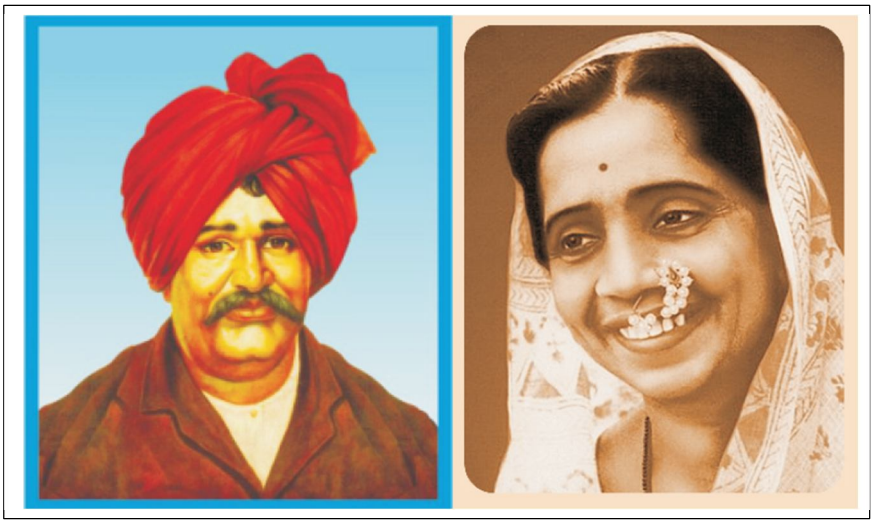
Criteria 7
Institutional Values and Best Practices



Venutai Women's College of Education, Satara

(B.Ed.)

90/91,Raviwar Peth, Lonar Galli, Pawai Naka, Satara- 415 002.

7.1.9

CODE OF CONDUCT COMMITTEE MEETING

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Venue -Conference Hall

22.7.2023

The minutes of the meeting held on 01.8.2023 in the academic year 2022-23 The meetings started with principal wishing all the teachers and discussing about thenumber of students reported for the I year in B.Ed. Courses.

Principal also maintained the committee members to instruct the students about thecollege code of conduct.

Principal mentioned the following points to reach the students for the smooth running of theclasses as well as college.

1. Student should be present to the class in time
2. After the start of the class student should not be allowed inside the class.
3. All the students must war college ID card compulsory.
4. During leisure hours students are advised to use the library.
5. Student followed formal dress, Track Suit, Game Pant and T Shirt/
6. Wearing ID Cards was made compulsory
7. Student should handle furniture, Electrical Items, Computer and Sports Equipmentwith care.
8. Student should not indulge in running activities.
9. Students should be awarded about code of conduct rules before starting semester first. This responsibility is assigned to secretary of committee. He / She should awareall students of all courses.
10. College is having internal complaint committees, Grievance Committee,

Anti Ragging Committee. Objectives of all these committees and structure of committee will be informed to students by involving one of the students on member of that committee.

11. If any problem grievance arises committee will decide solution after receiving any grievance in written format.
12. All students must follow the disciplinary rules and faculty should help for healthy environment.
13. No cases were registered regarding anti-social activities.

The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report for each department mentioning the attendance of the students outcome of the previous meetings.



The Principal address program was organized through online on 4/10/2023 time 11.00 for academic year 2022-23. I/C. Principal Mr. Babaraje Patkare was president of the program. The teachers and students were present through online. The program was organized for student of B.Ed. courses. The purpose of the program was to give the detailed information to the newly admitted students regarding history of mother institution and college human and physical resources in the college code of conduct of the college etc.

Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from practical work / tests /examinations will be treated as breaching the code of conduct.

Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.

Impersonation during roll call is a punishable offence.

Use of Mobile Phone during class hours is prohibited and is liable for punishment.

Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.

Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.

When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.

Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation

of the institution.

Students are expected to come to College dressed suitably maintaining decency.

Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.

Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.

When assembled every class must consider itself responsible for the conduct of its members. Students are forbidden from inviting friends from other institutions and outsiders to the College.

No posters are to be pasted or fixed with cello College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student. Smoking, chewing and spit consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.



CODE OF CONDUCT MEETING FOR

TEACHING AND NON TEACHING FACULTY

The meeting on code of conducts was held offline on Saturday 05.07.2022 time 11.00 am for academic year 2022-23. I/C.Principal Mr. Babaraje Patkare was president of the meeting. All faculty members were present for the meeting. The meeting was held for the instruction about code of conduct.

i. Adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.

ii. Manage his/her private affairs in a manner consistent with the dignity ofthe profession.

iii. Seek to make professional growth continuous through study and research, writing and decent conduct.

iv. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

v. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

vi. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and

viii. Participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students:

i. Respect the right and dignity of the student in expressing his/her opinion.

ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.

iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

i. Encourage students to improve their attainments, develop their 66personalities and at the same time contribute to community welfare inculcate among students scientific, progressive and rational outlook and respect for physical labor and ideals of democracy, patriotism and peace.

ii. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

iii. Pay attention to only the attainment of the student in the assessment of merit.

iv. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.

v. aid students to develop an understanding of our national heritage and national goals, and

vi. Refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues:

i. treat other members of the profession in the same manner as they themselves wish to be treated,

ii. Speak respectfully of other teachers and render assistance for professional betterment,

iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,

iv. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,

v. be thoroughly social and humane, democratic and rational, towards other teachers,

vi. Strive at any cost to remove and wash out the local tensions an controversies and disputes.

vii. Believe in union and unity of the colleagues.

(d) Teachers and nonteaching employees:

i. The teachers should treat the non- teaching employees as colleagues and equal partners in a co co-operative undertaking, within every educational institution.

ii. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.



I/C Principal
Venutai women's College of Education
Satara