



Shree Warana Vibhag Shikshan Mandal's

Yashwantrao Chavan Warana Mahavidyalaya, Warananagar

Tal: Panhala, Dist: Kolhapur (Maharashtra)-416113.

A

HANDBOOK ON

HUMAN VALUES, PROFESSIONAL ETHICS & CODE OF CONDUCT

(For the Students, Teaching Staff, Non-Teaching Staff, Principal & Management)

Prepared by:

STANDING COMMITTEE

&

DISCIPLINE COMMITTEE

&

INTERNAL QUALITY ASSURANCE CELL (I.Q.A.C.)



Yashwantrao Chavan Warana Mahavidyalaya, Warananagar.

©Principal, Yashwantrao Chavan Warana Mahavidyalaya, Warananagar. A/P: Warananagar,
Tal: Panhala, Dist: Kolhapur (Maharashtra)

All rights reserved. No part of this book may be reproduced in any form, by photostat, microfilm, xerography, or any other means, or incorporated into any information retrieval system, electronic or mechanical, without the written permission of the Principal, Yashwantrao Chavan Warana Mahavidyalaya, Warananagar.

Published by:

Prof. Dr. A. M. Shaikh.

Yashwantrao Chavan Warana Mahavidyalaya, Warananagar. A/P: Warananagar,

Tal: Panhala, Dist: Kolhapur (Maharashtra)

Phone (02328 224041) (O)

Mob: 7588248845

e-mail- ycwewarana@yahoo.co.in



Index

Sr. No.	Particulars	Page no.
1.	Preamble	4
2.	Introduction	5
3.	Goals and Objectives of Our College	8
4.	Part-I-Human Values	10
5.	Part-II- Professional Ethics	13
6.	Part-III- Code of Ethics and Conduct	15
7.	Code of Conduct for Students	18
8.	Code of Conduct for College Library	20
9.	Code of Ethics and Conduct for the Teachers	22
10.	Code of Conduct for Principal	29
11.	Code of Ethics and Conduct for Non-Teaching Staff	30
12.	Code of Conduct for Administrative Staff	32
13.	Code of Conduct for the College Development Committee	33
14.	Code of conduct for the Management	34

Preamble

Professional Ethics and Human Values is a highly relevant subject in today's environment of conflicts and stress within the professional sphere, where individuals face obligations in multiple directions. A formal study of this subject can significantly enhance one's ability to exercise sound judgment and refine behaviors, decisions, and actions in fulfilling duties to family, organizations, and society. Academicians even suggest that this subject should be introduced at the high school level as a replacement for traditional moral instruction.

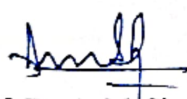
This handbook has been prepared to promote the effective functioning of the institute by ensuring the proper and efficient use of available campus resources. It aims to enhance the quality of the teaching-learning process through transparent administration. The college envisions preparing students to serve society by fostering their holistic development in areas such as communication skills, leadership qualities, teamwork, presentation skills, technical expertise, ethics, and general aptitude.

This document outlines the roles and functioning of various committees aimed at improving the institute and enhancing the quality of education. It also includes details on service rules, leave policies, and appointment guidelines.

In addition to general rules and regulations, this handbook provides a code of conduct for faculty, non-teaching staff, and administrative personnel, setting a standard of behavior that will undoubtedly serve as an example for students.


Mr. U. D. Kadam
IQAC Co-ordinator
Y. C. Warana Mahavidyalaya
Warananagar




Prof. Dr. A. M. Shaikh
Principal,
Yashwantrao Chavan Warana Mahavidyalaya
Warananagar, Dist. Kolhapur



Introduction

Higher education serves as leadership education. The values and virtues practiced within higher educational institutions significantly influence future leaders. Many institutions of higher education excel not only in academic subjects but also as green campuses with diverse ethics curricula. They actively engage with their communities and adeptly provide value-based orientation to all stakeholders. It is universally acknowledged that the status of the teaching profession must be elevated to ensure its dignity and integrity. Consequently, it is deemed essential for the teaching community to establish a self-evolved code of ethics for its guidance.

There are major areas of professional activity that encompass the work of all stakeholders in the institution. For each of these areas, specific principles have been identified to serve as guidelines for stakeholders' conduct.

A code of conduct is a framework of rules, responsibilities, and practices designed to facilitate the smooth functioning of an organization. All staff members are expected to strictly adhere to the rules and regulations outlined in this handbook. Failure to comply will result in actions being taken as per the procedures established by Shivaji University, Kolhapur, the Principal of Y.C.W.M. Warananagar, or other competent authorities.

The College Development Committee (CDC), the Internal Quality Assurance Cell (IQAC), and the Discipline Committee reserve the right to change or modify the rules and regulations and exercise discretion in specific cases as deemed necessary.

