

Shri Radhanagari Taluka Shikshan Prasarak Mandal's

RADHANAGARI MAHAVIDYALYA, RADHANAGARI

(Affiliated to Shivaji University, Kolhapur)



॥ विद्या हेच धन ॥

HANDBOOK OF CODE OF CONDUCT



- “You must be the change you wish to see in the world”.

— Mahatma Gandhi

- “Learning gives creativity, creativity leads to thinking, thinking provides knowledge, and knowledge makes you great”.

— Dr. A. P. J. Abdul Kalam

- “Cultivation of mind should be the ultimate aim of human existence”.

— Dr. B. R. Ambedkar

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The Constitution of India

PREAMBLE

WE, THE PEOPLE OF INDIA,
having solemnly resolved to constitute India into a
SOVEREIGN SOCIALIST
SECULAR DEMOCRATIC REPUBLIC
and to secure to all its citizens:

JUSTICE, social, economic and political;
LIBERTY of thought,
expression, belief, faith and worship;

EQUALITY of status and of opportunity;
and to promote among them all
FRATERNITY assuring the dignity of the
individual and the unity and
integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY
this twenty-sixth day of November, 1949, do
HEREBY ADOPT, ENACT AND GIVE TO
OURSELVES THIS CONSTITUTION.



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“KNOWLEDGE IS WEALTH”

Vision:

- To make the students competent, self-reliant and responsible citizens of India

Mission:

- To make the students competent to face the phenomenon of globalization
- To enhance the socio-economic status of the surrounding vicinity
- To make the students aware about the social evils
- To provide the equal opportunities to the weaker sections of the society

Goals & Objectives:

- To make the students socially responsible citizens through the activities like NSS, Youth Festival and Cultural Programmes
- To improve the leadership qualities of the student community through various activities
- To inculcate the computer literacy among the students
- To enhance the personality development of the students through various activities
- To utilize the natural resources from the surrounding vicinity to make the students professionals
- To introduce the need based courses to make the students self-reliant
- To provide the various job opportunities to the students through placement cell
- To guide the students through professional expertise
- To eradicate the social evils like dowry, child-marriage, superstitions, etc. through the activities like rally, speeches, street plays, etc.
- To enable the students to fight against the social evils
- To bring the educationally deprived class into the main stream of the higher education
- To provide an opportunity of higher education to women and the weaker sections of society

CORE VALUES

- SERVING THE CAUSE OF SOCIAL JUSTICE, ENSURING EQUITY AND INCREASING ACCESS TO HIGHER EDUCATION:

Besides being located in rural and hilly region Radhanagari is a part of Radhanagari Reserve Forest. Consequently, there is a remote possibility of any kind of industrialization. In such circumstances, the institution considers it necessary to provide access to higher education to those who may remain outside the main stream of higher education

- SKILL DEVELOPMENT OF STUDENTS:

Through innovative, creative and entrepreneurial approach the institution aims at the skill development of students.

- INCULCATING A VALUE SYSTEM AMONG STUDENTS:

It is dire need of time, when the world is engrossed in violence and intolerance to inculcate a value system among students. The institution aspires to inculcate the universal values among students such as equality, solidarity and respect for nature.

- QUEST FOR EXCELLENCE:

Though located in a rural and remote area, the institution aspires to provide what is the best in terms of quality education. So the quest for excellence is being chased in curricular, co-curricular, and extra-curricular domain of academia.

- PROMOTION TO RESEARCH AND SCIENTIFIC TEMPERAMENT:

It is pathetic that even in the 21st century our society is cursed by social evils like superstitions and blind faith. The institution assumes that it is its moral duty to work for eradication of these evils.

Code of conduct for students

- Every day attendance in the institution is mandatory for all the students.
- Every student should carry identity card.
- The election of the Students' Council will be conducted as per the guidelines of the affiliating university, and the Hon. Principal holds all the rights in connection with the students' council elections.
- In case of any difficulty on the campus, students should meet their mentor at first. If the issue is not resolved by the mentor, students may meet the Hon. Principal.
- Sexual harassment and ragging is strictly prohibited on the college campus. In case, students feel that they are being victimised under sexual harassment or ragging, they can drop their complaint in the complaint box or can use the helpline numbers displayed on the institution's notice board.
- The institution's campus has been declared as the tobacco-free and plastic-free campus.
- Students should maintain decency in their behaviour, and should take precaution that the classroom teaching will not be hampered by their behaviour.
- Students should take precaution of the institution's property.
- The attendance of students who seek the EBC facility and other scholarships found less than 80%, the said facilities of the concerned students will be discontinued, and their admission will be cancelled.

