



Foster Development's

FOSTER DEVELOPMENT SCHOOL OF MANAGEMENT

Approved by AICTE, DTE (2256), Affiliated to Dr.B.A.M.U. Aurangabad.

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HAND BOOK OF CODE OF CONDUCT

for

Students, Director, Teachers, Head of the

Department, Administrative, Supporting

staff and Governing Committee

& Professional ethics and Human Values

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Abbreviations and Definition

Dr. BAMU	–	Dr. Babasaheb Ambedkar Marathwada University
AICTE	-	All India Council for Technical Education
UGC	-	University Grant Commission
NGO	-	Non Governmental Organization
DTE	-	Directorate of Technical Education
HOD	-	Head of the Department
ICT	-	Information and Communication Technology
IQAC	-	Institutional Quality Assurance cell
LMC	-	Local Managing Committee
College	-	College means Foster Development School of Management
Trust	–	Foster Development
Management	-	Managing trust of College
Statutory bodies-		AICTE /DTE /University/ FRA/ARA

A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual and committees for the smooth conduct in the organizations. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by Dr. BAMU, state Government and in this book. The Local management committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this book are applicable for students, Director, Teaching staff, Official staff, supporting staff and Governing committees.

1.0. STUDENT:

A student is one who has been admitted and enrolled in the college as per the procedure laid down by the statutory bodies such as Directorate of Technical Education (DTE) and Dr. Babasaheb Marathwada University (BAMU), Aurangabad. Students need to follow the code of conduct as mentioned below:

1.1 Each student shall conduct himself in a manner consistent with the mission of the college.

1.2. A students need to attend theory and Practicals as per the guidelines of college and Dr. BAMU.

1.3. A students should come in the college in proper dress code during college timing from are 10.00 am to 4.00 pm.

1.4. If the students remain absent due to any health issue then the medical leave shall be granted only if the valid medical leave application duly signed by parent has been submitted to college office within two days of illness. The students shall

also submit the medical certificate holding the minimum qualification of MBBS.

1.5. Absenteeism of the students may be considered for the participation in the co-curricular and extra curricular activities organized by the other college/NGO, if prior permission from the Director/Vice Director has been obtained.

1.6. A student needs to comply with the rules and regulations of examination and day to day assessment as per academic time table and examination time table and must undergo training in industry as specified by Dr. BAMU during the course of study.

1.7. The student stay at hostel in the campus is required to follow the rules and regulations of the hostel.

1.8. Disciplinary action shall be taken by the appropriate committee for the act in-discipline, dishonesty, copying, plagiarism and activities prohibited in the college and campus as mentioned in sr. no.1.9

1.9. The students should prohibit the activities mentioned below:

- Furnishing false information to the college and/or giving false testimony or other

evidence at a college authority or disciplinary committee.

- Misuse, abuse or unauthorized use of college property (fire extinguisher, equipment, furniture, ICT enabled equipments, civil work) and damages to the it.
- Engaging in conduct that interferes with or disrupts any college teaching, research, administrative, disciplinary, welfare activity on or off the campus
- Engaging in conduct of ragging (physical and /or mental) of other students and spoiling the academic and conducive atmosphere of college by the way of dangerous, harmful, or degrading acts.
- Possession of or making use of college or laboratory or library keys for an unauthorized purpose.
- Possessing, use and sale of substances in the college or campus such as alcoholic beverages, tobacco products, narcotic substances as per the NDPS Act-1985.
- Possession or use of any firearms, ammunition, or weapon on college property
- Any forgery, alteration, or misuse of college documents, forms, records or identification, cards.

- Any illegitimate or unauthorized use of resources and facilities of college without permission of the authority.
- Sexual Misconduct by Violating rules regulation as published by regulatory bodies from time to time.

1.10. Requesting appeal by the student for the actions taken:

- Written appeal request must be filed by the students wishing to appeal the decision of faculty In-charges or committee member within the two days of decision notice during college hours. The necessary action shall be taken by the Grievance redressal committee, after investigation. The grounds for the appeal are:
 - Action imposed was too harsh.
 - An error that significantly prejudiced the rights of the defendant.
 - Significant new information discovered after the action.
 - In-sufficient evidence to support the decision.

2.0. Director :

Director is the Chief academic and executive head of the College. He is responsible for overall development of college.

