



# Complete Code of Conduct

A handbook for administrators,  
students & teachers



Chembur Education Society's  
Chembur Sarvankash Shikshanshastra Mahavidyalaya, Chembur.



## Preface

### Why do we need code of conduct?

Code of conduct is a set of guidelines and principles that define the expected behaviour and ethical standards for individuals or groups within a particular organization, community, or context. a code of conduct is a fundamental tool for promoting ethical behaviour, preventing misconduct, and creating a positive and respectful environment within organizations, communities, and various contexts. It serves as a guiding framework that helps individuals and groups navigate complex ethical and social situations while upholding shared values and principles. There are several important reasons why we need a code of conduct:

- ✦ **It promotes positive behaviour.**

It sets clear expectations for acceptable behaviour, which helps promote a positive and respectful environment. It outlines the values and principles that individuals should uphold, fostering a sense of shared responsibility for maintaining a healthy and productive atmosphere.

- ✦ **It Prevents Misconduct:**

By defining what constitutes inappropriate behaviour, a code of conduct helps prevent misconduct, harassment, discrimination, and other unethical actions. It provides a basis for addressing and resolving issues when they arise.

- ✦ **It Establishes Accountability:**

A code of conduct establishes accountability by making it clear that there are consequences for violations. This accountability can deter individuals from engaging in unethical or inappropriate behaviour.

- ✦ **Builds Trust:**

Having a well-defined code of conduct builds trust among members of an organization or community. It demonstrates a commitment to fairness, integrity, and ethical behaviour, which can enhance trust between individuals and groups.

- ✦ **Protects Rights and Dignity:**

A code of conduct typically includes provisions to protect the rights and dignity of all individuals involved. It ensures that everyone is treated fairly, with respect and consideration, regardless of their background, identity, or status.

- ✦ **Provides Guidance:**

In complex situations or ambiguous circumstances, a code of conduct can provide guidance on how to act appropriately. It serves as a reference point for individuals facing ethical dilemmas.

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**for Administrative staff**

### **Code of conduct for Administrative staff**

The activity of the employees shall be carried out in compliance with the principles of legality, loyalty, honesty, impartiality, political neutrality, responsibility and accountability. They will,

- carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Employees shall assist the Principal with high professionalism, impartiality and proactively in smooth functioning of the day to day functioning of the college.
- Assist in implementing the decisions taken by the Joint director's office, university administration, UGC or any other such governing body of the government.
- encourage the staff to maximise their efficiency.
- create conditions that inspire teamwork.
- act timely to readdress the genuine grievances.
- maintain the confidentiality of the records and other sensitive matters.
- Work competently, objectively and conscientiously striving continuously to improve their work in the interest of students.
- refrain from any form of discrimination.
- not accept bribes or indulge in any corrupt practices.
- make every effort to complete the assigned work in a time-bound manner.



**for student teachers**

### **Students Code of conduct**

- Students joining the college are strictly bound by the Rules and Regulations of the college.
- Student should maintain the highest standards of discipline and dignified manner of behaviour inside well as outside the college campus.
- Every student must obtain on admission, and keep his/her Identity Card affixed with photograph, duly attested and present it for inspection on demand.
- Students must attend lectures and tutorials according to the timetable on all working days of the College. Students should not be absent from lectures, tutorials and examinations without prior permission of the Principal.
- In case of illness, a student must apply for leave, as soon as possible, with a doctor's certificate. He / She must personally report to the faculty in charge regarding the same.
- Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
- Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College.
- Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or applications should first contact the College office. Students should bring no paper directly to the Principal for his/her signature.
- All College activities must be organised under the guidance and supervision of the Principal and Professor In-Charge with prior permission only.
- Matters not covered under the existing rules will rest at the absolute discretion of the Principal.

