



DECCAN COLLEGE OF INTERIOR DESIGN, KOLHAPUR

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Code of Conduct for Principal, Teacher and Non-Teaching Staff

Proposed by

Internal Quality Assurance Cell

CODE OF CONDUCTS

DIT



**Prepared by
Discipline Committee, Deccan College of Interior Design, Kolhapur**



THE CONSTITUTION OF INDIA

Wherein **THE PEOPLE OF INDIA**, having solemnly resolved to constitute India into a **SOVEREIGN DEMOCRATIC REPUBLIC** and to secure to all its citizens:

JUSTICE, social, economic and political;
LIBERTY of thought, expression, belief, faith and worship;
EQUALITY of status and of opportunity;
and to promote among them all
FRATERNITY assuring the dignity of the individual and the unity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

Index

Sr. No.	Document	Page No.
1.	Code of Conduct for the Principal	4
2.	Code of Conduct for Teacher	5
3.	Code of Conduct for Non-Teaching Staff	11
4.	Code Of Conduct for student	13
5.	Resemble, Discipline Committee	14
6.	Ethics And Conduct	15
7.	The Various Forms Of Misconduct	17
8.	Disciplinary Action	20
9.	Academic Integrity	21
10.	Anti- Ragging	24
11.	Anti-Ragging Committee	25
12.	Sexual Harassment	26

Code of Conduct for the Principal

- The behavior is in such way that receives respect by keeping integrity, dignity, modesty and good organization at every level.
- Decisions should be devoid of partiality while dealing with members of the staff or students.
- While handling burning issues regarding students or subordinates should have more tolerance.
- On the basis of gender, color or creed he should not discriminate the faculty members or students.
- Do not interfere with the free participation of colleagues in the affairs of their association.

Code of Conduct for Teacher

Teacher and Profession

- Dedicate your full working time to the profession.
- Cease yourself from engaging external jobs that hinder your teaching
- Constant efforts should be taken for professional development.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- Involve in research activities
- Keeping subject knowledge up-to-date is prime duty.
- Construct a healthy culture that encourages the constructive collaboration and communication among colleagues and stakeholders
- Maintain active membership of professional organizations and strive to improve education and profession through them.

- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition
- Conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Take pride in the teaching profession and treat other members of the profession with respect and dignity.

Teacher and Colleagues

- Treat your colleagues as professional equals, regardless of their status.
- Abstain from making unproven allegations against colleagues or higher authorities.
- Stay away from making objectionable statements about colleagues, especially in the presence of students, other teachers, officials or parents.
- Admire the professional opinions of your colleagues.
- Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession.

Avoid professional jealousy and dispute with colleagues especially when you have to work together for the common interest of the institution.

Teacher and punctuality

- Be regular and punctual and should report on time for classes.
- Prior permission of the Principal, a teacher can leave the campus in the office hours.
- Teachers should remain present to all the functions organized by the institute for the students.
- Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

Teacher and Students

- Teachers should demonstrate to students their commitment for excellence in work, manners and achievement.
- Facilitate students in Physical, Social, Intellectual, Emotional, and Moral Development.

- Teachers should uphold human dignity and promote equality of gender, religion and traditions
- Encourage students to maintain discipline.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Encourage students to show respect to teachers, parents and authorities.
- Help students to develop democratic and constitutional values.
- Encourage students to show respect and appreciation for personal and public property.
- Strive to develop mutual courtesy and respect between teachers and students.
- Work towards developing and promoting good human relations and qualities.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do not involve in any activities that are likely to corrupt student.
- Do not make students part of any activity that involve the personal interests of the teachers.
- Stimulate the spirit of enquiry in students.

- Encourage the students to balance their academic and co-curricular fields.
- Constantly pursue the improvement of learning facilities and opportunities.
- Develop anti-narcotic attitude among the students.
- Encourage research oriented learning.
- Make responsible efforts to protect students from conditions harmful to their health and safety.

Teacher and Community

- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discuss controversial issues from an objective point of view to keep your class free from biased opinions and comments.
- Encourage the involvement of students in social service activities
- Develop respect for the cultural diversity of India among students.
- Promote collaboration with external agencies that help social interaction.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.

Teachers and Guardians

- 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 Non-Teaching Staff

Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed in the college to do any work in connection with an examination conducted by the University or the college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.

