



CODE OF CONDUCT

SADHANA EDUCATION SOCIETY'S
L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

A] CODE OF CONDUCT FOR TEACHERS:

This code of conduct should serve as a guiding principle about ethical and professional conduct for teachers affiliated within the institute. This code understands limitations of teachers which are beyond control of teachers and this code emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability of a teacher.

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

TEACHER AND AUTHORITIES

1. The teacher shall be available for the College fulltime and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.
2. The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Management/ Principal of the College.
3. The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession;
4. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
5. The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution.

6. Co-operate and assist in carrying out 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;
7. The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College/Recognized Institution.

Explanation 1-Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.

Explanation 2- The expression "gift" include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee and also shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industry or commercial firms, organizations, or any similar bodies.

8. The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

9. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
10. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
11. Maintain active membership of professional organizations and strive to improve education and profession through them;
12. Manage their private affairs in a manner consistent with the dignity of the profession;

- 13.(a) The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College/Recognized Institution.
 - (b) The teacher or his/her relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
 - (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under the relevant Statutes of the University and the Code of Conduct.
 - (d) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
14. The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
 15. 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;
 16. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
 17. Should adhere to the conditions of contract;
 18. 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.
 19. Give and expect due notice before a change of position is made.

20. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
21. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
22. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
23. The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

B] TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students 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; and
- (x) Refrain from inciting students against other students, colleagues or administration.

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

Misconduct

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in the Act, Statutes, Ordinances, Rules and Regulations.
- (ii) refusal to accept order or other communication served according to the Statutes,
- (iii) Obtaining employment in the College by misrepresenting facts,
- (iv) misappropriation of any amount and/or movable and immovable property of the College/Recognized Institution.
- (v) willful and persistent negligence of duty,
- (vi) insubordination: Refusal to obey the order of controlling Authority, willful act/communication by ignoring immediate controlling authority.
- (vii) indulging in or promoting unfair practices in the conduct of College,
- (viii) theft, fraud or dishonesty,
- (ix) willful or negligent damage of the College property,
- (xi) any action, involving moral turpitude and attracting conviction in court of law,
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours,
- (xii) misbehavior with students, another teacher, staff, parents.
- (xiii) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation :

- (1) Wilful negligence of duty shall among other things include the following:
 - (a) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
 - (b) Negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Recognized Institution, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

Failure of conform to the above mentioned norms shall be construed as misconduct.

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B] NON-TEACHING STAFF

The services of the college Non-Teaching Staff are governed by the Standard Code of Maharashtra Civil Services Rules to the extent applicable; Unlike the Standard Code, for each aspect of service conditions, there are separate detailed Rules like:

The Maharashtra Civil Services (Conduct) Rules 1981

The Maharashtra Civil Services (Discipline and Appeal) Rules 1979

The Maharashtra Civil Services (General Conditions of Services) Rules 1981

The Maharashtra Civil Services (Leave) Rules 1981

The Maharashtra Civil Services (Regulation of Seniority) Rules 1999 and few others

1. The employee shall be at the disposal of the College for full-time and shall serve in such capacity and at such place as he may, from time to time, be so directed.
2. He /she shall confirm and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed, for the time being.
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.
4. The employee shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall strive hard to promote the interest the College.
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/herself from extending any undue advantage or benefit to such Company, firm or body as the case may be.

6. (a) The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties are 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 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 any matter connected to the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, or information, which may have come in his/her possession in his Official capacity. He/She shall also not try to obtain unauthorisedly any information, document or paper which may not come in his possession in his official capacity in order to make any use thereof.

(c) The employee shall not directly or indirectly take part in any activity, demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the College in disrepute.
7. Subject to the provisions of this rule, an employee with previous intimation to the Management in writing, contest elections to the University Senate in accordance with the provisions laid down in the provisions of Non-Agricultural Acts.
8. The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticise the policy or action of the Competent Authority.

Provided that the employee may give evidence at -
 - (a) An inquiry before an authority appointed by the Competent Authority
 - (b) A judicial inquiry or
 - (c) A departmental inquiry ordered by the Competent Authority.
9. The employee without the previous 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.

