



NAAC Accredited 'B' Grade With CGPA - 2.52
(June 25, 2015 to June 24, 2020)

Samata Shikshan Sanstha, Pune's
DR. BABASAHEB AMBEDKAR
COLLEGE OF SOCIAL WORK,
MORANE, DHULE

Affiliated to
Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon

CODE OF CONDUCT

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1. INTRODUCTION

Dr. Babasaheb Ambedkar College of Social Work was started in the year 1995 at Morane (Nakane) in the Dhule Taluka and District, which is one of the most backward and under-developed districts of Maharashtra. This College was established by the Samata Shikshan Sanstha, Pune. It is an outcome of a strong social commitment towards the marginalized sections of society. This is the only social work college in Dhule district. The institute established with an aim to impart quality social work education and training to the students for equipping them with the required skills and abilities to accept the social challenges and professional social work tasks in society. It is the pioneer social work college in Dhule district.

This College grant - in - aid by Social Justice and Special Assistant Department, Government of Maharashtra and affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon of Maharashtra state. The college is NAAC accredited with “B” grade with 2.52 CGPA for 1st Cycle in June 2015.

The Code of Conduct provides the framework for behaviour and reflection for teaching , non teaching staff and students of Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule. The Code describes the values that govern the way people work and study at the college. The Code enables these individuals to act independently in a responsible manner according to the college values. The Code of Conduct also provides transparency to the public: our staff operates within a clear ethical framework and people know what they can expect in their dealings with our staff. Specific rules of conduct have been laid down in individual regulations.

2. VISION – MISSION STATEMENTS

VISION

“To create awareness, inculcate right type of social values and build capacities among the students towards social obligations.”

MISSION

“To impart quality social work education and training to the students to equip them with required skills and abilities to accept the social challenges and professional social work tasks in the society.”

3. PROFESSIONAL ETHICS

1. 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 college.

2. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the college.
3. Staff must respect the person, privacy of students and other staff members of the college.
4. Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights duties and aspirations.
5. Staff should respect the dignity, rights and opinions of colleagues and students.
6. Staff should respect cultural, ethnic and religious differences of colleagues and students.

4. CODE OF CONDUCT FOR STUDENTS

A) Discipline

1. The students are advised to refer regularly to all notices displayed at various places on the notice board. Ignorance of the same shall not be entertained as excuse.
2. The student must observe and strictly follow the disciplinary rules and regulations of the College and should not disturb the college / teaching & administration in any manner whatsoever.
3. The student should follow the academic calendar as per the instructions of the College.
4. Any act of indiscipline or misbehavior by any student will attract severe punishment.
5. Students should take proper care of college property and help in keeping the premises clean, neat and tidy. Any damage whatsoever come will be treated as a serious breach of discipline and cost of the damage(s) will be recovered from students.
6. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic.
7. Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
8. No society or association shall be formed by students in college and no person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
9. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
10. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
11. All educational tours or visits and camps shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian.
12. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
13. Any case of criminal activity or violation of law and order in the College campus will be reported to the police.
14. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
15. Expected to spend their free time in the Library/Reading Room.

16. Students should note that Smoking, Tobacco or Gutakha chewing, alcohol or drugs like activities are strictly prohibited in college campus including classes, offices, ground, parking and hostels.

B) I-Card

1. The student should take his / her Identity Card and Library Card from the Library at the beginning of the year.
2. I-Card will be available a week after he / she produces his / her Identity Card size photographs along with admission receipt.
3. The student should collect his / her I- Card within 15 days from the date of admission.
4. Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations.
5. 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 college.
6. At the time of issuing a book, the Identity Card must be presented along with the library card. Without I- Card the reader may be refused the use of the Home Lending facility.
7. If student has lost library card or I-card, it should be reported immediately to the librarian with an application.

C) Human Values

1. Be scrupulously honest in all academic activities and with all the stakeholders of the college.
2. Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
3. Believe in loving, sharing and caring.

D) Dress Code

1. We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
2. Students are expected to wear college uniform regularly.
3. Students are wearing formal dress only on Friday.
4. Students are no allowing in the college campus and classroom who not wear college uniform.

E) Mobile Phone

1. The student should switch off their mobile phones while in the classroom, Library or during academic activities.
2. Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

F) Ragging

Action to be taken against students indulging and abetting in ragging as per the directions of Hon'ble Supreme Court of India, UGC guideline And The Maharashtra Prohibition of Ragging Act, 1999. (As Modified Up to The 29th August 2012).

Action to be taken against students such as:-

1. Cancellation of admission and also debarred from taking admission in any institution in India.
2. Suspension from attending classes.
3. Withholding/Withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
7. Suspension / expulsion from the institution.
8. Collective punishment if larger number of students is involved in the act of ragging.
9. An FIR filed without any exception with local police station.

