get the permission letter from each department head. For this, it is necessary to participate in all the activities that run continuously throughout the year. No signature will be available without it.
- 8.4 Care should be taken to keep the furniture, materials and equipment of the college in order. Damage to the property of the college / institution will result in penal action.
- 8.5 Students have a responsibility to keep the premises clean such as College classrooms, library, gymkhana, laboratory, hostel, campus, staircase, veranda and all other buildings etc.
- 8.6 Consumption of tobacco, gutkha, zarda, cigarettes, alcohol are strictly banned in the college premises.
- 8.7 Students must not write any kind of text on the walls of buildings, draw pictures, or stick advertisements.
- 8.8 Students should park their vehicles at the parking space allotted for the students. Vehicles should be kept properly locked.
- 8.9 Students must attend lectures regularly. Students should not roam around in the premises during the classes/ practicals. Strict action will be taken if found doing so.
- 8.10 It is strictly forbidden to pluck the fruits and flowers of any tree in the college premises. Students should cooperate to maintain the landscape beauty .
- 8.11 No religious or political activities should be organized on the premises of the college.
- 8.12 As per Maharashtra Public University Act 2016, general elections will be held in the college. It should be followed as per university and government rules. Violation of the rules will result in severe legal action.
- 8.13 Mobile phones will be confiscated and fines will be levied on the students if they are found making misuse of mobile phones for photos and videos while roaming around the college premises. Mobile use will be banned in colleges during exams and get-togethers.
- 8.14 Students' attire should be appropriate for the college campus.
- 8.15 Students should make maximum use of the library when there are no classes.
- 8.16 Students should constantly strive to enhance the reputation of the college. The students should not misbehave in a way that would tarnish the reputation of the college.
- 8.17 Educational trips in the course will be compulsory for the students as per the rules of the university. The rules regarding travel prescribed by the government, university and college will be binding on the students. The college will not be held responsible if any kind of impropriety happens if the students do not follow the rules.

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- 8.18 If a student misbehaves in college, he or she may be suspended. The final authority in this regard rests with the principals.
- 8.19 According to the order of the Supreme Court, if a student coming for admission has been involved in ragging, he will be denied admission or his admission will be canceled.
- 8.20 Due to the ongoing teaching-learning process in various departments of the college from 7:15 am to 3:30 pm, it will be forbidden to play on the playground.
- 8.21 Students must have identity cards in the college premises and only those who have obtained the written permission of the principal have access to the college premises. Police action will be taken against those who do not have the identity card of the college or the letter of written permission of the principal as well as if any fake identity card is found.
- 8.22 The college has a well-equipped competitive examination guidance center. Students should use the office of this center to get information about competitive exams.
- 8.23 Students should participate in various programs through the Gymkhana Department, National Service Scheme, National Cadet Corps (Boys and Girls), Cultural Circle, Earn and Learn Scheme.

9 Feedback

- 9.1 Staff and students may provide feedback about this document by emailing to principal@sangamcollege.edu.in.