

**Shree Warana Vibhag Shikshan Mandal's**

**Yashwantrao Chavan Warana Mahavidyalaya, Warananagar.**

Tal: Panhala, Dist: Kolhapur (Maharashtra)-416113.

**HANDBOOK ON**

**HUMAN VALUES, PROFESSIONAL ETHICS & CODE OF CONDUCT**

**(for the Students, Principal, Teaching Staff & Non-Teaching Staff )**

**2019-20**

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Published by:  
I/C Principal,  
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# Yashwantrao Chavan Warana Mahavidyalaya, Warananagar.

©Principal,

Yashwantrao Chavan Warana Mahavidyalaya, Warananagar.

A/P: Warananagar, Tal: Panhala, Dist: Kolhapur

(Maharashtra)

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## **Preamble**

‘Professional ethics and Human values’ are a very relevant subject of today’s environment of conflicts and stress in the profession, with obligations to be met by one person in many directions. A formal study will certainly improve one’s ability and judgment and refine one’s behaviors, decisions, and actions in performing the duty to the family, organization, and to the society. Academicians even feel that this subject should be introduced in high school level, in place of the moral instructions.

This handbook is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc. This document incorporates the working of various committees for the betterment of the institute and enhancement of quality of education. It also finds mention of the service rules, leave rules and appointment rules.

This handbook, along with the general rules and regulations provides certain code of conduct to be followed by the faculty, Non- teaching and administrative staff, which will undoubtedly set an example for the students.

Mr. Vilas S. Patil.

Dr. S.S. Khot

Prof. Dr. P.S. Chikurdekar.

Co-ordinator Code of conduct

IQAC Co-Ordinator

I/C Principal

## HUMAN VALUES, PROFESSIONAL ETHICS AND CODE OF CONDUCT

### Introduction:

Higher education is leadership education. The values and virtues practiced in higher educational institute are heavily influence the future leaders. Many institutions of higher education simultaneously show excellence in academic subjects, are green campuses with manifold ethics curricula, are active members in community engagement, and also are adept in providing value orientation to all stakeholders. It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a code of ethics which may be evolved by the teaching community itself for its guidance.

There are major areas of professional activities which encompass the work of an all stakeholders of institute. For each of these areas certain principles have been identified to serve as guidelines for stakeholders conduct.

A code of conduct is a set of rules that outlines the rules, responsibilities and practices for an individual and committees for the smooth conduct of affairs in an organization. It's expected that staff members strictly adhere to the specified rules and regulation spelled out in this handbook failing which the action shall be taken as per the procedure laid down by Shivaji university, Kolhapur, Principal of Y.C.W.M. Warananagar or the competent authorities responsible for it. The college development committee (CDC), IQAC and Discipline committee reserves the right to change/modify the rules and regulation and apply their discretion in specific cases as per the necessity. The rules and regulations included in this handbook are applicable to:

1. Students
2. Principal
3. Teaching staff, official staff, supporting staff and
4. Governing committees

As we are associated with the education faculty, our code of conduct has pivotal importance in a student's overall development and his molding.

### **About the institution:**

Warananagar is a classic illustration of integrated rural development through co-operative movement. It is a well planned township throbbing with industrial and educational activities. It is a place named after the river Warana which originates at Prachitgad in Satara district and merges in the river Krishna at Haripur near Sangli. The length of the river Warana is 80 Km. The river Warana forms the boundary line between Sangli and Kolhapur districts. Warananagar is situated on the banks of river, where Yashwantrao Chavan Warana Mahavidyalaya is situated, is a hilly and rural area, called Warana. It comprises of near about 60 townships, villages and some remote settlements. During the Freedom Movement this place provided shelter to many freedom fighters and today it is remarkably known as a successful industrial and educational center. Just six decades ago, this area was a barren tract of land, notorious for day-light robbery. Life was difficult and full of hardship. The main occupation of the people was agriculture and fortune of the farmers was tied to climatic changes, scarcity of rain and volatile market prices. People were downtrodden and ignorant. With the establishment of a co-operative sugar factory, this area has been totally transformed. The credit for this socio-economic transformation goes to Late Hon'ble Vishwanath Anna alias Tatyasaheb Kore, a visionary man with foresight, rare organizational skills and dedication. Late Hon'ble Tatyasaheb Kore was fully aware of the fact that along with the material prosperity, the cultural development and enlightenment is equally important and necessitated the creation of educational facilities. He wanted to provide work to the empty hands and made them strong and self-reliant.

