



**Padmashali Shikshan Sanstha's
A.R. Burla Mahila Varishtha Mahavidyalaya, Solapur**

HANDBOOK CODE OF CONDUCT

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VISION, MISSION AND GOAL

I] Vision:

To impart education which aims at Quality Education, Academic Excellence, Social Concern, Personality Development and Character Formation.

II] Mission:

Making the students competent to face life's challenges by developing them into multifaceted personalities, so that they excel in every sphere of life.

III] Goal:

1] To academically equip the economically deprived girl students through the medium of higher education.

2] Helping the students recognize and realize their worth by exploiting and harnessing their hidden potentials.

3] Inculcating basic human values and virtues which in turn would create better citizens of them.

4] Encouraging students to participate in curricular activities, in addition to academic pursuits.

5] In addition to this we also aim at reaching out to the community and society through various activities of the institution.

6] Developing research culture and a spirit of enquiry.

7] Focusing upon the qualities like discipline, punctuality and teach spirit.

CORE VALUES OF THE INSTITUTION

- 1] Women empowerment through education
- 2] Global competence and local acquaintance
- 3] Inculcating values among students
- 4] Creating good citizen for the national development
- 5] Bringing awareness about technology
- 6] Quest for excellence for minority students

CODE OF CONDUCT FOR THE STUDENTS

A] Discipline of Attendance:

1] The students should be regular and punctual in attending classes, assignments, practicals, activities, examinations, tutorials and tests. They should keep their guardians in touch with the progress in their studies. However, if the student remains absent for any genuine reason prior to the permission of the Principal and HOD that should be considered.

2] Students must carry their Identity Card regularly with a photograph affixed and duly signed by the principal.

3] A minimum of 80 % attendance is required by every student.

4] Students are advised to check the notices regularly displayed on the notice boards.

B] General Code of Ethics for Students:

1] Students should show respect and dignity towards the teachers and other staff members.

2] Good behavior, proper manners and discipline in the college premise is quintessential.

3] Proper decorum and dress code is quintessential in college campus.

4] Students use internet, computers, laptops, tablets and mobiles within the college campus, must be strictly restricted to academic purpose only.

5] Use of plastic bags or plastic material is prohibited in the college campus.

6] Use of drugs, alcohol, tobacco and any other beverage which is harmful and unlawful is strictly prohibited in the college premise.

7] Students should refrain or desist from allowing considerations of caste, creed, religion, race, gender or sex.

8] Students should show respect and dignity to the differently abled students.

C] Code of Ethics for the Utilization of Physical and Learning Facilities:

1] Students should take proper care of college property and help in keeping the premises clean, neat and tidy.

2] The unauthorized use of physical and learning facilities including building, space, grounds, college documents and records, college furniture or equipment, material without prior permission of the college authority is strictly prohibited.

3] College stationary, computers, learning management systems or any related material can be used by maintaining proper record as official rules.

4] Theft and Intentional damage to the personal or college property is prohibited.

D] Code of Ethics for Unauthorized Risky Appliances:

1] Possession of risky appliances such as weapons, firearms etc. in the college campus is strictly prohibited.

2] Firearms include guns, hand loading equipment, swords, knife, acid or any fire instigating material in the college campus is strictly prohibited.

E] Code of Ethics for Examination:

1] Students must read the all instruction displayed on the notice board carefully. They must regularly check the changes made in the timetable if any.

2] Students must remain present on time at exam hall at the time of college and university examinations.

3] Students are strictly prohibited to carry any study material, electronic devices such as mobiles, laptops, tablets, digital watches etc. in the examination hall.

4] Students must obey the instructions given by the invigilator or officials in the examination hall.

5] Students must enter in the examination hall before 30 minutes of the scheduled time.

6] Differently abled students should carry disability certificate issued by the proper authorities in the examination hall.

F] Rules for Parking:

1] Students must park their vehicles in the restricted parking area only.

2] Students should park their vehicles properly locked.

3] Students should take care of the plants and trees while entering in the college campus.

4] Blowing ring of the bicycle or horn of the motor vehicles in the college campus is strictly prohibited.

5] Separate arrangement of parking has been made for the students and teachers.

ANTI-RAGGING MEASURES

UGC REGULATION ON CURBING THE MENACE OF HIGHER EDUCATION INSTITUTIONS has been published in April, 2009 (File No.1-16/2007-CPP-II).

