

**Shikshanshastra Adhyapak Shikshan Sanstha's,  
Vasantrao Naik Shikshanshastra Mahavidyalaya  
Kalamba, Kolhapur. NAAC B Grade**

**Code of Conduct & Professional Ethics For College Principal:**

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college,
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society,
- 1) Adhere to a responsible pattern of conduct and demeanour expected of them by the community,
- g) Manage their private affairs in a manner consistent with the dignity of the profession:
- h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- i) Participate in, extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

*I/c, M. Shil*  
**PRINCIPAL**

Vasantrao Naik Shikshanshastra Mahavidyalaya  
853, Vidya Vasant Park, New Kalaba Naka  
Near Depuram Nagar, Kolhapur-416 007



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**Code of Conduct & Professional Ethics For Teachers**

**I. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should 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/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community,
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- V. Maintain active membership of professional organizations and strive to improve education and profession through them;
- Vi. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour teaching and research;
- vii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the 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 (Government Resolution No.: Misc-2018/C.R.56/18/UNI-1) conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

*I/c, Mspatil*  
**PRINCIPAL**  
Vasantrao Naik Shikshanshastra Mahavidyalaya  
853, Vidya Vasant Park, New Kalaba Naka  
Near Baguramagar, Kolhapur-416 007



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**DISCIPLINE AND CODE OF CONDUCT FOR  
STUDENTS**

**DISCIPLINE**

1. Self-discipline is the best discipline. All students are expected to observe rules and regulations currently in force to enable the smooth working of the College
2. Students are prohibited from doing anything inside or outside the College that will interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought into the College directly or indirectly
3. Students resorting to unfair means at the examinations will be dealt in accordance with the university ordinance 0.5050.A

**CODE OF CONDUCT**

1. Students should always wear their valid College Identity card whenever in College or while representing the College at any other place. Further, it should be produced whenever demanded by any of the College staff.
2. During the conduct of lectures, students should not loiter in the corridors or in and around the College premises.
3. All students are expected to wear decent clothes to enhance the image of the College.
4. While representing the College at any other place, the student's behaviour should not be detrimental to the image of the College.
5. In case of any problem, personal or academic, students should report to the Co-ordinator/Vice-Principal / Principal.
6. Students are directed not to bring any outsider into the College premises without prior permission.
7. Students must attend lectures according to the time-table on all working days of the College. Students must not be absent from lectures and examinations without the prior permission of the Principal. Students are warned that, if their attendance at lectures is unsatisfactory, their names will not be kept on the College roll.
8. In case of illness, a student must apply for leave by post as soon as possible with doctor's certificate attached to his/her application and must report to the Principal immediately after resuming the College.

*T.C. M. Patil*  
**PRINCIPAL**  
Vasant Rao Naik Shikshanshastra Mahavidyalaya  
853, Vidya Vasant Park, New Kalamba Naka  
Near Bapuramnagar, Kolhapur-416 007

9. Students must not attend classes other than their own without the permission of the Principal.
10. Conduct of students in the classes as well as on the premises of the College shall be such as will cause no disturbance to fellow-students and to the other classes.
11. Smoking is strictly in the College premises.
12. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly administration and discipline.
13. No society or association shall be formed in the College and no person shall be invited to address a meeting without Principal's prior written permission.
14. No Students shall collect any money or contribution for picnic, trip, educational visit to Some place, get-together, study-notes, charity or any other activity without prior written permission of the Principal.
15. In College debates and other meetings, the Chair must be taken by responsible person approved by Principal and the subject of the debate must have the prior approval of the Principal.
16. College has surveillance of CCTV cameras on the entire premises excluding washrooms.

*H. C. M. S. Patil*

**PRINCIPAL**

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**SHIVAJI UNIVERSITY, KOLHAPUR  
ON EXAMINATION RULES**

Common instruction for University theory Examinations.

- 1 Students (Regular and Distance Mode) should see their Examination Seat No. and Name in the Namelist and correction if any should be communicated to this office immediately.
- 2 All candidates are requested to confirm their Examination seat Numbers as well as the place of the Examination, on the Notice Board of the concerned University Department or concerned Colleges mentioned in examination programme atleast two days before the date of the Examination. Also Seat No's are available on University website [www.Unishivaji.ac.in](http://www.Unishivaji.ac.in) online portal.
- 3 The seating arrangement is made datewise subjectwise. Therefore, the candidates are requested to see seating arrangement one day before the date of examination.
- 4 The candidates should write Correct Seat No. on each Answer Book, otherwise the performance of said subject will not be considered.
- 5 Candidates are requested to present at their respective centre of Examination FIFTEEN MINUTES before the time of each paper start.
- 6 Candidates are forbidden to take any book, paper, Cellular Phone, Scientific Calculator and Digital Diary or any means which can be used for unfair practice into the Examination Hall.
- 7 In case of any Query found in respective Question Paper, student shall communicate the same through Principal/Senior Supervisor within 7 days from the date of concerned Question Paper to, Deputy Registrar, Appointment Section, Room No. 205, Exam Building No. 1, Shivaji University, Kolhapur-416 004.
- 8 The Examination Programme is subject to change. If there is any change in the Examination Programme the University is not responsible for the loss or inconvenience caused to the candidates.
- 9 Candidate should write answer in BLUE INK only.
- 10 All the students should verify the customized time table permitted on their Hall Ticket with the final program sent to their college at least two days prior to the date of examination. Also Please check for proper subject codes. In respect of correction in Hall Ticket please contact examination section immediately.
- 11 Examination centre shall not change in any circumstances.

*Ilc, MS Patil*  
**PRINCIPAL**  
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