



Shikshak Sanchalit Shikshan Sanstha's

DSDD Arts College & Commerce & Science College, Wada, Dist. Palghar.

(Permanently Affiliated to University of Mumbai)



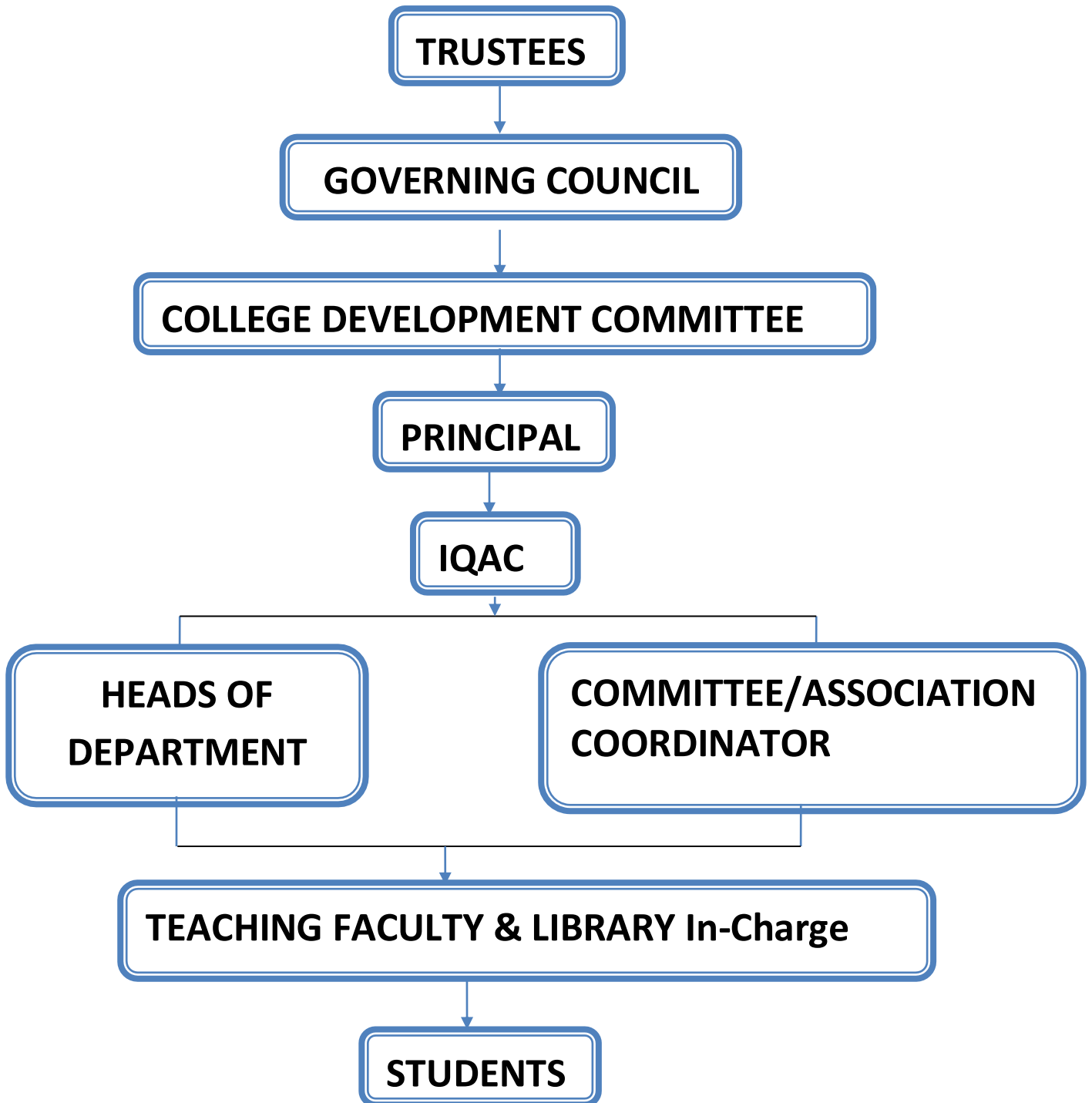
Hand Book of Code of Conduct



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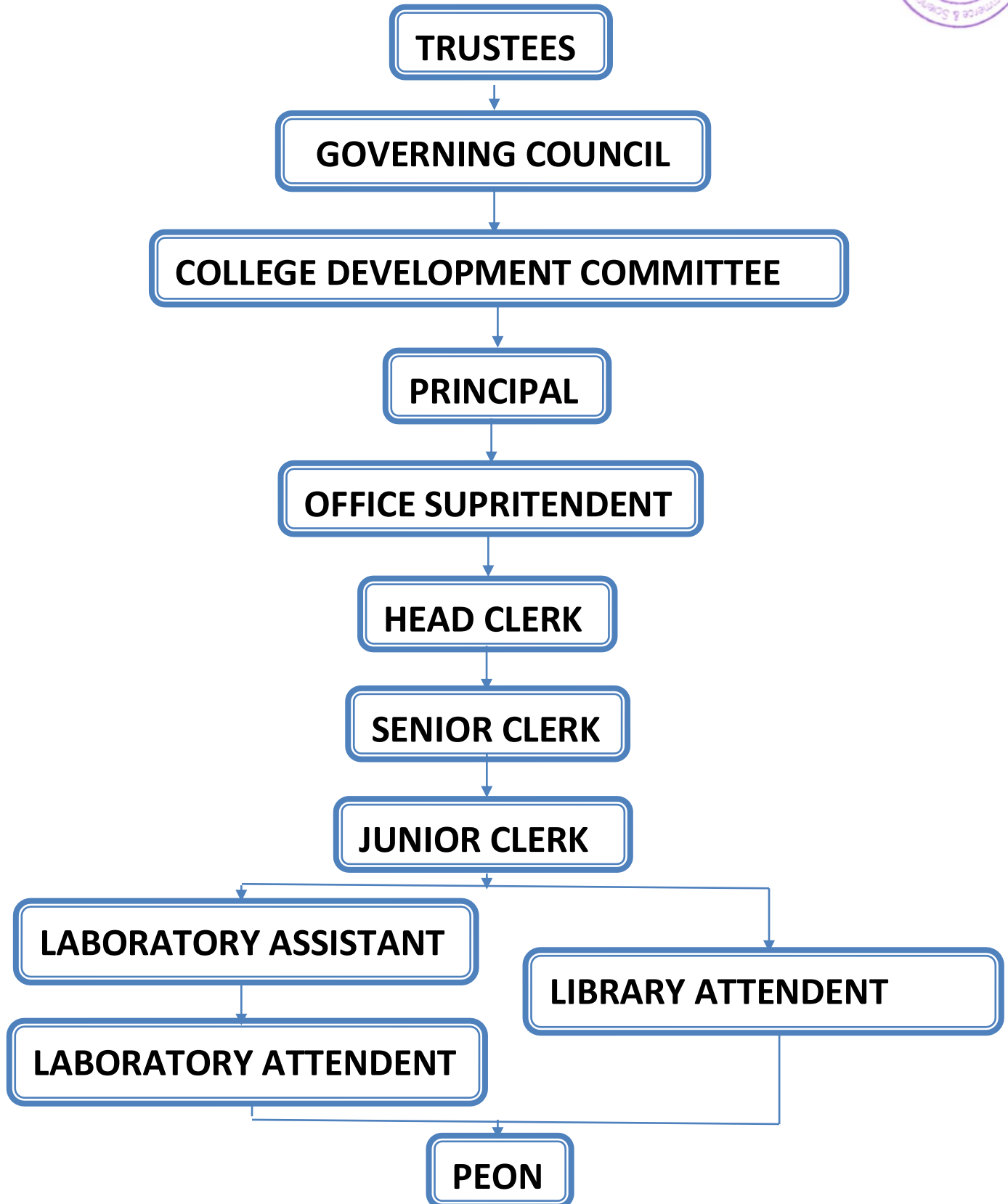
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ORGANIZATIONAL CHART





ADMINISTRATIVE CHART





CODE OF CONDUCT FOR PRINCIPAL

The Principal should supervise and monitor the administration of the academic programs and general administration of the Institute to ensure effectiveness in the whole administrative tasks and assignments.