1] The college strictly observe the provisions of the Act of the Central Government and the State Government considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the minorities, the disabled and the SC/ST students. The institution prohibit ragging in all its forms.

2] Ragging is any conduct whether by words spoken or written or by any act which has the effect of teasing, treating or handling with rudeness.

UGC has notified **3rd Amendment in UGC Regulations** on 29th June, 2016 to expand the **definition of ragging** by including the following:

“[3(i)] Any act of physical or mental abuse (including bullying and exclusion), targeted at another student (fresher or otherwise) on the ground of colour, race religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.”

3] Ragging in all its forms shall be totally banned in our institution, including departments and constituent units. It is also banned in academic, residential, sports, canteen, cultural activities whether located within the campus or outside and in all means of transportation of students whether public or private.

4] The institution takes strict action against those found guilty of ragging and/or abating ragging.

5] Any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm to raise fear or apprehension thereof in a fresher or junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which such student will not in the ordinary course and which has the

effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

6] Any act of ragging including injury to the body, causing hurt, grievous hurt, unlawful gestures, non-parliamentary words, lewd act, social or religious taboos, assault as well as sexual offences, unnatural offences, extortion, public nuisance, wrongful restraints, wrongful confinement, violation of decency and morals, use of criminal force, criminal conspiracy, criminal trespass and criminal intimidation is punishable ingredient.

7] Any act of abuse in the spoken or written form including abuses posted by using social media such as WhatsApp, facebook etc. is an act of punishment.

8] Any act which causes harm to a student and that affects her physical or psychological health is an offensive form of act.

Nature of Punishments at the Institutional Level: Depending upon the nature and gravity of the offence as established by the Anti-ragging Committee of our institution, one or combination of possible punishments will be given to those who found guilty of ragging.

- 1] Suspension from attending classes and academic privileges.
- 2] Withholding/withdrawing scholarship/fellowship and other benefits
- 3] Debarring from appearing in any test/examination or other evaluation process.
- 4] Withholding results
- 5] Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- 6] Cancellation of the admission
- 7] Rustication from the institution for period ranging from 1 to 4 semesters.
- 8] Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

UGC Regulation dated 18th July, 2018 legitimized code of professional ethics for teachers. Following responsibilities assigned to the teachers in accordance with the ideal of the profession.

I] Teachers and their Responsibilities:

1] Teachers should adhere to a responsible patterns of conduct and demeanor expected of them by the community.

2] Teachers should manage their private affairs in a manner consistent with the dignity of the profession.

3] Teachers should seek to make professional growth continuous through study and research.

4] Teachers should express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

5] Teachers should maintain active membership of professional organizations and strive to improve education and profession through them.

6] Teachers should perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.

7] Teachers should discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.

8] Teacher should abide the act, statute and ordinance of the University and to respect its ideals, vision, mission and cultural practices and tradition.

9] Teachers should cooperate and assist in carrying out the functions relating to the educational responsibilities of the college and university such as assisting in appraising applications for admission, advising and counselling

students as well as assisting the conduct of the university and college examinations, including supervision, invigilation and evaluation.

10] Teachers should whole heartedly participate in extension, co-curricular and extra-curricular activities, including the community service.

11] Teachers should build healthy relationship with students, parents, colleagues, college staff and the community at large.

12] Teachers should update knowledge, specialized skills, information and good communication.

13] Teacher should promote our rich cultural heritage, national consciousness and international understanding through education.

II] Teachers and Students:

1. Teachers should respect the rights and dignity of the student in expressing her opinion.

2] Teachers should deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.

3] Teachers should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

4] Teachers should encourage students to improve their attainments, development their personalities and at the same time contribute to community welfare.

5] Teachers must ensure that their teaching methods are relevant and comprehensive.

6] Teachers should inculcate scientific temper, a spirit of inquiry, research culture and ideals of democracy, patriotism, social justice, environmental protection and peace among students.

7] Teachers should treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.

8] Teachers should pay attention to only the attainment of the student in the assessment of merit.

9] Teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

10] Teachers should aid students to develop an understanding of our national heritage and national goals.

11] Teachers should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

12] Teachers should demonstrate integrity, impartiality and ethical behavior in the classroom.

III] Teachers and Colleagues:

1] Teachers should treat other members of the profession in the same manner as they themselves wish to be treated.

2] Teachers should speak respectfully of other teachers and render assistance for professional betterment.

3] Teachers should refrain from making unsubstantiated allegations against colleagues to higher authorities.

4] Teachers should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV] Teachers and Authorities:

1] 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 organizations for change of any such rule detrimental to the professional interest.

2] Teachers should refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

3] Teachers should co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

4] Teachers should co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

5] Teachers should co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.

6] Teachers should adhere to the terms of contract

7] Teachers should give and expect due notice before a change of position takes place.

8] Teachers should 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 cooperative undertaking, within every educational institution.

2] Teachers should help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI] Teachers and Guardians:

1] Teachers should send reports of students' performance to the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

2] Teachers should take feedback of the guardians about the activities taken in the institution and about students' progress.

VII] Teachers and Society:

1] Teachers should recognize that education is public service and strive to keep the public informed of the educational programs which are being provided.

2] Teachers should work to improve education in the community and strengthen the community's moral and intellectual life

3] Teachers should 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] Teachers should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

5] Teachers should 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.

CODE OF PROFESSIONAL ETHICS FOR THE PRINCIPAL

1] The principal should provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.

2] The principal should conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.

3] The principal should act as steward of the college's assets in managing the resources responsibility, optimally effectively and efficiently for providing a conducive working and learning environment.

4] The principal should promote the collaborative, shared and consultative work culture in the college, paving the way for innovative thinking and ideas

5] The principal should endeavor to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

6] The principal should adhere to a responsible pattern of conduct and demeanor expected of them by the community.

7] The principal should manage their private affairs in a manner consistent with the dignity of the profession.

8] The principal should discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.

9] The principal should participate in extension, co-curricular and extracurricular activities, including the community service.

10] The principal should refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

11] The principal should maintain professional boundaries and refrain from inappropriate conduct with staff and students.

12] The principal should be honest, selfless fair, law-abiding, supportive and protective.

13] The principal should exhibit objective leadership and empower the staff and students to realize their potentials.

14] The principal should make the well-being of students the fundamental value in all decision making and action.

15] The principal should support and protect the civil and human rights of all individuals.

16] The principal should avoid using positions for personal gain through political, social, religious, economic or the influence.

17] The principal should seek to improve the effectiveness and standards of the profession through research.

18] The principal should implement local, state, and national laws. Implement the management policies and other administrative rules and regulations. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that which are not in the best interest of the students.

19] The principal should accept responsibility and accountability for one's own action and behaviour.

20] The principal should endeavour to understand and respect the values and traditions of the diverse.

21] The principal should allow freedom of choice at work and work to eliminate all coercive forces that violate professional integrity and individual ideologies.

22] The principal should create and maintain a gender free and unbiased atmosphere in the college so that all enjoy equal opportunities.

23] The principal should promote a work culture that brings in quality professionalism, satisfaction, and service to the nation and society.

24] The principal should share a good rapport with the stakeholders, university and government officers and the society.

CODE OF PROFESSIONAL ETHICS **FOR DIRECTOR OF PHYSICAL EDUCATION**

1] The director of physical education should adhere to a responsible pattern of conduct and demeanor expected of them by the community.

2] The director of physical education should manage their private affairs in a manner consistent with the dignity of the profession.

3] The director of physical education should discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.

4] The director of physical education should participate in extension, co-curricular and extra-curricular activities including the community services.

5] The director of physical education should refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

CODE OF PROFESSIONAL ETHICS FOR LIBRARIAN

1] The librarian should adhere to a responsible pattern of conduct and demeanor expected of them by the community.

2] The librarian should manage their private affairs in a manner consistent with the dignity of the profession.

3] The librarian should discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.

4] The librarian should participate in extension, co-curricular and extra-curricular activities including the community services.

5] The librarian should refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

LIBRARY RULES

1] A person desirous of using the library shall enter her name, address, and time of entry and sign in the register kept at the entrance.

2] Students while entering the library must keep their own identity card.

3] If any book is lost by the student, she should give a new copy of the book to the library within 10-15 days.

4] If any student losses her identity card, she should report the same, to the librarian.

