

**SINHGAD INSTITUTE OF
MANAGEMENT & COMPUTER
APPLICATION NARHE, PUNE**

CODE OF CONDUCT HANDBOOK

CODE OF CONDUCT FOR STUDENTS

- The student should obey the instructions given by the Director from time to time.
- Student will be expelled from the Institute if found disobeying the orders of the Director and the faculty.
- The student should be regular in attendance and his / her attendance for the day shall be marked only when he/she is present for all sessions during the day. Minimum 75% attendance is mandatory. If the same is not completed with, he/ she shall be expelled from the Institute.
- The student is required to submit the assignments in time, failing which he/she shall be subjected to disciplinary action.
- The vehicles should be parked in the notified place and the vehicles parked elsewhere i.e. other than parking zone shall be confiscated.
- Student should drive safely inside the campus as well as outside the campus.
- The student should carry identity card with him regularly and the identity card should be produced when demanded by the authority of the institute.
- The student found guilty of an act of misconduct either in the institute or outside shall be subjected to strict disciplinary action and may be expelled from the Institute.
- The student should not cause any damage to the Institute's property. The damage caused shall be recovered from the student immediately.
- The attendance for the tests and tutorials conducted in the Institute is compulsory.
- The student showing consistently poor performance in the tests and tutorials and failing in the internal evaluation of the subject shall not be sent for the University examination.
- If the student is found weak in certain subjects, he/she will have to attend extra classes as notified and make the required progress to come at par with the other students.
- Strict silence should be observed in the Library.
- Smoking in the premises is strictly prohibited.

16



- The student should read the notices displayed on the notice board regularly and the Institute will not be responsible for the loss or any disadvantage due to negligence of reading notices on the part of the student.
- Chewing pan, pan masala, any tobacco products, drinking alcohol, use of drugs and smoking is strictly prohibited on campus.
- The above rules of discipline are always subject to change, modification, addition, omission or alteration as and when the Director feels it fit and proper and the decisions of the Director shall be final.



A handwritten signature in blue ink, appearing to be "B. S.", written over a vertical line.

A handwritten mark in blue ink, consisting of a horizontal line with a checkmark-like symbol on the left and the number "16" on the right.



CODE OF CONDUCT FOR TEACHERS

Introduction

It is universally felt that like all other professions, the teaching profession should also have its own Code of conduct which indeed is a pre-requisite to ensure its dignity and integrity. Accordingly, it is considered necessary that the Code of Conduct be evolved and adopted by the teaching community.

For the purpose of this Code, the term "teacher" covers all teachers

The Code of Professional Ethics for teachers provides a framework of principles to guide them in discharging their obligations towards students, parents, colleagues and community.

Preamble

- *Recognizing* that every student has a fundamental right to education of good quality;
- *Recognizing* that every student has an inherent potential and talent;
- *Recognizing* that education should be directed to the all-round development of the students as the Key Result Area;
- *Recognizing* the need for developing faith in the guiding principles of our polity, viz., democracy, social justice and secularism;
- *Recognizing* the need to promote through education the concept of composite culture of India and a sense of national identity;
- *Recognizing* that teachers, being an integral part of the social milieu, share the needs and aspirations of the people;
- *Recognizing* the need to enhance self-esteem of teachers;
- *Recognizing* the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication prepare-requisites;
- *Recognizing* that the community respect and support for the teachers are dependent



RS

16



on the teachers' professionalism; and

- *Recognizing* the need for self-direction and self-discipline among members of the teaching community

The present Code of Professional Ethics for teachers is an attempt to provide direction and guidance to the teachers in enhancing the dignity of their professional work.

Obligations towards Students

- Treats all students with love and affection.
- Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, intellect, disability, language and place of birth.
- Facilitates students' physical, social, intellectual, emotional, and moral development.
- Respects basic human dignity of the student in all aspects of school life.
- Makes planned and systematic efforts to facilitate the student to actualize his/her potential and talent.
- Transacts the curriculum in conformity with the values enshrined in the Constitution of India.
- Adapts his/her teaching to the individual needs of students.
- Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- Refrains from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- Keeps a dignified demeanour commensurate with the expectations from a teacher as a role model.



[Handwritten signature]

[Handwritten mark]



Obligations towards Parents, Community and Society

- Establishes a relationship of trust with parents/guardians in the interest of all round development of students.
- Desists from doing anything which is derogatory to the respect of the student or his/her parents/guardians.

Obligations towards the Profession and Colleagues

- Strives for his/her continuous professional development.
- Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- Takes pride in the teaching profession and treats other members of the profession with respect and dignity.
- Refrains from engaging himself/herself in private tuition or private teaching activity.
- Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.
- Refrains from making unsubstantiated allegations against colleagues or higher authorities.
- Avoid smoking derogate or statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
- Respects the professional standing and opinions of his/her colleagues; maintains Confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

Internal Complaints Committee will deal with matters relating to violations of the above Code of Conduct



CODE OF CONDUCT FOR THE GOVERNING BODY

The governing body has adopted the following principles and procedures:

Purpose of the governing body

The governing body is the key strategic decision making body in the Institute, setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a governing body's strategic role; every student has the right to attend a good Institute.