- Demonstrate the highest standards of professionalism, integrity, and ethical behavior.
- Uphold and promote the Vision and mission of the Institution.
- Provide visionary and effective leadership to create a positive and inclusive Institute culture.
- Foster collaboration and teamwork among staff, students, and parents.
- Treat all individuals with dignity and respect, regardless of their background, race, gender, or abilities.
- Create an environment that values diversity and promotes inclusion.
- Communicate openly, honestly, and effectively with all stakeholders.
- Listen actively and consider diverse perspectives before making decisions.
- Take responsibility for actions and decisions, both successes and failures.
- Hold oneself accountable to the highest standards of professional and ethical conduct.
- Prioritize the well-being and educational needs of students.
- Create a safe and nurturing learning environment that fosters academic and personal growth.
- Engage in ongoing professional development to stay current with educational trends and best practices.
- Encourage and support the professional growth of staff.
- Address conflicts in a timely and constructive manner.
- Foster a culture of open communication and resolution within the Institute community.
- Ensure adherence to all applicable laws, regulations, and Institute policies.
- Promote a culture of compliance and accountability within the Institute.
- Respect and maintain the confidentiality of sensitive information.
- Prioritize personal health and well-being to maintain the energy and focus required for effective leadership.
- Encourage a healthy work-life balance for oneself and the Institute community.



CODE OF CONDUCT FOR HEAD OF DEPARTMENTS / COMMITTEE/ASSOCIATION COORDINATORS

- Provide visionary leadership for the department or Committee, aligning goals with the overall mission and objectives of the organization.
- Each Department shall have a head who will be the senior most Professor of the Department.
- The Heads shall be responsible to the Principal of the College in discharging their duties and functions.
- Promote a culture of innovation, collaboration, and continuous improvement.
- Communicate clearly, transparently, and regularly with department members and relevant stakeholders.
- Actively listen to the concerns and ideas of team members and address them appropriately. Foster a positive and inclusive team culture that values diversity and encourages open communication.
- Promote teamwork, collaboration, and mutual support among department members.
- Demonstrate the highest standards of professionalism and ethical behavior.
- Uphold and promote the values and policies of the organization.
- Make informed and timely decisions that are in the best interest of the department or program. Involve team members in the decision-making process when appropriate.
- Take responsibility for the performance and outcomes of the department or program.
- Effectively manage departmental resources, including budgets, materials, and personnel.
- Ensure efficient and responsible use of resources to achieve departmental goals.
- Support the professional growth and development of department members.
- Encourage and provide opportunities for ongoing learning and skill development.
- Address conflicts within the department promptly and constructively.
- Prioritize the well-being and educational success of students or participants in the program.
- Ensure that the department or program contributes positively to the overall educational goals of the organization.
- Ensure that the department or program operates in compliance with relevant laws, regulations, and organizational policies.
- Provide accurate and timely reports to higher management or relevant stakeholders as required. Keep stakeholders informed about the progress and challenges faced by the department or program.
- Respect and maintain the confidentiality of sensitive information related to the department or program.
- Ensure that sensitive data is handled in accordance with privacy laws.



