

# **Gopal Krishna Gokhale College, Kolhapur, 416002**

## **CODE OF CONDUCT**

### **A) FOR STUDENTS**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior 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. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 7.30am to 6 p.m. in attention till the ends.
3. All the students are expected to be present in the class well -within time and late coming will attract a fine. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters 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.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.
8. 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.
9. Students can leave the campus during class hours only after getting a permission from the Principal, HoD, or the tutor.
10. All students shall leave the classes immediately after college time. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, campus etc.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the college in approved uniforms. Hawai type rubber or plastic chappals are not permitted. Besides those who are in laboratories shall wear their respective lab-coat.
13. All the students are expected to attend all college functions in college uniform unless otherwise specified.
14. 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. Denial of that alone invites disciplinary action.

15. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of GKG 's academic values will be referred to the discipline committee.
18. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
16. As per the Govt. order, students shall not bring powered vehicles inside the campus.
17. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
18. 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.
19. 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. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
20. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
21. All the students are advised to follow the GKG Mobile phone policy and bring to the notice of the authorities violations if any.
22. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
23. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
24. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
25. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
26. 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.
27. Students who intend to represent the college in intercollegiate 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.
28. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.

29. 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 5 minutes before the commencement of the examination.

30. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.

31. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

32. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

33. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

34. Pay fees, mess bills etc. in advance or in time, which will avoid fines.

35. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

44. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of GKG, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

#### Mobile Phone Policy :

Introduction The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Mobile Phone Policy realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the campus.
- The mobile phones shall be kept in silent mode while in campus.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs 1000/- .
- Staff members are allowed to use mobile phones in their respective cabins

#### **B) FOR TEACHER**

##### **Responsibility and Accountability for teacher:**

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.

4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. 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.
6. 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 counseling report.
7. Teachers should be good counselors 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.
8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

### **Punctuality and Attendance**

1. 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.
2. 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.
3. Teachers should biometric attendance while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

### **Leave**

1. Prior written permission is required from the Principal / atleast 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 / RH on a particular day.
3. Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
4. Half a day CL will not be sanctioned.
5. 12 days of causal leave can be availed in a calendar year.
6. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
7. All must report for duty on the reopening day and the last working day of each semester.

8. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

9. Study leave for higher studies will be granted at the discretion of the management.

**Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.**

1. 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.

3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.

5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

**General Rules**

1. **No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.**
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
7. Teachers are barred from using cell phones while taking classes.
8. Teachers must always wear their identity badges while inside the college premises.
9. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
10. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
11. Each Department Association must conduct atleast three special meetings in each semester.
12. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
13. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
14. Unless it is urgent, any representation in person to the Principal can be made only after College hours (2.20 p.m)
15. For making any representation to the Principal, teachers should desist meeting the Principal as a group.
16. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.

17. Duties and Service conditions (standards of conduct) of the Teachers as framed under Sec.18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976 are to be followed.
18. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
19. Vice Presidents of Associations should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.
20. must also be reported to the Principal in writing
21. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
22. Each Department Association must conduct atleast three special meetings in each se. All department meetings of Teachers shall be held only after 2.30 p.m.
23. and not during class hours. No department staff meeting should be held at the cost of class hours.

#### **Disciplinary Action**

1. Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.
2. The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

#### **C) NON-TEACHING**

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty atleast 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. 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.
7. 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.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m

## **D)THE STANDARDS OF PROFESSIONAL CONDUCT FOR PRINCIPALS**

1. A College Principal shall provide professional educational services in a nondiscriminatory manner.
2. 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.
4. A College Principal shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
5. 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 not knowingly falsify or misrepresent records or facts relating to the Principal's qualifications, or to the qualifications of other staff or personnel.
7. A College Principal shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
8. A College Principal shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
11. 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.
12. A College Principal, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the College district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
13. **Makes Ethical Decisions** Principals should make all their decisions based on the best interests of the students. Ethical principals never put their interests above the greater good of the schools they serve. 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.
14. **12Honors Commitments** Principals must stand by their word. They need to honor all aspects of their employment contract. Unethical conduct includes abandoning the job and leaving the position without a mutual agreement in place to do so. The welfare of the children is the highest priority, and failing to provide adequate supervision on and off campus equates to total disregard for the position held.
15. **13 Abides By Laws** Principals are not criminals. Felonies and misdemeanors are considered in violation of ethical conduct. Principals must disclose any acts that result in criminal and civil charges against them. They must carry themselves with the highest integrity and avoid careless decisions that result in violations of the law.
16. **14Maintains Professional Boundaries** Ethical principals refrain from inappropriate conduct and relationships with students and staff. These activities include making obscene gestures, snapping compromising photos or having intimate relations. This type of conducts includes all forms of communication. Text messages, phone calls and social media interactions that are deemed wrong by the school board can result in the principal's termination.
17. **15Objective Leadership** 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 honoring their commitments to their own culture and heritage.
18. **15 Honesty** Principals must apply active and passive honesty. They should never directly lie to anyone. They must never withhold vital information that should be made public. This is also a form of lying. They must also report acts of alleged abuse to the proper authorities. Failure to do so puts more children at risk from a free abuser. Children trust their principals to take care of them, even when they become high school students who want to pretend they don't need anyone.

19.16 Universal Standards All states govern their own ethical policies. Codes of conduct may differ in content, but, at their core, they stand for the same things. A principal should always be honest, fair, law-abiding, objective, supportive and protective even when the students don't want him to be.

#### **E) CODE OF CONDUCT FOR GOVERNING BODY**

1) Statutory enforcement of code, complaints, investigation, and hearing. This part shall be enforced in accordance with S.P.MANDAL Statutes, When oral complaints alleging violations of the code of ethics for College Principals are received, the board shall request the complaining party to submit a written complaint. Upon receipt of a written complaint, the Principal named in the complaint shall be notified in writing of the complaint. The Principal shall be entitled to be represented by the Principal's own counsel or representative at each stage of the investigation and hearing.

2) Enforcement procedures. The board may impose one or more of the following penalties when it has found a violation of a standard under subpart

#### **These actions shall be taken only after previous efforts at remediation have been exhausted.**

A. The board may enter into agreements with Principals accused of violating the code of ethics that would suspend or terminate proceedings against the Principal on conditions agreeable to both parties.

B. A letter of censure from the board may be sent to the person determined to be in violation of the standards of the code of ethics. The letter shall be kept on file for a period of time not to exceed one calendar year.

C. An Principal who has been found to have violated the code of ethics may be placed on probationary licensure status for a period of time to be determined by the board. The board may impose conditions on the Principal during the probationary period which is to be directed toward improving the Principal's performance in the area of the violation. During this period, the Principal's performance or conduct shall be subject to review by the board. The review shall be directed toward monitoring the Principal's activities or performance with regard to whatever conditions may be placed on the Principal during the probationary period. Before the end of the probationary period, the board shall decide to extend or terminate the probationary licensure status or to take further disciplinary actions as consistent with this rule.

D. The license to practice of the person determined to be in violation of the standards of the code of ethics may be suspended for a period of time determined by the board.

E. The license to practice of the person determined to be in violation of the standards of the code of ethics may be revoked by the board.