

Camp Education Society's
Rasiklal M. Dhariwal Institute of Management
CODE OF CONDUCT HANDBOOK

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Code of Conduct for Students

- As per SPPU norms, it is mandatory that minimum attendance of student should be 75% per semester per course.
- A student who fails to maintain attendance will not be allowed to appear for university examination of respective course/semester.
- Students should appear for all the CIE components and poor performance in CIE components may result in detention or reappearing for the relevant CIE component at the discretion of the course teacher / Director.
- The students are expected to wear identity card issued by the institute in the college all the time and is to be produced when asked by the institute authorities.
- Student should carry Identity card during Industrial visit, Seminar, workshop or any other program where you will be representing the Institute.
- In case of loss or damage of I-card, students are advised to immediately report to institute. The duplicate identity card will be issued as per institute rules.
- In case, if lost card is found after replacement card has been issued, the original card must be returned immediately to institute.
- Do not lend your card to anyone for any purpose. Doing so is a violation of the institute rules.
- Students must come to the institute in a formal dress prescribed by the institute. As and when instructed by the institute they are supposed to be in uniforms.
- Ragging in any form is strictly prohibited within the premises of the institute. Any individual or group of individuals who indulge in an act or practice of

ragging constitutes gross indiscipline. All such cases will be dealt with as per the Guidelines given by the Supreme Court of India.

- Damage to the property of the institute like tampering of furniture, equipments, instruments, books, periodicals, walls, windows panels, vehicles, trees and plants, etc., would lead to disciplinary action as felt suitable by the institute. The damage caused shall be recovered from the student immediately.
- Smoking/alcohol consumption in the premises is strictly prohibited.
- Use of mobile phone in the class, computer laboratory and library during working hours is not allowed.
- It is the responsibility of student to read the notices regularly displayed on the notice board.
- The computer lab is expected to be used only for academic purpose.
- Students should demonstrate respect for all college staff, visitors and fellow students.
- No student should be involved in any anti-social activities on or off the campus.
- Strict action will be taken against misbehavior and malpractice during the examinations conducted by the institute and the University
- Student should maintain cleanliness in the campus.
- Failure to comply with the Code of Conduct would invite disciplinary action.

Code of Conduct for Teaching Staff

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal 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 which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as

assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;

- Participate in extension, co-curricular and extra-curricular activities including community service.

Duties Towards Institute

- The roles and responsibilities assigned to teaching staff & Code of Conduct will be as per statute of Maharashtra Universities Act, 1994, Ordinances and Rules and Regulations laid down by the Savitribai Phule Pune University, State Government of Maharashtra and Camp Education Society from time to time.
- Employee's appointment will be on a full time basis on successfully completing probation of one year from the date of joining the duties.
- Employee should submit all original as well as certified true copies of relevant testimonials such as birth certificate, last pay certificate, caste certificate, experience certificate, Change of name certificate (if any) etc. before joining the duties.
- Employee are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Management.
- Employee will not engage himself in any other job paid full time, part time otherwise during the continuance of your service, without the permission of the Management.
- Employee will not undertake any testing consultancy of R & D work without the prior approval of the society, nor will register any Degree / Diploma / Certificate of other course without prior permission of the Society, nor will apply any other job without the prior permission of the Society.
- Employee's services are transferable to any other College/ Institute run by the Society.

- Employee appointment may be terminated by giving One Month's notice or One Month pay in lieu of notice period by the either side.
- If employee found absent continuously more than 30 days without prior permission, employee's services with stand terminated automatically. If employees are found guilty of violation of any terms and condition mentioned above, employee would be liable for disciplinary action and punishment as decided by the Society and as provided in the status. During the period of services employee shall not directly or indirectly do such things, which are subversive to the interest of the Society/ University/ College/ Students.

Duties Towards Students

- Teachers should respect the right and dignity of the student in expressing his / her opinion;
- Teachers should deal just and impartially with students regardless of their religion, caste, creed, political, economic, social and physical characteristics;
- Teachers should understand the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Teachers should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among the students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Teachers should be affectionate to the students and not behave in a vindictive manner towards any of them for any of the reason;
- Teachers should pay attention to only the attainment of the student in the assessment of merit;
- Teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- Teachers should aid students to develop an understanding of national heritage and national goals and
- Teachers should refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues:

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND AUTHORITIES:

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;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- 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:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHERS AND SOCIETY

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 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;

- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 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.

Management

Code of Conduct for the Governing Body

The Institute shall be managed by duly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed by the University Act and HRD Ministry.

Code of Conduct:

Decisions and resolutions made by the Governing Body are mandatory.

- The members of Governing Body shall maintain their character, transparency, integrity and good image.
- No property of Trust will be used for personal benefits.
- All the members of Governing Body should accept collective responsibility for all decisions made by the governing body. Member will not express non-satisfaction with any decision made by Body, it will be discussed or expressed in the meeting only, one must respect the decisions taken by majority.
- Any member of Governing Body needs any primary information from Institute, he/she will communicate to the Director and will not have any oral or written communication with the employee.
- All have a duty to act fairly and without prejudice, and members shall have responsibility for staff and will fulfil all that is expected of a good employer.
- If any misconduct and action by the employee defames the Institute, it will be communicated to the Chairman orally or in writing.
- All shall take a mind that no person is greater than Institute.
- The Governing Body will receive all communication in writing only from the Director, in the same way the Governing Body will reciprocate their decision through Director.

- Respect other member's opinion and give them a chance to express.
- In responding to the criticism or complaints affecting the institute, members should follow the procedures established by the governing body.

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Code of Conduct for The Director

Director as the head of Institute is responsible for addressing and resolving all issues concerned with the stakeholders of college. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Director as a Head of College.

Responsibility of the Director:

Subject to the supervision and general control of the management, the Director being Academic and Administrative Head of the Institute, shall be responsible for-

- Academic growth of the institute.
- Participation in the teaching, research, curricular and extra-curricular activities of the institute.
- Assisting in planning and implementation of academic programmes such as FDP's, seminars, in-service and other training programmes organized by the University.
- Admission of students and maintenance of discipline of the Institute.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the Institute.
- Liaisoning with regulatory authorities and stakeholders of the Institute.
- Administration and supervision of curricular, co-curricular/extracurricular, students' welfare activities of the Institute.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.

- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of Institution.
- Overall supervision and smooth conduction of the University Examinations.
- Observance of provisions of Accounts code.
- Maintenance of performance appraisal reports of the teachers and their service Books.
- Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Code of Conduct -Non-Teaching Staff

- All staff members of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse or damage of Institute assets.
- All the staff members should treat to all students impartially irrespective of religion, community, caste, creed, gender, economic and social status.
- All the staff should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the development of the Institute and attainment of vision, mission and goal of the institute.
- Staff must be punctual, sincere and regular.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the institute.
- Staff must avoid doing from any form of harassment or unlawful discrimination.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the institute's affairs and should not to reveal, directly or indirectly, any information of confidential nature either to a member of the public or of the institute's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- All the staff members should respect and co-operate the faculty members for accomplishing institute's objectives.