E) Attendance

1. The students shall attend lectures, field work, internal tests and examinations and shall keep their guardians in touch with the progress in their studies.
2. Student should be regular in attendance for all lectures/sessions during the day.
3. Student should have at least (minimum) 75% attendance in the lectures of every theory subject lectures and field work.
4. If the student is found irregular in attendance, disciplinary action will be taken.
5. The student coming late shall not be allowed to enter the class.
6. The student must report about the sickness to the class teacher/fieldwork supervisor/ college.
7. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
8. The student should complete the entire field work seminar, group discussion and related – work such as diary, Journals, assignments.
9. Various scholarships like the government of India and Maharashtra State government scholarship are available to deserving students of the college on fulfillment of government conditions in this regards.

F) Examination

1. Candidates must appear at the examination hall half an hour before the commencement of the internal examination.
2. Mobile phone is strictly prohibited in the exam hall during the internal examination.

3. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the internal examination.
4. A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
5. All students should follow the rules of university.
6. The students should note that they will not be permitted to appear for the university examinations if they fail to satisfy the college authorities on any of the following grounds-
 - a) At least 75% attendance at every theory subject lectures and field work.
 - c) Attendance and performance at the college internal tests/examinations.
 - d) Good behavior and observance of disciplines in the college premises.
 - e) Obedience of the instructions of teachers / staff and other college authorities.
 - f) Payment of college fees as instructed.

G) Library

1. All the students, who have taken admission in the college, should take membership of library within one month.
2. A Book will be issued to a student only who has taken membership of library.
3. In return a book to the library on or before due date. If not return in due date he/she pay due charge.
4. Journals publication, dictionaries, bound volume, research dissertation and such other documents cannot be take on library account or I-Card except with the permission of the library authority.
5. For Reading Room purpose book will be issued on I-Card and this book will be return same day.
6. The students should note that no will be allowed to the take in the library bags or other similar material.
7. While inside the libraries and Reading room no students will be allows break the silence by talking or by action of any kind, eating food, and sleep on the table.

5. CODE OF CONDUCT FOR NON- TEACHING STAFF

A) Discipline

1. All non - teaching staff of the college is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to college assets including all kinds of physical assets, movable and immovable property.
2. All the non - teaching staff members should follow the rules and regulations of the college as prevalent from time to time.
3. All non - teaching staff shall devote their time and their best efforts for the progress of the college.

4. Non - teaching staff should contribute to the vision and mission of college through engagement of working hours.
5. Non - teaching staff must be punctual, sincere and regular in their approach.
6. Non - teaching staff must attend all functions of the college as per the instructions of Principal, coordinators/head of the respective departments, committees and cells.
7. Non - teaching staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - i. Gender/sexuality/age/marital status
 - ii. Pregnancy or likelihood of pregnancy
 - iii. Physical features, disability or impairment (physical disability or medical status)
8. Non - teaching staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
9. Every non - teaching staff should maintain the confidentiality regarding the College's affairs.
10. The non - teaching staff should show no partiality to any segment / individual student.

B) Leaves

1. Non - teaching staff shall get casual leaves, medical leaves; earned leaves and vacations as per rules of State Government, University and Management of the College and College administration time to time.
2. As per the rules of the college non - teaching staff must adjust their work before going on leave.
3. All the non - teaching staff are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

C) Administrative Staff

1. Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working in the college.
2. Staff should take additional responsibilities if required as assigned by Principal.
3. Ensure the eligibility of the students and prepare related documents to submit them to University within prescribed time limit.
4. Ensure the student document verification by University within time limit.
5. Submit the student Prorata, eligibility and student insurance to University within time limit.
6. Ensure timely submission of examination forms to University.
7. Provide all necessary student data to prepare various committee reports.
8. In charge Office Superintendent/Clerk should maintain service book of all staff of the college.
9. Clerk should maintain college level all document files.

10. Prepare all necessary documents, files provide to various committee.

B) Accountant

1. Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
2. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
3. Accountant should establish tables of accounts, and assign entries to proper accounts.
4. Accountant should report to the Principal regarding the financial status of the college at regular intervals.
5. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
6. Accountant should provide all the necessary account statements and documents for various committees of the college.
7. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

C) Library Staff

1. The responsibility of librarian is to identify the requirement of books, cards, dairy, journals and other printed materials etc. preferably before the beginning of the academic year and give the same in writing to the Principal.
2. Library staff should help librarian to carry out the library related work.
3. Library staff should maintain visit register of teaching and nonteaching staff.
4. Library staff Issue register of books for the students and teachers must be maintained regularly.
5. The responsibility of library staff is to maintained keep silence in reading room.
6. Library staff should do all the work assign by the Principal time to time.
7. Library staff should prepare all necessary documents, files provide to various committee.

