

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
COLLEGE OF COMPUTER APPLICATION
FOR WOMEN, SATARA**
[Faculty: B.C.A., B.A. & B.Com.]
Affiliated to SNDTWU, Mumbai

Criterion 7 – Institutional Values and Best Practices(100)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. (5)

- **Code of ethics**



COLLEGE OF COMPUTER APPLICATION FOR WOMEN, SATARA

MAHARSHI KARVE STREE SHIKSHAN SANSTHA'S

(Faculty BCA, BA & Bcom.)

714/ASHANIWAR PETH, SATARA.

☎ 02162 – 227647, 231052

Email – bca_college@rediffmail.com, 061.bcasatara@gmail.com

Website – www.maharshikarvebcasatara.org

(To Affiliated S.N.D.T. Women's University, Mumbai)

Govt. Sanction letter no. NGC/1000/NMV/(167/2000)/Mashi-3 Date 29 June 2000.

Code of Conduct

Introduction:

We know that our people make us an institute like no other. It's your values, action and passion that make the difference. That's why we have a Code of Conduct. We expect the highest standards of social and ethical conduct, and believe all our staff deserves a fair workplace, and treatment with the utmost dignity and respect.

Purpose of the Code of Conduct:

The Code of Professional Conduct for Teachers applies to all faculty i.e. Permanent, Core contract and visiting faculty. Its purpose is threefold:

1. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honor and dignity of the teaching profession.
2. It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in India.
3. It has an important moral standing and may be used by the governing bodies as a reference point to exercise its functions dealing with fitness to teach.

Standards of Teaching, Knowledge, Skill, Competence and conduct:

The role of the teacher is to educate. The following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct as set out in this code. On behalf of the teaching profession, the institute sets out the following standards that apply to all registered teachers regardless of their position.

Code of Conduct

Teachers should:

1. Be caring, fair and committed to the best interests of the pupils/students, entrusted to their care, and eager to motivate, inspire and celebrate effort and success.
2. Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development
3. Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, and socio-economic status, and any further grounds as may be referenced in equality legislation of the Indian Constitution
4. Seek to develop positive relationships with pupils/students, colleagues, parents, college management and others in the college community, that are characterized by professional integrity and judgment.
5. Act with honesty and integrity in all aspects of their work.
6. Respect the privacy of others and the confidentiality of information gained in the course of teaching, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
7. Represent themselves, their professional status, qualifications and experience honestly.
8. Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.
9. Ensure that any communication with pupils/ students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
10. Maintain lectures diary and get it checked from principal.
11. Report institution by 8:15am every day and follow the time table for lectures.
12. Prepare plan at the starting of the semester and its execution is observed.
13. Complete evaluation process of students and timey upload it on university portal.
14. Play role of mentor with assigned mentee.

15. Pay attention to the overall development of students, so they have to undertake co-curricular and extracurricular activities.
16. Teachers have been appointed on institution committees, the meetings of respective committees and record maintenance is to be done time to time.
17. Adjust lectures and fulfill other committee responsibilities before applying for any leave.


**IQAC
Coordinator**




Principal



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CODE OF CONDUCT

FOR STUDENTS:

1. The identity card with photograph fixed and signed by principal must be carried by the student and produced when demanded by the authorized person of the college.
2. Student should be regular and punctual in attending classes and practical's as per the timetable.
3. Student should have minimum 75% attendance in the classroom.
4. Students should come to the college in approved uniform i.e. blazer (except Thursday)
5. Students can leave the campus only after getting a gate pass from the principal, class mentors and after making entry in the Gate Register maintained by the gate keeper.
6. In the events of seminars/project presentations etc., it is compulsory that all the students of the concerned class should be present for the entire session.
7. 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.
8. Use of mobile phone is strictly prohibited in college campus.
9. Students who intend to represent the college in intercollegiate events should take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
10. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of honorable Supreme Court of India.

11. Misbehavior towards teaching, non-teaching staff, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

12. Students are advised to read all notices and circular displayed on the notice board.

13. Students are expected to maintain the standard of discipline & dignified manner of behaviour in the campus of the college as well as in their class should be satisfactory.


IQAC
Coordinator




Principal