



Pratap college (Autonomous) , Amalner

Code of Conduct

The institution accords utmost importance to discipline and etiquette amongst staff and students. hence, the college has a well laid out code of conduct to govern the appearance and behavior of the Principal, staff (Teaching and Non teaching), students, outsourced service staff and casual employees

Vision

An institution continuously striving to achieve its potential for parity with the best educational institutions, offering education of the quality which will produce students who will lead the fields to which they decide to devote themselves.

Mission

To impart quality higher education embodying literary, scientific, commercial, mental-moral, social sciences and corresponding research to the students from the mofussil area and to equip them with core values needed to live as a responsible citizen in a complex democratic society.

Objective

The main objective of the institution is to transform the students into well-rounded citizens through a committed pattern of instruction based on carefully prepared and meticulously designed curricular aspects. The changing needs of the time are the basis for building a rich corps of talent.

- ❖ To provide quality higher education to the students.
- ❖ To inculcate research aptitude among the students.
- ❖ To promote the use of technology.
- ❖ To inculcate a value system among students.
- ❖ To foster global competencies among students.

- ❖ To contribute to national development.
- ❖ To facilitate value-based learning by integrating traditional and innovative learning practices to match the highest quality standards.
- ❖ To motivate the students to bring out their creative potential and nurture the spirit of critical thinking.
- ❖ To equip students to adapt better to the changing global scenario and gain access to multiple career opportunities.
- ❖ To provide inclusive education by making it accessible to all sections of society.
- ❖ To inculcate a strong sense of nationalism in keeping with the glorious heritage of the institution.
- ❖ To sensitize and engage students in issues of gender equality, human rights and ecology in order to make them socially responsible citizens.

Code of conduct for the principal

The Principal should

- ❖ Be a dynamic and democratic administrator
- ❖ Be punctual and sincere in work
- ❖ Monitor all activities of the college campus effectively and efficiently
- ❖ Periodically convene staff meetings to take appropriate decisions on college campus activities
- ❖ Oversee the maintenance of college campus properties
- ❖ Take initiatives in introducing new programmes/courses related to the need of the hour and in upgrading the pedagogical inputs
- ❖ Encourage the Heads of the departments to organize conference, seminars, symposia, workshops and special lectures
- ❖ Be impartial and maintain cordial relationship with the members of staff, students and other stakeholders
- ❖ Supervise academic and administrative work efficiently and effectively
- ❖ Acknowledge the academic excellence of the staff and stakeholder

- ❖ Be accountable to all stakeholders
- ❖ Facilitate good rapport between the management and the staff
- ❖ Give a patient hearing to grievances of students, staff and parents
- ❖ Insist on discipline, punctuality and accountability of the staff and students
- ❖ Focus on required efforts for the placement and students in reputed companies
- ❖ Be responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.

Code of the conduct for the Heads of the Department

- ★ The Heads of the department shall lead, manage and develop the departments
- ★ Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner
- ★ Be responsible for ensuring the educational progress and welfare of students
- ★ Involve themselves and other faculty in progress of curriculum development and delivery
- ★ To supervise the attendance of students in classes and laboratories
- ★ Represent staff and students of the department in optional ways in the statutory bodies

Code of conduct for the faculty

- ★ Maintain decorum both inside and outside the classroom and be a role model to the students.
- ★ Be punctual and honest in service delivery
- ★ Dress modestly and formally
- ★ Respect the ideals of democracy, patriotism and peace
- ★ Treat the colleagues in the same manner as they themselves wish to be treated
- ★ Speak respectfully of other teachers and render in all possible ways, assistance for their professional betterment
- ★ Refrain from allowing considerations of caste, religion, race or sex in their professional endeavor

- ★ Adhere to be a responsible pattern of conduct and demeanor expected of them by the community.
- ★ Consider the rights and dignity of the students in expressing their opinions.
- ★ Motivate students to improve their personal attributes and at the same time contribute to community welfare.
- ★ Encourage students to participate in both curricular and co-curricular and extensional activities.
- ★ Inculcate research aptitude among students.
- ★ Be friendly towards students and not behave in a vindictive manner with them for any reason
- ★ Meet students after the class hours, if needed and guide them.
- ★ Help the students to understand the importance of our national heritage, national goals and national integrity.
- ★ Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics
- ★ Be good counselors and facilitators in guiding the students.
- ★ Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as advising and counseling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.

