



# SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University  
Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

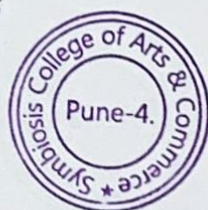
## CODE OF CONDUCT

(For teachers, students, and non-teaching staff)

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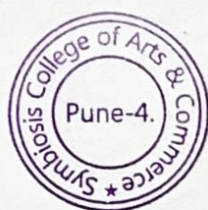
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## Introductions:

University Grants Commission (UGC) has prescribed measures including code of professional ethics for teachers, which have been included in the present document. However, for a better implication and adherence of the said codes, Symbiosis College of Arts and Commerce (SCAC) has prepared the following code of conduct under the college jurisdiction. The purpose is to ensure that all the members of the college follow the ethical principles enshrined in the UGC Code for Professional Ethics through a voluntary observance and complete adherence.

### *Preamble*

#### *I. Goal of higher education in our country:*

*The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.*

*Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to aforesaid ideals.*

*Higher education should strive for academic excellence, and the progress of arts and science. Education, research, and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.*

#### *II. Teachers and their rights :*

*The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.*



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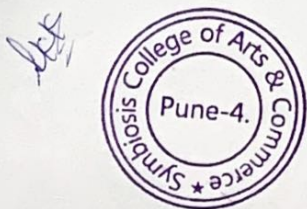
## **The Code of Professional Ethics :**

### **(a) The teachers and their responsibilities:**

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

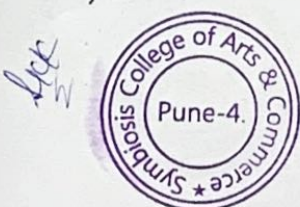
A teacher shall :

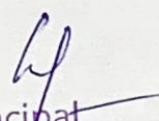
- i. comply with the provisions of the Act, Government resolutions, statutes, ordinances, regulations, rules, circulars, and other directions issued, from time to time, by college, state, and central government.
- ii. not in the course of his/her duties disobey, disregard, or wilfully default in carrying out any lawful instructions, reasonable orders, or directives given by any person or body having authority to give such lawful instructions reasonable orders, or directives.
- iii. not refuse to carry out the academic and administrative decisions taken by the Head/Management/College. However, the teacher shall have the right to express his/her difference of opinion on the policies and decisions of the Head/Management/College.
- iv. shall not commit acts of insubordination and at all times maintain absolute integrity and devotion to duty.
- v. devote oneself diligently to their work and utilize their time to the service of the college, cause of education, and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.
- vi. perform the academic duties such as preparation of lectures, class-lecturing, assignments, demonstration, group discussions, library assignments, guidance etc.
- vii. shall engage in classes regularly and punctually and imparts lessons and instructions.
- viii. do such internal assessments/examinations/evaluations as the head shall allot from time to time.





- ix. shall not ordinarily remain absent from work without permission or grant of leave.
- x. manage his/her private affairs in a manner consistent with the dignity of the profession.
- xi. shall sign attendance register and biometric-fingerprint on arrival and also at the time of leaving. Head shall determine the time for reporting for duty and closing. In certain circumstances, the teacher may be required to work beyond the determined working hours.
- xii. devote requisite number of teaching hours as assigned by the head, in accordance with the teaching workload.
- xiii. not neglect correcting assignments, examination answer sheets and/or any other class-work or homework given by the teacher.
- xiv. can organise or attend any meeting during the working hours with the permission of the head.
- xv. shall not leave the college campus during working hours without the permission of the head. Any such absence shall be allowed only after the permission from the head and the information of whereabouts, so as to be able to get contacted/recalled in case on any emergency.
- xvi. not misappropriate the college property for personal use, or commit acts of theft, fraud or embezzlement of funds.
- xvii. shall not drink alcohol while on duty or to be found drunk during working hours. He/she shall not be under the influence of any intoxicating drinks or drugs during the hours of duty.
- xviii. shall not smoke in the classroom or in any place within the college premises.
- xix. shall submit a report of the project/activity undertaken by him/her along with all the vouchers/bills to the sponsoring agency under stipulated time.
- xx. shall report for any additional duty assigned to by the head/management/college.
- xxi. seek to make professional growth continuous through study and research, writing and decent conduct.
- xxii. express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.



  
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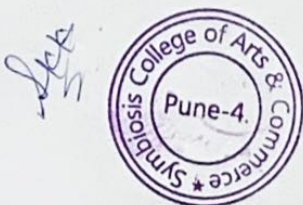


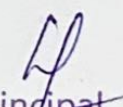
- xxiii. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- xxiv. perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- xxv. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- xxvi. participate in extension, co-curricular and extracurricular activities including community service.

**(b) Teachers and the students :**

The teacher shall

- 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, sex, political, economic, social and physical status.
- iii. 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, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. not use his/her position to spread their political, religious or other ideologies among the students.
- vii. not propagate through his/her teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to engage in communal or sectarian activities.
- viii. shall help the head/disciplinary authority/management to enforce and maintain discipline amongst the students.
- ix. shall discourage and stop the students from damaging the college property.