5] Duplicate copy of identity card will be given to the student after submitting written application to the office with a fine amount of Rs. 25/- for new.

6] No library material can be taken out of the library without the permission of the librarian.

7] Eating, sleeping and talking loudly are strictly prohibited in the library.

8] Readers should not mark, underline, write, or tear pages or other damage the library documents.

9] Use of cell phones are not allowed in the library. If readers wish to keep them while using the library they must be switched off.

10] Suggestions on all aspects of library services are welcome.

CODE OF CONDUCT FOR SUPPORT STAFF

1] The support staff should acquaint themselves with the college policies and adhere to them.

2] Duties assigned to the non-teaching staff should be performed sincerely and diligently.

3] Non-teaching staff must follow the institutional decorum and dignity.

4] Non-teaching staff should not engage in behaviour or remarks that might be considered disrespectful towards colleagues, teaching staff and students.

5] Non-teaching staff should be responsible in using the college equipment/furniture and towards maintenance.

6] Non-teaching staff should perform duties with honesty and great integrity.

7] Non-teaching staff should uphold confidentiality and avoid falsification of any documents.

8] Non-teaching staff should do not discriminate anyone on the basis of gender, caste/creed or religion.

9] Non-teaching staff should interact with people politely and patiently.

POLICIES AND PROCEDURE FOR HANDLING FACILITIES

The institution follow well-defined mechanism for the maintaining and utilizing physical, academic and support facilities. Our institution obtain facilities of classrooms, library, laboratory and infrastructural resources such as study room, washrooms, drinking water purifier etc. It comprises academic facilities like softwares, learning management systems and ICT tools. The institution follows policies and procedures suggested by statutory committees like College Development Committee, Internal Quality Assurance Cell, Purchase Committee and Standing Committee.

Policies and Procedure for Maintaining Physical Facilities:

The college has Purchase committee to look after the requirement of the college. The committee looks into the matters related to the maintenance, up gradation, repair and replacement of equipment like computers, laptops, projectors, LEDs, portable interactive board, digital cameras, campus network internet facilities (WiFi), ePodium, printers, scanners, reprographic machines for scanning, photography and digital printing. The institution also comprises CCTV cameras for the protection of the campus. It also facilitates water purifier with RO plant, water cooler, power backup invertors and napkin vending machines.

The college prepares a financial budget and sends it to College Development Committee (CDC) for the approval and sanction every financial year. The budget submitted to the College Development committee comprises proposed activities of the college. The team of sweepers is appointed for the maintenance of sanitization on the college campus. A gardener is deputed for the garden maintenance, campus beautification and Ozone Park. Each department was allocated departmental budget for their new purchase. The college deputed skilled person related to plumbing and electric maintenance and the college from its different sources make the budget.

Sports and Library Departments purchase equipment according to the policy made by purchase committee. The college comprises well-equipped gymnasium with sport equipment and materials. College gymkhana committee prepares annual plans for the sport activities to be organized during the academic year. The college encourages students to participate in sports activities such as Softball, Archery, Fencing, Handball, Swimming, Running, Kabaddi and Yoga Competition. The college provides adequate infrastructure and facilities required for above mentioned activities. The college appoints separate coaches to train the students in various sports. For the outdoor and indoor games, MOUs have been signed and the students of our institution practice accordingly.

Policies and Procedure for Maintaining Academic/ Learning Facilities:

The college has policies and procedure for maintaining learning facilities which includes Cyber Zone (free internet), reading hall for the students to access e-resources. Library maintenance is done by the college providing a provision of budget. Library has subscription to e-journals, e-database and the students avail these facilities. Old damaged books are maintained with book binding. Wadding books put aside. Lost books are recovered through a policy to replace a copy or making a payment of the copy as per library rule. Library comprises *MasterSoft* software which maintains the record of the resources available in the library. The college also facilitates softwares like cloud based central management system, Microsoft Windows Servers with media kit. The teachers and students use learning management systems like Google Classrooms and various online platforms in teaching-learning.

Policies and Procedure of Facilities Provided to Differently Abled Students:

The institution provides physical facilities, academic facilities and learning management systems to the differently abled students. It provides physical facilities such as ramp, washroom and classrooms to differently abled students. The college also facilitates learning management systems to differently abled students.