- 2.1. Director should take all decision based on the interest of students and should be fair in his disciplinary action for teachers and students. He should respect the rights of all human beings.
- 2.2. Director should honor all aspects of employment contract and must stand by their words and abides by laws.
- 2.3. He must carry themselves with highest integrity and avoid careless decision that result in violation of the laws.
- 2.4. As per the rules and regulations, necessary sanction of leave for employee must be granted provided there is no academic loss of the students or no important official assignment will underway during the period of leave.
- 2.5. Director should empower all staff members and students to reach their maximum potential.
- 2.6. Director must communicate the information and circular received from the statutory bodies in the interest of students and staff.
- 2.7. Conduct the meeting with staff and students for the benefit and discussion of the college and inculcate confidence and devotion in every member of the college.
- 2.8. Committed to timely submission to regulatory bodies like AICTE, UGC/University and DTE as per the notification.
- 2.9. Monitoring and improving quality of education, admissions, Faculty development.

- 2.10 Assisting in fund raising activities from University, Government, UGC, Alumni, other support agencies like AICTE,.
- 2.11. Conducting and reviewing of meeting with heads and other governing committee from time to time.
- 2.12. Plan and provide necessary facilities through effective monitoring and procurement
- 2.13. Define quality policy, objectives and sets new goals for the institute
- 2.14. Supervision and motivation of all personnel, teaching and non-teaching staff.
- 2.15. Evaluation of performance of staff through performance appraisal system every year.

3.0. HEAD OF THE DEPARTMENT:

- 3.1. Departmental administration with respect to overall smooth functioning of the department.
- 3.2. Ensure the departmental availability of all the resources (Projectors, CDs etc) and also safety measures, neatness and cleanliness in the department.
- 3.3. Housekeeping activity
- 3.4. To carry out resource generation activities like collaborative research, consultancies.
- 3.5. Plan and execute academic activities of the department in coordination with academic in-charge.

- 3.6. Maintain discipline in the department and monitoring Computer practical of the teachers.
- 3.7. Ensuring equipments and instruments are working properly.
- 3.8. Recording keeping Dead stock, consumable, Semi-consumable records, log books are maintained and updated.
- 3.9. Recommendation of Leave applications of departmental non-teaching staff for the approval of the Director.
- 3.10. Conducting the departmental meeting as per the meeting calendar and undertaking the discussion such as Status of the syllabus completion, journal and tutorial evaluation, conducting, co-curricular activities, laboratory inventory maintenance.

4.0. TEACHING STAFF:

It is expected to know and follow the code of conduct by the teacher.

Reporting to the college at least 15 minutes before the college timing by biometric and muster signing.

- Faculty members are responsible for presenting syllabi with information about all coursework, including projects, examinations and other assignments. At the first class meeting, faculty members should remind students of the standards of behavior and conduct to which students are expected to adhere.
- All type of leave (CL, ML, DL, study leave or any other leave) are permissible as per rules and regulations of Dr. BAMU and State Government but prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay.
- It is the responsibility of faculty and students alike to maintain the academic integrity of the college in all respects. Work towards developing and promoting good human relations and qualities.
- Do not indulge or encourage any form of malpractice connected with examinations or activities prohibited by college.

- Teacher should not involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution.
- Teachers should attend the College neatly dressed and teachers must always wear their identity badges while inside the college premises. Cell phones are not allowed to be used during lectures.
- Any instructions issued by the authority by way of Circulars from time to time must be complied and no teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Director.
- Teachers are encouraged to conduct research on their topic of interest and they should also encourage student for the research and creative activities.
- Teachers are expected to attend department meetings and other meeting of committee and participate proactively in the proceedings.
- It is the joint responsibility of all teaching and non teaching staff to take care of property of college. Any loss or damage to their property (like, tables, chairs, lab equipments, computers and electrical appliances) must be immediately reported to the Director.

- Keep all records accurate and up to date (such as attendance record, daily academic record and other records) from time to time.
- Plan and execute academic activities of the subject and conduct test tutorials, demonstrations, practical and day to day assessment. Also conduct remedial coaching for the slow learners.
- Undertake research projects with post graduate students and organize seminars and guest lecture on the topic related to their subjects for the students.
- Developing teaching resource materials and assisting in curriculum development.
- Conduct the mentoring and student counseling session.
- Encourage and help to develop students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- Demonstrate patriotism and appreciation of freedom with responsibility and Help students to differentiate right from wrong and justice from injustice.

5.0. ADMINISTRATIVE AND SUPPORTING STAFF:

5.1 OFFICE STAFF:

- Office staff should report to the duty at least 15 mins in advance of the college timing.

Do not indulge in the activities prohibited by college and make the atmosphere conducive for the student.