The governing body has the following core strategic functions:

Establishes the strategic direction by:

- setting the vision, values, and objectives for the Institute
- agreeing the school improvement strategy with priorities and targets
- meeting statutory duties

Ensures accountability by:

- appointing the Director
- monitoring progress towards targets
- engaging with stakeholders (parents & pupils)
- contributing to Institute's self-evaluation

Ensuring financial correctness by:

- setting the budget
- monitoring spending against the budget



A handwritten signature in purple ink is located at the bottom center of the page, overlapping the faint stamp.

A handwritten signature in blue ink is located at the bottom left of the page, below the faint stamp.



For governing bodies to carry out their roles effectively, members must be:

- prepared and equipped to take their responsibilities seriously
- acknowledged as the accountable body by the lead professionals
- supported by the appropriate authorities in that task
- willing and able to monitor and review their own performance

The role of a governor:

In law, the governing body is a corporate body which means:

- No governor can act on his/her own without proper authority from the full governing body.
- All governors carry equal responsibility for decisions made.

As individuals on the governing body, we agree to the following: Role & Responsibilities

- We understand the purpose of the governing body and the role of the Director.
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the governing body or its delegated authorities. This means that we will not speak against majority decisions outside the governing body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other Institutes.
- We will always be mindful of our responsibility to maintain and develop the ethos



A handwritten signature in blue ink, appearing to be 'S. J. ...', written over the stamp.

A handwritten signature in blue ink, appearing to be 'S. J. ...', written in the bottom left corner of the page.



and reputation of our Institute. Our actions within the Institute and the local community will reflect this.

- We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the Institute's reputation is compromised by inappropriate postings.
- We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.
- In making or responding to criticism or complaints affecting the Institute, we will follow the procedures established by the governing body.
- We will support the Director and senior leadership team but challenge their expectations and hold them to account for Institute performance.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend, explain in advance why we are unable to do so.
- We will get to know the Institute well and respond to opportunities to involve ourselves in Institute activities.
- We will visit the Institute, with all visits to Institute arranged in advance with staff and undertaken within the framework established by the governing body and agreed with the Director.
- We will demonstrate commitment to our individual and collective needs for training and development, and will undertake relevant training to develop knowledge and skills and keep them up to date.
- We accept that in the interests of openness and transparency, our names, terms of office, details of positions of responsibility on the governing body, category of



A handwritten signature in blue ink, appearing to be "S. S. S.", written over a horizontal line.

A handwritten mark in blue ink, consisting of a stylized 'X' or star shape with a horizontal line extending to the right, ending in a small arrowhead.



Governor and the body responsible for appointing us will be published on the Institute's website.

Relationships

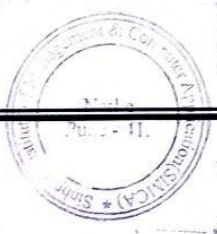
- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with our Director, staff and parents, the local authority, and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside the Institute.
- We will exercise the greatest prudence at all times when discussions regarding Institute's business arises outside a governing body meeting.

Breach of this Code of Conduct

- If we believe this Code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.



[Handwritten signature]

[Handwritten mark]



CODE OF CONDUCT FOR ADMINISTRATIVE STAFF INCLUDING SUPPORT STAFF

Preamble

- Recognizing that every student has a fundamental right to education of good quality;
- Recognizing that every student has an inherent potential and talent;
- Recognizing that education should be directed to the all-round development of the students as the Key Result Area;
- Recognizing the need for developing faith in the guiding principles of our polity, viz., democracy, social justice and secularism;
- Recognizing the need to promote through education the concept of composite culture of India and a sense of national identity;
- Recognizing the need for self-direction and self-discipline among members of the administrative staff including support staff

The present Code of Conduct for administrative staff including support staff is an attempt to provide direction and guidance to the teachers in enhancing the dignity of their professional work.

Obligations towards the Profession and Colleagues

- Strives for his/her continuous professional development.
- Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- Treats other members of the profession with respect and dignity.
- Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.



Handwritten signature in blue ink.



- Refrains from making unsubstantiated allegations against colleagues or higher authorities.
- Avoid making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
- Respects the professional standing and opinions of his/her colleagues.
- Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

Internal Complaints Committee will deal with matters relating to violations of the above Code of Conduct.

- Any Loss or damage to any article in the Lab or Class Room should be reported to the Director writing immediately.
- Administrative staff including support staff will carry out their duties as instructed by the authorities.



A handwritten signature in purple ink is present, appearing to be "S. S. S." or similar.

A handwritten signature in blue ink is located at the bottom left of the page.

