



HANDBOOK OF CORE VALUES AND CODE OF CONDUCT



Principals message

The arts, science, and commerce college supe at Vidya Pratishthan has been operating for six years and has grown to be a significant academic hub. The college has established rules for its various stakeholders, including teachers, students, helpers, and parents. I'm pleased and pleased that the college has released its Handbook of Code of Conduct, which lists the dos and don'ts that apply to all stakeholders.

The handbook clearly explains the guidelines and set of procedures that the principal, teachers, students, and other staff members must abide by to ensure the college runs efficiently and healthily. Order, discipline, and sincerity of purpose should be the defining traits of any educational institution.

My sincere hopes and prayers are that everyone concerned will try to abide by the code of conduct and contribute to the growth and potential of the college.

**Principal
Mr. Shinde D.M**



INTRODUCTION

The trust Vidya Pratishthan Baramati established Vidya Pratishthans Supe Arts, Science and Commerce College Supe (est. 2016), a prestigious institution in Supe. The college serves all, and a sizeable portion of its students come from the general public, particularly the less affluent and more vulnerable segments.

The college, which has more than 500 students enrolled, grants degrees in a variety of fields (Arts, Science, and Commerce), as well as PG or post-graduate degrees in chemistry, commerce, economics, and geography.

In addition to academics, the college has a strong history in sports and related activities. Additionally, literary and cultural events that highlight the students' creativity are planned. Additionally, community service and social initiatives that promote a happier and healthier society are highly valued by colleges.





Code of Conduct for the Governing Body

- The Chairman and other members of the governing body. The principal of the college, who represents the teaching and non-teaching staff, is listed as a member secretary.
- The college's governing body should adhere to the policies of affiliated universities as well as those of the UGC, state governments, and central governments in order to ensure the institution runs efficiently.
- The College Governing Body should look after the academic excellence and overall growth of the college and provide necessary support for the same.
- The day-to-day operation of the college will not be impacted by the Governing Body.
- The Governing Body should be aware of the changes taking place in academic and other developments in the field of higher education. It should be discussed during a meeting for college development, after which a decision should be made and put into action.
- The Governing Body must be properly committed, exhibit high moral standards, and support the college's growth.





Code of Conduct for the Principal

The principal is the main focus. All significant academic, extracurricular, and administrative decisions fall under his purview. He must always conduct himself with honesty, fairness, kindness, and objectivity.

- The college's principal serves as the institution's drawing and disbursing authority and is also an academic and administrative officer on a full-time basis.
- He or she is expected to remain on the college campus and will not leave without permission from a higher authority. Before leaving the campus, he should do alternative arrangements for functioning of day-to-day activities in the college.
- Being the academic head, he or she should assist, direct, and think creatively for the overall development of students in the college.
- Through the faculty and P.G.students, he or she should promote and support research activities.
- He or she should follow rules and possess strong moral principles.
- The principal should create a budget, present it to the governing council for approval, and commit to implementing it.
- The principal needs to look for grants for the college and various student scholarships.
- In consultation with the governing council, the principal is accountable for the efficient operation of the college and should offer guidance for the creation of an annual plan as well as administrative and financial management.
- He or she needs to build strong relationships with members of the public and the government. offices, a university, etc. for the college's overall development.
- He or she is responsible for organising and carrying out extracurricular, cultural, and sport events for the benefit of the students' overall development.
- The campus's faculty and staff must be managed and controlled, and the infrastructure must be used to its fullest potential by the principal.
- The principal should be on time and cordial with all of his subordinates and seniors.





Code of Conduct for the Teachers

Society's viewpoint serves as its primary teacher. They support and educate their students on morals and ethics. The student's upbringing is significantly influenced by their talent, knowledge, and moral character. Along with the students, teachers also contribute to the success and glory of the institution. They must adhere to the following standards:

- By getting students involved in the learning process and working to produce high-level results for all students, teachers should exhibit high standards in teaching and learning.
- Teachers should keep students safe by recognising that they have a right to a safe and secure teaching and learning environment.
- Teachers should take the initiative to lead in their capacity as supervisors by serving as positive role models, praising staff members' efforts, and fostering a culture of initiative, responsiveness, and leadership.
- Any form of workplace discrimination or harassment should be discouraged by teachers.
- Teachers should support advanced students' learning by putting the college's and the system's educational priorities into practise.
- It is the responsibility of teachers to motivate students to pursue high standards and value education.
- Resource management should be practised by teachers effectively and efficiently.
- Teachers should have fairness in their duties and integrity in their work.
- While requesting any leave, alternative teaching arrangements must be made with the Department Head and Principal approval.
- The college ID card is a must.





