



**Government of Maharashtra's**

**RAJARAM COLLEGE,  
KOLHAPUR**

**CODE OF CONDUCT**



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# RAJARAM COLLEGE, KOLHAPUR

## CODE OF CONDUCT FOR STUDENTS

1. The students should wear the prescribed uniform and the identity card while on the campus.
2. The students should attend their classes regularly and sincerely.
3. The students should maintain proper discipline inside and outside the classroom.
4. The students should respect their teachers and talk to them in a polite way.
5. The students should respect the fellow students – both girls and boys.
6. The students should respect the non-teaching staff of the college.
7. The students should take note of all the instructions given by the teachers or office and convey them to their respective parents promptly.
8. The students should take care of the college property and the entire campus.
9. The students should complete the given homework, tutorials, assignments, etc well in time.
10. The students should appear for the examination and face them with all sincerity and discipline.



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## CODE OF CONDUCT FOR TEACHERS

1. Teachers should strictly follow all the rules and regulations mentioned in the MCSR as government servants.
2. Teachers should also follow the rules and regulations framed by the University Grants Commission
3. Teachers should follow all the directions and instructions given by Shivaji University, Kolhapur to which the college is affiliated.
4. Teachers should devote all their energy and capacity to the development of the institution.
5. Teachers should not involve directly or indirectly in the conduct of private classes.
6. Teachers should not involve in any other illegal or immoral practices.
7. Teachers should actively take part in all the curricular, co-curricular and extra-curricular activities.
8. Teachers should encourage the students to be free and frank in expression their personal and academic problems.
9. Teachers should contribute to the creation of healthy and conducive atmosphere on the campus.
10. Teachers should treat all the students equally and fairly irrespective of their gender, caste, class, religion, nationality, etc.

11. Teachers should treat their colleagues and assistants fairly irrespective of their personal liking or otherwise.
12. Teachers should be sensible to the parents and other stakeholders of the institution.



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## CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-teaching staff should strictly follow all the rules and regulations mentioned in the MCSR as government servants.
2. Non-teaching staff must be responsible and disciplined.
3. Non-teaching staff must be co-operative and obedient.
4. Non-teaching staff must be fully devoted to the maintenance and development of the institution.
5. Non-teaching staff must be sensitive to the needs and problems of the students.
6. Non-teaching staff must be sensitive to the parents and other stake holders of the institutions.
7. Non-teaching staff should not involve in any immoral or illegal acts on and off the campus.
8. Non-teachings staff should treat their fellow members with equal respect and dignity.
9. Non-teaching staff should take initiative in their personal and professional development.
10. Non-teaching staff should stay away from any kind of addiction.



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**FOR ADMINISTRATORS**

1. Administrators are the driving force of the institution. Hence, each administrator – despite their level of capacity – should be crystal clear about their role and responsibilities.
2. Administrators should run the administrative machinery as per the rules and regulations in force.
3. Administrators should be free from personal prejudices and inclination.
4. Administrators should treat the students with care, sympathy and responsibility.
5. Administrators should exercise transparency in their policies and decisions.
6. Administrators should treat all the stake holders of the institution impartially and cordially.
7. Administrators should motivate all to cooperate and contribute for the benefit of the institution.

8. Administrators should ensure a free, secure and conducive work environment in the institution.
9. Administrators should be appreciative rather than critical in their general approach.
10. Administrators should use all their power and potential for the utmost welfare of all elements of the institution.