

D.B.F. DAYANAND COLLEGE OF ARTS AND SCIENCE, SOLAPUR

CODE OF PROFESSIONAL ETHICS FOR STAKEHOLDERS
Developed by the Internal Quality Assurance Cell



CODE OF CONDUCT FOR THE COLLEGE MANAGEMENT

- DAV College Trust and Management Society New Delhi runs DBF Dayanand College of Arts and Science, Solapur. The college is headed by Local Secretary and a few members of the trust. It includes Principal of College as a Member Secretary who represents the faculty and staff.
- The college management is supposed to look after the smooth working of the college by following the rules and regulations of the Central Govt. /UGC/State Govt. and affiliating University. It is also supposed to look after the academic and physical growth of the college and provide necessary support for the same.
- The college management will not interfere in the day-to-day administration of the college and it has at large the responsibility of smooth conduct of the college.
- The college management should be aware of the changes taking place in the field of Higher Education and should share the same to the concerned staff/ stakeholders in the meeting of college management.
- The college management should be helpful and supportive for all the activities in the college. It should have a proper commitment for the development of the college.
- The college management should take initiatives to inculcate the values of Arya Samaj movement inspired by Swami Dayanand Sarawati among students.
- The college managements should make efforts to imbibe vedic values among students.

Dr. S. R. Pujari
IQAC Co-ordinator

Prof. V. P. Ubale
Principal

D.B.F. DAYANAND COLLEGE OF ARTS AND SCIENCE, SOLAPUR

CODE OF CONDUCT FOR THE PRINCIPAL OF THE COLLEGE



The Principal is appointed by the college management as per rules of Govt. of Maharashtra and it is approved by affiliating University Authorities.

- ❖ The Principal is a full time academic and administrative officer of the college and he will act as disbursing authority.
- ❖ He/she should stay in the college campus and will not leave the campus without permission of the higher authority before leaving the campus. In case he/she avails any kind of leave or in his absence he should make an alternating arrangement for the smooth functioning of day to day activities in the college campus.
- ❖ He/she being the academic head of the college should support, guide and think innovatively for overall development of students in the college.
- ❖ He/she should encourage and support research activities.
- ❖ He/she should obey discipline and must bear high moral character.
- ❖ He/she should prepare academic budget and put it before the college management for sanction and execute with commitment.
- ❖ He/she should take initiatives to motivate students to avail for various scholarships and he/she should also avail various grants for the college development.
- ❖ He/she is responsible for smooth conduct of college and should guide the concerned person in the preparation of yearly plan, administrative and financial management in consultation with college management.
- ❖ He/she should establish good public contacts with society, Govt. offices, University etc. for overall development of the college.
- ❖ He/she is supposed to plan & execute sports, extra-curricular and cultural activities for overall development of the students.
- ❖ He/she has to manage and control faculty and staff of the campus and make optimum utilization of the available Infrastructure.
- ❖ He/she should be punctual and cooperative to all his colleagues and seniors.
- ❖ He/she should make efforts to inculcate vedic values and imbibe Arya Samajist movement among students through Havan and Arya Sammelan.

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CODE OF CONDUCT FOR THE TEACHERS



- ❖ Stay in an academic institution with the joyful learning experience
- ❖ Remain punctual, disciplined and regular in attending classes.
- ❖ Observe modesty in their overall appearance and behaviour.
- ❖ Behave with dignity and courtesy with teachers, staff and fellow students.
- ❖ Act as a role model for the junior students by attaining the highest level of values and morality.
- ❖ Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
- ❖ Contribute towards cleanliness of the campus and surroundings.
- ❖ Respect and care for the institutional properties.
- ❖ Observe proper behaviour while on outside activities.
- ❖ Be honest in providing only truthful information on all documents.
- ❖ Maintain the highest standards of academic integrity while presenting own academic work.
- ❖ Strive to keep campus ragging free.
- ❖ Be sensitive to gender issues.
- ❖ Be sensitive to societal needs and development.
- ❖ Maintain good health and refrain from any kind of intoxicants.

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CODE OF CONDUCT FOR THE STUDENTS

The students should keep the identity card with them regularly and should wear the dress code. Whenever the identity cards are requested by the relevant authorities, they should produce it.