Professional ethics for the faculty

The faculty members should

- ★ Report for duty and remain in the campus during working hours.
- ★ Report for duty on the reopening day and last working day of each semester.
- ★ Sign the attendance register while reporting to duty
- ★ Always wear identity cards while inside the college premises
- ★ Comply with the instructions issued by the management from time to time
- ★ Perform their duties conscientiously
- ★ Avoid using cell phones while engaging in classes.
- ★ Help, guide, encourage and assist the students in their curricular,

co-curricular and extra-curricular endeavors.

- ★ Recognize the difference in aptitude and capabilities of the students and meet their individual needs.
- ★ Have an understanding of national heritage and national goals
- ★ Continuously monitor the performance of their wards.
- ★ Be good counselors and facilitators of the students
- ★ Carry out academic, co-curricular and organizational activities that may be assigned to them from time to time.
- ★ Involve themselves in research activities for their professional growth.
- ★ Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ★ Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- ★ Complete the syllabus on time and be accountable for good results.
- ★ Be accountable to students.

Code of conduct for non teaching staff

- ★ Report for duty on time and remain in the campus during the working hours.
- ★ Sign the attendance register while reporting for duty.
- ★ Wear identity cards inside the college premises during working hours.
- ★ Comply with the instructions issued by higher authorities.
- ★ Perform duties with sincerity and confidentiality.
- ★ Avoid using cell phones during working hours.
- ★ Dress neatly and modestly.
- ★ Be conversant with rules and regulations and the relevant procedures.
- ★ Have updated knowledge about computers.
- ★ Cooperate with members of the other sections.
- ★ Behave with dignity and decorum to others.
- ★ Respond to students enquiries with concern and ensure all possible help.
- ★ Treat the students impartially regardless of caste, creed and religion, political, economic and social characteristics.

Code of conduct for students

- ★ Every student shall come to the college in time in college uniform.
- ★ Every student shall keep identity card with him/her compulsorily
- ★ An ID card is necessary for all transactions in the college.
- ★ Without an identity card he/she shall not be allowed into the college campus.
- ★ More than 75% attendance is mandatory.
- ★ Payment of Examination fee in every semester is compulsory for further promotion.
- ★ Students are directed not to make noise in the college, those who disturb the classes are liable to be punished.
- ★ Students are prohibited from loitering in corridors and premises.
- ★ Smoking on campus is strictly prohibited.
- ★ Scribbling on the board, desk and the walls is strictly prohibited and punishable.
- ★ Engaging in harassing or discriminatory behavior based on religion, caste, creed and disability will be punished.
- ★ Students shall be courteous to the members of the staff.
- ★ No student shall be allowed to leave the class room without the permission of the concerned class teacher.
- ★ Students who have no class in a particular period shall not disturb other classes at work.
- ★ Obstruction or disruption of teaching will be viewed as misconduct and those involved will be penalized.
- ★ Dishonesty, forgery, alteration or misuse of college documents, records or identification or knowingly furnishing false information will be punished.
- ★ Using cellular phones is strictly prohibited in the classroom and corridor of the college.
- ★ Students found guilty of non conformity will be expelled from the class/college.
- ★ Entertaining outsiders/strangers is strictly prohibited.

- ★ Students shall attend the classes punctually and take part in co-curricular and extracurricular activities with due interest.
- ★ Students should appear for examinations without fail.

Code of conduct for outsourced staff

- ★ Be punctual in performing the duties assigned by employees/contractors, in accordance with agreement between the college
- ★ Be honest in executing duties, effectively and efficiently
- ★ Compulsorily wear uniform supplied by the college
- ★ Protect the property of the college properly
- ★ Behave with utmost decency and decorum while discharging duties.
- ★ Be ready to put in extra labor under demanding situations
- ★ Abide by the rules and regulations of the college