  
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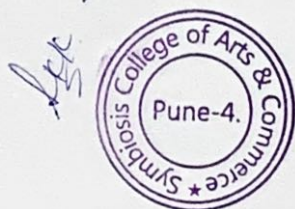



- x. shall not subject a student or let a student subject another student to torture, harassment, cruelty, inhuman treatment, molestation, or any other form of degradation.
- xi. shall not do anything, direct or indirect, that may constitute as sexual harassment.
- xii. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- xiii. pay attention to only the attainment of the student in the assessment of merit.
- xiv. make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- xv. aid students to develop an understanding of our national heritage and national goals, and
- xvi. refrain from inciting students against other students, colleagues or administration.

**(c) Teachers and Colleagues :**

The teachers shall always

- 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,
- iv. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. believe in union and unity of the colleagues.



  
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**(d) Teachers and authorities :**

The teachers shall

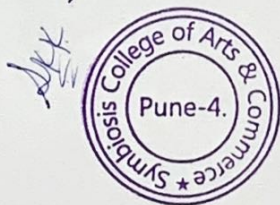
- i. discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. not undertake any other employment and commitment including private tuitions and coaching classes;
- 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 with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made; and
- vii. 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.

**(e) Teachers and non-teaching employees :**

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

**(f) Teachers and guardians:**

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report 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.





### **(g) Teachers and Society:**

The teachers shall

- i. recognize that education is a public service and strive to keep the public informed of the educational programmes 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 and economic 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 office.
- 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, relations or linguistic groups but actively work for National Integration.

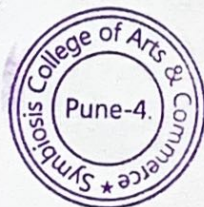
### **CODE OF CONDUCT FOR STUDENTS**

- i. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- ii. Every student must carry his/her identity card while being present on the College Premises.
- iii. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- iv. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- v. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- vi. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- vii. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.





- viii. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan-masala etc. are strictly prohibited.
- ix. Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
- x. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- xi. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
- xii. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- xiii. Misbehaviour towards other students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- xiv. Use of Cell phones is strictly prohibited during class hour.
- xv. 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.
- xvi. During leisure hours, students are advised to use the library as maximum as possible.
- xvii. 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.
- xviii. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- xix. Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.





- xx. Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- xxi. Latecomers will not be entertained to enter into the classroom.
- xxii. 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 Examination.
- xxiii. Students are required to check the Notice Board and also website of the college for important announcements.
- xxiv. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.

### CODE OF CONDUCT FOR THE NON-TEACHING STAFF

- i. The administrative staff must maintain high standards of honesty, punctuality and professional ethics
- ii. They should work within the institutional policies, practices, to satisfy the vision and mission of the institute
- iii. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
- iv. The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.
- v. The administrative staff should maintain the decorum, dignity and curtsy in their speech and behaviour. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
- vi. Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
- vii. The administrative staff should maintain harmonious relations with other staff and students
- viii. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.

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- ix. The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
- x. The administrative staff should properly maintain records of respective portfolio.
- xi. The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
- xii. The administrative staff should respect and maintain the hierarchy in the administration. They should be sensitive in following the norms of protocol in the institute.
- xiii. All the administrative staff maintain integrity and fairness in all activities. they should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
- xiv. The administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
- xv. They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.
- xvi. They should remain away from party politics
- xvii. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
- xviii. They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
- xix. The office staff should not indulge in any form of addiction during the office hours
- xx. They should not remain absent from duty without official approval or approved leave.
- xxi. They should make judicious use of e-resources and electricity, provided impetus for office automation and inculcate paper free practices in order to make in more eco friendly
- xxii. Be present at the college and be available full-time and shall work in such capacity and at such place as he/she may be so directed from time to time.



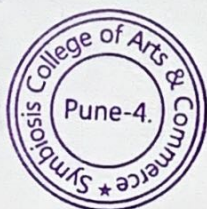


- xxiii. Follow by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, and Rules and guidelines and decisions of the Govt. of Maharashtra, Department of Higher Education and other concerned authorities.
- xxiv. Ensure the smooth conduct of the student's admission, examination issues and college/institution and administration activities.
- xxv. Abide and obey all orders and instructions which may from time to time be given to him/her.
- xxvi. At all-time maintain absolute integrity and honesty, show dedication to duty and shall avoid unnecessary action which will lead to unbecoming of an employee of the College.
- xxvii. Extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall work hard to promote the interest of the College and well-being of the students.

**Misconduct- Failure to conform to the above rules mentioned rule(s) shall be considered a misconduct.**

**The enforcement of the Code** is the responsibility of the appointing/disciplinary authority. The violation of the code of conduct invites disciplinary action for which detailed procedures and penalties need to be prescribed. The magnitude of seriousness may not be the same in all the cases. Hence the case of violation or non-observance shall have to be dealt with at different levels and in different ways in accordance with the nature of violation.

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