	7.1	Institutional Values and Social Responsibilities
	7.1.10.2	Code of ethics policy document

CODE OF CONDUCT FOR SUPPORT STAFF

Staff should

1. Commence work on time
2. Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department
3. Maintain a supportive environment for while performing their assigned duties
4. Respect confidentiality in all matters
5. Understand the job scope, practices, and procedures relating to their position
6. Ensure accuracy and thoroughness in the performance of their assigned duties
7. Meet targets regarding work to be performed to the best of their ability.
8. Manage time effectively.
9. Be well-organized.
10. Demonstrate ability to solve problem within the scope of their position.
11. Demonstrate ability to work independently when appropriate.
12. Show initiative.
13. Notify their in-charge if they are unable to come to work.
14. Submit leave application to the in-charge if want to avail vacation.
15. No non-teaching staff shall absent themselves without written prior permission of the HOD/Principal as a matter of course.
16. Any habitual late coming or absence without proper permission will be viewed seriously and appropriate action will be taken.

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CODE OF CONDUCT FOR STUDENTS:

1. Every student must carry his/her identity card while being present on the College Premises. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.
2. It shall be the duty of every student to attend classes regularly and punctually.
3. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
4. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
5. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
6. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
7. Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
8. Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
9. Use of Cell phones is strictly prohibited during class hour.
10. Loitering on verandahs, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus.
11. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.

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Dr. Ashok Gujar Technical Institute's Dr. Daulatrao Aher College of Engineering, Karad Banewadi Karad

12. During leisure hours, students are advised to use the library as maximum as possible. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.
13. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
14. Indulging ragging, anti institutional, anti national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
15. Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
16. Latecomers will not be entertained to enter into the classroom.
17. A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.
18. Students are required to check the Notice Board and also website of the college for important announcements.
19. Students should not do any falsification. Falsification means will-fully providing college campus offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.
20. Students should not use any type of Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
21. Students are forbidden from ragging. Students should not take part in any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.
22. Possession of cellphones inside the examination hall is strictly banned. Bringing and keeping cellphones, cash and other valuables in their bags at the time of University examinations will be at students' own risk. College authorities cannot help in cases of theft and

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consequent loss. Students are advised not to bring cellphones and other valuables at the time of University examinations.

23. Students should not make any payments to anybody without the knowledge and consent of the Principal.
24. Students are expected to hand over to the College Office any property found in any place inside the campus.
25. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the Lab-Incharge/HOD.
26. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.
27. Without the knowledge of the Principal, students should not post any of the deemed problems on the social media, such as Facebook, whatsapp, instagram, telegram etc. nor to the press.
28. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
29. Students found involved in violent behavior inside or outside the class and in group violence inside the campus, leading to bloody clashes, would be severely dealt with. Disciplinary action would be initiated against all those involved in them, leading to expulsion from the College.
30. Students are strictly forbidden from participating in political agitations of all kinds.
31. Students, who represent the college at debates/seminars/cultural meets/sports/games and other extra-curricular activities like NCC, NSS, and YRC etc. will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.
32. No student shall absent himself/herself from any class without proper application for leave. Application for leave must be made beforehand in the prescribed form. If absence is necessitated by unforeseen circumstances, an application for leave must be submitted not later

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than the first day of his/her return to the college. Leave applied for in time will ordinarily be granted when proper reasons are given. In case of sickness exceeding five days, the HOD/Principal may demand a Medical Certificate in support thereof.

Misconduct – Failure to conform to the above mentioned Rule/s shall be constructed as misconduct

Dress Code

A fundament principle is that teacher's appearance and dress must be in accordance with the standards appropriate to their duties, at all times both within the workplace and when representing the College

Observance of the Code

All teaching staff should take upon themselves the moral responsibilities to safeguard all clauses of this code by ensuring their observance by the teachers. They should accept the responsibility to evolve a suitable mechanism for its enforcement.

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Code of Conduct

Introduction

The contribution which the teaching professional makes to society is significant. The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on societal needs. It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a code of ethics.

There are five major areas of professional activities which encompass the work of a teacher. For each of these areas certain principles have been identified to serve as guidelines for teacher's conduct. These are preceded by a Preamble which provides a rationale for the principles identified.