10. 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 University or College.

11. The employees shall not bid either directly or indirectly, at any auction of any University or College property nor shall he/she submit any tender for any supply to the College.

12. The employee shall not, by writing, speech or deed, or otherwise indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.

13. 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.

MISCONDUCT - Misconduct, shall include as follows, namely :-

- (a) Any action by the employee contrary to the provisions prescribed in the foregoing rules,
- (b) going on illegal strike, abetting including instigation or action in furtherance thereof,
- (c) theft, fraud or dishonesty,
- (d) habitual break of any standing orders, rules,
- (e) wilful or negligent damage of the College property.
- (f) refusal to accept charge-sheet, order or other communications served according to the rules,
- (g) conviction in a court of law, involving moral turpitude,
- (h) riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the University or College,
- (i) neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
- (j) violence or inciting violence,
- (k) stopping work either singly or with other employees or inciting anyone else not to work,

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- (l) allowing anyone within the prohibited premises of the College -
allowing any person or persons whose entry is prohibited without the permission of the Competent Authority,
- (m) falsification or tampering any paper or record of the University/College,
- (n) obtaining employment under the University or College by misrepresentation of facts,
- (o) making any false or exaggerated allegations against any officer, superior a co-employee or Authority,
- (p) committing nuisance during the working hours by being found intoxicated or otherwise,
- (q) misappropriation of any amount, movable property of the College, or late crediting the amount in the College account, and
- (r) committing any act involving moral turpitude.

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C] STUDENTS

The College attaches great importance to discipline which must be observed by the students at all times. Failure to comply with any of the rules and regulations will lead to strict disciplinary action/s.

ii. Identity cards are issued to all the enrolled students in the beginning of the Academic year. It is mandatory for all the students to wear their Identity Cards in the College premises; failing which they will not be allowed to attend lectures, practical, etc. Students are also required to ensure that their Identity Card has their recent photograph affixed, bearing the signature of the Principal. It must be presented for inspection or verification whenever demanded by the College Authorities and/or by the Security Staff.

iii. Students are not allowed to attend lectures other than their own course without the consent of the Principal.

iv. The College library boasts of a rich collection of books which students are encouraged to make the most of. However, Library decorum must be maintained.

v. Students are expected to be punctual for their respective lectures and be in class before time.

vi. Students are restricted from communicating any information-or a written-about the College to the Press. Additionally, students must strictly refrain from posting any College related information on any website/social media/new media. Strict disciplinary action under the IT Act, 2000 will be taken against the student found indulging in such activities without the prior permission of the Principal.

vii. Students are liable to lose their academic term or even get expelled from College for any gross negligence of rules that may amount to disobedience /misconduct/ misbehaviour/ indiscipline.

viii. Students must take proper care of the College property. Any damage done to the same such as disfiguring of walls, doors, windows, benches, mishandling of electrical fittings, projectors, computers; or partaking any activity that may lead to breaking of any furniture, etc. will be treated as a breach of discipline and the students concerned will be fined and/or suspended.

ix. Smoking, Tobacco-Chewing, Consumption of Drugs and Liquor, etc. are strictly prohibited in the College premises. Students found guilty will be expelled from the College.

- x. Use of Mobile phones, walkman, etc.at the College Premises is prohibited.
- xi. No student shall collect money as a contribution for a picnic, trip, educational visit, get-together, study notes, charity or for any other activity without prior written permission of the Principal.
- xii. All bonafide students are accountable to the Principal. Their behavior inside and outside the College premises should not be detrimental to the image of the College. Students should refrain from all such activities which may tarnish the College reputation, and such students, if found guilty, will be expelled or suspended from the College.
- xiii. Ragging is prohibited within or outside the College. If any complaint is received the person concerned will be prosecuted under the Prohibition of Ragging Act, 1999.
- xiv. Photography or Videography of the campus and classrooms, laboratories, office, etc. is strictly prohibited.
- xv. Students must wear decent clothes. **Good judgment should be used in choosing clothes.**
- xv. Any other matter besides the rules mentioned above will be resolved at the discretion of the Principal.

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Principal

