

**TUKARAM KRISHNAJI KOLEKAR ARTS
AND COMMERCE COLLEGE, NESARI**NACC Accredited 'B'
(Affiliated to Shivaji University Kolhapur)

At/post, Nesari, Tal : Gadhinglaj, Dist: Kolhapur, Maharashtra, India.

G R N: NGC 3595/NMV/137/95 MS -3 Date: 4/8/1995

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*President***Adv. H.T. Kolekar***Principal***Dr. K. R. Patil^{MA Ph.D}****CODE OF PROFESSIONAL ETHICS****College Principal should:** ✓

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- Act as warden of the College's assets in managing the resources responsively, optimally, effectively and efficiently for providing a conducive teaching and learning environment;
- Promote research and consultancy work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings out quality, professionalism satisfaction and service to the nation and society.
- Avoid plagiarism and other non-ethical behaviour in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Restrict from allowing considerations to caste, creed, religion, race or gender in their professional endeavour.

TEACHERS AND THEIR RESPONSIBILITIES:

A teacher is closely under the observation and a moral ideal of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that he/she should seek to inculcate among students must be his/her own ideals. Further, a teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should: ✓

- Stick to a responsible pattern of conduct and character expected of them by the community;

<https://peshda.ac.in/code-of-conduct/>

1/7

- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Seek to make professional growth continuous through study and research;
- d) Express free and frank opinion through Continuous Learning by seminars, conferences, etc. towards the contribution of knowledge;
- e) Through membership of professional organizations improvise teaching-learning skills
- f) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- g) Discourage plagiarism and other non-ethical behaviour in teaching and research;
- h) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- i) Co-operate and assist in carrying out the functions related to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as to assist the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- j) Participate in extension, co-curricular and extra-curricular activities, including the community service.

TEACHERS AND THE STUDENTS:

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Just and impartial attitude towards students, regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate scientific outlook and ideals of democracy, patriotism and peace among students;
- (vi) Avoid verbal or physical violence towards any student for any reason;
- (vii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

III. TEACHERS AND COLLEAGUES:

Teachers should:

- (i) Treat colleagues in the same manner as they themselves wish to be treated;
- (ii) Academic and gentle language for professional betterment;
- (iii) Respect the fundamental rights given by the Constitution of India on the basis of caste, creed, religion, race or gender in their professional endeavour.

TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and stick to procedures of the Management, University and Govt. of Gujarat .
- (ii) strictly prohibited to practice private tuitions, coaching as well as other employment as a hindrance to their professional responsibilities;
- (iii) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

- (vi) Avoid unreasonable leaves and take leaves with prior intimation, keeping the academic schedule intact.

TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking
- (ii) Teachers should help the supportive staff as an innate part of the institutional mechanism.

TEACHERS AND GUARDIANS:

Teachers should:

Maintain contact with the guardians of their students and communicate the progress reports of the ward when necessary and meet the guardians during parents' meet as well as Mentor Program for effective Parents-students feedbacks, mutual exchange of ideas and for the benefit of the institution and the ward.

VII. TEACHERS AND SOCIETY:

Teachers should:

- (i) Education is a Social Service and a teacher must strive to keep the society well-informed of the educational innovations.
- (ii) Work to improve the moral and intellectual growth of the society.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Restrict from Anti-social Activities to save society from communal, caste or gender hatred or enmity.

Director Physical Education / Librarian should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community; b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Respect the fundamental rights given by the Constitution of India on the basis of caste, creed, religion, race or gender in their professional endeavour.

CODE OF CONDUCT AND RESPONSIBILITIES OF OFFICIALS AND SUPPORT STAFF

Professional Behavior and Confidentiality

1. Staff members should reflect professional behavior required in an educational institution
2. They should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
3. They should ensure effective communication and fast disposal of the correspondences with various stakeholders
4. They should not use their position in the college for private advantage or gain.
5. They should not indulge in activities that might bring disrepute to the college and tarnish its image
6. They should not violate the policies and procedures prevailing in the college
7. They should continuously strive for their professional growth and participate in various activities planned in the college
8. They should update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both students and staff

CODE OF CONDUCT FOR STUDENTS:

Students are expected to read and comply with the Code and all other standards of behavior required by the College policies and procedures accordingly.