D) Peon, Watchman and Sweeper

1. Peon and sweeper should report the college half an hour before the college time.
2. Peon, watchman and sweeper should maintain cleanliness of college campus, Principal cabin and office, library, reading room, class and staff rooms as per the distribution of work by the Principal.
3. Peon should do all the work assign by the coordinators/head of the respective departments, committees and cells and other staff members.
4. Peon, watchman and sweeper should keep the setup ready before conduct of the any program, meeting.
5. Peon should not leave the office until and unless the higher authority permits.

6. CODE OF CONDUCT FOR TEACHING STAFF

A) Discipline

1. The teaching staff should report to the college at least 10 minutes before the commencement of college timing.
2. The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the college.
3. Teaching staff should not summon parents to the college under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.
4. Students should not be denied admission into the classrooms when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
5. Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the Principal for necessary action.
6. Cases of indiscipline, misbehavior or insubordination should be dealt at Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
7. Faculty Members must take attendance within last 05 minutes of ending the period.
8. Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
9. Teachers are advised to refrain from awarding punishments like: Dismissal from the class rooms, making them stand in the class rooms, summoning their parents to campus.
10. Trouble makers in the class rooms must be reported to the Principal for further action.
11. Students violating dress code must not be allowed to attend the lecture classes, field work and Library. Faculty members must report such cases to the administrative office for cancellation of attendance for that day.

B) Leave

1. All types of leave treated as per the rules of the UGC, Government of Maharashtra, KBC North Maharashtra University to time to time.

C) Class Adjustment Before Going on Leave

1. As per the rules of the college Faculty Members must adjust their classes with proper alternate arrangements made for class / field work activities / invigilation and show the consent of the substitute teacher to the Principal before going on leave.
2. All the Faculty Members are advised to strictly follow the above procedure; failing which he leave will be treated as unauthorized with loss of pay.

3. In case of emergency, the Principal must be informed with appropriate alternate arrangements suggested.

D) Classroom Teaching

1. Once the subject/courses are allotted, the Faculty Members should prepare topic wise teaching plan.
2. The Faculty Members should get the teaching plan approved by Principal.
3. The Faculty Members should engage the full 50 minutes lecture and should not leave the class early.
4. The Faculty Members should use “Information Communication Technology (ICT)” for effective delivery of lectures.
5. The Faculty Members should encourage students asking doubts / questions.
6. The Faculty Members should take care of slow learner students and pay special attention to their needs.
7. The Faculty Members should motivate the students and bring out the creativity / originality in the students and should make him / her available for doubt clearance.
8. The Faculty Members must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
9. The Faculty Members should get the feedback from students and act /adjust the teaching appropriately.
10. The Faculty Members should interact with the field work supervisors, coordinators, class in charge and Principal and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.

E) Continuous Assessment

1. The Faculty Members should not involve himself/herself in any unethical practice while doing continuous assessment.
2. The Faculty Members must be conducted class assignment, field work assignment, group discussion, field work seminar etc. as per the guideline of university.
3. The Faculty Members must be involved in continuous assessment and examination related work.
4. The Faculty Members one/two continuous internal assessment (CIA) Tests are to be conducted in a semester of allotted subject as per the scheduled by examination department. Answer books are to be valued and marks are to be informed to the students.

F) Appraisal Report

1. All the Faculty Members are required to submit their six month report /annual assessment report/ PBAS format as per the university guideline at the end of every academic year in the prescribed format.

2. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.
3. Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
4. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
5. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal in academic, co-curricular or extra-curricular.

G) Responsibility And Accountability

1. Teachers should handle the subjects assigned by the Principal.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
4. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
5. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them by the Principal from time to time.

H) Teacher Diary

1. Every teacher must maintain a teacher diary during each academic year.
2. It shall have following details: Syllabus teaching plan, lecture conducted, date and time of delivery, seminar/workshop/conference, other activities organized and attended, department, committees activities details, book/article/research papers published, personal details and achievement etc.

I) Procedure For Relief on Resignation

1. As per the service rules of the college, faculty members intending to resign are required to give 3 months notice.
2. College reserves the right to relieve the staff at any time during notice period

7. CODE OF CONDUCT FOR PRINCIPAL

The Principal should oversee and monitor the administration of the academic program and general administration of the college to ensure efficiency and effectiveness in the overall administrative tasks and assignments.

1. The Principal should plan the budgetary provisions and go through the financial audited Statements of the college.
2. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the college.
3. The Principal should form various college level committees which are necessary for the development of the college.
4. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
5. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines.
6. The Principal should provide leadership, direction and co-ordination within the college.
 - i. **The Principal should periodically review this Code of Conduct.**
 - a) As it deems necessary to ensure that this Code of Conduct conforms to applicable
 - b) Meets or exceed college standards and any weaknesses.
 - c) Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
 - ii. The Principal is responsible for the development of academic programmes of the college.
 - iii. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
 - iv. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
 - v. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
 - vi. The Principal should ensure that the long-term and short-term development plans of the college in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees, cells, departments and its members.
 - vii. The Principal should forward confidential report of all staff members of the college and submit it to the Management.
 - viii. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
