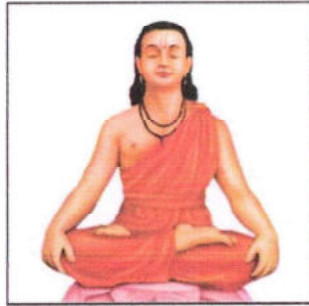




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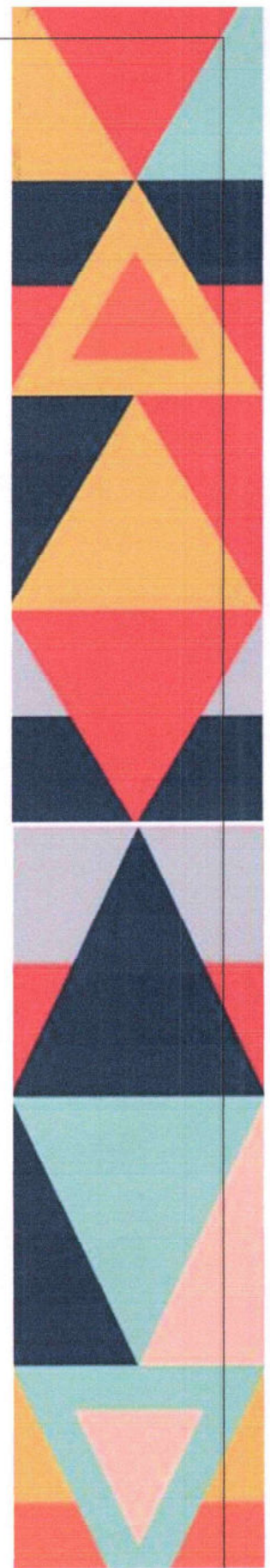


# Code of Conduct

**Academic Year -2021-22**



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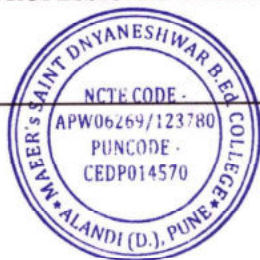
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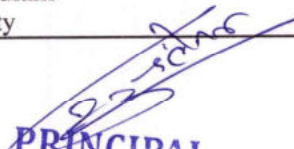
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Our College's Code of Conduct is based on 'Vasudhaiva Kutumbakam'. Which translates to "the world is one family," it can be highly relevant for students and teachers.

Embracing this idea promotes inclusivity, empathy, and a global perspective, fostering a sense of interconnectedness and understanding among diverse cultures. It encourages students and teachers to value and respect differences, ultimately contributing to a more harmonious and cooperative learning environment. Vasudhaiva Kutumbakam lies in its ability to promote unity, compassion, and interconnectivity in an increasingly globalized and diverse world.

Sr. No.	Particular	Code of Conduct about
1	<b>CODE OF CONDUCT FOR STUDENTS</b>	1 Attendance
		2 I card
		3 Human Values
		4 Dress Code
		5 Use of Mobile
		6 Ragging
		7 Discipline
		8 Examination
		9 General Rule
		10 Code of conduct for Practical submission
2	<b>CODE OF CONDUCT FOR TEACHING STAFF</b>	
3	<b>CODE OF CONDUCT FOR LIBRARY</b>	
4	<b>PROFESSIONAL ETHICS</b>	a. Teacher b. Teachers and Students c. Teachers and Colleagues d. Teachers and Authorities e. Teachers and Non-teaching staff f. Teachers and Guardians g. Teachers and Society



  
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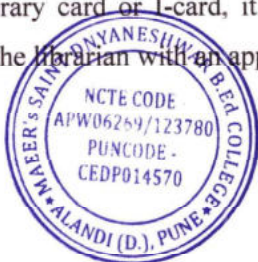
## INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS


### ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 80% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Tutorial Guide/ Principal.
- On no account will students be allowed to remain absent for any mid-semester, term- end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals and Term – work such as Assignments and Projects as prescribed in the syllabus and as per the Subject teacher.

### I-CARD

- Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and LibraryCard for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission. The college will not be responsible for the issue of the same later.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Librarycard. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the Tutorial Guide / Principal and the Librarian with an application.



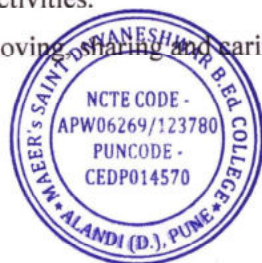
  
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## DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of the Principal.
- Any act of indiscipline or misbehavior by any student will be liable for severe punishment.
- Damage to Institute & campus property due to negligence/lack of care will be liable for severe punishment and compensation for loss caused.
- No outsider is allowed to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- Disciplinary action will be initiated against students indulging, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the Principal.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

## HUMANE VALUES

- Be honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.



