



HANDBOOK OF CORE VALUES AND CODE OF CONDUCT



Edited by:

**WAGHIRE COLLEGE OF ARTS COMMERCE AND SCIENCE,
SASWAD, TAL PURANDAR, PUNE 412301**

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CORE VALUES

The institution is anchored by its core values which provides strong base of institution which is key of the development of the institution. These core value important to promotes academic excellence, inspires innovation and entrepreneurship and prepares rural graduates to contribute to the society that is mostly focused on change. They provide a blue print for policy making and vision perspective. Our core values reflect our institution vision.

Vision

“Bahujan Hitay Bahujan Sukhay”

Excellence

“Excellence is doing ordinary things extraordinarily well.”

We are providing the best educational experience to all masses. We seek to develop the strengths and talents of all members of rural community so they can achieve their personal best. Excellence gives us opportunity to challenge ourselves to utilize our inbuilt qualities like intellectual, social, physical, spiritual and ethical.

Patriotism

“Rashtra Devo Bhava”

It shows national values of unity, equity and self-dependence.

Integrity

“The strength of a nation derives from the integrity of the home.”

Integrity provides the ability to realize the greater good in our actions and programs. It challenges us to look at our work, our self and unity across the nation.

Community and Diversity

“The greatness of a community is most accurately measured by the compassionate actions of its members.”

We believe in cultural diversity, compassion for others, honest, open communication, fairness, respect for all and integrity in all. Diversity builds a community that nurtures a climate that is open and welcoming to diverse people, ideas and perspectives. We promote a constructive discourse on the nature of diversity; and that engages faculty, staff and students in activities that promote the college’s core values.

Social Responsibility

*“The best way to find yourself is to lose yourself in the service of others.”- Mahatma Gandhi.
“Not Me But YOU”*

We believe in the value of community service and engagement, and in being active citizens of the nation. We are dedicated to developing responsible citizens of the nation who are committed to social justice for

all by providing opportunities for service, social justice education, and helping in making community and the world a better place.

Learning for Life

“Om Sarve Bhavantu Sukhinah/Sarve Santu Nir-Aamayaah |”

Learning for Life, *May All become Happy, May All be Free from Illness.* Education encourages us to pursue knowledge for improvement of communities and strengthen our understanding of each other.

Environmental consciousness

“Vasudev Kutumbakam- Earth is one family”

CODE OF CONDUCT

Code of Conduct for the Governing Body

- Governing Body is led by the Chairman and members of the trust (Pune District Education Association, Pune). It includes Principal of College as Member Secretary who represents the teaching and non-teaching staff.
- The Governing body of the college should follow the rules and regulation of affiliated University and also follow regulations of UGC/State Government/Central Government and look for the smooth functioning of the institution.
- The College Governing Body should look after the academic excellence and over all growth of the college and provide necessary support for the same.
- The Governing Body will not interfere in the day-to-day administration of the college.
- The Governing Body should be aware of the changes taking place in academic and other developments in the field of higher education. It should share during College development meeting and take the decision and implement for college development.
- The Governing Body should have proper commitment and should bear very high moral character and should be helpful and supportive for the development of the college.

Code of Conduct for the Principal

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

- Principal is full time academic and administrative officer of the college and will act as drawing and disbursing authority.
- He/she should stay at the college campus and will not leave the campus without the permission of authority. Before leaving the campus, he should do alternative arrangements for functioning of day to day activities in the college.
- He/she being academic head should support, guide and think innovatively for overall development of students in the college.
- He/she should encourage and support research activities through the faculty and P.G. Students.
- He/she should obey discipline and must bear high moral character.
- Principal should prepare budget, put it before Governing Council for sanction and execute it with commitment.
- Principal should search for various scholarships for students and grants for the college.
- Principal is responsible for smooth conduct of college and should guide for preparation of yearly plan, administrative and financial management in consultation with governing council.

- He/she should establish good public contacts in 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.
- Principal has to manage and control faculty and staff on the campus and make optimum utilization of the available Infrastructure.
- Principal should be punctual and cooperative to all his colleagues and seniors.

Code of Conduct for the Teachers

- Teachers should demonstrate high standard in teaching and learning by engaging students in learning and work to achieve high level outcomes for all students.
- Teachers should protect students from harm by recognizing that students have a right to a safe and secure teaching and learning environment.
- Teachers should exercise leadership in their role as supervisors by acting as positive role models, acknowledging the work of staff and encouraging initiatives, responsiveness and leadership amongst staff.
- Teachers should discourage any form of discrimination harassment at the workplace.
- Teachers should facilitate advance students learning by implementing the educational goals and priorities of the college and system.
- Teachers are accountable for encouraging students to attempt for high standards and to value learning.
- Teachers should exercise efficient and effective resource management.
- Teachers should have fairness in their duties and integrity in their work.
- Alternate teaching arrangements need to be made while applying for any leave in discussion with the Head of the Department and approval of the Principal.
- College I-Card is compulsory.

Code of Conduct for the Administrative Staff

The Principal and Heads shall assign duties to non-teaching employees, as per the needs/requirements of the concerned colleges, from time to time. Notwithstanding anything contained above, the Vice-Chancellor shall direct the Principals to assign duties to the employees in respect of conduct of University examination/admissions etc., during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the college.

- Administrative staff /non-teaching staff employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- Administrative staff /non-teaching staff should display the highest possible standards of professional behaviour.

- Administrative staff /non-teaching staff should be punctual and discipline towards their work.
- Administrative staff /non-teaching staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Administrative staff /non-teaching staff should cooperate with students, colleagues & superiors.
- Administrative staff /non-teaching staff should maintain the image of the institute through standards of dress, general courtesy, etc.
- Administrative staff /non-teaching staff should respect for the rights and opinions of others
- Administrative staff /non-teaching staff should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.
- Administrative staff /non-teaching staff must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination etc or any other action as per the Competent Authority.

Codes of Conducts for Students

The smooth functioning of the college depends on observance of discipline by the students. The College can help the students better when Rules of Discipline are observed properly. Violation of these rules deprives the students of the advantages of different facilities provided by the college. The following are some of the important rules of discipline. Parents/Guardians are requested to direct their ward to observe the following rules of Discipline.

- **Identity card:** 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 submit it.
- **Courtesy and respect** must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- **Presence and Attendance:** lectures/practical/tutorials/tests/assignments/examination attendance 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.
- **Requirement of attendance:** The student who does not have minimum required attendance of 75% of actual lectures/ practical / tutorials/ tests /assignments conducted in each term or do not show satisfactory progress in terminal / preliminary examinations will not be allowed for college/university examinations.
- **Requirement of medical certificate:** The student who remains absent for the periodical test / examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
- It is necessary for the students to be present at the time of admission in college and filling up of any examination form.
- The 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 outside. Students including 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.
- **College campus behavior:** 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.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image. No outside influence, political or any other should be brought into the college, directly or indirectly.
- Scribbling on the walls and desks etc. should be avoided. If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- 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. Follow strict adherence of discipline in and out of college campus, S.T. bus and public places.
- **Examination rules:** Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.
- **Requirement of Principal’s permission:** No student shall collect money 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.
- All programs, meetings, gatherings, picnics etc. will be organized only with prior written permission of the Principal.
- 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.