CODE OF ETHICS TO CHECK PLAGIARISM AND MALPRACTICES IN RESEARCH

I] Preamble:

The institute follows Code of Ethics to check plagiarism and malpractices in Research. University Grants Commission directs quintessentially important mandate to coordinate and to determine the standard of higher education through research. This mandate is applicable to *a student* or *a researcher* or *staff* of Higher Education Institution (HEI) who claims to be the creator of the work under consideration. For reference, our institution follows **UGC Regulation on *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions*** published in 2018 (F.1-18/2010, CPP-II).

II] Plagiarism

Plagiarism constitutes unethical scientific behavior. It comprises the unethical practice of using words or ideas of any researcher or author. Plagiarism involves deliberate copying of ideas, words, phrases, clauses, sentences, paragraphs or longer extracts that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. It is considered as a serious academic and intellectual offence which results in highly negative consequence. Proper acknowledgement of the work of the main authors or writers brings dignity to them. It is obligation of each author to provide prompt retractions or corrections of errors in published works.

Plagiarism can be intentional or non-intentional. Intentional plagiarism is knowingly and deliberately presenting literature of any author or writer as one's own work without acknowledging the source. Non-intentional plagiarism denotes negligent plagiarism which means used of any author's work of literature unknowingly without any competence of code of ethics of academic integrity in research.

III] Objectives:

- 1] To create awareness of research and publication ethics among the teachers, students and researchers.
- 2] To make awareness about plagiarism and malpractices in research.
- 3] To create academic integrity and prevention of misconduct.
- 4] To promote ethical standards in research and inculcate research culture among the students, teachers and researchers.

IV] Institutional Mechanism:

The students, teachers and researchers of our institution follow the direction given in UGC Regulation on *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions* (2018).

Our institution creates awareness about academic integrity to prevent plagiarism and malpractice in research. Academic integrity denotes the intellectual honesty in proposing, performing and reporting activity which leads to the creation of intellectual property. Academic integrity comprises values of honesty, trustworthiness, fairness, authenticity and vigilance. The institution established the mechanism of promoting academic integrity and preventing plagiarism to enhance awareness about responsible conduct of research and academic activities.

The institution creates the awareness of Research and Publication Ethics which comprises principles of standards in the discourse of research. The college brings the awareness about *open access publishing, copy right issues, scientific and publication conduct and misconduct, data bases and research metrics*. It also includes awareness of scientific misconducts such as *falsification, fabrication and plagiarism* (FFP).

The institution established *Research Promotion Committee* which functions to bring awareness about authenticity and honesty in research.

The college train students, faculty, researcher and staff for using plagiarism detection tools and reference management tools. The university to which our

college affiliated that includes the cardinal principles of academic integrity in the curricula of Ph. D. as a compulsory course.

The institution organizes workshops, seminars on Intellectual Property Rights, Copyright Issues and Patents every year. The Research Promotion Committee thoroughly check research projects, Industrial Visit Reports, Articles in College Magazine, Research Papers written by the students. While submitting a thesis, dissertation, technical papers or any other such documents to the supervisor The research candidates submit an undertaking which indicates that the work is original while submitting his/her thesis, dissertation, research project.

V] Code of Ethics to Create Academic Integrity:

1] Faculties, research scholars and students must follow academic integrity which comprises values of honesty, trustworthiness, fairness, authenticity and vigilance in research and all scientific communications.

2] The researchers, teachers and students must respect the intellectual heritage of the researchers, creative writers and authors.

3] The teachers, research scholars and students must use proper citations and acknowledgement of manuscripts, projects, grants submitted for publication, personal records, literary works, seminal treatises and earlier research.

4] The research scholars should seek to ensure fairness in institutional standards, practices and procedures.

5] The academic community should uphold high standards of conduct in teaching, learning and research promoting academic integrity.

6] Teachers and research students should observe valid legal norms and conducts in the publication of research work.

7] Teachers and research students should aware about norms of copyright issues, intellectual property rights and patents.

8] Every student should submit undertaking to the Supervisor or Guide while submitting thesis, dissertation and research paper.

9] With the prior permission of the Research Promotion Committee, a teacher and research scholar can submit his or her research work in any genuine authorities.

10] Teachers and research students must deject following acts: plagiarism, defamation, misinterpretation, personation, fabrication, falsification and sabotage in research.

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