The rules and regulations specified in this handbook apply to:

1. Students
2. The Principal
3. Teaching staff, administrative staff, and supporting staff
4. Governing committees

As members of the education faculty, our code of conduct plays a pivotal role in a student's holistic development and overall character building.

About the institution:

Warananagar is a classic example of integrated rural development achieved through the cooperative movement. It is a well-planned township bustling with industrial and educational activities. The town derives its name from the river Warana, which originates at Prachitgad in Satara district and merges into the Krishna River at Haripur near Sangli. The Warana River spans 80 kilometers and forms the boundary between Sangli and Kolhapur districts.



Warananagar, situated on the banks of the Warana River, is home to Yashwantrao Chavan Warana Mahavidyalaya. This hilly and rural area, known as Warana, encompasses approximately 60 townships, villages, and remote settlements. During the Freedom Movement, it provided shelter to many freedom fighters and is now renowned as a thriving industrial and educational hub.

Just six decades ago, this area was a barren tract infamous for daylight robberies. Life was challenging, with agriculture being the primary occupation, its success dependent on unpredictable climatic conditions, scarce rainfall, and volatile market prices. Poverty and ignorance prevailed. However, the establishment of a cooperative sugar factory brought about a complete transformation.

The credit for this socio-economic transformation goes to the visionary leader Late Hon'ble Vishwanath Anna, affectionately known as Tatyasaheb Kore. With foresight, exceptional organizational skills, and unwavering dedication, Tatyasaheb Kore recognized that material prosperity alone was insufficient. He emphasized the importance of cultural development and moral enlightenment alongside economic progress, which necessitated the creation of educational opportunities. He sought to empower the community, providing work for idle hands and instilling self-reliance.

Established in 1960, the Warana Cooperative Sugar Factory marked a turning point, bringing socio-economic and educational changes to the Warana Valley. The factory elevated the living standards of poor farmers, but Tatyasaheb Kore's mission extended beyond economic upliftment. He envisioned creating a "New Man"—well-educated, self-reliant, culturally enriched, and morally upright. He understood that higher education was the cornerstone for achieving this transformation.

Before the establishment of educational facilities in Warananagar, higher education was a privilege accessible only to a few affluent individuals who could afford to study in Kolhapur, the nearest city. Recognizing this disparity, the leadership founded Shree Warana Vibhag Shikshan Mandal (Education Society) and subsequently Shree Warana Mahavidyalaya in 1964. In 1992, the college was renamed Yashwantrao Chavan Warana Mahavidyalaya in honor of the prominent leader.

Since 1964, the education society has worked tirelessly to fulfill its objectives. The college, the first step toward providing higher education in the region, boasts extensive infrastructural facilities, including impressive buildings, beautiful premises, spacious playgrounds, a well-qualified faculty, a rich library, and advanced laboratories. These



resources have been instrumental in realizing the mission of "Creating A New Man."

The college was established in June 1964 with 128 students and 12 lecturers, offering Arts, Commerce, and Science faculties. Today, the campus spans 27 acres and features 15 departments, 11 Certificate of Competency (COC) courses, three postgraduate programs, and a community of approximately 5,500 students and 157 staff members.

Yashwantrao Chavan Warana Mahavidyalaya is affiliated with Shivaji University, Kolhapur (Maharashtra), a state university. It is recognized under Sections 2(F) and 12(B) of the UGC Act and has been reaccruited with an A+ grade by NAAC, achieving a commendable CGPA. The majority of the students enrolled come from rural, economically disadvantaged, and agricultural backgrounds, for whom higher education remains a distant dream.

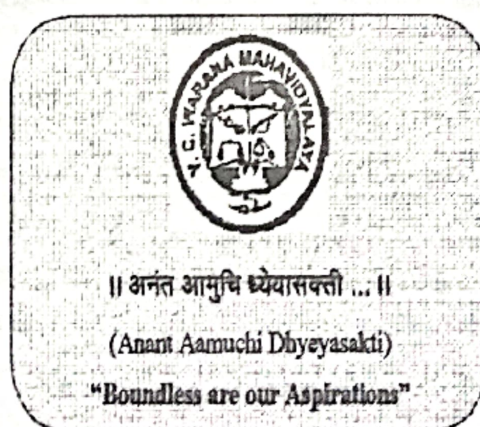
Beyond teaching, learning, and research activities, the college prioritizes inculcating co-curricular, social, environmental, and cultural values among its students. The institution's management remains committed to producing well-trained, socially conscious graduates by offering excellent infrastructure and a conducive learning environment.

Mission:

"We stand united and determined for the total transformation of rural youth of Warana region towards selfreliance, confidence and enlightenment through higher education".

Vision:

"To become an Academy of excellence in higher education and human resource development in rural area".



Motto and Emblem of our College: The motto of our college is inspired by a well-known poem by Mr. V. V. Shirwadkar, also known as Kusumagraj, a celebrated Marathi poet. Guided by this motto, our college strives to help students achieve perfection, attain



prosperity, and lead contented and successful lives.

