



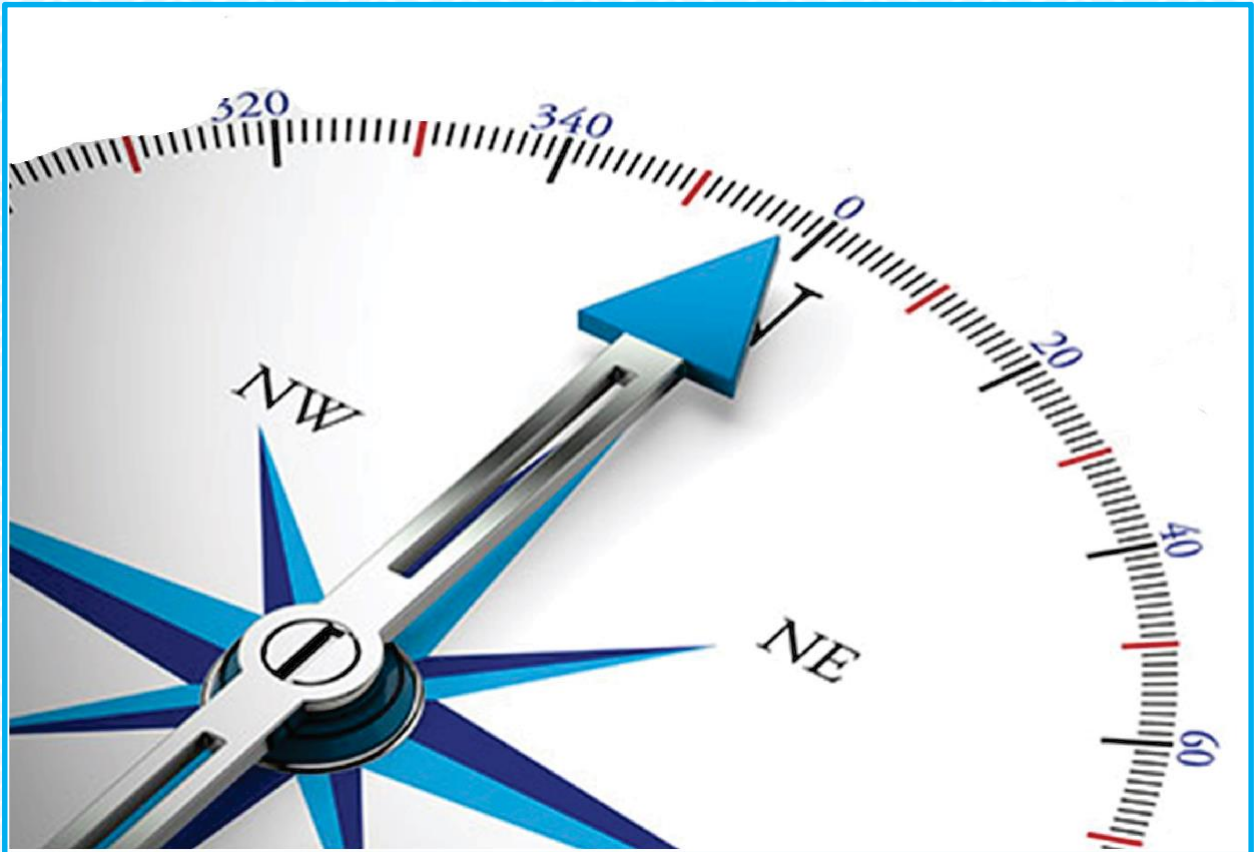
Pratibha College of Commerce & Computer Studies

Chinchwad, Pune - 411 019.



Handbook on Code of Conduct / Professional Ethics For Stakeholders

VISION AND MISSION



VISION

Vertical and Horizontal mobility of students create the desired value

MISSION

- To disseminate knowledge-based education on ethical values.
- To inculcate skills valued by industry and leading to graduate employability.
- To encourage higher education as an endogenous capacity-builder and as a promoter of human rights.
- To develop personality through soft-skills and competitive careers.
- To promote and encourage gender equality among students.

Code of Conduct for Governing Body:

Governing body shall ensure compliance with the statutes, ordinances and provisions regulating the Institution. Subject to these, Governing body should take all final decisions on matters of fundamental concern to the Institution.

Also information is furnished by the Institution to concerned departments and committees indicative of that it complies with the stated purpose of the institution.