CODE OF CONDUCT FOR TEACHING FACULTIES

- Demonstrate the highest standards of professionalism, integrity, and ethical behavior.
- Uphold and promote the values and mission of the educational institution.
- Strive for excellence in teaching by engaging students with innovative and effective instructional methods.
- Foster a positive and inclusive learning environment that meets the diverse needs of students.
- Treat all students with respect and dignity, recognizing and valuing their individual differences.
- Provide constructive feedback that supports students academic and personal development.
- Communicate clearly and effectively with students, parents, and colleagues.
- Be accessible and responsive to students questions, concerns, and feedback.
- Engage in ongoing professional development to enhance teaching skills and stay current with educational trends.
- Share knowledge and best practices with colleagues.
- Maintain a positive and inclusive classroom environment conducive to learning.
- Implement fair and consistent discipline policies when necessary.
- Promote and uphold academic integrity by addressing plagiarism and cheating.
- Encourage students to develop their own critical thinking skills and values.
- Collaborate with colleagues to create a cohesive and supportive academic community.
- Participate in interdisciplinary collaboration when appropriate.
- Identify and address the unique needs of individual students, including those with special needs.
- Build positive and professional relationships with colleagues, administrators, and support staff.
- Contribute to a collegial and collaborative work environment.
- Demonstrate consistent attendance and punctuality in fulfilling teaching responsibilities.
- Notify appropriate parties in advance when unable to fulfill duties due to unforeseen circumstances.
- Respect and maintain the confidentiality of student records and sensitive information.
- Ensure that confidential information is handled in accordance with privacy laws.
- Participate in institute and community events that contribute to the broader educational experience.
- Foster positive connections between the institute and the community.

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.
- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports 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.





CODE OF CONDUCT FOR LIBRARIAN / LIBRARY STAFF

- Demonstrate the highest standards of professionalism, integrity, and ethical behavior.
- Uphold and promote the values and mission of the library and its parent organization.
- Provide excellent service to library users, assisting them in finding and accessing information resources.
- Foster a welcoming and inclusive environment for all library patrons.
- Curate and manage the library collection with a focus on relevance, diversity, and the needs of the community.
- Regularly assess and update the collection to meet changing informational needs.
- Promote information literacy by offering guidance on research skills, effective use of library resources, and critical evaluation of information.
- Collaborate with educators to integrate information literacy into the curriculum.
- Respect and protect the confidentiality of library users' records and inquiries.
- Handle sensitive information in accordance with privacy laws and library policies.
- Stay connect with library technologies and integrate them to enhance library services.
- Ensure that technology is accessible and user-friendly for all patrons.
- Collaborate with colleagues, educators, and community organizations to enhance library services.
- Foster partnerships that contribute to the library's role as a community resource.
- Engage in continuous professional development to stay connect with library trends and best practices.
- Share knowledge with colleagues and contribute to the advancement of the library profession.
- Ensure that library resources and services are accessible and equitable for all members of the community.
- Uphold the principles of intellectual freedom by providing access to a wide range of viewpoints and information.
- Safeguard library materials and resources, ensuring their proper use and preservation.
- Educate patrons on responsible use of library resources.
- Build positive and collaborative relationships with colleagues, administrators, and library support staff.
- Engage in outreach activities to promote the library's services and resources.
- Advocate for the library's role in education, literacy, and community development.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Act as a middleman of academic and administrative activities.
- Scrutinize Admission & Eligibility documents and registers of admission.
- Provide excellent service to both internal and external stakeholders.
- Respond promptly and courteously to inquiries and requests.
- Respect and protect the confidentiality of sensitive information, including employee and organizational data.
- Handle confidential information in accordance with privacy laws and organizational policies.
- Communicate clearly and effectively with colleagues, superiors, and external contacts.
- Manage time effectively to meet deadlines and prioritize tasks efficiently.
- Notify appropriate parties in advance if unable to meet deadlines due to unforeseen circumstances.
- Demonstrate flexibility and adaptability to changes in work assignments or organizational priorities.
- Address conflicts professionally and constructively, seeking resolution through open communication.
- Utilize organizational resources responsibly and efficiently.
- Pursue professional development opportunities to enhance job skills and knowledge.
- Stay informed about changes in policies, procedures, and technology relevant to the role.
- Adhere to the organization's dress code policy and maintain a professional appearance.
- Treat all individuals with respect and dignity, valuing diversity in the workplace.
- Avoid discriminatory behavior or language.
- Follow health and safety protocols to maintain a safe work environment.
- Report any observed or suspected misconduct promptly and through the appropriate channels.
- Exercise caution and professionalism when using social media, ensuring that online behavior aligns with the organization's values.
- Avoid sharing confidential or sensitive information online.
- He shall be responsible for all the matters assigned to establishment section, student section, stores section, maintenance section and security section.
- To take care of biometric requirement and Maintain and update service book of all the teaching and non-teaching staff.
- Maintain Leave Register.



