



# CODE OF CONDUCT HANDBOOK



K. K. Wagh Education Society's

**K. K. Wagh Arts, Commerce, Science & Computer Science College, Nashik.**

Saraswati Nagar, Adgaon Road, Panchavati, Nashik-422003, Maharashtra

**(Affiliated to Savitribai Phule Pune University)**

SPPU ID : PU/NS/S/71/2002

College Code : 701

A.I.S.H.E. Code : C-41802

The K. K. Wagh Arts, Commerce, Science and Computer Science College (popularly known as K. K. Wagh Senior College) was established in July 2002. The College sprawls in its own building enjoying a beautiful natural setting and a scenic campus. The College offers full fledged degree courses in various faculties viz. Commerce, Science and Computer Science. Keeping in mind the modern trends we have started full fledged B.B.A, B.B.A(CA), Biotechnology, M. Com and M.Sc(Computer Science) courses. The college has earned name and fame for its academic excellence, punctuality, high standard of discipline and administration, progressive outlook and urge to serve the society. The College has well-equipped laboratories in every faculty and an enriched library with a variety of reference books, Journals, Magazines & Newspapers.

Apart from various curricular activities, the college provides facilities for extra-curricular activities like Student Council, NSS, Sports, Earn and Learn Scheme, Personality development programs, Competitive Exam Cell and Forum Activities in every faculty. In both curricular as well as extra-curricular activities, our students have excelled and brought laurels to the college. The credit goes to the dedicated work of the staff and students. Our team is a blend of young and enthusiastic staff regularly contributing to social and cultural activities along with their academic work.

During the last ten years, the college has shown substantial progress in terms of better facilities and various openings in the traditional and modern degree courses. The college also offers reinforcement and guidance facilities with enhanced computer and language skills as well as making students aware of various career options. The College has good ambience helping in overall development of students. The management gives overwhelming support for the development of the college.

# Vision

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Transforming Students through academic excellence.

# Mission

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To educate the younger generation through holistic approach for proper dissemination of knowledge and to inculcate Moral, Ethical and Social values to make responsible and competent global citizens.

## Code of Conduct for Students:

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

- The students should keep the identity card with them regularly and should wear the dress code.
- Whenever the identity cards are requested by the relevant authorities, they should submit it whenever demanded.
- Courtesy and respect must be the key aspects of a student's behaviour.
- Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- Attendance in all lectures/practical/tutorials/tests/assignments/examination is compulsory for all subjects.
- A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the Principal, is liable to cancellation of his/her terms.
- The student who does not have minimum required attendance of 75% of actual lectures/ practical/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in terminal/preliminary examinations will not be allowed for college/university examinations.
- The student who remains absent for the periodical test / examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by the parent.
- Every student must have a minimum attendance of 75%.
- It is necessary for the students to be present at the time of admission in college and filling up of any examination form.
- The students should complete the tutorials, tests and demonstrations as per SPPU, Pune and satisfaction of the proficiency.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions,

2009, Published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.

- Students with a previous record of ragging will not be admitted to this College.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.
- Stringent actions will be taken if rules are violated.
- Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writer, mobile phones, cameras, smart watch, chewing gum, chips will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the Principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned.
- Students shall not 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 prior written permission of the Principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly. Scribbling on the walls and desks etc. should be avoided.
- If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- The rules set by the College Principal needs to be followed time to time. The Principal's decision is final in all cases and it is mandatory for all students.

- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.
- Follow strict adherence to discipline in and out of college campus, S.T. bus and at all public places.

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## Code of Conduct for Teachers:

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

### [A]. Professional Values

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

- He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

- The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
- Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

### **[B]. Professional Development and Practices**

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and
- (iii) Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- (iv) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- v) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programs. This will generate a holistic development and a congenial relationship with the students.

### **[C]. Professional Integrity**

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve the quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

(iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

**[D]. Professional Collaboration**

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

(ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

(iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

(iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

(v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

(vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

(vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

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**Code of conduct for Governing Body:**

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

(a) The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.



(b) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.

(c) Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.

(d) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

(e) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

(f) The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

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## Code of Conduct for Principal:

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization.

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference / symposium / workshop / seminars.

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## Code of Conduct for Support Staff:

The College has put forward its code of ethics for the support staff along the following lines. Professional Conduct

- The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

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**Distance of College from :**

1. C.B.S. (Via Nimani)	8 km
2. Dwarka	7 km
3. From Dhatrak Phata	0.5 km
4. From RTO Signal	3 km

SENIOR COLLEGE  
 FINE ARTS  
 PERFORMING ARTS  
 NURSING  
 ENGLISH SCHOOL

**K.K. WAGH**  
**EDUCATIONAL CAMPUS**  
UNIVERSITY OF PUNE



**K. K. Wagh Education Society's**

**K. K. WAGH ARTS, COMMERCE, SCIENCE & COMPUTER SCIENCE COLLEGE**

Affiliated to University of Pune (Pune University ID: PU/NS/S/71/2002)

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