- Students need to fulfil the allotted term work by the concerned teachers to get the internal marks.
- It's mandatory to all students to appear for the internal exams.
- Students seeking the library facility need to submit the borrowed books within seven days.
- Students are advised to read regularly the instructions displayed on the notice board.
- Students need to obey the rules stated by the institution from time to time. The Hon. Principal deserves all the rights regarding the rules and regulations of the institution.
- Students should not use mobile phone in the classroom, unless and until the teacher allows its use for teaching-learning process.
- Students will not organize picnics or tours on their own and without the prior permission of the Hon. Principal.
- Students need to participate in various co-curricular and extra-curricular activities conducted by the institution.
- Students will be liable for action if found guilty for any kind of misbehaviour with the teaching staff or the administrative staff.

Code of conduct for Teachers

I. Teachers' Responsibility:

1. To Adhere to a model code of conduct as designed by the management,
2. To maintain their way of living in tune with the dignity of the profession,
3. To strive to make professional growth incessant through study and research,
4. Discourage and not indulge in plagiarism and other non- ethical behaviour in teaching and research
5. To participate actively in professional meetings, seminars and conferences,
6. To have active membership in professional organizations,
7. To perform their duties in the form of teaching, tutorial, practical and seminar work sincerely and with dedication,
8. To cooperate and assist in carrying out functions related to educational responsibility of the institution and the affiliating university,
9. To participate in extension, co-curricular and extra-curricular activities including the community service.

II Teachers' responsibility towards the students:

Teachers should

1. respect the rights and dignity of the students,
2. deal justly and impartially with students regardless their religion, caste, political, economic and physical traits,

3. encourage students to improve their academic attainment and to develop their personalities,
4. inculcate among students scientific temperament, dignity for labour and sense of patriotism,
5. make themselves available to students even beyond the classrooms to help and guide students,

III Teachers' responsibility towards the institution

Teachers should

1. treat their colleagues with dignity,
2. be ready for professional assistance to their colleagues,
3. refrain from lodging unnecessary allegations against colleagues.

IV Teachers' responsibility towards the management

Teachers should

1. discharge their professional responsibility according to the existing rules and regulations stipulated by the management from time to time,
2. refrain from undertaking any other employment and commitment such as private Tutions,
3. co-operate in formulating the policies of the institution,
4. refrain from availing of leave without prior permission.

IV. Teachers' responsibility towards Society

Teachers should:

1. maintain contacts with the guardians of the students being stakeholders of the institution, intimate them their wards' performance, meet them to exchange their ideas and get feedback from them regarding the overall performance of the institution,
2. recognize that education is public service,
3. work to improve educational quality,
4. be sensitive towards social problems and take initiative in activities which would be conducive for the progress of society,

Code of conduct for Physical Director and Librarian

The Physical Director and the librarian of the institution should:

1. adhere to a responsible pattern of conduct and demeanour expected of them by the community,
2. manage their private affairs in a manner consistent with the dignity of the profession,
3. participate in extension, co-curricular and extra-curricular activities including the community service,
4. refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.

Code of conduct for the Principal

The principal of the institution should:

1. provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, organization of human resources and concern for environment and sustainability,
2. be committed to transparency, fairness, honesty, highest degree of ethics and decision making that is best in the interest of the institution,
3. act as a steward of the institution's assets in managing resources, responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment,
4. promote the collaborative, shared and consultative work culture in the institution, paving way for innovative thinking and ideas,
5. endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society,
6. adhere to a responsible pattern of conduct and demeanour, expected of them by the community,
7. manage their private affairs in a manner consistent with the dignity of the profession,
8. discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
9. participate in extension, co-curricular and extra-curricular activities including the community service,

10. refrain from allowing consideration of caste, creed, religion, race, gender or sex in their endeavour.

Code of Conduct for administrative staff

1. Administrative staff of the institution needs to wear their identity cards during working hours.
2. Administrative staff will discharge their duties as instructed by the authorities.
3. Administrative staff needs to be co-operative towards students.
4. Administrative staff will co-operate the teaching staff.
5. Administrative staff shall not remain absent from duties without prior permission of the head of the institution. In case of sickness leave or absence on medical ground a medical certificate shall be produced within a week.
6. Administrative staff of the college should observe punctuality regarding college timing.