- The College prohibits any conduct by any student or students which has effect of teasing, treating or handling with rudeness a fresher or any other students or indulging in rowdy or undisciplined activities. Ragging is totally prohibited in Institution & anyone found guilty or ragging and/or abetting ragging, whether actively passively is liable to be punished in accordance with the regulations.





for Teaching faculty

### Teachers code of conduct:

(\*This code of conduct as per the Maharashtra Public universities act is followed in the institution.  
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### **OVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN UNIVERSITY SCHOOLS, UNIVERSITY DEPARTMENTS, CONDUCTED COLLEGES AND UNIVERSITY INSTITUTIONS**

**[FRAMED UNDER SECTION 72 (10) READ WITH SECTION 71 (20) OF THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016]**

#### S.94. Code of Professional Ethics

(1) Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

(2) The Code of Professional Ethics:

(a) The teachers and their responsibilities:

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.
- 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 66 personalities and at the same time contribute to community welfare.
- v. inculcate among students scientific, progressive and rational outlook and respect for physical labour 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.
- 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. aid students to develop an understanding of our national heritage and national goals, and
- x. 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. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. believe in union and unity of the colleagues.

(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 nonteaching 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:

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 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 economic 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.



for Internship Programme

आंतरसेवा कार्यक्रम: विद्यार्थी आचारसंहिता.

**Code of Conduct for Students during the Internship Programme**

**उपस्थिती (Attendance):**

१) आंतरसेवा कार्यक्रमात विद्यार्थ्यांची किमान ९०% उपस्थिती अनिवार्य आहे.

**Minimum 90% attendance is mandatory in internship programme.**

२) गटप्रमुखाने प्रत्येकाची उपस्थिती महाविद्यालयाने दिलेल्या उपस्थिती पत्रकात नोंदवावी. येणा-या निरीक्षक प्राध्यापकांची त्यावर स्वाक्षरी घ्यावी.

**The group leaders should record the attendance of everyone in the attendance sheet provided by the college. It should be signed by the supervising faculty for the day.**

३) आपल्या शाळेत येणाऱ्या निरीक्षक प्राध्यापकांना आधल्या दिवशी पूर्वसूचना द्यावी.

**Prior intimation should be given to the observer coming to your school.**

**शाळेत जाण्यापूर्वी (Before going to school) :**

४) विद्यार्थ्यांनी आवश्यक अशी सर्व साधने ( अध्यापन पद्धतीची स्वतःची पाठ्यपुस्तके, खडू, डस्टर, गुंडाळी फलक, पट्टी इत्यादी ) स्वतःची वापरावीत. त्यासाठी शाळेवर अवलंबून राहू नये.

**Students should have their own resources (textbooks, chalk, duster, roll up board, ruler etc.) Do not borrow these things from the school.**

५) गटप्रमुखास सहाय्यक म्हणून इतर विद्यार्थी शिक्षक मदत करतील. गटप्रमुखाने आपल्या सगळ्या गटाशी चर्चा करून पाठाचे व इतर कार्याचे नियोजन करावे.

**All the student teachers will assist the group leader for smooth execution of the internship programme. The group leader should plan everything after proper discussion with the group.**

६) वर्गातअध्ययनासाठी आपल्या विषयाच्या शिक्षकांना विचारून पाठ्यांश (unit) घ्यावा. पाठ टाचण तयार करून मार्गदर्शकांकडून मार्गदर्शन घ्यावे. मार्गदर्शकांच्या सही शिवाय वर्गाअध्यापन करू नये .

Consult the subject teacher for unit to be taught. Plan your lesson, discuss with your method master, make it fair and conduct the lesson in school. Do not give the lesson unless rough lesson plan is approved and signed by the method master.

- ७) शाळेने ठरवून दिलेल्या संकेतांनुसार पोशाख करावा. विद्यार्थ्यांच्या अवधानाचे विकर्षण होईल असा पोशाख परिधान करणे टाळावे.

**Dress code should be followed as prescribed by the school. Avoid wearing the attire that may distract the attention of students.**

- ८) शाळेत किंमती वस्तू जास्त रक्कम नेऊ नये तसेच, आपल्या वस्तू जबाबदारीपूर्वक सांभाळ्याव्यात.