Non-Teaching staff:

- Non-Teaching staff working in the college office or departments should remain on Duty during College hours. They should report for duty at least 20 minutes in advance
- Non-Teaching staff must always wear their identity badge during working hours.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- To display notices, mark sheets, attendance sheets etc. pertaining to the students.
- Involvement in curricular, co-curricular and extra-curricular activities.
- Any other duties assigned by the Principal from time to time.





CODE OF CONDUCT FOR STUDENTS

- Attendance at all lectures / tutorials practical tests/examination is compulsory for all subjects & student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of Principal, is liable to cancellation of his/her terms.
- The student who do not have minimum required attendance of 75% of actual lecturers/ tutorials / practical conducted in each term or do not show satisfaction progress in terminal /preliminary / Test Series examinations will not be sent for college/ University examinations.
- A student who remains absent, he/she should submit the medical certificate, along with the application endorsed by parents.
- A student who remains absent for three consecutive days is required to submit a leave application duly signed by his/her parent/guardian.
- Students who are not permitted for the University Examination will not be re-admitted to the college.
- Students should always wear their valid college identity card whenever in the college or should be produced whenever demanded by any of the college. No student is allowed to enter in the college premises without valid identity card.
- In case of any problem, personal or academic, students should report to the respective class or the Principal who will help them to solve their problems.
- Every student is responsible to the college and should take utmost care of the college premises / property. Any damage done to the college is to be compensated either individually or collectively.
- Any damage to the college building, furniture and fixtures by the students shall be treated as breach of discipline.
- Student will not be allowed to bring any outsider with them in the college but in special case parents or any outsiders may be allowed with prior permission and valid reason.
- Smoking is strictly prohibited in the college premises.
- No student shall collect any money for any reason without the written permission of the Principal.
- All the circulars, notices related to examinations and other programmed etc. are displayed on the college notice board; concerned students will be held responsible for the loss, if they failed to read the notices.
- Treat all individuals with respect and courtesy, regardless of differences in background, race, gender, or abilities.
- Use language and behavior that fosters a positive and inclusive atmosphere.
- Uphold academic honesty by avoiding plagiarism, cheating, and any form of dishonesty.
- Participate actively in class discussions and activities, maintaining a respectful and engaged demeanor.
- Follow classroom rules and guidelines set by the teacher.



- Avoid disruptive or inappropriate use of electronic devices during classes.
- Follow safety protocols and guidelines to ensure personal and community well-being.
- Report any safety concerns or incidents promptly to the appropriate authorities.
- Refrain from engaging in any form of bullying, harassment, or discrimination.
- Report instances of bullying or harassment and support anti-bullying initiatives.
- Respect college property, including buildings, equipment, and materials.
- Contribute positively to the college community through volunteerism and participation in community events.
- Support and respect the contributions of fellow students.
- Resolve conflicts peacefully and constructively, seeking assistance from teachers or counselors when needed.
- Avoid engaging in physical or verbal confrontations.
- Refrain from the use of illegal substances, alcohol, and tobacco on college premises or during college activities.
- Seek assistance from appropriate channels if struggling with substance abuse issues.
- Use social media responsibly, refraining from cyber bullying or engaging in harmful online behavior.
- Understand that online actions can have real-world consequences.

Kibhagat

PRINCIPAL
Shikshak Sanchalit Shikshan Sanstha's
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