



DNYANODAY PRASHIKHAN SEVABHAVI SASNSTHA

FORESIGHT COLLEGE OF COMMERCE, Pune

Affiliated to Savitribai Phule, Pune University.

HUMAN VALUES PROFESSIONAL ETHICS CODE OF CONDUCT

HANDBOOK

1. Code of Conduct for students

1. Discipline: Every student must observe and strictly follow disciplinary rules and regulation of the institute
2. Students should follow academic calendar strictly as per the instructions of the Head of the Department/ Subject Teachers
3. Any act of indiscipline or misbehaviour by any student will attract packed with severe punishment
4. Damaged to the institute and campus property due to negligence / lack of care would attract punishment / compensation for loss caused
5. All students should only use the waste bins / e waste baskets for disposing waste materials either in classrooms, office, corridors, hostel canteen, washrooms, computer library so as to make college campus free from any plastic, e waste or any other litter
6. Students are strictly prohibited to bring four wheelers in the campus
7. No person shall be invited to address or to entertain in the college without the prior written permission from the college authority
8. Students are prohibited from indulging in any anti-institutional, Anti – National, Anti – Social, communal, immoral or political involvement or activities within the campus and hostels
9. Disciplinary action will be initiated against those students indulging into eve teasing, molestation, ragging, harassment, bullying, and any other indisciplinary action.
10. All educational tour, industrial visits shall be accompanied with the faculty member after obtaining necessary permission from parent/ local guardian
11. Unauthorized entry of the outsiders / classroom / canteen as well as hostels is strictly prohibited

1.1. **Violation of law:** Any case of criminal activity or violation of law and order in the institute campus will be reported to the police and if the case is severe an F.I.R may also be filed.

1.2. Identity card

Every student should carry with her/ him the institutional campus I card everyday while travelling to and from the institution, while attending lectures and appearing for various activities, industrial visits, examinations, at the library, canteen etc.

Identity card will be issued to students who produce identity card size photographs along with admission receipt

If the students have lost identity card, it should immediately report to the HOD, Librarian, and office with a written application.

1.3 Human Values:

- All students must be consciously honest and spontaneous in all academic /non-academic activities at all times and wear a pleasant countenance with a all the stakeholders of the institute
- Be attentive, fair and cooperative with your teachers, seniors, and peers all the while and all the time throughout the year while at the campus
- To be proactive and positive a committed to practice and implement the NAAC core values
- To always being believe in assertive, pro-active, loving, sharing and caring

1.4 Dress Code

- The institute strongly believe in inculcating a sense of discipline, belongingness and commitment from the students by observing the dress code in totality
- All students should wear college uniform as and when required
- Students are allowed on certain days to wear informal dress, should adhere to the aspects of simplicity, modesty, avoid garish dressing

1.5 Use of Electronic Gadget :

Mobile Phone / Tablet / Personal Digital Assistance, Laptop and any electronic gadget should be switched off while in the classroom, seminar hall, library etc. Only when permitted in cases of online learning, it can be freely used

Mobile Phone / Tablet / Personal Digital Assistance, Laptop and any electronic gadget strictly been prohibited during exam

Mobile Phone / Tablet / Personal Digital Assistance, Laptop and any electronic gadget strictly been prohibited during seminar, placement activities, guest lecture

1.6 : Action to be taken:

Action to be taken against students indulging and abating in ragging as per the direction of the honourable supreme court of India and under and Maharashtra Act no XI XI XI III 1999 , The Maharashtra Prohibition Ragging act 1999 (as modified up to the 29th august 2012)

Salient Features:

- Cancellation of admission and also debarred from taking admission in any institution in India
- Suspension from attending all classes with holding / withdrawing scholarship and other benefit
- Debarring from appearing from any test, examination Internal, External, withholding examination results, debarring from representation of the institution in local, state, regional, national and international meet, tournament youth festival or any activity. In case of collective students involved in ragging or either sex immediate action under the above acts will be taken and F.I.R will be filed without any action with the local police station and at the same time the copy of F.I.R and the description of the act of ragging should be communicated orally, personally, telephonically and in writing immediately either to the guardian or the parent of the students

