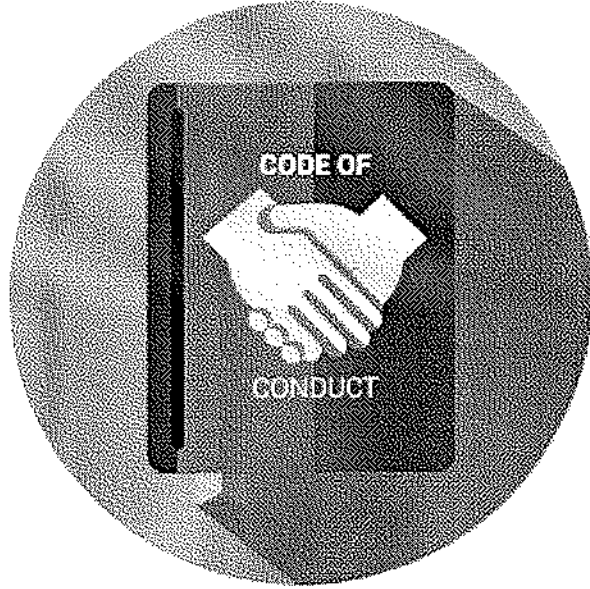


॥ समाज सेवा हीच ईश सेवा ॥

Handbook on Code of Conduct



Published by,

Santosh Bhimrao Patil Arts, Commerce and Science College,

Mandrup

(2015-16)



‘समाज सेवा हीच ईश सेवा’

Solapur Zilla Samajseva Mandal's Sanchalit

Santosh Bhimrao Patil Arts, Commerce & Science College, Mandrup

Code Of Conduct for Staff

• INTRODUCTION

Santosh Bhimrao Patil Arts, Commerce and Science College, Mandrup was established on 26 July 2001 by Solapur Zilla Samajseva Mandal, Solapur founded by D. S. Kamale Guruji, ex-minister of state, Government of Maharashtra who devoted all his life to the betterment of the masses, mainly through education. He established this college to fulfil his dream of providing higher education to the deserving youth of South Solapur tehsil, especially those living in Bhima-Sina basin of the tehsil. The college is run always keeping in mind the motto of the parent institution: 'Service to society is service to God'. Late D. S. Kamale Guruji had understood the role of teachers, members of the administration, and even of students in fulfilling the noble mission of the parent institute. Obviously, all these stakeholders follow certain codes of conduct in the pursuit of the noble cause. The codes of conduct for the stakeholders are as follows. The stakeholders always keep in mind the following vision and mission of the institution too.

• VISION

To groom ideal global citizen by developing creative and proactive attitude among students through education.

• MISSION

To provide the facilities of higher education to the students from rural area, especially economically backward and socially marginalized students without any gender bias.

To uplift the students from the rural area by providing them quality and competitive education and enhance their morale.



- **Institutional code of professional conduct**

- **For administration:**

1. The administrator should provide the effective academic and administrative leadership to the institution.
2. The principle of decentralization and participative management should be followed in the institutional practices.
3. The administrators should look after the effective implementation of e- governance in the different areas of administration.
4. The administrator should give proper representation considering social inclusiveness.
5. The college administrators shall fulfil their lawful duties and obligations to the government and institution with integrity and loyalty.
6. The administrator should ensure welfare of staff and students.
7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
8. The college administrators should respect the rights of the colleagues and the students while performing his duties.
9. The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
10. The college administrators should perform his duties in non-discriminatory manner.
11. The college administrators should maintain financial transparency and delivery.
12. The college administrators should make the utmost efforts to develop the institution in versatile manner.
13. The college administrators shall take responsible action to maintain educational ambience.
14. The college administrators should keep the interest of institute above the personal.



- **For teachers:**

1. A teacher should teach such a manner that respects the dignity and rights of all persons without prejudice of caste, creed, gender and religion.
2. A teacher is responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of student.
3. A teacher may not delegate his or her responsibilities to any person who is not a teacher
4. A teacher should act with honesty and integrity of their work.
5. A teacher should avoid conflicts between professional and private interests, which could affect the professional ethics.
6. A teacher should respect the privacy of others and confidential information confessed by the colleagues and students.
7. A teacher does not engage in activities, which adversely affects the qualities of professional ethics.
8. A teacher should integrate his teaching, learning with his or her research.
9. Every teacher should take and follow the oath given by Ex- president Late Dr. A. P. J. Abdul Kalam.