Warana co-operative sugar factory is established in 1960 and proved to be a turning point which brought about socio-economic and consequently educational changes in the life of the people of this area. The development of sugar factory changed the socio-economical standard and living standard of poor farmers in Warana valley. But economic enrichment was not his only goal. His mission was to bring in the total transformation of rural youth and create a 'New Man' who will be well educated, self-reliant, culturally rich and morally upright. He knew that along with the material prosperity, cultural development and moral

enlightenment are equally important. He realized that creation of educational facilities, particularly facility of higher education was the prior need of this area.

Before the establishment of the aforesaid educational facilities, the students of this area were deprived of higher education and only a few well-to-do could afford to go to Kolhapur, the nearest city, for pursuing higher education. Having realised this, the leadership decided to create these facilities for the youth of this area for their total transformation. This led to the establishment of Shree Warana Vibhag Shikshan Mandal (Education Society) and subsequently, Shree Warana Mahavidyalaya, Warananagar in 1964. The college was renamed as Yashwantrao Chavan Warana Mahavidyalaya, in 1992. Since 1964. our education society is striving towards the fulfillment of the objectives. Establishment of our college, the first step in higher education, institutes have more than adequate infrastructural facilities like imposing buildings, beautiful premises, spacious playgrounds. well qualified staff, rich library and laboratories. Institute has proved to be a step ahead towards the achievement of our mission of 'Creating A New Man'.

Our College was established in June 1964 ( 128 students and 12 lecturers) right from the beginning, has Arts, Commerce and Science faculties. Today campus is covering an area of 27 acres and college has 15 departments, 11 COC courses, 03 Post-graduate course and about 5500 students and 157 staff members.

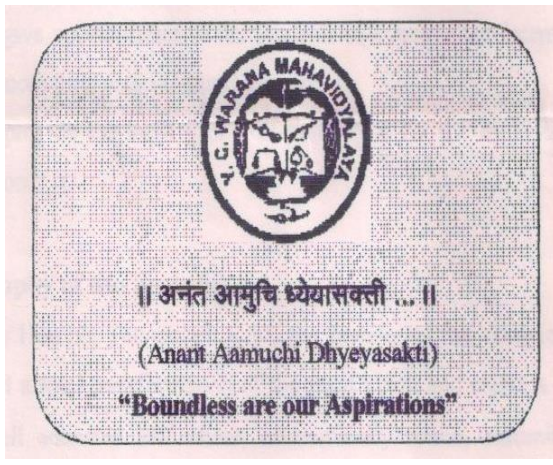
The college is affiliated to **shivaji University, Kolhapur (Maharashtra)**, a state university. The college is recognized under the section **2 (F) and 12 (B) of UGC act, reaccredited A+ by NAAC** with CGPA . The majority of the students admitted in this College come from the **rural, economically backward and agriculture background** for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning.

**Mission:**

"We stand united and determined for the total transformation of rural youth of Warana region towards self reliance, confidence and enlightenment through higher education".

**Vision:**

"To become an Academy of excellence in higher education and human resource development in rural area".



**Motto and Emblem of our College:** The motto of our college is taken from a well-known poem by Mr. V. V. Shirwadkar alias Kusumagraj, a great poet of Marathi.

With the above motto in mind, our college is striving for making the students attain perfection, become prosperous and lead a contented and successful life. The emblem of our college reflects the dreams seen by Late Hon'ble Tatyasaheb Kore for the development of Warana region. At the background of the emblem is Warana Sugar Factory, the nucleus of this industrial and educational complex. The symbols represent humanities, commerce, science, culture, defense, agricultural and industrial development through co-operation.

**Goals and Objectives of our College:**

1. To provide opportunities of higher education to the students of this rural area, coming from modest family background and to make them competent enough to face the challenges of the modern world.
2. To promote women's education by providing them hostel and boarding facilities at concessional rates.
3. To encourage the students to pursue higher education by providing them financial assistance in the form of free-ship.
4. To encourage the meritorious students by giving them scholarships and prizes for academic achievements.
5. To promote in-door and outdoor sports through creation of a spacious ground, an in-door stadium and necessary equipments.
6. To give opportunities to the students to expose their latent talents and promote their socio-cultural growth.
7. To provide the facility of post-graduation for the students of Warana region.