Preamble:

- Recognizing that every child has a fundamental right to receive education of good quality;
- Recognizing that education should be directed to all round development of human personality;
- Realizing the need for developing faith in the guiding principles of our polity viz. Democracy, social justice and secularism;
- Recognizing the need to promote through education, our rich culture heritage, national consciousness, international understanding and world peace;
- Recognizing that teacher's , being part and parcel of the social milieu, share the needs and aspirations of the people;

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- Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites;
- Realizing that the community respect and support for the teaching community are dependent on the quality of teaching and teacher's proper attitudes towards teaching profession; and
- Realizing the need for self -direction and self-discipline among members of the teaching community.

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The Code of Professional Ethics

I. Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is in a position under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his professional 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 teacher should be calm, patient and communicative by temperament and amiable in disposition. Teacher should be caring, fair and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individually and specific needs of students and promote their physical development. He should committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity etc.

1. A teacher shall not commit acts of insubordination and defines lawful orders.
2. A teacher shall not in the course of his/her duties disobey, disregard or willfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives.
3. A teacher shall not refuse to carry out the academic and administrative decisions taken by the HOD/Vice-principal/Principal/Management.
4. Teachers should adhere to a responsible pattern of conduct and demeanor expected of them by the community;
5. Every teacher shall at all times maintain absolute integrity and devotion to duty.
6. Teachers should manage their private affairs in a manner consistent with the dignity of the profession;
7. Teachers should seek to make professional growth continuous through study and research;

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them;

10. It shall be incumbent on every teacher to perform the academic duties such as preparation of lectures, class lectures, tutorials, assignments, demonstrations, group discussions, use of audio-visuals, experiments, seminar, projects, field/industry training report guidance etc. conscientiously and with dedication.

11. A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal assessment/examinations evaluation as the Head of the department/institution shall allot to him time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

12. Teacher should 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation; and

13. Teacher should participate in extension, co-curricular and extra-curricular activities including community Service.

14. A teacher shall report to the duty regularly and punctually.

15. A teacher shall sign the attendance register on arrival and also before living the campus after the working hours. A head of the institution shall determine the time of reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by head.

16. A teacher shall not leave the institution during working hours without the permission of the head of institution. A teacher leaving the institution for duty elsewhere shall inform his head of whereabouts to facilitate his recall in an emergency.

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Karad

17. A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of department/institution to do so.

18. A teacher shall not remain absent from the institution without leave or without the previous permission of the head of the Department/Institution/Management [provided that where such absent without leave or without the previous permission is due reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave].

19. Teacher shall report for any additional duty assign by the head of department/institute, whether before or after the working hours.

20. 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 institution.

21. Teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.

22. Teacher shall not cause or incite any other person to cause any damage to the institution property;

23. The teacher shall not incite students or teachers against other students or teacher/staff member, colleagues or administrative/governing body of the college and the university.

24. Teacher shall serve as a role model to learners showing high degree of decency in speech, manherism, discipline, dressing and general.....

25. Teacher shall not misbehave with students or their parents/guardian, teachers or other employees of the institution.

26. A teacher shall not behave or encourage or incite student/s, teacher/s, or employee/s to behave in a rowdy or disorderly manner in the institution premises.

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27. Teacher shall not use abusive language, quarrel or display [illegible] behavior.

28. Teacher shall not make false accusations against the head of department, vice-principal, and head of Institution/Management/Authorities of the institute/university whether after being provoked or otherwise.

29. Teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities.

30. Teacher shall not directly or indirectly do anything that may constitute sexual harassment of students/s or colleagues/s and/or employees/s or any person at his/her work place.

31. Teacher shall not engage in any other gainful economic activity at the workplace. A teacher shall not engage himself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the institution in which he/she is working.

32. A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader.

33. Teacher shall not furnished incorrect information regarding his qualifications, experience, age etc. in respect of his appointment/promotion.

34. No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not ne under the influence of any intoxicating drink or drug during the course of his duty.

35. A teacher shall not smoke in any place within the campus of the institution.

36. Teacher shall not except in accordance with any general or special order of the institution as the case may be or in the performance of good faith or duties assigned to him/her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.

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Banawadi
Karad

37. Teacher shall not misappropriate institutions property, or commit acts of theft, fraud or embezzlement of funds.

38. A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.

39. Teacher shall submit report of the project/activity under taken by him along with statements of accounts (with all vouchers) to the sponsoring agency within a stipulated time (1 week).

40. Teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities.

41. A teacher shall not without previous intimation to the management of the institution as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament.

42. A teacher shall not contest any election of banks/societies/sports or socio-cultural association without previous intimation to the head of institute/management.

43. A teacher shall not take active part in politics so as to cause interference in the discharge of his duties not shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institution/University education. But, a teacher can become or continue to be a member of any literary, scientific or professional organization.