- **For students:**

1. Students shall abide by the rules and regulations of the college and behave in a way that highlights the discipline of the college.
2. A six-day working schedule from Monday to Saturday is followed. The classes are scheduled stream wise. The students shall attend the national anthem and the classes punctually.
3. Students should complete mandatory 80% attendance required as a part of eligibility.
4. No student shall enter or leave the classroom when the session is on without the permission of teachers.
5. Students should produce leave note at the time of absence.
6. The students shall give respect to teachers and staff.
7. The students should not be involved in ragging acts.



8. The students should not get involved in eve teasing and behave disrespectfully with the girl students and women in the campus.
9. Students should strictly follow dress code and carry identity cards in the campus.
10. Students should not use cell phone in the classroom.
11. Students should read notices daily displayed on board, sent by mail or social media.
12. Students should participate in co-curricular and extracurricular activities as per their interest.
13. Students should follow the rules of internal as well university examination.
14. Students should follow rules made by library time to time.
15. Students should be eco-friendly by involving in green practices.
16. Tobacco and other carcinogenic substances are strictly prohibited in the college premises.


• **Eleven-point oath for teachers by Hon. Ex- president Late Dr. A. P. J. Abdul Kalam**

1. First and foremost, I will love teaching. Teaching will be my soul.
2. I realize that I am responsible for shaping not just students but ignited youths who are the most powerful resource under the earth, on the earth and above the earth. I will be fully committed for the great mission of teaching.
3. As a teacher, it will give me great happiness, if I can transform an average student of the class to perform exceedingly well.
4. All my actions with my students will be with kindness and affection like a mother, sister, father or brother.
5. I will organize and conduct my life, in such a way that my life itself is a message for my students.
6. I will encourage my students and children to ask questions and develop the spirit of enquiry, so that they blossom into creative enlightened citizens.
7. I will treat all the students equally and will not support any differentiation on account of religion, community or language.
8. I will continuously build the capacities in teaching so that I can impart quality education to my students.
9. I will celebrate the success of my students.



10. I realize by being a teacher, I am making an important contribution to all the national development initiatives.
11. I will constantly endeavor to fill my mind, with great thoughts and spread the nobility in thinking and action among my students.
-




Principal
Santosh Bhimrao Patil Arts, Comm.
& Science College, Mandrup

"समाज सेवा हीच ईश सेवा"

Solapur Zilla Samajseva Mandal's Sanchalit

Santosh Bhimrao Patil Arts, Commerce & Science College, Mandrup

Human Values and Professional Ethics



Santosh Bhimrao Patil Arts, Commerce & Science College

Mandrup, South Solapur, Solapur- 413221

1) 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 security of his students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he should seek to inculcate among students must be his own ideals. The profession further requires that the teachers shall be calm, patient and communicative by temperament and amiable in disposition

• Teachers are expected to:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and their profession through them Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
6. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
7. Participate in extension, co-curricular and extra-curricular activities including community service.

2) TEACHERS AND THE STUDENTS

• Teachers are expected to:

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political economic, social and physical characteristics.



3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their Personalities and at the same time contribute to community welfare.
5. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainments of the student in the assessment of merit.
8. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, Colleagues or administration.

3) TEACHERS AND COLLEAGUES

- Teachers are expected to:
 1. Treat other members of the profession in the same manner as they themselves wish to be treated.
 2. Speak respectfully of other teachers and render assistance for professional betterment.
 3. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities.
 4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

4) TEACHERS AND AUTHORITIES-

- Teachers are expected to:
 1. Discharge their professional responsibilities according to the existing rules and adhere to procedures 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. Refrain from undertaking any other employment and commitment including private tuitions and



coaching classes which are likely to interfere with their professional responsibilities.

