

# HANDBOOK ON CODE OF CONDUCT

---

Published by

S.Z.S.P.Mandal's

ShriPanchamKhemrajMahavidyalaya,Sawantwadi

(Autonomous)

Affiliated to University of Mumbai

On 01/05/2011





# **SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA, SAWANTWADI (AUTONOMOUS)**

## **CODE OF CONDUCT**

### **INTRODUCTION**

Shri Pancham Khemraj Mahavidyalaya, Savantwadi affiliated to University of Mumbai is run by Sindhudurg Zilla Shikshan Prasarak Mandal Savantwadi. The college was named after Shri Pancham Khemraj alias Shrimant Bapusaheb Maharaj (K.C.S.I.) father of Founder President Late. Rajesaheb H. H. Rajabahaddur Shrimant Shivram Raje Bhonsle.

The Sindhudurg Zilla Shikshan Prasarak Mandal, Savantwadi started Shri Pancham Khemraj Mahavidyalaya, Savantwadi (S.P.K. Mahavidyalaya, Savantwadi) on 17<sup>th</sup> June 1961. The college started its educational activities on the opening day with the 100 students on roll from P.D. Arts and P. D. Science classes. Now it is a full-fledged Arts, Science and Commerce College with Junior and Senior wings, the students strength mounting to about 2000.

For establishing the College, the Founder President Rajesaheb Shrimant Shivramraje Bhonsle donated 5.75 acres of land with 'Satyavilas Palace' and adjacent buildings. He also deposited Rupees 75,000/- as the nucleus of the funds as refundable deposit without interest. He arranged for the proper college furniture and renovated the lecture halls, well equipped laboratories and stocked the library with useful tomes.

The contribution towards the Royal Family of Savantwadi Sansthan is so immensely high that none can think of the college without reference of Royal family. It is also a rare example of Royal family, which contributed education for generations together.

Our visionary and proactive leadership in the hands of Yuvraj Lakham Sawant Khem Sawant Bhonsle, Managing Trustee, Rajesaheb Khemsawant Bhonsle, President and Ranisaheb Sou. Subhadadevi Bhonsle, Chairman is instrumental in achieving our cherished vision and mission.



## **CODE OF PROFESSIONAL ETHICS**

### **I) CODE OF CONDUCT FOR ADMINISTRATION**

- (i) The administrator should provide academic and administrative support to the institution.
- (ii) The administrator should give moral support to the students and staff.
- (iii) The administrative staff members should depict standard professional behaviour.
- (iv) The administrator should ensure financial transparency.
- (v) The administrator should maintain the appropriate educational atmosphere.
- (vi) The administrator should follow the de-centralization practice.
- (vii) The administrator should treat staff and students impartially without favouring his/her religion, caste, political, economic, social and physical characteristics.
- (viii) The administrator should take efforts for the development of institution
- (ix) The administrator should respect the fundamental rights of staff and students



## **II) CODE OF CONDUCT FOR TEACHERS**

### Code of Conduct for Teachers

The following shall be the norms governing the code of conduct for teachers

(i) The teacher shall perform his academic duties and work related to the examinations as assigned no remuneration shall be payable to the teachers for internal assessment/ home examinations conducted by the college.

(ii) A teacher shall not discriminate against a student on political grounds or for a reasons of the race, religion, caste, language, sex or for the reasons of arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/ governing body of the college and the university.

(iii) A teacher shall have freedom of thought and expression. He shall not misuse the facilities or forum of the college/ university

(iv) A teacher shall not be partial in assessment of the student or deliberately over mark, under mark or victimize a student on any ground.

(v) A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal and governing body.

(vi) A teacher shall not conduct/participate private Coaching classes directly or indirectly. He shall also not accept private tuitions.

(vii) A teacher shall not indulge in or resort to directly or indirectly , any malpractice or unfair means in teaching/examination/administration

(viii) A teacher shall not furnish incorrect information regarding his qualifications, experience, age etc in respect of his appointment/promotion.



### **III) CODE OF CONDUCT FOR STUDENTS**

- (i) Identity card is compulsory for all the students
- (ii) Except educational tours other tours are not allowed
- (iii) 75 % attendance is compulsory for the students in every semester. his /her term will be defend if the attendance is below 75%.
- (iv) If the student behaves against rules and regulations of the college, necessary action will be taken by the Principal
- (v) Student must use books available in the library carefully
- (vi) E.B.C./B.C. Scholarship facility will be cancelled if the beneficiary students attendance is not satisfactory.
- (vii) Students should park their vehicles in the parking space allotted to them.
- (viii) Use of the mobiles is strictly prohibited in class rooms, library laboratories and office
- (ix) Students should strictly adhere to the due dates of filling various forms such as examination or admission forms etc.
- (x) Students should wear formal dress and maintain decorum and culture of the campus.



## **Abraham Lincoln's Letter to his Son's Headmaster**

He will have to learn, I know, that all men are not just, all men are not true, but teach him also that for every scoundrel there is a hero; that for every selfish politician, there is a dedicated leader... Teach him that for every enemy there is a friend. It will take time, I know, but teach him, if you can, that a dollar earned is of far more value than five

found...Teach him to learn to lose...and also to enjoy winning. Steer him away from envy, if you can, teach him the secret of quiet laughter. Let him learn early that the bullies are the easiest to lick...Teach him, if you can, the wonder of a book...but also give him quiet time to ponder the eternal mystery of birds in the sky, bees in the sun, and flowers on a green hillside.

In school, teach him it is far more honourable to fail than to cheat...Teach him to have faith in his own ideas, even if everyone tells him they are wrong...Teach him to be gentle with gentle people, and tough with the tough. Try to give my son the strength not to follow the crowd when everyone is getting on the bandwagon...Teach him to listen to all men...but teach him also to filter all he hears on a screen of truth, and take only the good that comes through.

Teach him, if you can, how to laugh when he is sad...Teach him there is no shame in tears. Teach him to scoff at cynics and to beware of too much sweetness...Teach him to sell his brawn and brain to the highest bidders, but never to put a price tag on his heart and soul. Teach him to close his ears to a howling mob...and to stand and fight if he thinks he is right. Treat him gently, but do not coddle him, because only the test of fire makes fine steel. Let him have the courage to be impatient...let him have the patience to be brave. Teach him always to have sublime faith in himself, because then he will always have sublime faith in mankind. This is a big order, but see what you can do...He is such a fine little fellow, my son!