The prime aspects shall be:

- Communicate on time with all Government, Quasi and other statutory apex agencies.
- Maintain the standards required for official approval set by apex body.
- Adhere to the rules of affiliation issued by the affiliated university.
- Follow the admission process set by the University and Government.
- The statutory basis on which funding is provided to the Institution and the purposes for which it is provided.
- Proper stewardship and effective use of funding and internal and external accounting systems which enable the fulfillment of these requirements.
- To have in place sound systems of governance and management including risk management and internal control.
- To safeguard the financial viability of the Institution.

Code of Conduct / Professional Ethics for Students

1. Students must carry Identity Cards with them in the college campus.
2. Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience will result in disciplinary action.
3. Attendance is compulsory for lectures, practicals, test and examinations of all subjects.
4. Ragging is strictly prohibited in the college premises and outside. In such case, the student will be punished as per UGC Regulation on "Curbing the Menace of Ragging in Higher Education Institutes, 2009", Published in the Gazette of India dated 4th July 2009. Such students will also be expelled from the college and FIR will be lodged against them.
5. No outside influence, political or any other should be brought into the college, directly or indirectly.
6. Scribbling on walls and desks should be avoided. If any student is found doing so, strict action will be taken against him/her.
7. Students who bring bicycles and two wheelers have to park their vehicles in the free parking area allotted to them. College officials will not be responsible for theft or damage of vehicles parked.
8. Copying in any examination, keeping notebook pages and electronic gadgets, exchanging answer sheets, allowing proxy writers will be treated as an offence and necessary action will be taken.
9. No student shall collect money for any event/ reason without written permission of the Principal.
10. Students shall not organize picnic, excursion trips etc., on their own.
11. All programs, meeting, gathering, picnics etc. will be organized with prior written permission of the Principal.
12. The rules set by the college authorities need to be followed time to time.
13. The Principal's decision is the final decision in all cases and it is mandatory for all students.
14. Students should endure with social accountabilities as a responsible citizen. In the context, we are appealing to use public transport possibly instead of private vehicles or vehicle pool.
15. Students should also adopt 'Go Green Life' through tree plantation, saving water, electricity and other energy resources, minimum usage of plastic, as and when possible to develop ethical lifestyle.

Code of Conduct / Professional Ethics for Teaching Staff

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should :

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
9. Co-operate and assist in carrying out the functions related to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including invigilation and evaluation.
10. Participate in extension, co-curricular and extra-curricular activities.
11. Create awareness among students about the use of public transport, water conservation, no use of plastic bags, sharing of transports, using electronic vehicles, and also promote Green India initiative.

Teachers and Students

Teachers should :

1. Respect the rights and dignity of the student, while communication.
2. Deal just and impartial with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and help to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

Handbook on Code of Conduct / Professional Ethics

5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
6. Treat the students with dignity and not behave in a vindictive manner. Pay attention to the attainment of the student in the assessment of merit.
7. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
8. Aid students to develop an understanding of our national heritage and national goals.
9. Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should :

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

Teachers and College Authorities

Teachers should:

1. 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.
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
5. Adhere to the terms of contract.
6. Give and expect due notice before a change of job/ position takes place.
7. 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.

Teachers and Non-Teaching Staff

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution & vice versa.
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:

Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians / parents, their students, send reports of their performance to the guardians / parents whenever necessary and meet the guardians in meetings of PTA for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep everyone informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as it would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in such activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integrity.
6. Adhere to the terms of contract.
7. Give and expect due notice before a change of position takes place.

Code of Conduct / Professional Ethics for Non-teaching Staff (Administrative Staff)

Non-teaching employees should:

1. Devote his/her time and energy to develop and improve his academic and professional competence by availing all opportunities to attend and participate in programmes, such as seminars, orientation, refresher courses, In-service programme, etc. The management shall give the Non-teaching employee every possible opportunity to do so.
2. Not ordinarily remain absent from work without prior permission or grant of leave.
3. Observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University/Management, Principal and shall ensure the interest of the University, College or Recognized Institution. If any such act, negligence or default is found on the part of the non-teaching employer, he/she will be liable and, such damage or loss shall be recovered from him.
4. Attend extra-curricular, co-curricular activities organized by the University, College and recognized Institution. They should also handle non-teaching, supervisory work, maintenance of records and self reports or any other duties befitting the status of an administrator assigned to him by the Principal.
5. Help the University, college or recognized Institution authorities to enforce and maintain discipline and good habits among the students. Failure to perform their following duties will result in punishment:
 - i. Gross partiality in students, deliberately attempting victimization on any grounds.
 - ii. Inciting or instigating students against other students, colleagues, administration.
 - iii. Raising questions of castes, creed or religion, race or gender in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
 - iv. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This will not inhibit his right to express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the University, college or recognized institution to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
 - v. Accepting tuitions, conducting/participation in private coaching directly or indirectly or any classes or courses in any manner.
 - vi. Not to perform any work related to the University examinations without reasonable grounds.
 - vii. Refrain from consuming any intoxicating drink or drug.
6. Enjoy full civic and political rights as provided by the constitution.
7. Have right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.
8. Be calm, patient and communicative by temperament and amiable in disposition.
9. Manage his private affairs in a manner consistent with the dignity of the college.
10. 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 counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation, and participate in extension, co-curricular and extracurricular activities including community service.

