

HANDBOOK

ON

CODE OF CONDUCT

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**SHRI SANT GADAGEBABA MAHAVIDYALAYA, KAPASHI.
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SHRI SANT GADGEBABA MAHAVIDYALAYA, KAPASHI

Code of Conduct for Staff

Introduction

Shri Sant Gadgebaba Mahavidyalaya, Kapashi was established in June 1985 by Dr. Bapuji Salunkhe, founder of Shri Swami Vivekanand Shikshan Sanstha, Kolhapur. The college follows the principles implied through his motto “ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षणप्रसार” i.e. **“Propagation of Education for Knowledge, Achievement and Culture.”**

Dr. Bapuji Salunkhe has tried to envision the role of teachers, the administrative staffs and even of students so as to implement the missionary culture of the mother institution so as to foster noble generations to shoulder civic responsibilities of the country. With the view of cultivating integrity and honesty, he has constituted Code of Conduct for the all the administrators, teachers, students and other staffs of the mother institution. Being the constituent part of the mother institution, the college follows this code of conduct implemented for its all branches.

संस्थेच्या कार्यकर्त्यांनी पाळावयाची मार्गदर्शक तत्वे

१. ब्रीद :- “ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षणप्रसार”
२. सत्य, चारित्र्य, प्रामाणिकपणा, पिलवणूक प्रवृत्तीस आळा, सेवा आणि त्याग या तत्वांच्या आचरणाने वरील ध्येय गाठण्याचा प्रयत्न करणे.
३. संस्थेच्या अमान्य धोरणाबद्दल आपण जाहीर चर्चा करणे योग्य नाही. त्याबद्दल संस्थेत दाद मागून घेणे योग्य होईल.
४. स्वतः शाळेत वेळेवर येणे.
५. प्रार्थनेला नियमित वेळेत हजार राहणे.
६. गैरहजर राहावयाचे असल्यास वरिष्ठांची पूर्वपरवानगी घेणे.
७. सार्वजनिक पैसा काळजीपूर्वक वापरणे.
८. रोजच्या रोज डायरी किंवा कीर्द पूर्ण लिहिणे.
९. रोजची शिल्लक पाहून सही करणे, शिल्लक स्वतंत्र ठेवणे.
१०. दैनंदिनी लिहित जाणे.
११. संस्थेकडे एखाद्याचे येणे अथवा देणे किती ? हिशोब अद्ययावत ठेवणे व ते लवकरात लवकर पूर्ण करणे.
१२. संस्थेचे देणे असल्यास आपण सार्वजनिक पैशाचा दुरुपयोग करतो याबद्दल कबुलीजबाब आहे असे, मानून ताबडतोब परत करणे.
१३. वसूल केलेली फी शाळेकडे ज्यावेळची त्यावेळेला देणे.
१४. संस्थेतील वस्तूंचा वापर खाजगी रीतीने करणे योग्य नाही.
१५. आपले किती तास चुकले ? जादा किती तास घेतले ? चिंतन करणे, नोंदी ठेवणे.
१६. आपल्या हातून काटकसर कोणती झाली ? चिंतन करणे, नोंदी ठेवणे.

१७. आपल्या सहकाऱ्यांशी चर्चा करून निर्णय घ्यावा. एकाकीपणे निर्णय घेणे योग्य नाही.
१८. संस्थेच्या कामात कामात एकजिनसीपणा येण्यास काही सुचवायचे असल्यास संस्थेकडे सुचविणे.
१९. आपल्या वरिष्ठांचे ऐकण्यात आपणास साभिमान, आनंद वाटावा.
२०. नेहमीच्या कार्याव्यातिरिक्त आपल्या हातून सार्वजनिक सेवेचे कार्य होणे आवश्यक आहे.
२१. विद्यार्थ्यांना आदर्श सवयी लावणे.
२२. विद्यार्थ्यांच्या नजरेत येणाऱ्या आपल्या वावग्या सवयी दूर करणे.
२३. संस्था कार्यकर्ते, बंधू भगिनीच्या सुख दुःखात सामील होणे.
२४. विद्यार्थ्यांच्या नेहमीच्या वागण्यातील आचार आणि उच्चार याबाबीतील दोष शोधून ते दुरुस्त करण्याचा प्रयत्न करणे.
२५. सहकाऱ्यांकडून सहकार्य मिळविणे.
२६. गृहपाठ नियमित दिले जावेत. लेखी काम, परीक्षा, उत्तरपत्रिका, मूल्यमापन आदर्श करणे.
२७. ज्ञानार्जनासाठी जादा पुस्तके वाचणे हा संस्कार आहे, स्वतः आचरणात आणणे.