  
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## DRESS CODE


- Students are expected to wear Uniform regularly while in the college campus.
- Girls should avoid wearing tight trousers/ jeans/ tops/shorts.
- Boys can wear jeans/ t-shirt/ shirt/ pant. Boys should avoid wearing shorts/ capri/ tightt-shirt.
- During practice teaching and Internship period all students should wear College Uniform only.

## MOBILE PHONE

Use of Cell phones is strictly prohibited during lecture hours, In the Library, Computer Laboratory, Reading hall, Seminar Hall & Examination Hall.

Students should give a written letter in case of loss/ theft of mobile phone.



  
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## RAGGING

### UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009

Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.

### ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING

IN Ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

### RAGGING MENACE

Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years, ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students, the practice is still perceived by many as a way of 'familiarisation' and an 'initiation into the real world' for young college-going students.


The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

### Punishment Provisions

Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments

- Debarring from appearing in any sessional test/ university examination or withholding results
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month
- Cancellation of admission




  
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- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
- Suspension/expulsion from the hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine up to twenty five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers

Any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with the Regulations or fails to punish perpetrators or incidents of ragging suitably is liable to the penalties and punishments as per the provisions of the Regulations.



  
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## EXAMINATION

Candidates must appear at the examination hall half an hour before the commencement of the examination.

- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by the examination committee, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All stationery brought to the examination must be placed on the candidate's desk and kept in view during the examination.

## CODE OF CONDUCT FOR PRACTICAL SUBMISSION

Students are instructed to follow the information and guidelines given by the subject teacher from time to time and make the timely submission of their projects completed in all respect in own handwriting only



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## PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.
- Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

### A teacher shall :

- (i) adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.



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(iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

(v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

(vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

(vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and

(viii) participate in extension, co-curricular and extracurricular activities including community service.

**(b) Teachers and the students : The teacher shall**

(i) Respect the right and dignity of the student in expressing his/her opinion.

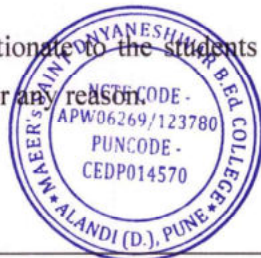
(ii) Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.


(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

(v) Inculcate among students scientific, progressive and rational outlook and respect for physical labor and ideals of democracy, patriotism and peace.

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.



  
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(vii) Pay attention to only the attainment of the student in the assessment of merit.

(viii) Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.

(ix) Refrain from inciting students against other students, colleagues or administration.

**(c) Teachers and Colleagues:**

The teachers shall always

(i) Treat other members of the profession in the same manner as they themselves wish to be treated.

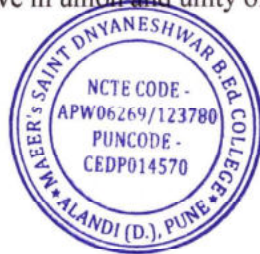
(ii) Speak respectfully of other teachers and render assistance for professional betterment,

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,

(iv) be thoroughly social and humane, democratic and rational, towards other teachers,

(v) Strive at any cost to remove and wash out the local tensions and controversies and disputes.

(vi) Believe in union and unity of the colleagues.



  
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**(d) Teachers and authorities:**

The teachers shall

- (i) 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.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) 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.


**(e) Teachers and non-teaching employees:**

- (i) The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- (ii) The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

**(f) Teachers and guardians:**

- (i) The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their




  
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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.

**(g) Teachers and Society: The teachers shall**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- (v) 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, relations or linguistic groups but actively work for National Integration.



  
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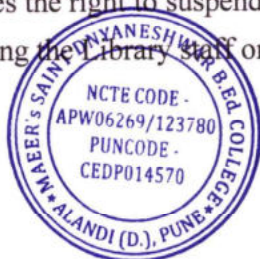
## Code of Conduct for Library

### General Rules

- ❖ Identity card is mandatory for getting benefit of the library.
- ❖ Scan your I card at the counter while entering in the library
- ❖ Personal belongings are not allowed inside the library.
- ❖ Personal textbook, issued books and printed or Xerox copy of reading materials are not allowed inside the library.
- ❖ Eatables and drinks are not allowed inside the library and reading hall.
- ❖ Use of mobile or any audio instruments is strictly prohibited inside the library.
- ❖ Library book/s will issue only his/her I Card.
- ❖ Take proper care of library resources.
- ❖ Librarian may recall any book at any time from the member and he/she should return that book immediately.
- ❖ Readers must maintain the discipline in the library.
- ❖ The members caught tearing pages/stealing of books (Taking out the books /CD's without issuing) will be suspended forthwith from using the Library facilities and further disciplinary action will be initiated against them by the institute.

### Reading Hall Rules

- ❖ Group discussions is not permissible in reading hall.
- ❖ Do not disturb reading hall chair arrangement.
- ❖ Do not write anything on the table in the reading hall.
- ❖ Keep your mobiles on silent mode.
- ❖ The Library reserves the right to suspend the membership of any member found misbehaving, abusing the Library staff or behaving in an indecent manner



  
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### Circulation Section Rules

- ❖ All the students, teaching and non-teaching staff of MAEER's S.D. B.Ed college are the members of the library.
- ❖ Identity card is must to all members while using the library.
- ❖ Outsiders can use the Library facilities on the recommendation of the Principal only.

