

2019

**MAEER's
SAINT DNYANESHWARA B.Ed COLLEGE,
ALANDI DEVACHI, PUNE**



CODE OF CONDUCT



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“CODE OF CONDUCT”

The organization expects all employees to follow rules and regulations, and standards of courtesy, conduct, and cooperation. This code of conduct policy has been defined which reflects the vision and mission of the organization.

This policy is to highlight how we must conduct ourselves with respect to the core Values of the parent body, internal staff members, students, parents & any external persons and which will also contribute to be a better citizen as well.

Members associated with Education sector in general are regarded as the respected people in general, since they are involved directly and indirectly in shaping the future citizens of the country and the world. We have importantly more responsibility to make them better Human Beings as well. To achieve this goal, contribution of each person is required in every way and bit. There's a saying "Practice what you Preach". And we expect our members to demonstrate themselves in the most ideal way to be regarded as ROLE MODELS.

VISION

To contribute to the universe through excellence in education as a source of pride for the wellbeing of humanity by magnifying the values, skills & spirituality.

MISSION

To aspire and strive for excellence in teacher education and research, by accumulating the holistic development of student teachers for the prosperousness of collaborators.

Professional counsellors at MIT colleges support students to realise and channelize their potential constructively towards academics. Students practice meditation on daily basis to increase their concentration and develop inner peace.

MAEER's SDBED enshrines and promotes certain objectives to keep itself in sync with the universe:

- To fulfil PLO's & CLO's by revising & reviewing the curriculum through innovative ideas of collaborators.
- To instil a passion for lifelong learning by encouraging student teachers to continually seek new knowledge, adapt to change & embrace personal growth.
- To facilitate research & outreach activities by influencing & sensitizing student teachers to social issues for the wellbeing of community.
- To ensure student teachers preparation for the transition from education to the workforce by equipping them with relevant knowledge, skills & experiences to align them with educational industry needs & expectations.

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- To flourish positive culture in institution through dynamic & transparent involvement of institutional governance, effective leadership, participative management & vibrant resource mobilization.
- To promote sustainable practices & behaviours to make student teachers socially responsible, diligent, compassionate to cultivate eco-friendly institutional environment.
- To foster the idea of 'वसुधैव कुटुंबकम्' (One world one family) by igniting young minds through harmony, values & spirituality.

MAEER's MIT expects all its employees to contribute towards achieving the same.

All the employees must conduct themselves in the most ideal way possible to maintain the decorum, values and ethos of the organization and its parent body.

SCOPE OF POLICY:

We hope that by reading this document thoroughly, you will understand the expected conduct and behavior of an Ideal MAEER family member and you shall try to be a role model for the team.

This policy & the guidelines mentioned therein applies to every person working for the organization as a whole and also expands to students, parents & every person present in the campuses governed by MAEER's MIT Pune

To full fill the same every employee shall:

- Act as an exemplar of the academic and social values of organization.
- As part of Gurukul culture, all members & students are expected to behave and speak in the most expected civil, polite, and courteous manner.
- Staff must be polite and pleasant at all times when interacting with colleagues, students & parents.
- Staff, Students and Parents associated with our organization are expected to conduct themselves in the most exemplary way so that they are identified with the Parent Body's image & reputation in society in general.
- Assiduously and punctually attend to their duties
- Demonstrate pro activeness, rationality and take ownership of the assigned location towards its development and smooth functioning.
- As part of organization values, we at MITSDBED practice & promote equality & do not discriminate against any person on the ground of caste, creed, language, gender and place of origin, social or cultural background. We expect our employees to imbibe these values as well.

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- Not commit any form of malpractice connected with examinations or any other organizational activities. As a moral responsibility towards the organization & education community in general, any awareness of such instances must be brought to the notice of the MITSDBED authorities.
- Actively protect organizational property and the wider environment
- Demonstrate respect for every parent, guardian, student, teacher and employee of the organization.
- Abide by the rules and regulations of the organization and show due respect to the constituted authority.
- Encourage all persons, all people to behave in an orderly manner on the premises.
- Discourage all violence or conduct which involves sexual harassment of moral turpitude.
- Feel free & safe to approach the authorities for any queries or concerns through proper channel.

NO EMPLOYEE SHALL:

- Remain absent from the organization without leave or without the prior permission of the concerned authority.
- Accept remunerated employment from any source other than the organization without prior approval of the Management to avoid conflict of interest.
- Give remunerated private tuition to any student or other employee or engage himself/herself in any business which may be interpreted as conflict of interest.
- Violate the rules and regulations laid down by the Examination Department. Any proven incident will be dealt with strictly in accordance with instructions issued.
- Share, Publish &/or misuse confidential academic & non-academic documents for any purpose with any outsiders which might harm the organization & its brand.
- Act as a selling agent or canvasser for any publishing firm or trader.
- Enter into monetary transactions with students or parents except with the prior approval of the Management.
- Exploit his/her influence at Organization for personal interests.
- Hide any information relating to personal affairs especially related to debt or court matters which may affect their assigned roles & responsibilities. As per prudence, shall be required to disclose to the concerned management as confirmed.