- Courtesy and respect must be the key aspects of student's behaviour. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion from the college.
- Attendance of all lectures/ practical/tutorials/tests/assignments/examination is compulsory for all subjects. A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the Principal, is liable to cancellation of his/ her terms.
- The students who do not have minimum required attendance of 75% of the actual lectures/ practical / tutorials/ tests /assignments conducted in each term or do not show satisfactory progress in terminal / preliminary examinations will not be allowed to appear for college/university examinations.
- The students who remain absent for the periodical test / examination due to his/ her illness shall be required to submit a medical certificate, along with the application endorsed by the parent.
- The students must present at the time of admission and filling up of any examination form in the college.
- Students should complete the tutorials, tests and demonstrations as per SPPU, Pune and satisfaction of the proficiency.
- Ragging is strictly prohibited in the college premises and surrounding college area. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, Published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging. Students with a previous record of ragging will not be admitted to this College.

- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus. Stringent actions will be taken if rules are violated.
- Copying in any examination, keeping notebook pages, exchanging answer sheets or supplementary answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken against the student.
- No student shall collect donations in any form without written permission of the Principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned.
- Students shall not organize picnic, excursion trips etc, on their own, without the written permission of Principal.
- Observe proper behaviour while on outside activities (educational tour/visit or excursion).
- All programmes, meetings, gatherings, picnics etc. will be organized only with prior written permission of the Principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affect its public image. No political influence or any other organization should be brought into the college, directly or indirectly.
- Scribing on the walls and desks etc. should be avoided. If any student is found scribing the walls/desks, disciplinary action shall be taken against him/her.
- The rules set by the college Principal needs to be followed time to time.
- The Principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college. College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.
- Students should strictly obey discipline while in the college campus, S.T. bus and public places.
- Students should participate in the programmes, seminars related to the propagation of Vedic values and Arya Samajist movement.

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CODE OF CONDUCT FOR THE SUPPORTING STAFF



- ❖ Supporting staff should demonstrate high standards in management and administration by engaging stake holders.
- ❖ Supporting staff should safeguard students interest in the vary process of learning and look after their right to a safe and healthy environment.
- ❖ Supporting staff are accountable for encouraging students to strive for high standards and to value during campus behaviour.
- ❖ Supporting staff should exercise efficient and effective resource management.
- ❖ Supporting staff should be committed to their duties and integrity in their work.
- ❖ Supporting staff should make alternate arrangement for his work while applying for any leave in discussion with incharge of the respective office and approval of the Principal.
- ❖ The college uniform and identity card is compulsory for the Supporting staff.
- ❖ Supporting staff should participate in the Arya Samajist Activites and programs.
- ❖ Supporting staff should make efforts to inculcate Vedic Values among students.
- ❖ Supporting staff should create inter departmental cooperative atmosphere.

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CODE OF CONDUCT FOR THE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS



- ❖ Director should discourage any form of discrimination and harassment at the sports place.
- ❖ Director should facilitate training for sports men and women to gain the sports goals.
- ❖ Director is accountable for encouraging sports men/women to strive for high standards and to values in sports.
- ❖ Director should safeguard students interest in the vary process of participation in sports and look after their right to a safe and healthy environment.
- ❖ Director should develop among the students the spirit of sportsmanship through self acting as positive role models. He should encourage responsiveness and leadership among the students.
- ❖ Director should exercise efficient and effective resource management.
- ❖ Director should be committed to his duties and integrity in his work.
- ❖ The college identity card is compulsory for the Director.
- ❖ Director should participate in the Arya Samajist Activites and programs.
- ❖ Director should make efforts to inculcate Vedic Values among students.
- ❖ Director should create disciplinary atmosphere in the college campus
- ❖ Director should inculcate awareness about physical fitness among the stakeholders through arranging various activities.

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CODE OF CONDUCT FOR THE RESEARCH SCHOLARS



- ❖ Director should discourage any form of discrimination and harassment at the sports place.
- ❖ Director should facilitate training for sports men and women to gain the sports goals.
- ❖ Director is accountable for encouraging sports men/women to strive for high standards and to values in sports.
- ❖ Director should safeguard students interest in the vary process of participation in sports and look after their right to a safe and healthy environment.
- ❖ Director should develop among the students the spirit of sportsmanship through self acting as positive role models. He should encourage responsiveness and leadership among the students.
- ❖ Director should exercise efficient and effective resource management.
- ❖ Director should be committed to his duties and integrity in his work.
- ❖ The college identity card is compulsory for the Director.
- ❖ Director should participate in the Arya Samajist Activites and programs.
- ❖ Director should make efforts to inculcate Vedic Values among students.
- ❖ Director should create disciplinary atmosphere in the college campus
- ❖ Director should inculcate awareness about physical fitness among the stakeholders through arranging various activities.
- ❖ Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus. Stringent actions will be taken if rules are violated.

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