2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
3. Co-operate in the formulation of policies of the institution and accept offices.
4. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
5. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
6. Give and expect due notice before a change of position is made
7. 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 the academic schedule.

5) TEACHERS AND NON-TEACHING STAFF:

Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

6) TEACHERS AND GUARDIANS

Try to maintain contact with the guardians of 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.


7) TEACHERS AND SOCIETY

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.



4. 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, religions or linguistic groups but actively work for National Integration.




Principal
Santosh Bhimrao Patil Arts, Comm.
& Science College, Mandrup

7.1.10

B. Ramesh

Discipline Committee Meetings Register

GOLD

A4 College Book



संतोष भिमराव पाटील महाविद्यालय, मंडुप

Date: / /

शिक्षण समिती

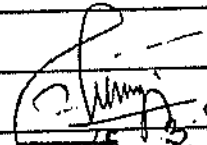
सन 2017-18

संतोष भिमराव पाटील महाविद्यालय शिक्षण समितीची बैठक वार-31/08/17

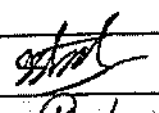
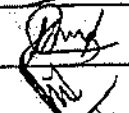
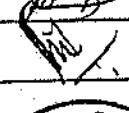
मा. प्राचार्य डॉ. बी. गुम. भांजे यांच्या अध्यक्षतेखाली महाविद्यालयीन कार्याच्या वेळी आली त्या मिठींग मधील उपस्थिती सदस्यांची नावे व स्वाक्षरी

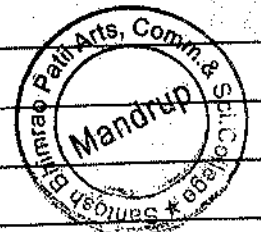
विषय -

- 1) मागील सभेचे इतिवृत्त वाचून कायम करणे.
- 2) विद्यार्थी व शिक्षण विषयी महाविद्यालयातील सर्वसामान्य नियम सांगणे
- 3) अक्षांख्या परवानगीने आयत्या वेळेचे विषय.


प्राचार्य, 3-8-17

संतोष भिमराव पाटील कला, वाणिज्य आणि विज्ञान महाविद्यालय, मंडुप

- | | | |
|------------------------------|---------|---|
| 1) डॉ. गुण. गुण. लोखंडे - | समन्वयक |  |
| 2) डॉ. डी. के. देडे - | सदस्य |  |
| 3) श्री. जे. ए. मोरे - | सदस्य |  |
| 4) श्री. गुण. गुण. साळुंखे - | सदस्य | |



बैठकीच्या इतिहास इतिवृत्तांत

विषय क्र - १ - मागील बैठकीला इतिवृत्तांत वाचून कायम करणे

ठराव क्र - १ - शिस्तपालन समितीचे साचिव प्रा. डॉ. एस. एस. तोरवी यांनी मागील बैठकीच्या इतिवृत्तांत वाचून कायम केले.

सूचक - प्रा. डॉ. डी. के. देडे
अनुमोदक - प्रा. जे. एल. मोरे

विषय क्र - २ - शिस्तपालनाचे नियम याबाबत चर्चा व नियमावली तयार करणे

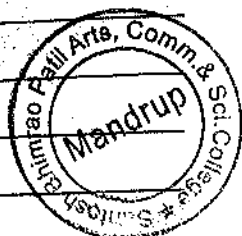
ठराव क्र - २ - शिस्तपालनाचे नियम तयार करून ते विद्यार्थ्यांच्या निर्देशनास येईल अशा पद्धतीने महाविद्यालयाच्या आवारात लावणे

सूचक - प्रा. एस. एस. साळुंखे
अनुमोदक - प्रा. डी. के. देडे
ठराव अतिमूर्ते मंजूर

विषय क्र - ३ - अष्टकाच्या परवानगीने आयत्या वेळेचे विषय

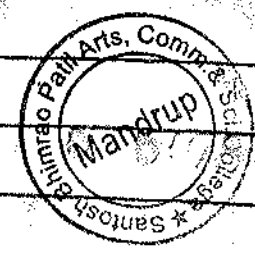
ठराव क्र - ३ - अष्टकाच्या परवानगीने आयत्या वेळेचे विषय यावर चर्चा करणे. तसेच शिस्तपालन व आस्थास कार्याबाबत चर्चा करण्याची बक्तर ठरले.