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- Accept or permit any member of his family or any other employee acting on his/her behalf to accept any gift (including free transport, Organization lodging, other service or pecuniary advantage) from any student, parent or any employee.
- Organize or attend any meeting during organization's office hours except as required or permitted by the Management.
- Engage in any political party activities and attempt to persuade any other member of the organization to do so.
- Not become a member or get involved in any union activities and attempt to persuade any other member of the organization to do so
- Seek membership of any local or public bodies/associations without first obtaining written permission from the Management.
- Indulge or propagate substance abuse of any kind. (Intoxication, drugs, etc.)
- Disclose any confidential information or make available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.
- Communicate with external media, Government authorities unless has been assigned with the responsibility for external communication. Without prior sanction from the Management, no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

MISCONDUCT

Any of the following acts on the part of an employee shall amount to misconduct.

The following are only illustrative in nature and should not be treated as exhaustive:

1. Back-ground verification: Any false or deceptive information provided with regards to the education and experience to seek employment, (may lead to the dismissal of services with immediate effect)
2. Conviction by any court of law for any criminal offence involving moral turpitude;
3. Unauthorized possession of any lethal weapon in the establishment/Organization;
4. Gambling within or on the premises or precincts of the establishment;
5. Smoking or spitting within or on the premises of the Organization.
6. Failure to observe safety instructions notified by the organization or interference with any safety device or equipment installed within the estate;
7. Failure to report personal injuries or accidents sustained while on duty and failure

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- to report any contagious diseases when aware of the same;
8. Sleeping during working hours;
 9. Loitering, idling or wasting time during working hours.
 10. Unauthorized presence before & after official timings of work.
 11. Use of alcoholic beverages, smoking, chewing of tobacco, intake of drugs (other than prescribed medicines for medical purposes), any addictive substance, and use of contraband or such a provocation within or outside the premises.
 12. Violent, disorderly or indecent behavior, or provocation of such behavior on the premises of the Organization by any member of the staff, students and visitors.
 13. Provoking the students and staff to indulge into disorderly or indecent behavior which includes drug intake, use of alcoholic beverages, and smoking etc. within or outside the premises.
 14. Consumption of any non-vegetarian food (including eggs) within the institute premises by any member of the staff, student or visitors.
 15. Deliberately making false, vicious or malicious statements in public/private against the Organization, its Management or any other employee
 16. Taking or giving bribes or any illegal gratification;
 17. Theft, fraud or dishonesty in connection with the Organization's business or property; or the theft of property of another employee within the premises of the establishment
 18. Willful damage or due to gross negligence or carelessness to work in process or to any property of the Organization or any instigation or abetting thereof;
 19. Loss of or damage to books, teaching aids, instruments, tools, etc. in the possession / in-charge of an employee;
 20. Securing or attempting to secure leave of absence by false protest;
 21. Absence without permission and Non adherence to any other policies laid down by the organization.
 22. Willful insubordination or disobedience whether alone or in combination / connivance with another, of any lawful and reasonable order of a superior;
 23. Habitual breach of any Service Rules applicable to the employee or any applicable law and rules made there under;
 24. Commissions of any act subversive of discipline or good behavior within the premises or precincts of the Organization.
 25. Habitual negligence of work;
 26. Habitual breach of any rule or instructions for the maintenance and running of any
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department or machinery or the maintenance of the cleanliness of any portion of the establishment.

27. Habitual commission of any act or omission (for which a fine may be imposed under the Payment of Wages Act, 1936);
28. Disclosing to any unauthorized person any information in regard to policy and processes of any interest to the Organization which may come into the possession of the employee in the course of his employment;
29. Knowingly and wrongfully interfering with the records, willful falsification, defacement or destruction of personal record or any records of the Organization or any of the employee;
30. No employee shall engage in any such conduct explicit or implicit which construes and amounts to sexual harassment of employees or students or any other person within or outside the premises of the organization. (If any such case is found & proven the offender will be dismissed or liable for a strict disciplinary action). Sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as: Physical contact and advances, demand or request for sexual favors, sexually coloured remarks, showing or sharing pornography or any other physical, verbal or nonverbal conduct of sexual nature.
31. Engaging in other employment, which results in double employment whilst still in the Service of the Organization without the permission of the Management and failure to disclose such employment.
32. Engaging in any trade or other occupation within or on the premises or precinct of the Organization without the explicit and written permission of the Management.
33. Doing private or personal work with or without tools or material belonging to the organization within the establishment during working hours without the prior permission of the Management or doing private work of any nature with or without remuneration at any time and failure to disclose such work.
34. Initiate and/or participate in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
35. Willful slowing down in performance of work, or abetting or instigating thereof.
36. Canvassing for union membership, or the collection of union dues, funds or contributions, within the premises or precincts of the Organization except in accordance with the law in force for the time being and with prior permission of the Management.
37. Organizing, holding, or attending any meeting within or on the premises or precincts of the Organization except in accordance with the law in force for the time being and with the prior sanction of the Management.