- No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced.
- No Staff employed in a college shall engage directly or indirectly in any trade or business.
- No staff employed in a college shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

- No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.
- No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

CODE OF CONDUCT FOR STUDENTS

Proposed By
Internal Quality Assurance Cell

2020

Resemble

This Handbook indicates the standard procedures and practices of the Deccan College of Interior Design, Kolhapur for all students registered with the College for pursuing different courses. All students must be acquainted with that it is now upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is democratic, diligent, efficient and prompt and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well familiar with this Code, which can be also reviewed on the official website of the Institute.

DISCIPLINE COMMITTEE MEMBERS 2020-21

1. Prin. Ar. Seema Malani-Chairman
2. Ar. Megha Shirke – Secretary
3. Ar. Anirudha Nalawade
4. Id. Manisha Rajmane
5. Ar. Anup Gaikwad
6. Id. Deepak Lokare
7. Mrs. Smita Beri
8. Ms. Sharwari kumbhar-student

Ethics and Conduct

- 1] This Code shall concern to all kinds of conduct of students that occurs on the College premise including in University supported activities, functions hosted by other recognized student associations and any off-campus conduct that may have severe consequences or unpleasant impact on the reputation.
- 2] At the time of admission, each student must undersign a declaration uncomplaining this Code and by giving an undertaking that,
 - a) He/she shall be regular and must complete his/her studies in the College.
 - b) In the event, a student is forced to discontinue studies for any
Genuine reason, such a student may be relieved from the College subject to written consent of the respective Authority
- 3] College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

4] All students must discourage from spoiling in any and all forms of misconduct including involvement in any off-campus activity which can influence the College interests and reputation to a large extent.

The Various Forms of Misconduct

1. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Deliberately harming or devastating College property or belongings of students and/or faculty members
3. Any troublesome activity in a class room or in an event organized by the College
4. Incapable to produce the identity card issued by the College, or rejecting to produce it on claim by campus security guards
5. Participating in activities including
 - Conducting meetings and march without permission from the College.
 - Accepting membership of religious or terrorist groups barred by the College/Government of India
 - Unlawful control, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - Illegal possession or use of harmful chemicals and banned drugs

- Smoking on the campus of the College
 - Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus
 - Parking a vehicle in a no parking zone or in area allocated for parking other type of vehicles
 - Rash driving on the campus that may cause any nuisance to others
 - Stealing or unauthorized access to others resources
 - Misconduct at the time of student body elections or during any activity of the College
 - Engaging in disorderly, vulgar, or offensive conduct, including, but not limited to, creating perverse noise; pushing and shoving; provocative or participating in a riot or group disruption at the Institute.
6. Students are likely not to interact, on behalf of the College, with media representatives or call media persons on to the campus without the permission of the College authorities.
7. Students are not permitted to record lectures either audio or video in class rooms or actions of other students, faculty, or staff without prior permission.

8. Students are not endorsed to give any audio and video trimmings of any activity on the campus to media without consent of College authority.
9. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
10. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Disciplinary Action

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. Warning
2. Restrictions
3. Community service
4. Expulsion
5. Monetary penalty
6. Suspension
7. Ineligibility to reapply for admission to the Institute for a period of three years, and
8. Withholding the grade card or certificate for the courses studied or work carried out

Appeal

If the offending student is distressed by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- 1 Accept the commendation of the committee and inflict the punishment as suggested by the Committee or amend and impose any of the punishments as predetermined in this Code which is proportionate with the gravity of the proved misconduct.
- 2 Consign the case back to the committee for reconsideration. In any case the **Principal's** decision is final and binding in all the cases where there is a possible misconduct by a student.

Academic Integrity

As a leading college in the field of education, research and social activities for advanced scientific, technological research and education, the college values academic integrity and is committed to encouragement an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its research missions, and hence, a violation of academic integrity constitutes a serious offence.

Anti-Ragging

The Institute has a lucid and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to;

1 Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student.
- b) Indulging in raucous or undisciplined activities by any student or students which causes or is likely to be cause infuriation, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the Principal and headed by Chairman of this committee shall examine all complaints of ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by and can have as its members, the Heads, Student Mentors, Faculty Advisors, Class teacher of the concerned class.

Sr. No.	Name	Designation
1.	Ar. Seema Malani – Principal	Chairman
2.	Ar. Anirudha Nalawade	Secretary
3.	CEO – Kolhapur Municipal Corporation	Member
4.	PSI – Kolhapur Police Station	Member
5.	Ar. Megha Shirke	Member
6.	Local Media	Member
7.	Representative from Parents	Member
8.	Representative from Senior Citizen	Member
9.	Representative from Student	Member

Sexual Harassment

The Institute's Policy on prevention and prohibition of sexual harassment at work place, 2016 shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students through complaint box. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Student Grievance Procedure

Any student of the College distressed by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 15 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.