सूचक - प्रा. डॉ. एस. एस. तोरवी
अनुमोदक - प्रा. जे. एल. मोरे



प्रा. डॉ. प्रम. एस. तोरवी यांनी सर्व सदस्यांचे आभार
माबून मिटिंगचे सांगता येथी.

17/0 1970



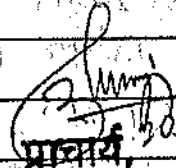
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नोटीस

महाविद्यालयातील शिस्तपालन समितीच्या सर्व सदस्यांना कळवण्यात येते की, 20/01/2018 रोजी सकाळी 11:30 वाजता मिहिडा हॉलमध्ये आतील विषयावर चर्चा करण्यासाठी बैठक बोलावण्यात आले आहे. तरी सर्व सदस्यांनी वेळेवर उपस्थित राहावे.

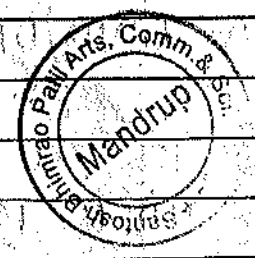
विषय :

- 1) मागील बैठकीचे इतिवृत्त वाचून कायम करणे
- 2) महाविद्यालयातील विद्यार्थ्यांना शिस्तपालनाचे नियम सांगणे
- 3) अध्यक्षीय परवानगीने आयत्या वेळेचे विषय दिले जाणे


प्राचार्य, 20.1.18

संतोष श्रीमराव पाटील कला, वाणिज्य आणि विज्ञान महाविद्यालय, मद्रुप.

- 1) प्रा. डॉ. एस. एस. तोरवी - समन्वयक
- 2) प्रा. डॉ. डी. के. देडे - सदस्य
- 3) प्रा. जे. एल. मोरे - सदस्य
- 4) प्रा. एस. एस. साळुंखे - सदस्य



बैठकीचा इतिवृत्तांत

विषय क्र - १ - मागील बैठकीचा इतिवृत्तांत वाचून
कार्यम करणे

ठराव क्र - १ - शिक्षणपालन समितीचे सचिव प्रा. डॉ.
एस. एस. तोरवी यांनी मागील बैठ
कीचा इतिवृत्तांत वाचून कार्यम केले
सूचक - प्रा. एस. एस. साळुखे
अनुमोदक - प्रा. डी. के. देडे

विषय क्र - २ - महाविद्यालयातील विद्यार्थ्यांना शिक्षणपाल
नाचा नियम सांगणे

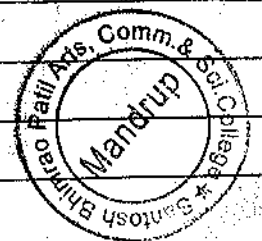
ठराव क्र - १ - प्रत्येक विद्यार्थ्यांनी तासाला वेळेवर
उपस्थित राहणे यासाठी विद्यार्थ्यांना
सूचना देण्याचे ठरले.

सूचक - प्रा. जे. एल. मोरे
अनुमोदक - प्रा. एस. एस. साळुखे

विषय क्र - ३ - अध्यक्षीय पत्रवाचनेने आगत्या वेळेचे
विषय.

ठराव क्र - ३ - अध्यक्षीय पत्रवाचनेने शिक्षणपालन न
डाल्यास कारवाई करण्याबाबत ठरले.

सूचक - प्रा. डी. के. देडे
अनुमोदक - प्रा. डॉ. एस. एस. तोरवी
ठराव संपन्नित्तुने मंजूर



प्रा. डी. के. वेडे यांनी सर्व सदस्यांचे आभार मानून
मिटिंग सांगता केली.



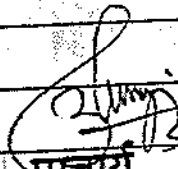
[The following text is extremely faint and mostly illegible due to the quality of the scan. It appears to be a list of names and possibly dates or times, such as "19/11/2019", "20/11/2019", etc.]