**Core Values:**



As an institution of higher education we have the responsibility towards different stakeholders like students, teachers, parents, employers and the neighborhood community. We on YCWM Warananagar college campus have been practicing the certain values sourced out of our institutional vision and mission. These we consider as our core values:

1. Integrity and dignity
2. Quest for excellence
3. Fostering the students
4. Inculcating a value system among students
5. Promoting the use of technology
6. Transparency
7. Faculty empowerment.

**Objectives:**

1. To understand moral values that guides a profession and to address moral issues in a profession.
2. Justification moral judgment concerning a profession.
3. To nurture a set of beliefs, attitudes and habits that engineers are expected to display concerning morality.
4. To introduce awareness on human values and professional ethics.
5. To inculcate moral values and social responsibility.
6. To follow the fundamental duties enshrined in constitution of India.

**PART-I - HUMAN VALUES:**

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.

Human value is defined as a “Principles that promotes well-being or prevents harm. The different sources responsible for evolving human values are religious leaders, gurus/saviors, teaching and practices, the need and judgment of fulfilling an individual’s need in the society. Human values can assure a happy and harmonious human society. At Yashwantrao Chavan Warana Mahavidhyalaya, Warananagar, we

cultivate and inculcate these students and staff through teaching and conducting various activities. The human values are as listed below:

### **Importance of Human Values**

- Provides understanding of the attitudes, motivation, and behaviors
- Influences our perception of the world around us
- Represents interpretation of “right and wrong”
- Provides a way to understand humans and organisation

### **Types of values:**

The core human value are:

1. Right conduct
2. Morals
3. Values
4. Peace
5. Truth
6. Love
7. Non violence
8. Civic Virtues
9. Discipline

### **Right conduct:**

Contains the values such as:

- a) Self-help skills: caring of passions, diet, hygiene, modesty, posture, self-reliance and tidy appearance.
- b) Social skills: good behavior, good manners, good relationships, helpfulness, zero wastage and good environment.

- c) Ethical skills: code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.
- d) Ownership: Ownership of a work.

**Morals:**

Contains the values such as:

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They were edited, changed or modified in accordance with the development of knowledge from time to time. Morality is concerned with principles and practices of morals such as: What ought or ought not to be done in a given situation?

What is right or wrong about the handling of a situation? What is good or bad about the people, policies, and ideals involved?

**Values:**

Contains the values such as:

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behaviour. People have gone to great lengths to demonstrate the validity of their beliefs, including war and sacrificing their own life. Conversely, people are not motivated to support or validate the beliefs of another when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. Values are our guidelines for our success—our paradigm about what is acceptable. Personal values are defined as emotional beliefs in principles regarded as particularly favourable or important for the individual. Our values associate emotions to our experiences and guide our choices, decisions and actions.

**Peace:**

Contains the values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance and understanding.

**Truth:**

Contains the values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity(unity of thought, word, and deed), intuition, justice, optimism, purity quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness and determination.

**Love:**

Contains the values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence,, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

**Non-violence:**

Contains the values such as:

- a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality and universal love.
- b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, national awareness, perseverance, respect for property and social justice.

## **Civic Virtues:**

Contains the values such as:

Civic virtues are the moral duties and rights, as a citizen of the country or an integral part of the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings.

The duties are:

1. To pay taxes to the local government and state, in time.
2. To keep the surroundings clean and green.
3. Not to pollute the water, land, and air by following hygiene and proper garbage disposal. For example, not to burn wood, tyres, plastic materials, spit in the open, even not to smoke in the open, and not to cause nuisance to the public, are some of the civic (duties) virtues.
4. To follow the road safety rules
5. On the other hand, the rights to vote the local or state government.
6. To contest in the elections to the local or state government.
7. To seek a public welfare facility such as a school, hospital or a community.
8. Transport or communication facility, for the residents.
9. To establish a green and safe environment, pollution free, corruption free, and to follow ethical principles. People are said to have the right to breathe in fresh air, by not allowing smoking in public.
10. People have inalienable right to accept or reject a project in their area.
11. One has the right to seek legal remedy, in this respect, through public interest petition Civic virtues as indispensable for a self-governing administration.

## **Ethics:**

Contains the values such as:

Ethics is a word that refers to morals, values and beliefs of the individuals, family or the society. The study on ethics helps to understand the peoples beliefs, values and morals, learn

the good and bad of them and practice them to maximize their well being and happiness. It involves the inquiry of existing situations, form judgment and resolve issues. In addition, ethics tells us how to live, respond to issues, perform our duties, rights, responsibilities and obligations.

