

**Shri Sangameshwar Education Society's**

**Sangameshwar College, Solapur  
(Autonomous)**

**Faculty of Arts, Commerce and Science**

**CODE OF CONDUCT**

**W.E.F. 2020-2021**



## Code of Conduct

# Code of Conduct for Teachers

1. Every teacher is supposed to follow the orders of the principal.
2. Every teacher is supposed to be in the Head-quarters.
3. Teachers are supposed to cooperate with the administration in exigencies of academic and administrative activities
4. Permission from the Principal is essential in seeking different leave from the job.
5. Teachers are supposed to fulfil the formalities of academic performance every academic year.
6. Physical presence of the teacher is essential during the stipulated working hours.
7. Special permission from the higher authorities is essential in emergency cases.

## Code of Conduct for Non-Teaching Staff

1. The non-teaching staff member will strictly follow the working hours and should not leave the campus for personal reasons without the permission of the authorities.



2. The non-teaching staff member is supposed to adhere strictly to the laws and regulations of the college.
3. Respect the hierarchy in the Administration and practice integrity.
4. Exercise self-discipline and display cooperative approach with the stakeholders.
5. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
6. Must not involve in intercepting, misappropriating college money.
7. Must not be absent from duty without official approval or approved sick leave.
8. The non-teaching staff member will not be involved in any other activities and recreation other than the office responsibilities.

## **Code of Conduct for Students**

1. All students are answerable to the principal, staff and other college authorities for their conduct and behavior.
2. Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.
3. He /She Courtesy requires that every student greets the staff when He /She meets them for the first time in the day
4. He /She will Endeavour to create an atmosphere of friendliness and good cheer in the college
5. Neat and modest dressing in accordance with approved uniform, etiquette, and decency gives weight to maidenly dignity.
6. Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness
7. Decent behaviour requires abstaining from throwing paper, food, or other articles in the classroom or around.



8. They will avoid standing on the verandahs of the college during and between the class hours
9. Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
10. Permission of the lecturer is needed to leave the classroom during the lecture
11. The principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel
12. Students who trespass the code of conduct of the college are liable to be dismissed from the rolls
13. Cell phones are not allowed to the college and hostel
14. Ragging of any kind is strictly forbidden in the campus.
15. Students and staff are always required to wear their identity card when they are in college.



*S. P. J. M. J.*  
Principal  
Sangameshwar College  
Solapur.

## Sangameshwar Collage (Autonomous) Solapur

### Institutional Policy for *Professional Ethics and code of Conduct*

#### The Preamble:

To run an institution there is a need for a system, to make it functional in an organized way. Stakeholders need a set of codes of conduct to make the academic and administrative activities result- oriented. Professional ethics and code of conduct are soft infrastructure of the institution to make the hard infrastructure functional. Sangameshwar has the identity of seven decades of ethically strong institution. It has its own set of values and they are practised with the following system with timely made changes approved and implemented by the administration.

#### The Objectives:

- To make the institution function smoothly
- To develop a strong bond between institution and the stakeholders
- To develop the fearless campus
- To inculcate sense of responsibility among the stakeholders
- To create institutional quality culture

**Professional Ethics:** Professional Ethics are the principles that govern the behavior of a person or a group. They provide rules on how a person should act towards other people and institutions.

**Code of Conduct:** Code of Conduct is a codified set of professional ethics to provide guidelines for the minimum standard appropriate behavior in a professional context.

#### The Policy

1. The institution will develop the code of conduct and professional ethics to its stakeholders.
2. They will be based on the UGC guidelines, Maharashtra Public University Act and the Institutional vision statement.
3. These professional ethics will be published on the website and in the prospectus.
4. The learners will be further convinced during their induction and orientation program at the entry level.
5. Special activities will be organized to inculcate these values among the stakeholders.
6. They will be shared through the posters in the campus.
7. Yearly meetings will be conducted and the benchmarks will be fixed to make the system smooth and functional.
8. These ethics and code of conduct will be modified according to the change in the Government guidelines.

**The Intended Outcomes:**

- Realization of Institutional vision statement
- Development of Institutional academic ambiance
- Development of fearless campus
- Development of Professional commitment
- Development of learning culture among the learners
- Development of integrity among the stakeholders
- Development of Institutional quality culture



*Shrimangla*

Principal  
Sangameshwar College  
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