

Uttari Bharati Sabha's

# Ramanand Arya D.A.V College

Bhandup East, Mumbai 400042

## CODE OF CONDUCT HANDBOOK

The code of conduct applies to all those working within the College. All are advised to familiarise themselves with this important set of standards which organisations asks everyone to observe and comply with.

Everyone in this organization must also be familiar with the **Code of conduct handbook of RADAV College** which is our formal handbook.

17<sup>th</sup> June 2019

## **CODE OF CONDUCT FOR PRINCIPAL**

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws or Meets or exceeds Institute standards and any weaknesses or Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and

implemented through relevant authorities, bodies, committees and its members.

- The Principal should forward report of all staff members of the Institute confidentially and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

### **CODE OF CONDUCT FOR TEACHERS**

- A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the college.
- A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration/Governing body of the College and the University.
- A teacher shall have a freedom of thought and expression. He shall not misuse the facilities or forum of the College/ University.
- A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
- A teacher shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
- A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- A teacher shall not conduct /participate in private coaching classes directly or indirectly. He shall not accept private tuitions.
- A teacher shall not indulge in , directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
- A teacher shall not furnish incorrect information regarding his qualifications, age, etc. in respect of his appointment/promotion.
- Your behaviour and professional conduct must set a good example to all students

- Avoid using inappropriate or offensive language
- Do not use Social Media such as Facebook and Twitter for inappropriate contact with children, and liking their pages etc. is not permitted. Please keep your own Social Media identity as locked down as possible, so that children at the college cannot find out inappropriate information about you and your family.
- You may not use your own car to transport students without the college being informed and the correct insurance being in place.
- Teacher may not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable
- During examination duty, teachers should take rounds in the classroom. Mobile phones are not allowed during examination duties.
- A teacher should seek to make professional growth continuous through study and research
- A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
- A teacher should discourage or not indulge in plagiarism or other non-ethical behaviour in teaching and research.
- A teacher should participate in extension, co-curricular and extracurricular activities including the community services.

### **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

- All staff of the Institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to the Institute's assets including all kinds of physical assets, movable and immovable property.
- All the staff members should follow the rules and regulations of the Institution as are prevalent from time to time.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy;

physical features, disability or impairment (physical disability or medical status).

- Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.
- The administrative staff should familiarize themselves with College policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
- The administrative staff should not be engaged in any inappropriate relationship with students.

### **CODE OF CONDUCT FOR STUDENTS**

- Students should always carry and display their valid college identity card whenever in college or representing the college at any other place. Further it should be produced whenever demanded by any of the college staff.
- During the conduct of lectures, students should not loiter in and around the college premises.
- The college does not enforce a dress code. However, all students are expected to be dressed up adequately and decently. They should observe decorum with regards to both clothing and behaviour.
- While representing the college at any other place, the students' behaviour should not be detrimental to the image of the college.
- In case of any problem, personal or academic, students should report to the Prof-in-charge of their respective class or Vice principal, who will help them solve their problems.
- Students are directed not to bring any outsider in the college premises.
- Students should not collect any fund from other students or from outsiders without the written permission of the principal.
- Students shall not organize on their own picnics, excursions, trips etc. without prior written permission of the principal.
- Students should not write on benches and walls and should help in maintaining the learning environment neat and clean.
- All circulars and notices related to examinations and other programmes etc. are displayed on the college notice board. Students are expected to read the

notice board regularly. They will be solely responsible for missing any opportunity due to not reading important information displayed on the board.

- Use of cell phones inside the college premises is prohibited.
- Ragging is prohibited in and around the college campus. Government of Maharashtra has notified ragging as a cognizable offence. Anyone reported to be involved in any form of ragging will be severely dealt with. Therefore, students are required to restrain from indulging in any form of ragging.
- The students can seek help from the college counselling cell for their personal problems and for stress management.
- All students must refrain from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
  - Any unlawful discrimination (physical or verbal) on the basis of an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
  - Intentionally damaging or destroying Institute property or property of other students and/or faculty members
  - Any disruptive activity in a class room or in an event sponsored by the Institute
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Consumption of alcohol, smoking, chewing tobacco, pan or any kind of narcotic drugs are strictly prohibited in and around the college campus.