**Discipline :**

Contains values like regulation, direction, order etc.

**Part-II -Professional Ethics**

Professionally accepted standards of personal and business behaviour, values and guiding principles. Codes of professional ethics are often established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles Professional ethics maybe understood as professionally acknowledged measures of individual and business conduct, values, and guiding principles. Professional ethics is nothing but a code of conduct applicable to different professions and is set up by the expert members of such profession or professional organizations.

The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Hippocratic Oath undertaken by medical students is one such example of professional ethics that is adhered by even today.

Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.

**Need for Professional Ethics:**

Professional ethics are accepted standards of personal and business behaviour, values and guiding principles. Codes of professional ethics are established by professional organizations to

help to guide members in performing their job functions according to sound and consistent ethical principles.

Professional ethics is set up by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Professional organizations necessarily include components like integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc. in their code of conduct.

### **1. Integrity:**

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

### **2. Credibility & Responsibility:**

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

### **3. Loyalty:**

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

### **4. Commitment:**

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

### **5. Attitude:**

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, stakeholders' behavior, and attitude-behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.



## **6. Valuing time:**

Time is rare resources and waits for none. Hence once it's spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource. Thus resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing it. Time management is the key to effectively increase effectiveness, efficiency or productivity.

## **7. Passion**

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

## **Part-III- Code of Ethics and Conduct-**

### **1. Code of Ethics and Conduct for the Students**

#### **1. Preamble-**

This document indicates the standard procedures and practices of Yashwantrao Chavan Warana Mahavidyalaya, Warananagar (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a discipline process that is egalitarian, conscientious, effectual, and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

#### **2. Jurisdiction-**

2.1 The Institute shall have the jurisdiction over the conduct of the students associated

/enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

2.2 Institute may also exercise jurisdiction over conduct which occurs on or off-campus violating the

rules of conduct and discipline as laid down hereafter which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students at the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute.
- c) Possession or use of weapons, explosives, or destructive devices
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

### **3. Ethics and Conduct-**

3.1 This Code shall apply to all kinds of students that occurs on the Institute premises including in Institute sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3.2 By signing the form of admission, each student deems to have read accepted this Code and thereby deem to have an undertaking that

- a) he/she shall be regular and must complete his/her studies in the Institute.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity on or off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying Institute property or property of other students and/or faculty members and/or any other stockholder of institute
- c) Any disruptive activity in a class room or in an event organised by the Institute
- d) Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards or teachers

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the Institute.
- b) Smoking on the campus of the Institute
- c) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- d) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- e) Rash driving on the campus that may cause any inconvenience to others
- f) Theft or unauthorized access to other resources
- g) Misbehavior at the time of student body elections or during any other election activity of the Institute.
- h) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

3.5 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

3.6 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.7 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.8 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on **the reputation of the Institute**.

3.9 **Theft or abuse of** the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, offices, classrooms, computers networks and interference with the work of others is punishable.

3.10 **Damage to, or destruction of, any property of the Institute**, or any property of others on the Institute premises.

3.11 **Making a video/audio recording, taking** photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.12 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student or students. The committee may meet with the student to ascertain the misconduct and suggest appropriate disciplinary actions based on the nature of misconduct.

**5.** All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore, all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 07.30 a.m. and may continue up to 5.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per Shivaji University, Kolhapur rules 75% attendance is mandatory to appear in semester end examination.
4. Every student at the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. College gives relaxation in having uniform to the students on day only for washing their regular college Uniform. But on day, every student must avoid exaggerated fashions. (Girl students have to wear the formal/casual dress as like as the uniform of the college, only colour of dress different on day. Any types of western cultured dress strictly prohibited)
9. No student allows, keeping fashionable/cool/unusual/coloured hair style.
10. Eatables snacks / beverages (drinks) are not allowed inside the College.
11. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
12. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator.
13. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.

14. No student spite in college premises/campus or in class room.
15. College premises and all class rooms are under CCTV surveillance; everyone must follow the disciplinary manners in college premises/campus/class room.
16. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
17. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
18. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
19. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
20. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
21. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
22. Furniture in the class rooms should not be moved or displaced.
23. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
24. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
25. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
26. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
27. No function/program/ birth day in the college campus / class room without prior permission of the principal.
28. To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
29. Students are prohibited from doing anything inside or outside the College that will interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.

30. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
31. Each student should park his/her vehicle at the parking of the college.
32. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

#### **6.Code of Conduct of college Library for students-**

1. Every staff / student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 08:00 A.M. to 5.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B. Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author, and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.

**13.** If the due date falls on holidays, return can be done on the following working day without fine.

**14.** A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-

**15.** All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.

Students can use well equipped Library study room from 08.00 to 5.00 p.m. with kind permission of the Principal/Librarian.

## **2.Code of Ethics and Conduct for the Teachers**

### **Preamble:**

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The basic ethical values underlying the code are care, trust, honesty, integrity and respect. It is expected that all the teachers should make themselves familiar with this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the duties, rights, responsibilities including the restrictions flowing from it.

### **Ethics and Conduct**

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.



3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students.
4. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
5. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
6. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the betterment of the College, or that seeks to disrupt the academic activities of the College.
7. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
8. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
9. Teacher should not allow considerations of cast, creed, religion, race or sex in his/her professional undertaking.
10. Teacher is expected to discharge his duties as per the guidelines of the UGC and the University and rules and regulations of the state government issued from time to time.

#### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny 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 which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating 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 assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

## **III. TEACHERS AND COLLEAGUES**

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

## **IV) TEACHERS AND AUTHORITIES:**

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own

institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) 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) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. TEACHERS AND GUARDIAN**

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. TEACHERS AND SOCIETY**

**Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (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) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Source: [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGC\\_Regulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGC_Regulation-2018)

Following code of conduct/code of professional ethics for the teachers of Yashwantrao Chavan Warana Mahavidhyalaya, Warananagar have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of Warana Vibhag Shikshahan Mandal, Warananagar in its Governing Body meeting which was held on \_\_\_\_\_ day dated 10<sup>th</sup> April 2019.

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident,

competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.

10. Every teacher should inform the college discipline/code of conduct to the student's time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.

20. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
32. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily

performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.

33. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
34. No teacher shall meet/approach directly to any member of the Management/ Governing Body of Warana Shikshan Mandal for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of Warana Shikshan Mandal, in writtenform.
35. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
36. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
37. The teacher shall present punctually to the college for the National Anthem & Prayer.
38. No teacher shall leave the college campus during 7.30 a.m. to 12.30 p.m. in college duty hours after attending/joining the duty.
39. No teacher shall leave headquarter without permission of the Principal.
40. Every teacher should follow the 'teacher's dress code' as per directed by the Principal.

**Note: ( Besides above code of Conduct / Directions / Guidelines, if any information as per requirement will be communicated to concerned Teacher / Faculty / Head of the teaching department by the Principal )**

### **3.Code of Ethics and Conduct for the Principal**

The Principal of a college has different roles to play. He has to shoulder many responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer etc. As the Academic and Administrative Head of the Institution the Principal is liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission(UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the Government resolutions made in this context by the State of Maharashtra. The Principal shall adopt and abide by the following code of conduct:

1. To uphold the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the betterment of the institution.
3. To give equal treatment to all the stakeholders in the College so that there is no discrimination in any

of the practices undertaken on the campus.

4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere on the campus of the College so that all the stakeholders enjoy equal opportunities.
6. To maintain required alertness among all the stakeholders of the College against the sexual harassment of the employee.
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College.
8. To create an environment conducive for research oriented academic gatherings so to promote research activities in the institution.
9. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure the all-round development of the students and the institution.
10. To act as a bridge between the staff and the Management of the institute for the betterment of all the stakeholders.

#### **Code of Ethics & conduct for Non-Teaching staff-**

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave with polite to the everyone of the college.(The Principal,



teachers, Students ,visitors, parents etc.)

7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.
19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development
24. No one shall meet/approach directly to any member of the Management/ Governing Body of Warana Shikshan Mandal for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Warana Shikshan Mandal, in writtenform.
25. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

## **CODE OF CONDUCT FOR SUPPORTING STAFF**

### **4.1 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 with this Department.
2. Staff should take additional responsibilities if required as assigned by Principal.

### **4.2 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 institute.
7. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

#### **4.3 STUDENT SECTION**

Student section should :

1. Ensure the eligibility of the students and prepare related documents to submit them to Shivaji University, Kolhapur within prescribed time limit.
2. Ensure the student document verification by Shivaji University, Kolhapur varsity within time limit
3. Submit the student Prorate, eligibility and student insurance to Shivaji University, Kolhapur.
4. Ensure timely submission of examination forms to Savitribai Phule Pune University
5. Ensure caste certificate/caste validity from concern divisional office

6. Provide all necessary student data to prepare various committee reports

#### **4.4 LAB ASSISTANT**

1. Lab assistant should help the lab in-charge to carry out the lab related work.
2. Lab assistant should maintain attendance register
3. Lab assistant should keep the setup ready before conduct of the practical.
4. Lab assistant should ensure the cleanliness of laboratories.