1.7 Attendance:

- All students should be regular in all the session during the entire day as per the time table including assignments, networks, educational trips, guest lectures etc.
- Irregularity during internship program will attract severe punishment.
- Students having less than 75% attendance in the lectures or in every subject, disciplinary action will be initiated and taken
- Students coming late without any information will be not allowed.
- In case of sickness, students must report about the sickness to the institute.
- On no account students are allowed to remained absent for any semester term end examination specially under the continuous assessment pattern

1.8. Examination All student should appear in the examination half an hour before the examination time

- Mobile phone, tablet, any electronic gadget is strictly not allowed during examination in the campus
- IF the mobile is sized by the flying squad of the university, it will not be given in any circumstances
- No students shall communicate, transfer and pass any cheating, copy, writing material to one another in any manner during examination
- All students should follow the rules of the ordinance of university dated on 5th oct 2017, the rule of the university ordinance, the ordinance number 257, dated 5th oct 2017

1.9 General:

- Loud, impolite talk
- Use of abusive language which offence the listener would be dealt to serious action
- All students are expected to be cordial, well-mannered and exhibit pleasing body language in all their acts, movements and interactions

1.10 Code of Conduct for the projects/ Vivas etc.

All students are instructed to strictly follow a specific information, guidelines even by the project guide from time to time and make timely submission, and complete in all respects

2.Code of Conduct for Staff

2.1Code of Conduct For teaching staff

1. Teacher should herself/ himself in any unethical practice while doing continuous assessment or while evaluation of answer book
2. The staff must strive to prepare herself/ himself academically to meet all the challenges and requirements in the methodology of teaching and while engaged in remedial education / bridge courses / counselling and mentoring etc.
3. The staff should get from the appropriate authority and should behave objectively without reacting with regards to the negative feedback received from the students or any complaints from other colleagues or parent etc.
4. And adjust and overcome the complaints and adjust the teaching accordingly with the students
5. Every faculty should maintain the attendance of the classes and also maintained the attendance record book
6. All faculty should pleasantly interact with the HOD's, colleague, student's council members, and everyone
7. 2.2Code of Conduct for Classroom Teaching: The faculty should engage full 60 min lecture and should not go late or leave the class early
8. All faculty members should use ICT technology for effective teaching and learning
9. The staff should always be relaxed and democratic in the classroom and encourage students to asking doubts/ questions/ clarifications
10. Staff should always motivate the students to keep them energetic and lively and make special efforts to bring out the creativity / originality in the students
11. Every teaching staff should demonstrate a very high standard in teaching and learning by
 - Engaging students continuously in learning
 - Working to achieve high and higher level of outcomes for the students
 - Maintaining records to manage, monitor, assess and improve the students learning abilities
 - Using research and student's achievement data and accordingly bringing the necessary changes in the learning activities
 - Engaging on self always in reflective practice and developing once professional knowledge and teaching skills
 - Providing constructive feedback to the colleague to become helpful for further growth and development of the students
 - Assisting in developing and mentoring less experience staff members
 - Active responsibly for once professional learning, self-improvement and development

2.3 Test / Assignment / Mid- Term / Mock Sessions

- The teacher while teaching tough subject or subject having problem-oriented issues regular tutorial should be conducted
- The tutorial / assignment should be provided to the students a week prior to the actual class
- Internal Test /Mid- Term exams / submission of question papers and conducting of mock practical sessions should be strictly conducted as per the academic calendar

