



Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara.

Policy for Code of Ethics/conduct

❖ **Objectives:**

- **To maintain righteous, proper conduct by every stakeholder- student, teacher, the principal, non-teaching staff and Management**
- To maintain discipline in the institute.
- To observe the maintenance of code of conduct by every stakeholder, performing his/her given responsibilities without disturbing others' and at the same time to safeguard their rights.

❖ **Implementation of the Policy:**

The college has well defined code of conduct policy for all the stakeholders- students, teachers, the Principal, the governing body, and the non-teaching staff. All the stakeholders abide by the rules and regulations of UGC, Government of Maharashtra and Shivaji University, Kolhapur. The management/parent institute- Rayat Shikshan Sanstha is one of the prestigious institutes in India having its own ethical, educational, academic, and social place. There is a Code of conduct Committee to monitor the code of conduct to be followed properly by every stakeholder. Other academic and statutory committees like Discipline committee, Steering Committee, Grievance Redressal, Anti-Ragging Committee, Internal Complaint Committee collaboratively perform the responsibilities of implementation of the code of conduct. The Code of Conduct is displayed on the college website. The specific mechanism which consists the Management, the academic and administrative authorities like- the Principal, Vice-Principal, Head of Department supervise the maintenance of the code of conduct.

❖ **Code of Conduct for the student:**

- Every student is given a diary along with handbook of code of conduct at the time of admission. This handbook acquaints the students with detailed rules and regulations. Every student has to give Anti-ragging undertaking at the time of admission. The following statutory committees maintains the students 'code of conduct
- Discipline Committee: It would monitor students' following all disciplinary rules in the premises
- Grievance Redressal: It would probe into the complaints of the students, comes with solutions whenever necessary takes action

- Special Standing Committee: It would monitor implementation the reservation policies regarding admission, scholarships, etc.
- Internal Complaint Committee: It would work for healthy and safe atmosphere for the female students and staff, for prevention of sexual harassment, solve the complaints regarding the sexual harassment, if any, recommend action whenever necessary.
- Every student would be given Identity card at the time of admission and she has to carry it when in the premises of the college. The Dress Code is compulsory for every student for discipline sake.
- The subject teachers, mentor teachers would monitor the students' academic performance as per the rules.

❖ **Code of Conduct for the Principal:**

The Principal is the leader, guide, monitor of the institute, mediator between the management and staff and responsible for the effective functioning of the institute.

- The Principal abide by the rules of UGC, University, government and the management. He should be honest, fair, supportive, protective and law-abiding.
- The principal chalk out the policy, promote interaction with society and industries, recommend and forward communication to the authorities, monitors administration, makes aware the staff and students be aware of the rules, policies, distributes responsibilities through academic and administrative committees. He/she forms all statutory committees and takes necessary action if any discrepancy is found in the rules and behaviour of the stakeholders.
- In all, the principal upholds ethos of inclusiveness, and unbiased gender free equal atmosphere, promotes spirit of welfare, discipline, harmonious relationships with the society, research aptitude among staff and empower the staff and students and ensures the vision and mission of the institute would be executed by all the stakeholders.

❖ **Code of Conduct for the Governing Body:**

The Governing Body of the college is responsible for ensuring the effective management of the institute and for planning its future development. There are meetings of College Development Committee for the interaction of the institute with the governing body. Moreover, the management regularly monitors the functioning/performance of the institute.

- It ensures compliance with the statutes by Statutory bodies such as UGC, Government and university, reservation policy for the recruitment and non-discriminatory systems to provide equal opportunities for the students and staff.

❖ **Code of Conduct for the Teachers:**

- The teachers abide by the rules of UGC, affiliated University (Maharashtra University Act) and state government of Maharashtra. They perform their academic and professional duties as per prescribed by these bodies. They are well acquainted with circulars/directives issued by these bodies by the office time to time.
- The Principal as the Head of the Institute would observe all the teachers do the duties assigned to them. The principal leads, guides, assigns the duties and take necessary action if any discrepancy is found. The hierarchical structure of the Principal, Vice-Principal and Head of the Departments is formed for the smooth functioning of the teaching staff. The various academic committees are formed in the beginning of the academic year to assign curricular and co-curricular activities.
- The teacher would follow ethics of professional integrity, professional collaboration and professional development and practices. He is committed to enhance his/ her professional development. The committees like Research, UGC and IQAC Committees work to develop research aptitude. Incentives and conducive atmosphere for research are provided for the teachers by the principal and the management.
- Teacher would maintain a respectful relation with the students, parents, society, the colleagues, the non-teaching staff and the management through his ethical behavior.

❖ **Code of Conduct for the Support Staff:**

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

- The Principal and Head Clerk in the office would distribute/assign the administrative duties to the support staff and monitor its implementation.
- The support staff should be punctual, should follow confidentiality regarding examination and other alike information, use properly the college equipments and furniture, respectful to the students and teaching staff and obey the principal. They should perform their assigned duties with integrity without discrimination. They should interact cordially with parents, students and society.

Impphale
IQAC
Co-ordinator



Savitribai Phule
Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA