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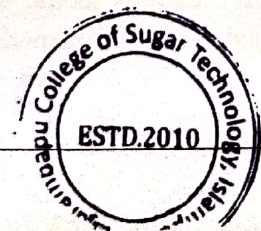
The institution has prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard. The code of conduct is displayed on the website there is committee to monitor organizes professional ethics programs for student's teacher's admisnistatotrs and other staff. Annual awareness programs on code of conduct are organized.



Code of Conduct for the principal

The chair of the principal of a college is involved in multifaceted roles to execute and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. Specifics of the salient and significant codes applicable in the conduct of principle are as under .

1. To administer the daily and timely practices of teaching, learning, evaluation and effective curriculum delivery.
2. To protect the collective interest of all stakeholders of the institution in order to create free and safe atmosphere towards accomplishments of the aims and objectives of the institution.
3. To create an atmosphere in the college campus that enriches free performs of all through teaching learning process along with the institution building.
4. To institute, nourish and administer practices guaranteeing equal treatment to all the stakeholders without any discriminatory and disparate practice at any level within the stretch of the college.
5. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste , race, gender, region or religious identity as within the framework of India Constitution .
6. To inoculate the awareness of gender equity among all the stakeholders that avoid gender discriminations and harassments and to generate and maintain the policies to eradicate with corrective measures the complaints and incidents of such things if occurred.
7. To maintain and promote academic, research, curricular, and co-curricular activities towards holistic development of the institution.
8. To run the daily administration of the college according to the rules, regulation and laws of higher education passed by central government, UGC, state government and Affiliating University.
9. To provide an inclusive environment in regard to tolerance and harmony towards cultural, regional, linguistic, communal diversities of the stakeholders.
10. To observe and follow the academic practices to accomplish smooth and holistic functions of IOAC through timely submission of annual reports and accreditations of the institution.
11. To become silent, effective, constructive, and creative thread of communication and administration to connect all stakeholders to each other with maximum contribution of their potentialities for development of all.
12. To create and maintain the facilities to run the administrations of NSS, cultural, Sport units of the college.
13. As the academic head of the institutions, the principal should ensure the existence of an academic environment within the college. The principle should put the best efforts to bring in adequate infrastructural and financial support for the college. The principal should encourage the faculty members of the institution on take up research projects, publish research papers, arrange for regular seminar and participate in conference / symposium / workshop / seminars.



Code of Conduct for the Teachers:

The basic ethical values underlying the code are care trust integrity and respect embodying those aspects relevant to teacher, who entrusted with social responsibility. The definitive code for this institution encompasses the following.

1. Be concerned and committed to the interest of students as the foremost aim of the teaching profession is to educate.
2. To perform the duties of teaching, learning, and evaluation daily.
3. To follow the holistic, communicative, and inclusive teaching learning practices aiming the highest qualitative development of the students.
4. To perform and follow the instruction and orders given by principal and other higher authorities of the institution.
5. To engage themselves in research activities towards the constructive and creative conclusion that help society and students.
6. To participate enthusiastically in all activities of the college with constructive participation.
7. Teachers should encourage students to express and state their views on different issues irrespective of teacher's personal agreement or disagreement.
8. Teachers should inculcate the democratic and just practices among their daily activities.
9. Teachers should create an inclusive educational environment avoiding any partiality based on caste, creed, religion, gender, regional discriminations.
10. Teachers should boost self-confidence, soft skills and values among students to make them competent to face the challenges of daily life and to develop students to accomplish the career aspirations.
11. His aim should be to inspire students to generate more interest and develop a sense of inquiry and critical thinking in the pursuit of knowledge.
12. The teachers should insist a scientific and democratic outlook among their students making them community oriented, patriotic and broad minded.
13. Developing and executing innovative teaching practices as well as planning for an upgrade academic system should be an integral part of teacher's professional duties.
14. The teachers will have to carry out the institutional and educational responsibilities such as conducting admission, college seminars and so on. They should execute and participate extracurricular activities of the college as per guidance of the principal and be cooperative in smooth and inclusive administration of the institution.
15. The teacher must respect the confidentiality of all information regarding exam affairs as well as matter dealing with colleagues and students unless legally or legitimately demanded.
16. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.

17. There should be regular interactions with the Guardians of the students as this is necessary for the improvement for students and the institutions.



Code of Conduct for the Administrative Staff:

Interaction and various practices between administrative staff and students are frequent during counselling, admission, disbursement of financial aid, library transactions, sports facilities, laboratories, examinations, entry and exit from the college etc. Administrative staff should be helpful, friendly and patient while delivering their duties and interacting with students.

Following are the guiding and formative standards for the administrative staff of the college:

1. They should be punctual as their prior presences is required daily for the commencement and smooth functioning of college activities
2. The Administrative Staff should acquaint themselves with the college policies and adhere to them their best ability.
3. They should strictly and regularly follow the mechanism of daily campus maintenance and cleaning policies.
4. The maintenance trees, water and other resources should be practices with high priority by Administrative staff.
5. They should not engage in remarks of behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
6. They should also be responsible for the proper use and maintenance of college equipment's and furniture.
7. No administrative staff should be under the influence of drugs or alcohol during office hours.
8. The administrative staff must maintain the confidentiality of the work while working at confidential desks like examination, admission and handling private information of the students especially girls students, staff, and other official records. Confidentiality must be at top priority while having with dialogue with common people on decision and policies of the institution.
9. They should perform their duties with honesty and integrity.
10. The work and performance of the administrative staff should be free from gender, caste, religion, regional and other discriminative influences.
11. The inclusive and harmonious communication and practices between administrative and teaching staff is asset of the college that results in inclusive development of the college. Administrative staff should follow this policy of smooth and harmonious communication with staff and vice versa.
12. Polite, smooth, and just behaviour of administrative staff with teaching staff and students help to establish holistic atmosphere in the college. They are guardians of the college property and assets.



13. Administrative staff should follow the instructions of the works given by principal, HoDs, and teachers of the college.

Code of conduct for students:

The college depicted underneath shall apply to all sorts of conduct of students within the college premises and their off-campus mannerisms which may have serious consequence or adverse impact on the Institutional or reputation.

1. Students should regularly attend the college with their full participation in teaching – learning activities.
2. Student should participate in co- curricular activities that are organized by the college for their development.
3. Student should strive to develop their potentialities and abilities that help them to fulfil their career aspirations by participating daily teaching learning practices.
4. Students should register themselves for co-curricular courses like NSS, value added courses, COC courses, and other add on courses.
5. Students must not involve in any act of discrimination (physical or verbal) based on an individual's gender, identity, caste, race, religion, or religious beliefs, colour, region, language, disability, marital or family status , physical or mental disability etc.
6. Unauthorized possession or carrying or use of any harmful chemical , banned drugs , weapon, ammunition , explosive or potential weapons, fireworks contrary to law or policy and consumption of tobacco , Ghutka etc. and smoking are prohibited in the college campus .
7. All students have to interact and behave politely with teaching and non-teaching staff.
8. Student must follow the rules of dress code and identity in the college premises.
9. Student should read and comply accordingly all notices displayed on notice board in the college.
10. Student should not damage any property of the college. If found so, student will be punished according to the rules.
11. Regular attendance of the students is mandatory.
12. Students should not make any changes on the statutory documents such as bonafide, T.C., identity of the college.
13. Students should submit all kinds of documents whenever required and asked by the office within stipulate time. (Scholarship, admission, examination etc.) Failing to this college will not be responsible for any kind of loss of the student.
14. This is mandatory to submit provisional admission forms for all courses /programs of the college within 10 days after declaration of students previous exam result.
15. Student should submit all kinds of complaints in written form to the concern authority. Students can avail the facility of complaint box.

