



M.S. KAKADE COLLEGE

SOMESHWARNAGAR, TAL-BARAMATI,
DIST - PUNE - 412306 MAHARASHTRA



Handbook of **CODE OF CONDUCT** for

For Students, Teachers and Non-Teaching Staff

Code of Conduct Committee

Committee is appointed to monitor adherence to the Code of Conduct for Students, Teachers and Administrative and Other Staff Members. Code of Conduct Committee is as follows;

- 1. Prin. Dr. S. R. Kenjale : Chairman**
- 2. Prof. Mrs. S. B. Kambale : Co-ordinator**
- 3. Prof. Dr. S. P. Jadhav : Member**
- 4. Prof. Dr. J. M. Salve : Member**
- 5. Shri. S. G. Newase : Member**
- 6. Shri. S. M. Lakade : Member**
- 7. Mrs. Manisha Suryawanshi : Student Representative (F.Y.B.A.)**
- 8. Mr. Adinath Bhandwalkar : Student Representative (F.Y.B.Sc.)**

Committee is expected to organize the programmes, conduct the meetings and submit its yearly reports to the Principal and IQAC at the end of each academic year.

Principal

Code of Conduct for Students

1. Students should follow all the rules and regulations about discipline in the college campus. They should attend the Classes, Practicals, Curricular and Extra-curricular Activities sincerely.
2. They should not cause any harm to college property.
3. Behavior of the students must be polite and co-operative with all the stakeholders of this college.
4. Students should help to all the differently abled students and other people in the college campus.
5. Students should have due respect for their teachers, all other students and employees of the college.
6. For any query, doubt, difficulty students should approach immediately to the concerning teacher, clerk or direct to Principal of this college.
7. Students should not indulge in any form of discrimination based on class, creed, and gender. All are equal in the college campus.
8. Ragging is strictly prohibited in the college campus, and students should submit undertaking in that respect while taking the admission.
9. Students should not support any kind of violence in the premises. They should take care of their Academic Career. They should be sincere in filling Examination forms, NSS, NCC enrolment form etc.
10. Students should follow decency in clothing. They should follow the college culture.
11. Disciplinary action can be taken against any student for any misconduct.
12. Students should not celebrate their birthdays, anniversaries or any such personal programmes in college premises.
13. Students should be careful about the notices displayed on Notice Board time to time about their career.
14. Students should meet to the Principal with his parents at least once in a year for informal discussion.
15. While taking admission students should give in writing that all the Codes of Conduct are read and I will follow them.

Code of Conduct for Teachers

1. All the staff members should follow the rules and regulations of the institution. They should be punctual, sincere and regular in their approach.
2. Teachers are expected to devote their time and best efforts for the progress of this institution. They should contribute to the vision, mission and goals of the college.
3. Teachers should work without discrimination in the college campus. They should have positive approach.
4. SPPU statutes, ordinance and rules and regulations framed by State Government of Maharashtra are binding on the teachers.
5. Teachers shall prepare their Teaching Plan, Academic Calendar, Workload, Time Table, Students Internal Assessment Record, and Attendance Sheet. They should keep their students information as a Mentor.
6. Teachers shall use more ICT tools for the effective delivery of their Lectures.
7. Teachers should identify Slow Learner and Advanced Learner and prepare separate teaching plans for them.
8. Teachers should always try for high standard of teaching, motivating the students for conducting Research.
9. Every teacher should submit his Self Evaluation Report before 15th August each year.
10. Teachers in any difficulty, problem, doubts and query can directly contact to the college Principal.
11. Teachers should follow decency in clothing. And they should uphold honor and dignity of the teaching profession.
12. Teachers should be present for National Anthem at 8.25 a.m. before starting the daily college work.
13. Teachers should attend the meetings called by College Management as and when required.
14. Dress code is compulsory for college teachers on College Foundation Day, Independence Day, Republic Day and Prize Distribution Day.
15. Teachers are informed that they can submit their Demands, Requirements for their Department at the beginning of each Academic Year.

Code of Conduct for Non-Teaching Staff

1. College Office Staff should maintain all the record, documents, files, papers with high standard of honesty and punctuality.
2. Their work should match to the college Vision, Mission and Goal.
3. Maharashtra Civil Services Rules are applicable to the college Office Staff. They must follow the rules.
4. Work distribution will be made by the college Principal and office staff should work accordingly.
5. Office Staff is always in contact with students and parents. They should maintain decorum, dignity and courtesy in their speech and behavior.
6. Office Staff should keep harmonious relations with all the other connecting offices.
7. They should provide the college information to the concerning authorities as and when required.
8. All the office people should maintain integrity and fairness in all activities. They should exercise self discipline and deal positively with Staff, Students and Parents.
9. They should devote their time and efforts for the growth and development of college.
10. Class four employees are responsible for clean classrooms and clean campus.
11. In any case of difficulty, problem, doubt and query, Office Employee can directly meet to the College Principal.
12. Dress code is compulsory for class four employees.
13. Non-teaching staff members always keep in mind that the office is the brain of college.
14. Dress Code for the Clerical Staff is compulsory on College Foundation Day, Independence Day, Republic Day and Prize Distribution Day.
15. Office Staff should submit their demands and requirements for office work at the beginning of each Academic Year.

Principal