नोटीस - 2018-19

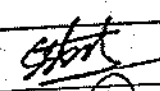
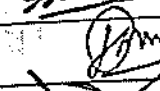
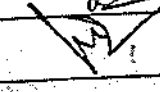
महाविद्यालयानील शिस्सपालन समितीचे सर्व सदस्यांना कुळवण्यात येते की,
5/08/2018 रोजी सकाळी 11:35 वाजता मिटिंग हॉलमध्ये खालील विषयावर चर्चा कुरण्यासाठी बेंठक बोलावण्यात आले आहे. तरी सर्व सदस्यांनी उपस्थित राहवे.

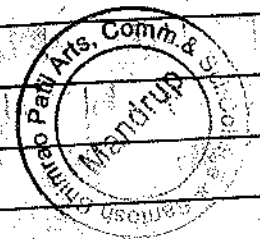
विषय :

- 1] मागील बेंठकीचे इतिवृत पाचून कायम कुरणे
- 2] विद्याथिनी ओळखपत्राविषयी चर्चा कुरणे
- 3] आयत्या मह्यक्षाच्या परवानगीने आयत्या वेळचे विषय


2.8.18
प्राचार्य,

संतोप भीमराव पाटील कला, वाणिज्य आणि
विज्ञान महाविद्यालय, मंदुर.

- | | | | |
|----------------------------|---|---------|---|
| 1] प्रा. डॉ. एस. एस. तोरवी | - | समन्वयक |  |
| 2] प्रा. डॉ. डी. के. देडे | - | सदस्य |  |
| 3] प्रा. जे. एल. मारे | - | सदस्य |  |
| 4] प्रा. एस. एस. साळुखे | - | सदस्य | |



बँडकीचा इतिवृत्तांत

विषय क्र - 1 - मागील बँडकीचा इतिवृत्तांत वाचून कायम करणे.

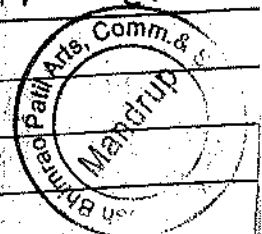
ठराव - क्र - 1 - शिस्तपालन समितीचे सचिव प्रा. डॉ. पुस. पुस. तोरवी यांनी मागील बँडकीचा इतिवृत्तांत वाचून कायम केले
 सूचक - प्रा. डी. के. देडे
 अनुमोदक - प्रा. एस. एस. लोखे साळूखे

विषय क्र - 2 - विद्यार्थिनी ओळखपत्र स्वतः जवळ बाळगणेबाबत

ठराव क्र - 2 - प्रत्येक विद्यार्थिसाठी ओळखपत्र स्वतः जवळ बाळगणे सक्तीचे करण्याबाबत चर्चा झाली
 सूचक - प्रा. डॉ. - बी. पु. भांजे
 अनुमोदक - प्रा. जे. एल. मोरे

विषय क्र - 3 - अध्यक्षीय पत्रनिर्वाह आगत्या वेळेचे विषय

ठराव क्र - 3 - अ. शिस्तपालन समितीच्या आख्यास त्या वरील कार्यबाबत चर्चा करणे
 सूचक - प्रा. जे. मूल. मोरे
 अनुमोदक - प्रा. पुस. पुस. साळूखे

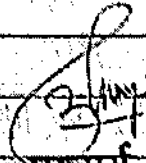


नोटिस

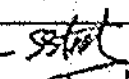


महाविद्यालयानील शिस्तपालन समितीचे सर्व सदस्यांना कळवण्यात येते की,
 २८/०१/२०१९ रोजी सकाळी ११:५५ वाजता मिही
 ठा होलमहो खालील विषयावर चर्चा करण्यासाठी
 बैठक बोळवण्यात आले आहे. तशी सर्व सदस्यांनी
 उपस्थित राहावे.

विषय :

- १) मागील बैठकीचे इतिवृत्ताने वाचून कायम करणे.
- २) विद्यार्थ्यांनी तास टाळून कार्यालयीन कामासाठी जाऊ नये. तास संपल्यानंतरच कार्यालयीन वेळेत येणे.
- ३) द्वाख्यक्षाच्या परवानगीने आरत्या वेळचे विषय.