2.4 Self-Appraisal / Evaluation:

- All staff members are required to submit their self-evaluative report at the end of every term of the academic year in the prescribed format
- The appraisal report should be done religiously without being subjective, manipulative or casually
- The appraisal report should also include the teacher's engagement, involvement and outcomes with regard to once participation seminars / workshops / conferences/ publication/ upgrading of career with various degrees or qualification
- The inclusion of once activities with regards to counselling, mentoring, successfully playing the role of a coordinator / convener or a guest speaker in one self's institution or in another institution
- The self-appraisal report should also include the teacher involvement in co0- curricular activities, extra moral activities and with activities related to placement, internship, field trips, industrial visits etc.
- In case of any teacher who has developed a patent or has done some exceptionally acclaimed academic contribution or involved in very high-level extension activity or having won some award / recognition

3. Code of Conduct for Principal

1. The Principal should oversee and monitor the administration of the academic activities and overall functioning of the institute to ensure efficiency and effectiveness
2. The Principal should plan all the budgetary provisions and be responsible for financial audited statement of the institute
3. The Principal has an authority to take all the necessary action as and when required to maintain the discipline and decorum of the institute
4. The principal should form various college level committee essential for the development of the institute
5. The Principal should engage faculty members with appropriate counselling and mentoring to improve their standard of teaching and to raise the level of excellence
6. The Principal should provide effective leadership direction and coordination with all stakeholders in fair, equitable, amicable, and humane as well as in professional manner
7. The Principal should convene various meeting, various authorities, bodies and committees
8. The Principal should ensure the directions issued by the management or by himself / herself are strictly complied with or as the case may be implemented
9. The Principal should ensure that, the quality in education especially with regards to TLE is maintained for continuous improvement among the teachers and also aim to transform the students into better individuals and responsible citizens of the country
10. The Principal should lead by example in terms of adherence with regards to leave, quality consciousness, team player and team building process and professionalism
11. The Principal should ensure that there is long term and short term development plan for the institute are duly processed and implemented
12. The Principal should forward confidential report of all the staff member of the institute to the management with his recommendation / remarks
13. The Principal should always peer head in benchmarking quality standard for the institute and established effective linkages, collaborations and explore professional internship and placement possibilities for the students
14. The Principal should also boost the morale and keep motivating faculty to attend seminars, workshops and conference and also to author text books and publish research papers etc

15. The Principal is responsible for liaison with university local ad professional organisations and stakeholders time to time

16. The Principal also has to play very pivotal and dynamic role to keep alumni association proactive with effective plans for alumni engagement, alumni empowerment towards the growth of the institute

17. The Principal is also responsible to build effective bridges of communication and interaction between the parent of the students, non-governmental organisation and with neighbourhood colleges, and with the society at large



4. Code of Conduct for Non-teaching staff / supporting staff

4.1 Administrative staff:

- The administrative staff should work in coordination as per the instruction of Principal, HOD's, coordinators, faculty members and students
- It is the responsibility of administrative staff to keep all the personal file of the employees / service books and other document records of the entire organisation in a systematic manner, orderly safe and secure manner
- The confidential report of all the employees along with the self-assessment forms warnings, memos etc. if any should be preserved very carefully and confidentially
- The administration staff should always take additional work responsibility as an when required and as assigned by the principal especially during admissions, examinations, annual gatherings or any other contingent

4.2. Accountant/ Account Staff:

- Accountant and staff should prepare / examine and analyse accounting record, financial statement and other financial reports
- Accountant should prepare tax returns, ensure compliance reports and other tax requirements.
- Calculation of GST and all GST related rules should be scrupulously followed
- Accountant should report to the Principal, about financial status of the college and regular intervals
- Accountant should access , accuracy completeness and conformance reporting and procedural standard
- Accountant should provide all the necessary yearly financial statements for the annual account audits

4.3 Head clerks / senior clerk

They should coordinate in tandem , coordinate , assist and support the accountant and the administrative staff

The main domain of the role and responsibilities are related to the students

They should fulfil the following :

1. Ensure the eligibility of the students and prepare related document to submit to the university within the time limit
2. Submit the students pro-rata, eligibility and students insurance fees to the university
3. Ensure timely submission of examination forms to the university

4. Ensure cast certificate, cast validity record are maintained of all category students
5. To provide all necessary students data, to the government agencies, university and many other authorities from time to time

4.5: Junior Clerks

1. All clerical staff should maintain service book / leave records / joining records / attendance records of all staff of the institute
 2. They should maintain college level/ departmental level all document
 3. The clerk should also help in the examination department and their activities
 4. The clerk should strictly follow discipline rule regarding daily reporting time, following lunch timings, maintaining and following strictly the rule regarding moment register etc.
 5. The clerk should not involve into unethical practices with regards to collecting unauthorised fines from students or indulge in any malpractices during admissions, examinations and with tampering of marks
 6. The clerk should respect the staff and deal politely with parent, students and the guest and another official who visit the college.