16. Student should maintain social, cultural and religious harmony in the college campus.
17. Frequent use of mobile is prohibited in campus and no social media groups will be formed in the name of college or class. Only concerned teachers and college authority has right to form social media groups.
18. Students must follow the rules and regulations of anti –ragging and prevention of women’s sexual harassment policies of state and central government and other authorities like UGC and University.
19. Students should participate with zeal and pleasure in co-curricular and extra – curricular activities.
20. According to Govt. of Maharashtra decision Draft no 1614/345/P.K.71/18-A Dated 9th March 2015 students has to fill self – Declaration Certificate with his Photograph, Full Name, Signature etc.
21. This is strictly prohibited to shoot any class or any part of the campus of the college and to upload it on social media platform without prior permission of college authority.
22. For degree and post- degree there will be internal evaluation examination, by conducting Home assignment or Project work. Students have to submit their assignment work in time as declared by respective faculty. The provision of ATKT and Grace Marks will apply as Prescribed by University.
23. This is mandatory to follow examination rules of Shivaji University and college. Any grievance regarding this should properly admitted to college authority.



**Krushival Shikashan Prasarak Mandal's
Rajarambapu College of Sugar Technology , Islampur.**

Code of Conduct Committee

2023-24

Meeting No . 1

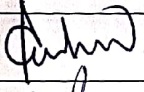


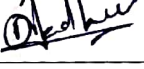
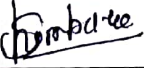
Date : 10/07/23

All the committee members are hereby informed that the code of Conduct committee meeting is scheduled to be on 10/07/23 at 10 am in Room No.1. The agenda of the meeting is given below . it is mandatory to members to present and take active participation in the meeting.

Agenda

1. To Discuss and form the code of conduct for principal.
2. To Discuss and form the code of conduct for Teachers.
3. To Discuss and form the code of conduct for Administrative staff.
4. To Discuss and form the code of conduct for students.
5. Information to stakeholders about the code of conduct.
6. The meeting schedule of the committee.
7. Any other subject occurred during discussion.

Chairman

Sr.No	Name	Designation	Sign
1	A.V.Magdum	Chairman	
2	R .M Pawar	IQAC, Coordinator	
3	S.S Aarekar	Member	
4	D.V Jadhav	Member	
5	S.B Chavan	Administrative Staff Member	
6	Student Representative	Student Member	
7			



**Krushival Shikashan Prasarak Mandal's
Rajarambapu College of Sugar Technology , Islampur.**

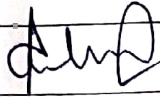

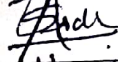
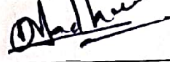
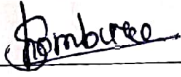

Code of Conduct Committee

2023-24

Minutes of the Meeting No . 1

Date : 10/07/23

The Code of Conduct Committee meeting was held on 10/07/23 at 10 am in Room No. 1
Following committee members attend the meeting and took active participation .The items
discussed in the meeting were as follows.

Sr.No	Name	Designation	Sign
1	A .V Magdum	Chairman	
2	R .M Pawar	IQAC, Coordinator	
3	S.S Aarekar	Member	
4	D.V Jadhav	Member	
5	S.B Chavan	Administrative Staff Member	
6	Student Representative	Student Member	
7			

Items:

1. About code of conduct for principal: The code of conduct for principal were read out. They were finalized since no suggestion were received.
2. About code of conduct for Teachers: The code of conduct for teachers were read out. They were finalized since no suggestions were received.
3. About code of conduct for Administrative staff: The code of conduct for Administrative staff were read out. They were finalized since no suggestions were received.



4. About code of conduct for students: The code of conduct for students were read out. They were finalized since no suggestions were received.

5. Information to stakeholders about the code of conduct: The code of conduct for principal, Teachers and Administrative staff should be informed in the first day meeting of the first term. The code of conduct for student should be informed to the students by every faculty member during his first lecture. These codes of conduct will be displayed on the college website and at various conspicuous places on the campus.

6. The meeting schedule of the committee: The committee meeting will be held on the first each term.

7. Any other: There was no any other issue to discuss

8. The meeting concluded with the vote of thanks by

[Handwritten signature]





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Note: staff meeting

