

## CODE OF CONDUCT

### FACULTY

#### I. Conduct of Academics

In fulfilment of their obligations to the teaching profession, teachers will strive for the following: The staff is expected to contribute in the development and promotion of an open and reflective professional culture. Through following conduct, they are expected to contribute in developing a sound educational policy.

##### A. Theory

- During theory hours, the faculty is expected to have technical interaction of all topics included in the syllabus.
- Similarly, it is expected of the faculty to complete the entire syllabus within the stipulated time.
- Plan and make complete preparation in advance to effectively teach the theory and practical courses.
- Make teaching more effective and interesting to the students by using multi-media techniques.
- While solving numerical, the step-by-step procedure for solution of problem should be explained.
- In tutorial classes, group teaching is expected while solving exercise problems.

##### B. Seminar & Project

- Ensure that the selected topic is based on contemporary and future trends and relevant to societal needs.
- Should help the student to develop a cognitive thinking ability based on his/her selected topic.
- Should encourage interaction of students with industry for utilization of resources.

- Help students in finding financial assistance from various research institutes / industries.

**C. Examination**

- Set standard question papers to test the students' knowledge / analytical thinking and evaluate the answer books.
- Conduct and invigilate any exam / test in the institute.

**D. Curriculum Development**

- Should actively participate in syllabus revision / implementation workshops.

**E. Maintenance of Record**

- Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time.
- Each faculty member is required to maintain a course file containing teaching material (lecture notes), assignments, question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, etc.

**II. Enforcement of Discipline**

**A. Dress Code**

- Irrespective of the department all faculties should monitor the students' dress code inside the campus.

**B. Usage of Mobile phone**

- Ensure that mobile phones are not used by students in the academic and administrative zones.

**C. Attendance**

- Should ensure minimum absenteeism of the students through counselling.
- Should hold students accountable for unjustified leaves.
- Should intimate parents through Teacher Guardian.

**D. Class room ethics**

- Avoid using harsh language, unnecessary threatening of all forms and physical punishment.

- Should be treated all equally with respect and avoid discouraging words / sarcastic comments, avoid comparison with peers and comments unnecessarily about internal evaluation.

### **III. Utilization of Resources**

#### **A. Common Facilities**

- Faculties must highlight the features / facilities of the institute and insist the students to utilize at least minimum of one resource during their academic span.

#### **B. Electrical Accessories**

- Should use illuminating lights and fans optimally and counsel the students similarly.
- Conserve electrical energy by switched-off all electrical appliances after use.
- Malfunctioning of electrical accessories must be reported to the Head of Department / Maintenance in charge of the department.

Resources like telephone systems, data communication and networking services, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others must be used only for the purposes of the institute and not for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

### **I. Relationships**

#### **A. Students**

- Must avoid biasness while dealing with students and impart just treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
- Contribute for the personal development of students, while looking after their interest and welfare.
- Have friendly attitude towards all students and help them in

improving their behaviour, while forgiving untoward event if occurred, rather than having a feeling of revenge.

- Try to imbibe the values of integrity, honesty and fairness in students.

#### **B. Parents**

- For ensuring proper public relations, faculties should deal politely with parents /guardian of students when they approach the institute in connection with his/her their ward's educational matters.

#### **C. Co-workers**

- Develop friendly and co-operative relationship with the faculty members.
- Provide full co-operation and support to the faculty members for the development of workshop.
- Understand the role of supporting staff so as to develop proper relationship.
- Refrain from spreading rumours or wrong news about his/her colleagues to express his/her displeasure.

#### **D. Management**

- Co-operate whole heartedly with the authorities of the institute in the fulfilment of vision and mission of the institute.
- Should honour the terms and conditions of the appointment and bond if any, which the member has entered with the institute.
- Communicate with the management through proper channels.
- Expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.
- Should not discuss with unauthorized individuals about professional and other information pertaining to the institute.
- Avoid condemnation of authorities / behaviour through anonymous communication to outsiders / newspapers as it harms the interest of the institute.

- Avoid unethical practices even on the grounds that it is ‘customary’. Expediency should never compromise integrity.

#### **IV. Professional Development**

Faculty should take untiring efforts for development of their professional career. Following are some of the measures necessary for professional development:

- Pursue higher education (PhD) from reputed national institutes / universities.
- Regard oneself as learner and engage in continual professional development by updating his / her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities.
- Enroll as member and actively participate in professional bodies meant for promoting and disseminating advances in specific field.
- A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working and take active efforts to make research contributions in his/her field of specialization.
- A faculty member should take efforts to secure consultancy works in his/her area of specialization from various industries.
- A faculty member should take efforts to organize refresher courses, seminars, workshops for the benefit of faculty members, students and individuals from industry and society as well.
- Every faculty member should take effort to secure financial assistance for research from various funding agencies and acquire facilities such as equipment, instruments, etc.

**V. Event Organization**

- Faculties should actively involve themselves in various technical, cultural and sports events conducted for the benefit of the students.
- Faculties should also motivate students to participate in these events.
- Event coordinators should give complete responsibility to the students during functions. However, the tasks to be executed should be evaluated by the faculty before the function.
- Should arrange for feedback session to analyse the lapses and suggest corrective measures to avoid such in future functions.