Peon

- 1 The peon should report to the college half and hour before the time
2. The peon should maintain cleanliness of the campus, laboratory, classrooms, corridors etc.
3. The peon should do all the work assigned by the head clerk, senior clerk, and other staff
4. The peon should not leave the office, until and unless the higher authority permits

5. Code of Conduct for HOD / Coordinator

1. The workload (teaching and department of all the staff should be fixed and finalise by the HOD)
2. The HOD should ensure that the workload should not be less than 20 hours per week
3. The teaching contact hours should be at least as follows

The head of the department or professors: 8 hours a week

Associate Professor: 20 Hours a week

Assistant Professor: 24 hours a week

4. The head of the department should be responsible for the academic planning and academic audit of the department and implementation of academic policies approved by the Principal
5. The teaching load/ workload should be allotted by the HOD after taking into the account, the faculty members interest / choices
6. The HOD should arrange weekly meeting with the staff to appraise the progress of academic staff and administrative work
7. The HOD should encourage the faculty members to attend seminars, conference and workshops and to publish research papers in reputed journals and articles
8. The head of the department should arrange feedback responses from the parent and the students on the quality related , teaching and learning processes
9. The HOD should arrange and plan guest lectures, industrial visits, field trips and should coordinate in the areas of mentoring and counselling to the students
10. The head of the department should write confidential report of all the staff member and submit it to the principal
11. The HOD should lead by example in all the academic and non-academic activities related to the department

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- In case of any teacher who has developed a patent or has done some exceptionally acclaimed academic contribution or involved in very high-level extension activity or having won some award / recognition

6.1. Discipline

1. All faculty should report to the institute 15 min before the actual commencement of the the institute's reporting time.
2. The faculty member should deal with everyone with respect, courtesy and dignity
3. All faculty member should ensure that they prepare teaching plan, reports and submission of the same before the deadlines
4. All faculty members everyday and during the entire stay in the institute should work in the most productive manner with regards to the rule, job description and targets assigned to them from time to time

5. No faculty members shall involve in gossip, mongering , loose talks / impolite and rude behavior and shall not be moving out of the campus for any personal work or be involved in snacking / eating during their assigned productive hours
6. No staff member will engage in any malpractices or engage into any transactions unless authorized regarding admission, purchase order or supplies etc.

6.2 Leaves

The faculty member should follow the permissible rule for various types.

Casual leave is not a matter or a right to be claimed or availed always . The discretion will always lies with the management whether to grant it or not.

Likewise, the same applies to all other leaves

Whenever a faculty intends to take a leave, they should get the leave sanctioned in advance with proper alternate arrangements made for class, invigilation, or any other activity .

In case of emergency the HOD , or the next senior faculty must be informed with appropriate alternate arrangement suggested

Foresight Professional Ethics Declaration

1. The institute and all its stakeholders will professionally act with the highest standards of honesty and ethical conduct while discharging their duties either in the institute premises / off site locations or any other place like seminars, conferences, meetings etc. where the staff are representing the institute.
2. Avoid any activities that could involve stakeholders in any practice that is not in compliance with the code of conduct of the institutes
3. All staff members both teaching and non-teaching should respect each person , their privacy and should deal with them courtesy and sensitivity to each other's rights , duties , opinions and aspirations
4. The staff should respect all the stakeholders, Head of the department and the authorities with dignity and also must respect the cultural, ethnic and religious difference of colleague and students