#### **4.5 LAB ATTENDANT**

Lab attendant should help the lab assistant to carry out the lab related responsibilities.

#### **4.6 CLERK**

1. Clerk should maintain service book of all staff of the Institute.
2. Clerk should maintain college level/department level all document files.

#### **4.7 PEON**

1. Peon should report the college half an hour before the college time.
2. Peon should maintain cleanliness of laboratories, class and staff rooms.
3. Peon should do all the work assign by the Head of the department and other staff members.
4. Peon should not leave the office until and unless the higher authority permits.

#### **Code of conduct for the College Development Committee (CDC)**

There shall be a separate College Development Committee (CDC) comprising of the following members, namely :-

1. Chairperson of the management or his nominee Secretary/ Administrative officer of the management or his nominee
2. One Head of department, to be nominated by the Principal
3. Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman

4. One non-teaching employee, elected by regular non-teaching staff from amongst themselves
5. Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
6. Coordinator, Internal Quality Assurance Committee of the college President and Secretary of the College Students' Council Principal of the college - Member - Secretary.
7. The College Development Committee shall meet at least four times in a year.
8. Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
9. The College Development Committee shall,-
10. prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
11. decide about the overall teaching programmes or academic calendar of the college
12. recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
13. take review of the self-financing courses in the college, if any, and make recommendations for their improvement
14. make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
15. make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
16. make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process make specific

17. recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
18. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
19. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
20. Make recommendations regarding the students' and employees' welfare activities in the college
21. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
22. Frame suitable admissions procedure for different programmes by following the statutory norms
23. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
24. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
25. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
26. Recommend the distribution of different prizes, medals and awards to the students.
27. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
28. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

### **Code of conduct for the Management**

Management of WARNA SHIKSHAN MANDAL A/P- Warananagar, Tal- Panhala , Dist- Kolhapur in its meeting considered the matter regarding framing of Policy on Conflict of Interest and Ethics and Code of Conduct, and adopted the following resolution:

*The "Policy on Conflict of Interest and Ethics and Code of Conduct" for the Management Members is approved. It was noted that this Code of Conduct is not legally binding. It is agreed to adopt and abide by this Code of Conduct on their own volition.*

### **Code of conduct:**

1. The code of conduct lays down values, principles and practices that establish standards for ethical conduct of members of the WARNA VIBHAG SHIKSHAN MANDAL's Yashwantrao Chavan Warna Mahavidyalaya, Warananagar, so as to uphold the trust of all the stakeholders in a manner that does not compromise its mandate.
2. The members should respect and honor their office as a trust/ and strive to promote and maintain the highest standards of ethical and professional conduct enunciated in the values and principles of Impartiality, Integrity, Propriety and Equality.
3. Members shall take all steps necessary to ensure that any conflict of interests involving one or more Members does not affect or reasonably appear to affect, any decision of the Trust. A conflict of interests may occur in situations where the personal relationship, professional affiliation or financial interests of a member may compromise, the independence of judgment which the Trust is expected to exercise.
4. A member shall disclose his or her interests which may conflict with his or her duties. In particular, if there is any item on the agenda of the Trust that involves a potential conflict of interests of a Member.
5. Any case or complaint of violation of these norms may be reported to the Chairman who shall bring it to the next meeting of the Trust for decision. The discussion and the decision shall be recorded.
- 6.

Mr. Vilas S. Patil.  
Coordinator Code of conduct  
Member Criteria -7

Dr. Sanjay. Y. Jadhav  
Coordinator Criteria -7

Dr. S.S. Khot  
IQAC Coordinator

I/C Principal,  
Prof. Dr. P.S. Chikurdekar  
Yashwantrao Chavan Warna Mahavidyalaya, Warananagar.  
A/P: Warananagar, Tal: Panhala, Dist: Kolhapur  
(Maharashtra)

ADMINISTRATIVE OFFICE  
WARNA VIBHAG SHIKSHAN MANDAL  
A/P: Warananagar, Tal: Panhala, Dist: Kolhapur  
(Maharashtra)