 २८/०१/१९
 प्राचार्य

सोपे भीमराव पाटील फला, वाणिज्य अखिल
 विद्यालय महाविद्यालय, मंदप.

- | | | | | |
|----------------------------|---|---------|---|---|
| १) प्रा. डॉ. एस. एस. तोरवी | — | समन्वयक | — |  |
| २) प्रा. डॉ. डी. के. देडे | | सदस्य | |  |
| ३) प्रा. जे. एल. मोरे | | सदस्य | |  |
| ४) प्रा. एस. एस. लावरे | | सदस्य | | |



बेहकीची इतिवृत्तांत

विषय क्र - 1 - मागील बेहकीचा इतिवृत्तांत वाचून
कारण ठरणे

ठराव क्र - 1 - शिस्तपालन समितीचे सचिव डॉ. एस.
एस. तोरवी यांनी मागील बेहकीचा
इतिवृत्तांत वाचून कारण केले.

सूचक - प्रा. जे. एल. मोरे

अनुमोदक - प्रा. एस. एस. साळुंखे

विषय क्र - 2 - विद्यार्थ्यांनी तास टाळून कार्यालयीन
कामासाठी जाऊ नये. तास संपल्यानंतरच
कार्यालयीन वेळेत भेटावे.

ठराव-क्र-2 - सभेमध्ये प्रत्येक विभागाच्या विद्यार्थ्यां
ना तास टाळून कार्यालयीन कामासाठी
जाऊ नये. प. तास संपल्यानंतरच
कार्यालयीन वेळेत भेटावे, जर हा ठराव
मंजूर झाला.

सूचक - प्रा. डॉ. एस. एस. तोरवी

अनुमोदक - प्रा. डॉ. डी. के. वेडे

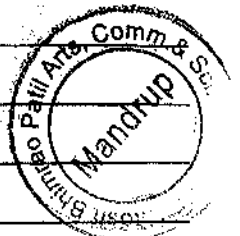
विषय क्र - 3 - अक्षयक्षाच्या परवानगीने आयत्या
वेळेचे विषय

ठराव. क्र-3 - शिस्तपालन न झाल्यास त्यावरील कार्य
वाहिबाबत चर्चा करणे.

सूचक - प्रा. जे. एल. मोरे

अनुमोदक - प्रा. एस. एस. तोरवी

ठराव सवनिभूने मंजूर



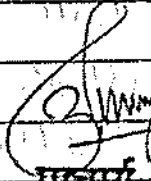
नोटिस नं: 2019-2020

महाविद्यालयतील शिस्तपालन समितीचे
सदस्यांना कळवण्यात येते की
14-8-2019 रोजी सकाळी 11:35 वाजना मिल्किंग
हॉलमध्ये खालील विषयावर चर्चा करण्यासाठी बैठक
बोलवण्यात आले आहे. तरी सर्व सदस्यांनी उपस्थित
रहावे.

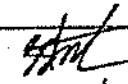


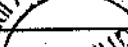
विषय:

- 1) मागील बैठकीचे इतिवृत्तात वाचून कायम ठेवणे
- 2) महाविद्यालयीन परिसराने व वर्गात मोबाईल वापरण्याची
माहिती देणे.
- 3) महाविद्यालयीन परिसर स्वच्छ ठेवण्याबाबत
- 4) अध्यक्षीय परवानगीने आयत्या दिवसापेक्षा लगेच विषय

10


14.8.19
प्राचार्य,

संतोष भीमराव पाटील कला वाणिज्य आणि
विज्ञान महाविद्यालय, मंदूर.

- | | | | |
|----------------------------|---|---------|---|
| 1) प्रा. डॉ. एस. एस. तोरवी | - | समन्वयक |  |
| 2) प्रा. डॉ. डी. के. वेडे | - | सदस्य |  |
| 3) प्रा. जे. एल. मोरे | - | सदस्य |  |
| 4) प्रा. एस. एस. साळुंखे | - | सदस्य |  |