- Assist and guide the students during the admission and support activities.
- Prompt official correspondence to regulatory bodies.
- Before proceeding for leave prior sanction must be obtained.
- Prompt display of notices/circular for the staff and students.
- Making the correspondence ICT enable wherever possible and filing the documents as per the system and keeping the records up to date.
- Recording the minutes of meeting from time to time.

5.2 LIBRARY STAFF:

- Timely reporting in the college. Keeping the library atmosphere conducive for study.
- Record keeping of library such as library accession register and usage registers.
- Before proceeding for the any leave, prior permission should be obtained from

Director.

- Do not indulge or encourage the student in the activities prohibited by college.
- Assisting the student and staff in the library for reference work and ICT enabled services of the library.

5.3. LABORATORY STAFF:

- Computer Laboratory staff should report for duty at least 15 minutes in advance of the college timing.
- Before proceeding for any leave, prior permission should be obtained from HOD and Director.
- Laboratory staff should keep the laboratory clean and neat and maintain a stock register for all the articles, equipments, chemicals, etc.
- Any loss or damage to any article in the laboratory or class room should be reported to the Director and HOD immediately.
- Records of breakage of the glassware or instruments shall be maintained and submitted to the office as per the instructions.
- Obey the instruction of the teacher, HODs and Director and work accordingly for the benefit of the students and making the academic atmosphere conducive.
- Unless and otherwise required the staff shall not leave the college premises.

If required prior permission shall be taken.

6.0. GOVERNING COMMITTEE:

Governing committees are constituted for the effective governance in the college for providing quality education. The committee shall adhere to their objective and guidelines and conduct the meeting as per the meeting calendar issued by the college from time to time. The suggestion and advices of members, students and other stakeholders shall be considered in the meeting.

Committee In-charge may invite the faculty member(s) or expert in the meeting, if required. In-charge shall conduct meetings in a year as per the meeting calendar & shall prepare the agenda of meeting and inform to other members in advance and record the minutes of meeting.

All the committee members are required to follow the procedure and responsibilities as mentioned in their committee order letter. The Governing committees are mentioned below.

Sr	Governing committee No. of meetings per year	No./Yr
1	Governing Body	1
2	Internal Quality Assurance Cell (IQAC)	2
3	Academic planning and monitoring committee	4
4	Examination planning and monitoring committee	2
5	Grievance redressal committee	2
6	Women's grievance redressal committee	2
7	Industry institute interaction cell	2
8	Anti-ragging committee	2
9	Library committee	1
10	Store & purchase committee	1
11	Discipline committee	1
12	Environment awareness committee	1
13	Equal opportunity cell committee	1
14	Extra-curricular committee	1

7.0. DISCIPLINARY ACTION:

Violation or non observance of the service rules will invite action as per the rules and regulations of State Government, Dr. BAMU and Management.

7.0 Professional ethics and Human Values

HUMAN VALUES

Human value is defined as “a principle that promote well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors’ teachings and practices, need and judgment of fulfilling individual’s need in society. Human values can be assured of a happy and harmonious human society. We cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below.

Types of Values:

The five core human values are:

(1) Right conduct (2) Peace (3) Truth, (4) Love and (5) Nonviolence.

1. **RIGHT CONDUCT** encompasses the following values such as
 - (a) SELF-HELP SKILLS: Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance

(b) **SOCIAL SKILLS:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment

(c) **ETHICAL SKILLS:** Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

2. **PEACE** encompass the following values such as Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.
3. **TRUTH** encompasses the following values such as are: Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.
4. **LOVE** encompasses the following values such as are:
Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

NON-VIOLENCE encompasses the following values such as:

- (a) PSYCHOLOGICAL: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love
- (b) SOCIAL: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

ETHICS

Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them and practice them to maximize their well-being and happiness. It involves the inquiry on the existing situations, form judgments and resolve the issues. In addition, ethics tells us how to live, to respond to issues, through the duties, rights, responsibilities, and obligations.

8.0 PROFESSIONAL VALUES

1. Integrity:

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It yields the person's 'peace of mind', and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Accountability & Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for them and to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

4. Commitment:

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large.

5. Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behaviour, and attitude-behaviour relationships. Positive attitude peoples are most successful in their life. So one should develop such as attitude which provides energy and satisfaction in their day to day life.

6. Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action

is taken or not. The history of great reformers and innovators have stressed the importance of time and valuing time. The proverbs, 'Time and tide wait for nobody' and 'Procrastination is the thief of time.'

Note- Copy to all Staff.



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