44. Teacher shall not approach court of law regarding any matter related with his service/employment without exhausting available remedies and without giving proper intimation to the head of institute/management.

45. Teacher shall not misuse or carelessly use amenities provided to him/her by the institute to facilitate the discharge of his/her duties.

46. A teacher shall not have any criminal offence under Indian Penal Code. A teacher who gets involved in some criminal proceedings shall immediately inform the College/University irrespective of the fact whether he has been released on bail or not.

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47. Teacher has academic freedom which entitles him to criticize ideas and methods but he shall not defame others.

48. Teacher shall not rudely and aggressively behave persistently with students/staff members/higher authority.

49. Teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any student or his parent/guardian or any person with whom he has come into contract by virtue of his position in the institution, in order to do any kind of favour to the students/any persons.

50. A teacher shall go manage his private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attended, he way be liable for disciplinary action which legal. Proceedings for insolvency shall forthwith report full facts to the college/University.

51. Teacher shall take paid outside consultative work only in accordance with institution policy and guidelines and it should not interfere with the performance of the teachers teaching, research and administrative duties.

52. Teacher shall not give unauthorized interview or releases to electronic or print media. He shall not use the electronic/print media with malafide intention of defaming the institution.

53. Teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.

54. Notwithstanding anything herein before contained, bonafide criticism or expression of opinion by any teacher shall not constitute misconduct.

55. A teacher shall not join or continue to be a member of an association the objects and activitist of which are prejudicial to the interest of the institution.

56. No teacher shall speculate in any business nor shall be make or permit his wife or any members of his family to make any investment.

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Banawadi
Karad

likely to embarrass or influence him in the discharge of his official duties.

57. A teacher shall not in any document or radio broadcast published anonymously or in his own name person or in any communication to the press or in his own name person or in any communication to the press or in the name of any other any public utterance make any statement or express an opinion. (i).Which is in the nature of character assassination, reflection on the personal life of his superiors/colleagues; (ii).Which is in the nature of criticism of individual as destined from policy decision.

58. A teacher shall not involve himself/herself in any act that is likely to bring teaching profession into disrepute.

II. Teachers and the Students

Teachers should:

1. respect the right and dignity of the student in expressing his/her opinion;
2. deal justly and impartially with students regardless of their religion, caste, creed, sex, political, economic, social and physical characteristics, nationality and language or for reasons of personal nature;
3. not practice or incite any student to practice casteism, communalism or untouchability;
4. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
5. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
6. inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
7. be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
8. pay attention to only the attainment of the student in the assessment of merit;

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Dr. Ashok Gujar Technical Institute's ★ Dr. Daulatrao Aher College of Engineering, Karad ★ Banawadi Karad

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9. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
10. aid students to develop an understanding of our national heritage and national goals, and
11. refrain from inciting students against other students, colleagues or Administration
12. Not partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any ground.
13. Not use position to spread their political, religious or other ideologies among students.
14. Not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any students to indulge in communal or sectarian activities.

III. Teachers and Colleagues

Teachers should:

1. treat other members of the profession in the same manner as they themselves wish to be treated;
2. speak respectfully of other teachers and render assistance for professional betterment;
3. refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from exploiting considerations of caste, creed, religion, race or sex in their professional endeavor.
5. be thoroughly social and humane, democratic and rational, towards other teachers,
6. strive at any cost to remove and wash out the local tensions and controversies and disputes.
7. believe in union and unity of the colleagues.

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IV. Teachers and Authority

Teachers should:

1. 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;
2. refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. should adhere to the conditions of contract;
7. give and expect due notice before a change of position is made; and
8. 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.

V. Teachers and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
2. Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

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VI. Teachers and Guardians

Teachers should:

1. maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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Code of Conduct for Physical Director:

The Director of Sports and Physical Education shall,

1. cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
2. promote sports, culture and organize activities in the field of sports in college / institution.
3. co-ordinate and organize activities related to various sports jointly with regional and national bodies.
4. organize university level competitions, sports skill development camps in various sports in the college campus.
5. train students for regional, national and international competitions in various sports.
6. to prepare the report of the Board of Physical Education to be submitted before the Principal/ Management of the institute.
7. undertake any other task that may be assigned to him by the college / institute authorities, so as to carry out objectives of the Physical education.
8. exercise such other powers and perform such other duties as prescribed by or under the Act or assigned by him by the Principal of the concerned institute, from time to time.

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