Code of Conduct for the Administrative Staff

The office or support staff is an essential link for managing exam administration and related paperwork. They help keep the college's grounds clean as well. Their contribution to keeping the college a top institution is unparalleled. The office/support staff is expected to uphold the following standards:

- The Institute's administrative staff and non-teaching staff members are required to carry out their responsibilities effectively and diligently in accordance with the rules and guidelines established by the Competent Authority.
- The highest levels of professionalism should be displayed by non-teaching and administrative staff.
- Non-teaching staff, including administrative staff, should be on time and organised in their work.
- Regarding student and staff records and other sensitive information, administrative staff and non-teaching staff are required to uphold the necessary levels of confidentiality.
- Non-teaching and administrative staff should work well with students, their peers, and their superiors.
- The non-teaching and administrative staff should uphold the institute's image by dressing to standards, showing common decency, etc.
- The rights and opinions of others should be respected by administrative and non-teaching staff.
- All rules and job requirements assigned by management, the director, and/or the superior from time to time should be followed by administrative staff and non-teaching staff with complete dedication.
- Administrative staff and non-teaching staff are forbidden from engaging in any form of harassment or illegal discrimination based on societal norms governing gender, sexual orientation, age, and marital status.

Teaching and non-teaching staff who violate the code of conduct may face disciplinary action, a show cause notice, a memo, an inquiry committee, transfer to another institute, suspension, termination, etc., or any other action deemed appropriate by the competent authority.





Codes of Conducts for Students

To ensure the smooth functioning of the college, it is essential that students adhere to the rules and regulations of the institution. Compliance with the discipline regulations enables the college to provide better assistance to the students. Any student found violating these norms will be barred from utilizing various campus facilities. Listed below are some of the essential discipline regulations that students are expected to follow. Parents/guardians are requested to instruct their ward to abide by them.

- Identity card: Students should carry their identity card at all times and wear the prescribed dress code. When requested by the concerned authorities, students should produce their identity card.
- Students should exhibit courteous behavior and respect towards others. Any act of disobedience or disrespect may lead to disciplinary action, which could result in suspension or expulsion.
- Attendance: Attendance for lectures/ practical/ tutorials/ tests/ assignments/ examinations is compulsory for all subjects. Students failing to attend lectures regularly or unable to complete their work to the satisfaction of the Principal are liable to have their terms canceled.
- Minimum attendance requirement: Students must have a minimum attendance of 75% of actual lectures/practical/tutorials/tests/assignments conducted in each term. Failure to show satisfactory progress in terminal/preliminary examinations will lead to disallowance from college/university examinations.
- Medical certificate requirement: Students who remain absent from periodical tests/examinations due to illness must submit a medical certificate, along with an application endorsed by their parent.
- Students must be present during the admission process and while filling any examination forms.
- Students should complete their tutorials, tests, and demonstrations as per the guidelines of SPPU, Pune, and meet the proficiency criteria.
- **Ragging** is strictly prohibited in and outside the college premises. Students who engage in ragging will be punished as per **the “UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009”**. Such students will also be expelled from the college and an F.I.R will be lodged with the police against them. Students with a prior record of ragging will not be admitted to this college.
- Smoking, chewing tobacco, using explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the college campus. Strict action will be taken if rules are violated.
- Students are not allowed to interfere with college administration or affect its public image in any way, inside or outside the college. No outside influence, political or otherwise, should be brought into the college, directly or indirectly.
- Scribing on walls and desks is prohibited. Disciplinary action will be taken against students found scribing on walls/desks.
- Students who bring bicycles or two-wheelers must park them in the allotted parking area in the college. The college officials will not be responsible for theft or damage of vehicles parked in places other than the designated parking area. Strict adherence to discipline is expected in and out of the college campus, S.T. bus and public places.



- Copying in any examination, keeping notebook pages, possessing answer sheets or supplementary answer sheets in a wrong way, exchanging answer sheets, or allowing proxy writers are considered offenses and will be dealt with accordingly.
- No student shall collect money without the written permission of the Principal.
- No notice shall be put on the notice boards, including blackboards, without the written permission of the Principal or the faculty members authorized in the matter concerned.
- Students are not allowed to organize picnics, excursion trips, etc., on their own without the written permission of the Principal.
- All programs, meetings, gatherings, picnics, etc., will be organized only with the prior written permission of the Principal.
- Students are expected to follow the rules set by the College Principal from time to time.
- The Principal's decision is final in all cases, and it is mandatory for all students to abide by it.





CODE OF CONDUCT FOR THE PARENTS

The college values the importance of fostering positive relationships between parents and teachers. Parents play a significant role in the upbringing and education of their children, and the college acknowledges this by organizing regular teacher-student-parent interactions. These interactions provide a constructive mechanism for addressing any issues or misbehavior on the part of the student and informing parents accordingly. Such interventions are essential in halting any negative impact on the student's progress and allowing for remedial action. As a majority of the students come from economically disadvantaged backgrounds, this follow-up becomes even more critical. Parents are encouraged to take proper care of their children at home and to consult with the college principal and professors if any issues persist. These measures are aimed at fostering an ideal and better society.