11. Endure with social responsibilities as a citizen of India. So it's a responsibility to use public transport instead of private vehicles or share transport among them, also make a habit of water conservation, No to plastic bags, promotion of tree plantation as and when possible.

Non-teaching employee and colleagues :

The Non-teaching employee should :

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other colleagues and render assistance for professional administration.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
5. 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.
6. Adhere to the terms of contract.
7. Give and expect due notice before a change of position takes place.
8. 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.

Non-teaching employee and authorities :

The Non-teaching employee should :

1. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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.
3. Not to undertake any other employment and commitment including private tuition and coaching classes.
4. Co-operate in the formulation of policies of the institution by accepting various offices and responsibilities which such offices may demand.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.
8. 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 administrative schedule.

Non-teaching employee and teachers :

The Non-teaching employee should :

1. Treat the teachers as colleagues in a co-operative undertaking, within every educational institution.
2. Help in the function of joint staff council covering both teachers and the non teaching employees.

Non-teaching employee and guardians :

1. Maintain contact with the guardians of their students.
2. Send report of their performance to the guardians whenever necessary
3. Meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Non-teaching employee and society:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. 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.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
5. Refrain from taking part in a subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

Code of Conduct / Professional Ethics for Principal

The Principal should:

1. Act as a full time academic and administrative officer of the college and acts as a drawing and disbursing authority.
2. Support, guide and think innovative for overall development of students in the college.
3. Inculcate research attitude in the faculty members and students and support those activities.
4. Be of a high moral character, ethical values, punctual and cooperative towards its stakeholders.
5. Prepare of the budget, sanctioning from CDC and execution of the same.
6. Take utmost care for various scholarship schemes for students and grants for the college.
7. Carry the responsibility for smooth functioning of college, guidance in preparation of academic calendar, administrative and financial management in consultation with governing body.
8. Maintain good relations in society, govt. offices, university etc. for overall development of the students.
9. Motivate the students for co-curricular, extra-curricular, sports and cultural activities for overall development through efficient and optimum utilization of the infrastructure.
10. Be fair in disciplinary actions towards the faculty members, non-teaching staff and students. For the same, recommend and forward communication to the authorities.
11. Endeavour to implement vision, mission, goals and objectives of the college.
12. Take consistent efforts to improve quality and excellence of teaching and learning through IQAC (Internal Quality Assurance Cell) and to upgrade the NAAC grade.
13. Articulate with the highest integrity to exhibit outstanding and strong leadership skills.
14. Always strongly promote for green initiatives.

Code of Conduct / Professional Ethics for Parents/Guardians of the Student:

Our college ensures a peaceful learning environment which is safe, positive and supportive for all students and staff of the college. Our college is Jain Minority College which inculcates social values and virtues in its campus aiming at fundamental formation of student's by focusing the aspects such as academic, social, physical, creative, scientific etc. The role of parent in upbringing of the students is very precious for us. Therefore the parents/guardian should:

1. Always take care of their children in forming good character, proactively responsive whenever they need and cooperate with college authorities in this regard.
2. Deal with the college authorities in matters regarding the students. (Only registered parents/guardians, not any outsiders or relatives are expected to engage with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.)
3. Respect the vision, mission and values of the college.
4. Raise genuine issues and concerns, if any, related to the education of their child or other matters relating to the College by following the correct communication channels according to the college's policies and procedures.
5. Come to the general PTA and the class PTA as and when invited because, formation of students is the collective responsibility of teachers and parents/guardians.
6. Maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of the College.
7. Help the College authorities to maintain good discipline and high academic standards.
8. Meet in person the Class Teacher/ Program Coordinator/ Vice-Principal/ the Principal regarding the conduct and overall performance of the children/wards and highly appreciable that they should visit the Program Coordinator at least once in a semester.
9. Inform the class teacher when a student is on leave due to ill health or any other genuine issue for long period.
10. Meet the Principal/ respective Program Coordinator in matters of discord and grievances.
11. In such matters if other students are involved, no parent shall make any kind of direct communication with them in person. Only in the presence of the Principal/ Vice Principal/ Program Coordinator /Class Teacher, a parent can meet other students.