Code of Conduct (Translation)

- ❖ **Aim:** Aim of the Code of Conduct is to implement the motto of the founder of our mother institution i.e. *Propagation of Education for Knowledge, Achievement and culture* in the culture centres. While implementing the above motto, the college also tries to inculcate the principles those of truth, character honesty, resistance to exploitation, service and sacrifice laid by the founder, Dr. Bapuji Salunkhe.
- ❖ Insist on timely presence of yourself and others.
- ❖ Be present at the prayer in time.
- ❖ Take prior approval of the seniors for your absence.
- ❖ Use public money carefully and insist others to do the same.
- ❖ Complete the diary or account ledger daily.
- ❖ Sign cashbook daily and keep the balance cash in safe.
- ❖ Register daily important events in dairy.
- ❖ Keep the note of all credits and debits of the institute.
- ❖ Confess the ineptness taken from the institute as it is the misuse of public money.
- ❖ Deposit the fees of the college as and when recovered.
- ❖ Do not use institutional property for personal use.
- ❖ How many lectures missed? How many extra lectures are taken? Keep record, and think over.
- ❖ How much money we saved? Just think over.

- ❖ Always take decision after discussion with your colleagues; it is inappropriate to take decision alone.
- ❖ Give suggestions to institute if any, to bring integrity in institutional work.
- ❖ Feel proud and happy while obeying the orders of the seniors.
- ❖ It is expected to give emphasis on social work apart from regular duties.
- ❖ Inculcate ideal habits among students and insist on practising the same.
- ❖ Give up bad habits, which are observable by students.
- ❖ Take efforts to identify and remove flaws in regular behaviour and language of the students.
- ❖ Be a part of joy and sorrows of the colleagues working in the institute.
- ❖ Be cooperative with others and get the same.
- ❖ Allot home assignment regularly, assess it carefully and correct the mistakes.
- ❖ For acquiring knowledge read more and more books and keep its record.

Institutional Code of Professional Conduct

For Administration

- The administrator should provide the effective academic and administrative leadership to the institution.
- The principle of decentralization and participative management should be followed in the institutional practices.
- The administrators should look after the effective implementation of e- governance in the different areas of administration.
- The administrator should give proper representation considering social inclusiveness.
- The college administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
- The administrator should ensure welfare of staff and students.
- The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
- The college administrators should respect the rights of the colleagues and the students while performing his duties.
- The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
- The college administrators should perform his duties in non-discriminatory manner.
- The college administrators should maintain financial transparency and delivery.

- The college administrators should make the utmost efforts to develop the institution in versatile manner.
- The college administrators shall take responsible action to maintain educational ambience.
- The college administrators should keep the interest of institute above the personal.

For Teachers

- ❖ A teacher should teach such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
- ❖ A teacher is responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of students.
- ❖ A teacher may not delegate his or her responsibilities to any person who is not a teacher.
- ❖ A teacher should act with honesty and integrity of their work.
- ❖ A teacher should avoid conflicts between professional and private interests, which could affect the professional ethics.
- ❖ A teacher should respect the privacy of others and confidential information confessed by the colleagues and students.
- ❖ A teacher does not engage in activities, which adversely affects the qualities of professional ethics.
- ❖ A teacher should integrate his teaching, learning with his or her research.
- ❖ Every teacher should take and follow the oath given by Ex-president Late Dr. A. P. J. Abdul Kalam.

For Students

- Students shall abide by the rules and regulations of the college and behave in a way that highlights the discipline of the college.
- A six-day working schedule from Monday to Saturday is followed. The classes are scheduled stream wise. The students shall attend the national anthem and the classes punctually.
- Students should complete mandatory 80% attendance required as a part of eligibility.
- No student shall enter or leave the classroom when the session is on without the permission of teachers.
- Students should produce leave note at the time of absence.
- The students shall give respect to teachers and staff.
- The students should not be involved in ragging acts.
- The students should not get involved in eve teasing and behave disrespectfully with the girl students and women in the campus.
- Students should strictly follow dress code and carry identity cards in the campus.
- Students should not use cell phone in the classroom.
- Students should read notices daily displayed on board, sent by mail or social media.
- Students should participate in co curricular and extracurricular activities as per their interest.
- Students should follow the rules of internal as well university examination.
- Students should follow rules made by library time to time.
- Students should be eco-friendly by involving in green practices.

**Eleven point oath for teachers by Hon. Ex- president Late
Dr. A. P. J. Abdul Kalam**

- ❖ First and foremost, I will love teaching. Teaching will be my soul.
- ❖ I realize that I am responsible for shaping not just students but ignited youths who are the most powerful resource under the earth, on the earth and above the earth. I will be fully committed for the great mission of teaching.
- ❖ As a teacher, it will give me great happiness, if I can transform an average student of the class to perform exceedingly well.
- ❖ All my actions with my students will be with kindness and affection like a mother, sister, father or brother.
- ❖ I will organize and conduct my life, in such a way that my life itself is a message for my students.
- ❖ I will encourage my students and children to ask questions and develop the spirit of enquiry, so that they blossom into creative enlightened citizens.
- ❖ I will treat all the students equally and will not support any differentiation on account of religion, community or language.
- ❖ I will continuously build the capacities in teaching so that I can impart quality education to my students.
- ❖ I will celebrate the success of my students.

- ❖ I realize by being a teacher, I am making an important contribution to all the national development initiatives.
- ❖ I will constantly endeavour to fill my mind, with great thoughts and spread the nobility in thinking and action among my students.