**VI. Utilization of Alumnus**

- Faculties should invite alumni for guest lectures and on-campus placement drive at least once in an academic year.

**VII. Training & Placement**

- Faculties should take initiatives for arranging on-campus recruitment drives against core companies.

**VIII. Social Service**

- Faculties should follow standards expected of professionals by the institute and society.
- Participate in diverse activities of the community.
- Reach public for seeking co-operation in the promotion of educational programmes.
- Initiate efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community through activities like NSS.
- Should organize various community oriented services using his/her expertise in the field of science and technology for addressing the requirements of the society.

**IX. Improving Faith on the Institute**

- Educating the students periodically by recalling the success

stories / exceptional contributions of the institute and its students.

- Highlighting the features of the institute as and when opportunity is available at different platforms / occasions.

#### **X. Representation and Grievance Redressal**

- Faculty should bring to the notice of institute authorities about violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g. if the suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- Reporting / representations should be made to the grievance redressal committee furnishing factual information / evidence, for necessary redressal.
- The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

#### **XI. Integrity**

- Be truthful when making a statement about qualifications and competencies.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Respect confidential information as and when necessary.
- Speak out if the behavior of a colleague is seriously in breach of institute code.
- Should not disclose confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.
- Advance the interests of the teaching profession through responsible,

ethical practices.

## **ADMINISTRATIVE / SUPPORT STAFF**

The administrative staff have been assigned different roles as per their designation. In general, for the administrative staff following are the codes of conduct:

### **I. Secretarial Work**

There are statutory committees of the institute like Governing Body and Local Management Committee as well as various committees, cells and bodies. The work relating to these bodies needs secretarial support and is as follows:

- Issuing notices to the committee members requesting them to attend various meetings, sending agendas to the members of various committees,
- Maintaining record of the minutes of the meetings conducted and communications of minutes after obtaining approval from appropriate authority,
- Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of Institute.
- Preparation of reports for seeking extension of affiliation from university, extension of approval from AICTE, etc.
- Maintenance of all important documents such as University, DTE and AICTE communications, etc.

### **II. Finance related Activities:**

All finance related activities have to be properly documented and communicated where necessary. Following are the tasks involved.

- Preparation of budget which is necessary for maintaining control on the expenditure.
- Calling budget details, consumables and non-consumables from various departments, of the University, compiling the budget and getting approval of the appropriate body.
- Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the institute requirement.
- Issuing receipt of tuition fees, hostel and transport fees to the students.
- Accounting of caution deposit of students and refund/adjustment as the case may be.
- Preparation of all pay bill of all employees, drawl and disbursement to the concerned person as per the established procedure.
- Maintenance of accounts pertaining to statutory deductions like provident fund, profession tax, etc.
- Preparation of all remuneration bills of examiners, junior supervisors, etc.
- Dealing with all matters relating to income tax deduction from the salary
- Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

### **III. Personnel related Activities**

- Working out staff requirement comprising faculty, technical and administrative staff as per the norms and obtaining necessary sanction from the appropriate authority.
- Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.
- Issuing of appointment orders to the selected candidates after approval by the competent authority.
- Receipt of all annual performance appraisal forms from the

Departments, initial scrutiny for missing details and submission to the review committee.

- Maintenance of all service records of all employees and periodic updating.
- Matters relating to deputation of employees for higher studies.
- All matters relating to deputation of faculty to attend conferences / seminars / workshops.
- Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.
- Processing of resignation request of employees after checking his/her condition of appointment and the policy of the institute.
- Issuing relief order after getting no dues certificate.

## **STUDENTS**

This document indicates the general code of conduct of K. R. Sapkal College of Management Studies (herein after referred to as the 'Institute') for all students enrolling / enrolled with the Institute for pursuing various courses. This code of conduct is mandatory for all students and they should be aware of the rights, responsibilities and restrictions emanating from it.

The code of conduct applies to all kinds of conduct of students that occurs on the Institute premises and any Off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation. The students are requested to be well aware of the Code and observe it diligently.

### **I. General Conduct**

#### **It is responsibility of the student to:**

- Carry at all times their identity cards and produce them for inspection when requested by any member of the faculty or staff and campus security guards.

- Attend all lectures and practical sessions or have 100% attendance. However, minimum 75% attendance is mandatory to qualify for appearing for the university exams.
- Obtain prior permission from the Head of Department and Principal in the prescribed form to remain absent. He/she should clearly state the reason of absence along with supporting documentation.
- Behave and present themselves properly in class as well as in the campus. Students will generally be in the college uniform for normal classes. Slippers, short pants and vest type tee shirts without collar are not allowed in the classrooms. For specific functions and events the students should have formal dress including a blazer and tie.
- Foster and maintain a vibrant academic, cultural and social atmosphere which is consistent with the goals of the department and institute.
- Strictly avoid smoking and consumption of liquor, tobacco, gutka, drugs or any such intoxicating substances as they are strictly prohibited in the campus. Anybody found in possession or under the influence of such items would face severe disciplinary action.
- Regularly read the notices relating to class schedules (i.e. time table), activity schedule, examinations, etc. The institute will not accept any responsibility for loss of any advantage by a student on account of his/her failure to do so.
- Use vehicles entirely at their own risk. Vehicles should be parked only in the designated areas.