### Process of Library Membership

- ❖ No need to do any process for library membership.
- ❖ By default all students, teaching and non-teaching staff are the members of the library.

### Borrowing Privilege

Sr.No.	Category	No of Books Issue	Loan Period	Fine (Per day)
1	Students	02	15 days	Student would have to sit 1Hr in the library for self study
2	Teaching	04	15 days	Teacher would have to sit for extra 1Hr in the library beside the college hrs.
3	Non-Teaching	02	15 days	Non teaching staff would have to sit for extra 1Hr in the library beside the college hrs.

### Borrowing Privilege Rules

- ❖ Loss of any book by a borrower should be reported to the Circulation counter immediately to avoid further fine. Borrower will have to replace the lost books with the latest edition of the same or pay one and half times cost of the book to the library.
- ❖ If a book in multi volume set is damaged or lost, the users will be liable to replace the whole set of the latest edition or pay current price of the book and half times the cost of book as fine.
- ❖ A book may be re-issued for 1 time, if it is not in demand.
- ❖ Book/s will be renew only in the presence of that member.
- ❖ A borrower shall replace a book if it is lost while in custody.
- ❖ In case borrower fails to replace a lost or damage book within a month from the due date of its return, he/she shall pay to the library the cost of the book.



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### No Dues Rules

- ❖ Last year students (TY pass out) are required to clear the library dues on/before their result. The other members of library are required to clear their record on/before leaving/termination from the institute.

### Rules for using E-Library

- ❖ The Internet facility is provided to the registered users of the Library only. Outsiders will not be allowed to use this facility.
- ❖ Computers in the library are meant for browsing library databases and to access e-resources only. Use of these computers for social networking or entertainment is prohibited.
- ❖ Users should enter the name and other details in the register before browsing the e-resources. Maximum time for browsing is restricted to one hour only when, the number of users is more than five.
- ❖ Users are advised to make use of this facility only to support their academic and research activities.
- ❖ It is our collective responsibility, as far as the safety of the systems is concerned. Any misuse of the systems should be brought to notice of the Librarian.
- ❖ All the computers are equipped with the Electronic Surveillance Software to detect the Internet sites visited and searched by each user.
- ❖ Librarian reserves the right to stop extending this facility to a person found misusing,
- ❖ E-mail and chatting on the Net is prohibited.




  
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### E-Resources

Sr. No.	E-Resources	Web site
1	OPAC	<a href="http://11.11.2.249/AutoLibWebOPAC/Login.aspx">http://11.11.2.249/AutoLibWebOPAC/Login.aspx</a>
2	SWAYAM	<a href="https://swayam.gov.in/">https://swayam.gov.in/</a>
3	DELNET	<a href="http://delnet.nic.in">http://delnet.nic.in</a>
4	INFLIBNET N-LIST	<a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>
5	National Digital Library	<a href="https://ndl.iitkgp.ac.in">https://ndl.iitkgp.ac.in</a>



  
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## E-Learning

### SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all. This is done through a platform that facilitates hosting of all the courses, taught in classrooms from Class 9 till post-graduation to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to any learner.

The courses hosted on SWAYAM are in 4 quadrants – (1) video lecture, (2) specially prepared reading material that can be downloaded/printed (3) self-assessment tests through tests and quizzes and (4) an online discussion forum for clearing the doubts. Steps have been taken to enrich the learning experience by using audio-video and multi-media and state of the art pedagogy / technology.

### DELNET

DELNET-Developing Library Network, New Delhi is a major resource sharing library Network in India. DELNET has been actively engaged with the compilation of various Union Catalogues of the resources available in member-libraries. It has already created the Union Catalogue of Books, Union List of Current Periodicals, Union Catalogue of Periodicals, CD-ROM Database, Database of Indian Specialists, Database of Periodical Articles, Union List of Video Recordings, Urdu Manuscripts' Database, Database of Theses and Dissertations, sample databases of language publications using GIST technology and several other databases. The data is being updated in these databases and is growing rapidly. All the DELNET databases have been resident on DELSIS, an in-house software developed on BASISPlus, an RDBMS, the product of Information Dimensions Inc. of USA which has been provided to DELNET courtesy National Informatics Centre, New Delhi.



  
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## N-LIST

"National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi provides for i) cross-subscription to e-resources subscribed by the two Consortia, i.e. subscription to INDEST-AICTE resources for universities and e-ShodhSindhu resources for technical institutions; and ii) access to selected e-resources to colleges. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The authorized users from colleges can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre.

## National Digital Library

National Digital Library of India (NDLI) is a virtual repository of learning resources. It is sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT). Filtered and federated searching is employed to facilitate focused searching so that learners can find the right resource with least effort and in minimum time. NDLI provides user group-specific services such as Examination Preparatory for School and College students and job aspirants. Services for Researchers and general learners are also provided. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners.



  
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