Identity Cards

All Students of this college should possess Identity Cards duly signed by the Principal. If the Identity Card is irrecoverably lost, duplicate Identity Card will be issued only after remitting Rs.20 Notified Confession letter.

Attendance

Students are not permitted to take leave without permission of their HoD. Absence without prior leave permission will not be entertained by the Mentor and if such absence is repeated, parents/guardians will be called in for further action.

Leave for NSS/NCC/Cultural and Sports activities will be granted only if the student represents the College or the University in various events. Students deputed to participate in aforesaid events, should submit his/her leave application duly recommended by the concerned Event Coordinator to the HoD (Main subject) for necessary action.

III. Dress-code and Behaviour

Students of the institution are expected to conduct themselves in the best standards of etiquette within and outside the College.

Soon after admission, every student will be given an identity card which they must put on during college hours in the campus.

Students should maintain adequate silence in the college premises during class hours.

N.B:- The following rules of the Education Code are also applicable to the students of this college:

Every student should be properly dressed.

All students are expected to greet the teachers as part of general demeanour.

No student shall be allowed to leave the classroom without the permission of the teacher or until the class is dismissed.

Students are forbidden to organize or attend any meeting in the College or to collect money for any purpose or to circulate any pamphlet without the permission of the Principal.

Any student, who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraudulent or malpractice in connection with examinations is likely to have an unwholesome influence on his fellow students shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

Students are expected to keep the college campus clean and tidy by leaving the waste materials in the waste bins of the campus and abstain from disfiguring the walls by sticking notices or scribbling. They are not supposed to indulge in any kind of activity that obliterates the vegetation of the campus.

The students are prohibited from spitting in open spaces or indulging in other similar uncivil acts.

The students of this institution are responsible to protect and preserve the precious heritage buildings and not supposed to cause any kind of damages such as denting, destroying, removing, injuring, altering, defacing, or misusing all of which will be considered as serious punishable offence.

**TUKARAM KRISHNAJI KOLEKAR ARTS AND COMMERCE COLLEGE
NESARI**

**HANDBOOK ON
CODE OF CONDUCT
FOR STAFF AND STUDENTS**

**PUBLISHED BY
T.K.KOLEKAR COLLEGE NESARI**

Code of Conduct For Faculty

It is assumed that the teacher will not in general avoid his responsibilities misuse privileges. However, following lapses would constitute improper conduct on the part of teacher of the college/Recognized Institution.

- a) Failure to perform his academic duties such as preparations, lectures, demonstrations, assessment, invigilation etc.**
- b) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.**
- c) Inciting students against other students, colleague's administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)**
- d) Raising questions of castes, creed or religion, race or sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospectus.**

e) Refusal to carry out the decisions of appropriate administrative and academic bodies and / or functionaries of the University. This will not inhibit his right to express his difference with their policies or decisions, expression provided that he will not use the facilities or forum of the University / college / Recognized. Institution to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.

1) We exist as an institution for students are the backbone of our academic life---

2) We live civility, honesty and integrity ---

3) Creativity, inquiry and scholarship are our culture ----

4) We embrace diversity and inclusion for democratizing education---

5) We relentlessly pursue excellence-----

6) We teach ---- we learn---- we interact---we nature --- we grow citizens for tomorrow---

7) We do believe honesty----in the spirit of truth and

7.1.12

THE RULES OF PROHIBITING RAGGING

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Mantralaya Annex, Mumbai 400 032, dated the 19th May 1999

NOTIFICATION

MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999.

section {2} of section 1 of the Maharashtra Prohibition of Ragging act, 1999 {Man. XXXIII of 1999}, the Government of Maharashtra hereby appoints the 1 day of June 1999 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

V.P. Raja,
Secretary to Government

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRATIMAUMARJI,
Secretary to Government,
Law and Judiciary Department.



MAHARASHTRA ACT NO. No. XXXIII OF 1999.

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 15 May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra. It is hereby enacted in the Fiftieth Year of the Republic of India as follows:

(1) Short title and commencement

- * This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- * It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

2) Definitions

1. "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached there to;

2. "head of the educational institution" means the Vice-Chancellor of the University, dean of Medical Faculty, Director of the Institution or the Principal, headmaster or the person responsible for the management of the educational institution;

3. "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes

- (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
- (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

3) Prohibition of ragging

Ragging within or outside of any educational institution is prohibited.

