

**SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S**  
**SHARADCHANDRA PAWAR COLLEGE OF ENGINEERING**  
**DUMBARWADI, OTUR, TAL-JUNNAR, DIST-PUNE**

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**\*\* Institutional Code of Conduct for Teachers \*\***

(Prepared in accordance with UGC regulation No.F.3-1/2009 dated 30 June, 2010 published in Gazette of India; Part III sector 4)

**Definitions in this code of conduct:**

- **“College/Institution”** means and includes the Sharadchandra Pawar College of Engineering, Dumbarwadi, affiliated to the Savitribai Phule Pune University, Pune inclusive of Campus, Hostels, Play Grounds, Laboratory, Libraries, and Gymnasium there of complete evidences of campus.
- **"Teacher"** means professor, associate professor, assistant professor, lecturer, principal, Director of an institution, college librarian in college including contributory and temporary appointed teacher.
- **“Competent Authority”** for the purposes of this code of conduct means and includes, Principal of the College, Vice Principal, Head of the Teaching Departments of the College, Registrar of the college, NSS/NCC officer and such other person assigned with the authority by the principal for students.

**I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. Every teacher should see that, there is no incompatibility between his precepts and 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **Teachers should**

- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 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 the conduct of university and college examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their accomplishments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a cruel manner towards any of them for any reason.
- Aid students to develop an understanding of our national heritage and national goals.

### **III. TEACHERS AND COLLEAGUES**

#### **Teachers should**

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **IV. TEACHERS AND AUTHORITIES**

#### **Teachers should**

- 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 administrations for transformation of any such regulation damaging to the professional importance.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Stop 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**

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

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

- Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians 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 mount the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- 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.
- Perform the duties of citizenship, participate in community' activities and shoulder responsibilities of public offices.
- 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 and spirit to togetherness and oneness.

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**\*\*Code of Conduct for Students\*\***

Students/Parents/Guardians are requested to note the discipline rules and the code of conduct for the students of Sharadchandra Pawar College of Engineering, Dumbarwadi.

- It is essential that the student attends all classes in time from the first day to the last day of each term.
- Minimum of 75% attendance for lectures and practical sessions is mandatory for all students.
- In case the attendance falls below 75%, term will not be granted and the student will not be allowed to appear for the University examination.
- Student should complete term work such as Journals, Drawing Sheets and Workshop etc. as per schedule. If the student fails to complete the term work to the entire satisfaction of the Head of the Department his/her term will not be granted and he/she will not be allowed to appear for the University examination.
- Disciplinary action will be taken against students who fail to attend class tests or internals exams.
- Students are expected to behave properly within the campus of the Institute as well as outside when they represent the Institute. Any informed or detected offensive behavior inside or outside the sites of the Institution, will make him/her answerable for strict punitive accomplishment.
- Students are always required to carry Identity card (duly signed by Authority) in the campus.

- Students are advised to maintain good rapport with classmates and staff.
- Attendance is compulsory on Independence Day (15th August) and Republic Day (26<sup>th</sup> January).
- Institute uniform is compulsory on specified days, during University examinations, for internal tests and special functions.
- Smoking and consumption of alcohol is strictly prohibited on the campus.
- Ragging is strictly prohibited in SPCOE campus as well as in Hostels. “If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain about his/her involvement in ragging and if his/her explanation is not found satisfactory, the authority would expel him from the institution.”

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**\*\* Code of Conduct for Principal \*\***

Principal of institute is all around regarded pioneer not reluctant to serve his teachers and understudies. He shows others how it's done however abstain from interfering with his teacher's one of a kind instructing techniques. He tunes in to his understudies' thoughts and set an agreeable tone. Be that as it may, he has the valor to settle on disagreeable choices when justified. Hence, principal held to high moral guidelines and required to hold fast to strict implicit rules.

**Settles on Ethical Decisions**

Principal should settle on every one of his choices in view of the best advantages of the students. Principal should never put his interest benefit of the college. He is reasonable in his disciplinary activities for both staff and students.

**Keeps up Professional Boundaries**

Principal should avoid wrong lead and associations with students and staff. These exercises include making revolting motions, snapping trading off photographs or having private relations. This kind of behaviors incorporates all types of correspondence. Instant messages, telephone calls and web-based social networking connections that are considered wrong and can bring about the termination.

**Respects Commitments**

Principal must remain by his pledge. He has to respect all parts of his contract. Unethical conduct includes abandonment the job and leaving the position without a common agreement set up to do as such. The welfare of the students is the most astounding need, and neglecting to give sufficient supervision on and off grounds compares to add up to disregard for the position held.

## **Targeted Leadership**

Principal should enable all staff individuals and students to achieve their greatest potential. This is done by enabling students to improve sensible educational opportunity without intrusion by an unfair Principal. This additionally implies enabling students to be inventive in their educational interests by respecting their responsibilities regarding their own particular culture and legacy.

## **Trustworthiness**

Principal must apply dynamic and passive trustworthiness. He must never specifically mislead anybody. He should never withhold essential data that must be made open. This is additionally a type of lying. He should likewise report demonstrations of abuse to the accurate authorities. Inability to do as such puts more students in danger from a free abuser.

## **Universal Standards**

All institutes represent their own moral approaches. Professional code of ethics vary in content, at the same time, they stand for similar things. A Principal should straightforward, reasonable, decent, objective, stable and defensive nonetheless when the students don't need him to be.

## **Stand up to Laws**

Principal is not culprit. Lawful offenses and wrongdoings are considered infringing upon moral direct. Principal must uncover any demonstrations that effect in criminal and common charges against him. He should convey himself with the most elevated honesty and avoid selfish choices that outcome in violation of the law.