

Rayat Shikshan Sanstha's
Chandrabai- Shantappa Shendure College, Hupari

Dist. Kolhapur

Code of Conduct



Institutional Code of Conduct for Principal

- 1 To contribute in the academic growth of the college.
- 2 To encourage the faculty in planning and implementation of academic Programmes such as orientation courses, seminars refresher courses etc.
- 3 To encourage faculty members to author text books and publish research papers in the reputed International, National Journals/ Magazines and Periodicals
- 4 To ensure long- term and short- term development plans of the college along with academic programmes.
- 5 To provide meeting of any of the authorities, bodies or committees, as and when required.
- 6 To form various college committees which are necessary for the development of the Institute.
- 7 To plan the budgetary provisions and go through the financial audited statements of the Institute.
- 8 To empower all staff members and students to reach their maximum potential.
- 9 To provide leadership, direction and coordination within the college.
- 10 To maintain discipline in the college.
- 11 Participation in the teaching work, research and training programmers of the college.
- 12 Administration and supervision of curricular, co-curricular/ extra-curricular activities.
- 13 Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- 14 Assessing reports of members of the non- teaching staff, maintenance of their Service Books and looking after the general welfare of the non- teaching staff.



Institutional Code of Conduct for Teachers

- 1) To seek professional growth through study and research.
- 2) To follow the rules and regulations of the college as prevalent from time to time.
- 3) To be punctual, sincere and regular.
- 4) To attend all functions of the college.
- 5) To maintain the confidentiality regarding the college affairs.
- 6) To work in cooperation and collaborative manner with others through academic and administrative activities to achieve institutional goals.
- 7) To report to the college at least 10 minutes before the commencement of college timing.
- 8) To motivate the students and bring out the creativity among the students.
- 9) To encourage students by asking about their doubts / questions.
- 10) To take care of slow learners students and pay special attention to their needs in remedial coaching classes.
- 11) To make maximums use of Information Technology (ICT) for effective delivery of Lectures.
- 12) To make use of demonstration models, charts and innovative methods of teaching to make teaching –learning process effective.
- 13) To Publish research papers and articles in reputed International / Indian Journals, magazines and Periodicals.
- 14) To take additional responsibilities as assigned by HOD/ Principal in academic co-curricular or extra – curricular activities

Code of conduct for the Students

- 1) All rights regarding admission are reserved to the principal.
- 2) Students must fill an application form in illegible writing.
- 3) Students should contact admission committee, if they find any sort of difficulties regarding the selection of subjects.
- 4) Students must see timely instructions on the notice board

- 5) If students are found guilty of using unfair means during exam, the final decision about their admission in the college is reserved to the Principal.
- 6) It is compulsory to attend lectures in due period. Nearly 80 % attendance is mandatory for the students. Failing to do this, students will not allow to appear for the University examination
- 7) Students must attend neither enter nor exit the classroom without prior consent of the teacher
- 8) Students must attend all the function of the college.
- 9) Students must always wear the valid identity card issued by the college.
- 10) During the lecture, it will be considered a serious offence such as wandering, aimlessly in the passage, attending a phone call, listening to music or creating a kind of disturbance. A serious action will be taken against concerned students.
- 11) Students are strictly warned not to damage college property such as furniture, notice board, gymkhana material, library books etc. Otherwise a serious action will be taken against them.
- 12) Students must attend the lectures regularly. They will also have to attend internal exams as well as various functions of the college.
- 13) The annual gathering will not be held in the college.
- 14) It is compulsory to attend internal examinations at the end of the terms.
- 15) Students who are eligible to get concession in education fees must submit E.B.C. form along with the application form.
- 16) The library will remain open from 8 am to 5 pm on each working day.
- 17) In internal evaluation semester system, it is compulsory to complete oral exam , home assignment , projectwork in due period
- 18) Any change in the above rule is the privilege to the Principal.




Policy about Sexual Harassment

All faculty members and students should note that sexual misconduct or harassment encompasses a range of conduct , including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e mails or pictures of an insulting nature which may be consider as harassment , it will depend of the circumstances of each case .

Procedure of Student Grievance

Any student of the college who is victimized by any acts of sexual harassment, misconduct or ragging as mentioned and summarised here in above can approach the Grievance Redressal Cell in the college. The Cell consists of members as appointed by the college administration. The grievance must be in written format and should be submitted within sixty days from the day of the alleged violation. The Cell shall take note of the grievance and should inform the committee or the Internal Complaints Committee.




Principal
Chandrabai-Shantappa Shendure College,
Hupari.