**Do not carry expensive items or excess cash to school. Please look after all your belongings.**

### **प्रत्यक्ष शाळेत गेल्यावर (At school):**

- ९) शाळेच्या वेळापत्रकात कोणताही बदल (मुख्याध्यापकांच्या परवानगीशिवाय) न करता आपले दैनंदिन कार्य करावे.

**Carry out your day to day schedule without changing the school time table. (If required, take prior permission from the Head master/principal)**

- १०) शाळेत मुख्याध्यापक, पर्यवेक्षक, शिक्षक, शिक्षकेतर कर्मचारी व विद्यार्थ्यांशी आदराने व आपुलकीने वागावे.

**Treat the principal, supervisor, teachers, non-teaching staff and students with respect and affection in the school.**

- ११) सहाध्यायी विद्यार्थी शिक्षकांनी एकमेकांचा आदर पूर्वक उल्लेख करावा.

**Student teachers should refer to each other respectfully.**

- १२) विद्यार्थी शिक्षकांनी आपली कोणतीही वैयक्तिक माहिती शालेय विद्यार्थ्यांना देऊ नये.

**Student teachers should not give out any personal information to the school students.**

- १३) अध्यापनात विद्यार्थी शिक्षकाने कोणाच्याही भाषेविषयी, धर्माविषयी, जातीविषयी, संस्कृतीविषयी अथवा वैयक्तिक टीकाटिपणी टाळावी. वर्गात आपल्या बोलण्यामुळे कोणीही दुखावले जाणार नाही याची काळजी घ्यावी.

**During teaching, the student teacher should avoid any untoward comment about language, religion, caste, culture or personal criticism. Be careful not to offend anyone with your classroom interaction.**

- १४) शाळेत कोणत्याही प्रकारचे कार्यक्रम राबवताना मुख्याध्यापकांची/पर्यवेक्षकांची परवानगी घ्यावी. आपल्या गटाला येणा-या निरीक्षक प्राध्यापकांनाही त्याची पूर्वकल्पना द्यावी.

**While conducting any kind of program in the school, take the permission of the Principal/Supervisor. Inform about the same to your observer.**

१५) शाळेत होणाऱ्या सर्व कार्यक्रमांमध्ये सहभागी व्हावे. कमीत कमी चार ते पाच कार्यक्रमात प्रत्यक्ष सहभाग अनिवार्य आहे.

**Participate in all programs held in the school. Active participation in at least four to five programs during the internship is expected.**

१६) चित्रकला,कार्यानुभव, क्रीडा, संगणक तासिकांचा वापर संबंधित शिक्षकाच्या परवानगी शिवाय करू नये.

**Do not use periods of drawing, work experience, sports; computer lessons etc. for lessons without prior permission of the concerned teacher.**

१७) विद्यार्थ्यांना कोणत्याही प्रकारची शारीरिक शिक्षा वा शाब्दिक अपमान करू नये.

**No physical punishment or verbal insult should be directed towards the students.**

१८) मुख्याध्यापकांच्या /पर्यवेक्षकांच्या परवानगी शिवाय विद्यार्थ्यांना शाळेच्या बाहेर नेवू नये.

**Do not take the students out of the school premises without the permission of the Principal/Supervisor.**

१९) रिक्त तासिकांना वर्गात गेल्यावर विद्यार्थ्यांचा बौद्धिक दर्जा वाढेल असे अध्यापन करावे किंवा खेळ घ्यावे आदर्श, नैतिक गोष्टी, इत्यादी विचार मुलांपुढे मांडावेत.

**When occupying the proxy period, teach something intellectually enriching. Focus on value inculcation, ideals, morals, etc.**

२०) तासिका संपल्याची बेल झाल्याशिवाय वर्गाच्या बाहेर पडू नये.

**Do not leave the classroom until the bell goes.**

२१) शाळेत कार्यरत महाविद्यालयाचे माजी विद्यार्थी शिक्षक यांचे वेळप्रसंगी मार्गदर्शन घ्यावे.

**You may seek guidance from our past students (who might be employed in the same school), thereby benefitting from their expertise.**