(4) Penalty for ragging

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(5) Dismissal of student

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.



(6) Suspension of student

1. Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

2. Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

3. The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

(7) Deemed abetment

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4. Power to make rules

(8) (1) The State Government may, by notification in the Official Gazette, amend for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notified such decision in the Official Gazette, the rule shall from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.



○ शिस्त पालन संबंधी नियम ○

१. विद्यार्थ्यांचे वर्ग, ग्रंथालय, क्रिडांगण व परिसरातील वर्तन शिस्तीला अनुसरून हवे. शिस्तीसंबंधीचे नियम विद्यार्थी व त्यांचे पालक यांच्यावर बंधनकारक असतील.
२. महाविद्यालयाच्या मालमत्तेचे, वर्गातील खोल्यांचे, फर्निचरचे नुकसान करणे शिस्त भंग मानले जाईल.
३. वर्गासाठी निश्चित केलेल्या सर्व तासिकांना उपस्थित राहणे सक्तीचे आहे.
४. महाविद्यालयात असताना प्रत्येक विद्यार्थ्याने आपल्या सोबत महाविद्यालयाचे ओळखपत्र जवळ बाळगणे अत्यावश्यक आहे.
५. महाविद्यालयातील अध्यापक अगर प्रशासकीय कर्मचाऱ्याने मागणी केल्यास ओळखपत्र दाखवणे, हे सर्व विद्यार्थी - विद्यार्थीनींना बंधनकारक राहील.
६. दररोज न चुकता नोटीस बोर्ड पहाणे व सूचनांची नोंद घेणे हे प्रत्येक विद्यार्थ्याची जबाबदारी आहे. नोटीस बोर्ड न पाहिल्याने होणाऱ्या नुकसानीस महाविद्यालय जबाबदार राहणार नाही.
७. विद्यार्थी - विद्यार्थीनीने महाविद्यालयाने निर्धारित केलेल्या सर्व उपक्रमांत सहभागी झाले पाहिजे. एन्. एस्. एस्., क्रीडा व सांस्कृतिक विभागामध्ये विद्यार्थी-विद्यार्थीनींच्या सुप्त गुणांना आमचे महाविद्यालय नेहमी प्रोत्साहन देत असते. यास्तव व्यक्तिमत्त्व विकासाच्या दृष्टीने व चारित्र्य संवर्धनाच्या दृष्टीने विविध मंडळे कार्यान्वित केली आहेत. या सर्व संधीचा लाभ विद्यार्थ्यांनी घ्यावयाचा आहे.
८. शासकीय परिपत्रकानुसार महाविद्यालयाच्या आवारात धूम्रपान करण्यास सक्त मनाई आहे.
९. विद्यार्थ्यांनी महाविद्यालयाकडून होत असलेल्या अंतर्गत मूल्यमापनासंबंधीची माहिती विषय शिक्षकाशी संपर्क साधून काळजीपूर्वक पुर्ण करून घ्यावी. समृद्ध ग्रंथालयाचा पूर्ण लाभ घेण्यासाठी विद्यार्थ्यांची महाविद्यालयातील उपस्थिती महत्वपूर्ण आहे. किमान सहा तास विद्यार्थी-विद्यार्थीनी महाविद्यालयाच्या परिसरात असणे आवश्यक आहे.

विद्यार्थी-विद्यार्थीनींच्या गुणवत्ता वाढीवर लक्ष केंद्रीत करून आम्ही अंतर्गत मूल्यमापन पध्दती सुरू केली असून कॉलेज अंतर्गत होणाऱ्या परीक्षांना बसणे विद्यार्थी-विद्यार्थीनींना बंधनकारक राहील.



डॉ. के. आर. पाटील (M.A. Ph.D.)
प्राचार्य,
तुकाराम कृष्णाजी कोलेकर
कला आणि वाणिज्य महाविद्यालय, नेसरी

: Core Values :

- 1) Institution agrees that students are the backbone of Academic life.
- 2) Institution believes in creating civility, equality, honesty and integrity among students.
- 3) Institution strive for employability enhancement and skills for livelihood.
- 4) Institution develop the culture of creativity, unity and relentness efforts.
- 5) Institution aspiring for quality education through diversity and inclusion for democratising education.
- 6) Institution develop the spirit of truth and morality.
- 7) Institution focus on nurturing good citizenenes with quality character.