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38. Refusal to accept MEMO / charge sheet, order or other communication served in accordance with these Rules.
39. Distributing or exhibiting within or on the premises or precincts of the Organization and on the outside walls of the establishment; handbills, pamphlets, Poster and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without prior sanction of the Management.
40. Involve in selling or canvassing for the sale of books, products, tickets, coupons, tokens or participating in any lotteries; with regards to any scheme for business or non-profit purpose of any commodity or article or any registered or unregistered organization within the premises of the Organization, without the prior sanction of the Management.
41. Circulating any notice, circular or appeal without prior consent of the Management of collecting a contribution, for any purpose whatsoever at any time without the permission on the precincts of the Organization.
42. All staff members will bear in mind that under no circumstances they may inflict any form of corporal punishment or any other form of harsh discipline on any staff, students or persons within the precincts of any of the campuses of the organization. Such action will be interpreted by the Management as the gravest misconduct (staff members involved will be liable to immediate suspension / dismissal without notice or pay in lieu thereof).

LIST OF UNACCEPTABLE CONDUCT

The following are few examples (not exhaustive) of actions and individual conduct, which are UNACCEPTABLE to the organization and may result in disciplinary action or termination of employment:

- Bringing discredit to the organization, Insubordination
- Conviction of a felony involving moral turpitude
- Theft
- Falsifying records, reports, or information
- Discourteous behavior
- Accepting gifts / favours from parents or any external agencies
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping while on duty
- Negligence
- Dereliction of duty

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- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment

Nothing contained in the Code of Conduct shall be deemed to take away or abridge the right of an employee such as:

- To appear with the permission of the Management at any examination to improve his/her qualifications provided that such absence does not interfere with the organization's programmes.
- To become or to continue to be a member of any literary, scientific or professional organization.
- To become or to continue to be a member of any organization or activity of social nature. However, it must be declared and disclosed to the management in writing.
- To make representation to the Management for the redress of any bonafide grievance.

DRESS CODE

The staff members and students should be decently dressed and presentable all the time. They are required to wear organization uniform on the specified days as per the rules in force. In case of either the non-availability of the organization uniform for new staff or on non-uniform days, the staff is allowed to wear the following dress within the campus:

Etiquette's for Gentlemen:

- A. **Regular Wear:** Full length trousers and formal half or full sleeve shirts with or without blazers are allowed. The dress code also calls for wearing a tie for some positions. In case of Indian clothes, similar smart country attire. Colors of attire (including shoes) should not be distracting or shabby or gaudy (like Red, Pink, any florescent shades).

No Casual wear (jeans / t-shirts) is allowed on regular work days.

- B. **Sports Wear:** The sports attires would be appropriate and as required for the particular Sports' and games. Except by members of the Physical Education



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Department, Sports shoes / gear, including shorts, sports shirts, track suits and T shirts, shall not be worn in classrooms.

Etiquette's for Ladies:

- A. **Normal Wear:** Indian clothes, Sari-Blouse, or Salwar-Kameez is allowed. The dress code specifies that the clothes should cover the body sufficiently. The tops should have at least a half sleeve and the salwar should be of ankle length. Sleeveless attire is strictly not allowed. Revealing or indecent wear is not allowed. Staff members found in such attire would be sent back home & marked absent for that day.
- B. **Sports Wear:** The sports attires would be appropriate and as required for the particular sports and games. Except by members of the Physical Education Department, Sports gear, including shorts, sports shirts, track suits and T shirts, is not worn in classrooms.

SPOKEN LANGUAGE POLICY

1. As part of Gurukul culture, all members & students are expected to speak in the most expected civil, polite, and courteous manner.
2. Staff must be always polite and pleasant when interacting with colleagues, students & Outsiders.
3. Staff, Students and Parents associated with our organization are expected to conduct themselves in the most exemplary way so that they are identified with the Parent Body's image & reputation in society in general.
4. Courteous behavior with all is expected at any point of time.
5. All official documents shall be maintained in English language.
6. English being the language of communication for all the official purposes, staff & students are required and encouraged to learn and follow it.
7. The documents required for education department will be as per the State language.

THE MANGEMENT RESERVES ALL THE RIGHTS TO ADD / ALTER / AMEND or DELETE ANY OF THE POINTS AND CONDITIONS MENTIONED IN THIS DOCUMENT FROM TIME TO TIME DEPENDING UPON THE NEEDS AND WELFARE OF THE ORGANISATION AND ITS STAFF TO REALIZE THE VISION AND MISSION.

We wish you ALL THE BEST for your role in MIT VGS

THANK YOU!!!

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UNDERTAKING BY STAFF MEMBER

I, _____, have joined the organization w.e.f
..... . I have been provided a copy of the “Code of Conduct” of the
organization by the Office. I read it thoroughly and understood the content.

I promise to the Authorities that, I will strictly abide by the points mentioned in
this Code of Conduct document without any reservation. I am aware of the fact
that, failure to abide the same will attract disciplinary action at the discretion of
the Management.

Signature of the employee

Date.....

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