

DNYAN PRABHODINI MANDAL'S
SHREE MALLIKARJUN



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Shri. Chetan Manju Desai College

Delem, Canacona-Goa.



STUDENT HANDBOOK
CODE OF CONDUCT

(2019-20)

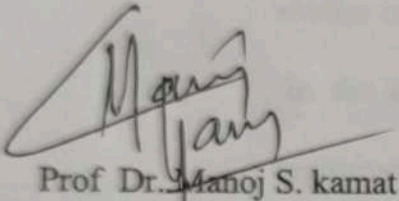
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FOREWORD

Dnyan Prabhodhini Mandal's Shree Mallikarjun And shri chetan Manju Desai College acknowledges and takes responsibility for the code of conduct for student. Has been established 1993 as a multidisciplinary research focused and student centric institution with the aim to support learning that will advance human knowledge to develop and educate the leaders of tomorrow and research that tackles the most pressing problems of the state, the country and the global community. Currently the institution is serving the student community through 3 schools namely Arts, commerce and science.



Prof Dr. Manoj S. kamat

Principal

INTRODUCTION

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that:

- (i) The student shall be regular in the classes and must complete his/her studies in the Institute.
- (ii) In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority.
- (iii) In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.

The various forms of Misconduct, the Students should refrain from, include:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
5. Participating in activities including :
 - Organizing meetings and processions without permission from the Institution.
 - Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India.
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - Every student must carry his/her identity card while being present on the College Premises.
 - Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

- Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
- Use of Cell phones is strictly prohibited during class hour.
- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- During leisure hours, students are advised to use the library as maximum as possible.
- Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus are strongly prohibited as well as punishable.
- Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.

- Latecomers will not be entertained to enter into the classroom.
- A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.
- Students are required to check the Notice Board and also website of the college for important announcements.
- Unauthorized possession or use of harmful chemicals and banned drugs. v) Smoking within the College campus.
- Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
- Rash driving on the campus that may cause any inconvenience to others.
- Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
- Pilfering or unauthorized access to the resources of others.
- Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
- Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.

6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
11. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

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Shri. Chetan Manju Desai College

Delem, Canacona-Goa.



TEACHER HANDBOOK
CODE OF CONDUCT

(2019-20)

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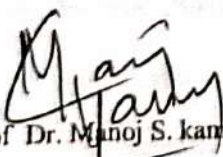
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Foreword

The Teaching Council is the professional standards body for teaching. The role of the Teaching Council is to promote and regulate the teaching profession. This includes establishing and promoting professional standards and supporting teachers' learning. This period saw the establishment of teaching councils in institution Professional standards, as opposed to a purely regulatory approach, are about the whole story of teaching and learning. The Council's work over the last since 1993 shows how important its dual mandate is in supporting professional practice in a holistic and sustainable way. Teachers teach so that others can learn. But the Code also acknowledges that teachers are learners too, and you are learning needs to be supported and acknowledged. Teaching and learning are vital for social and economic progress. By choosing this profession which is charged with leading these processes, you are assuming a great responsibility to lead learning for all learners in your care. This Code of Professional Conduct sets out the standards that teachers should adhere to at all stages of their career. It also describes a vision of what good teaching should look like. In this dual purpose, it epitomises the dual mandate of the professional standards body for the teaching profession. The Teaching Council is committed to ensuring that the Code of Professional Conduct for Teachers is promoted and observed so as to maintain public trust and confidence in the teaching profession


Prof. Dr. Manoj S. kamat
Principal

INTRODUCTION

The teachers are subjected to the guidelines provided by UGC for college teachers. 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 national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility.

A definitive code for this Institution encompasses the following:

Professional Values

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
2. He/She shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
3. He/She should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
4. His/Her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

5. The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
6. Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

Professional Development and Practices

1. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
2. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject.
3. He should involve himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
4. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
5. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

Professional Integrity

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- (iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

Professional Collaboration

1. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
2. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
3. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
4. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.
5. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College.
6. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

7. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
8. Teachers are governed by the Goa university statutes from time to time by CCS conduct rules and rules of governing body and conduct rule of Goa Government.

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OFFICE HANDBOOK

CODE OF CONDUCT

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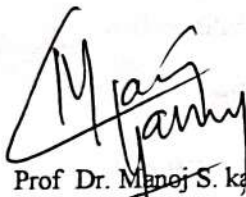
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Foreword

The ultimate responsibility for maintaining our Code rests with each of us. As individuals of personal integrity, we can do no less than to behave in a way that will continue to bring credit to ourselves and our institution. Being the employees of the Government of Goa, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines. The Council's work over the last since 1993 shows how important its dual mandate is in supporting professional practice in a holistic and sustainable way. This Code of Professional Conduct sets out the standards that office staff should adhere to at all stages of their career. The office Council is committed to ensuring that the Code of Professional Conduct for office is promoted and observed so as to maintain public trust and confidence in the office profession.



Prof Dr. Manoj S. kamat

Principal

Professional Conduct

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. They should also be responsible for the proper use and maintenance of college equipment and furniture.
3. No support staff should be under the influence of drugs or alcohol during office hours.

4. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The support staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

1. Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
2. The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
3. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
4. The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.
5. Staffs are governed by the Goa university statutes from time to time by CCS conduct rules and rules of governing body and conduct rule of Goa Government.