The emblem of our college encapsulates the vision of Late Hon'ble Tatyasaheb Kore for the development of the Warana region. At its core lies the Warana Sugar Factory, which serves as the nucleus of the industrial and educational complex. The symbols in the emblem represent humanities, commerce, science, culture, defense, agriculture, and industrial development through cooperation.

Goals and Objectives of Our College

1. **To Provide Higher Education Opportunities:** To offer higher education to students from this rural area, particularly those from modest family backgrounds, and to prepare them to face the challenges of the modern world with confidence and competence.
2. **To Promote Women's Education:** To encourage women's education by providing hostel and boarding facilities at concessional rates, fostering greater access and inclusion.
3. **To Provide Financial Assistance:** To support students in pursuing higher education by offering financial assistance through free-ships, enabling economically disadvantaged students to continue their studies.
4. **To Recognize Academic Excellence:** To motivate and reward meritorious students by offering scholarships and prizes for outstanding academic achievements.
5. **To Promote Sports and Physical Development:** To encourage participation in indoor and outdoor sports by developing a spacious playground, an indoor stadium, and providing necessary equipment.
6. **To Encourage Socio-Cultural Growth:** To offer opportunities for students to showcase their latent talents, fostering their socio-cultural growth and holistic development.
7. **To Provide Postgraduate Education and Research Culture:** To establish postgraduate facilities outstanding research facilities for students in the Warana region, ensuring continued academic advancement.

Core Values:

As an institution of higher education, we have a responsibility to various stakeholders, including students, teachers, parents, employers, and the neighborhood community. At Yashwantrao Chavan Warana Mahavidyalaya, Warananagar, we adhere to certain core values



derived from our institutional vision and mission. These core values include;

1. **Integrity and Dignity:** Upholding honesty, ethical conduct, and respect for all individuals.
2. **Quest for Excellence:** Striving for continuous improvement and excellence in all aspects of education and institutional growth.
3. **Fostering the Students:** Supporting and nurturing students to achieve their full potential.
4. **Inculcating a Value System Among Students:** Instilling moral and ethical values to prepare students for responsible citizenship.
5. **Promoting the Use of Technology:** Encouraging the adoption of modern technology to enhance learning and institutional efficiency.
6. **Transparency:** Maintaining openness and accountability in all institutional processes.
7. **Faculty Empowerment:** Supporting faculty development and creating an environment that fosters innovation, growth, and collaboration.

Objectives

1. **Understanding Moral Values:** To comprehend the moral values that guide professions and address ethical dilemmas encountered within them.
2. **Justifying Moral Judgments:** To provide a framework for making sound moral judgments in professional contexts.
3. **Nurturing Professional Morality:** To cultivate a set of beliefs, attitudes, and habits expected of professionals regarding ethical behavior and responsibility.
4. **Awareness of Human Values and Professional Ethics:** To promote awareness about the importance of human values and ethics in professional life.
5. **Inculcating Moral Values and Social Responsibility:** To embed moral values and a sense of social responsibility in students to prepare them for contributing to society.
6. **Adhering to Constitutional Duties:** To encourage adherence to the fundamental duties enshrined in the Constitution of India.



PART-I - HUMAN VALUES

Basic Human Values

Basic human values refer to the fundamental principles that are intrinsic to human beings. These values, such as truth, honesty, loyalty, love, peace, and others, highlight the inherent goodness of individuals and contribute to the betterment of society.

Human values can be defined as “principles that promote well-being or prevent harm.” They evolve from various sources, including religious leaders, gurus, saviors, teachings, practices, and the need to fulfill societal and individual requirements. By fostering human values, a happy and harmonious society can be assured.

At Yashwantrao Chavan Warana Mahavidyalaya, Warananagar, we strive to cultivate and instill these values in both students and staff through teaching and a variety of activities. Below are the key human values and their significance:

Importance of Human Values

- Provide an understanding of attitudes, motivations, and behaviors.
- Influence our perception of the world around us.
- Serve as a foundation for determining “right and wrong.”
- Offer a framework for understanding individuals and organizations.

Types of values:

The core human values include:

1. Right Conduct
2. Morals
3. Values
4. Peace
5. Truth
6. Love
7. Non-Violence
8. Civic Virtues
9. Discipline

Right conduct:

Contains the values such as:

- a) Self-help skills: caring of passions, diet, hygiene, modesty, posture, self-reliance and tidy appearance.
- b) Social skills: good behavior, good manners, good relationships, helpfulness, zero wastage and good environment.



- c) Ethical skills: code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.
- d) Ownership: Ownership of a work.

Morals:

Morals are the welfare principles enunciated by wise people, based on their experience and wisdom. They have been edited, changed, or modified in accordance with the development of knowledge over time. Morality concerns the principles and practices of morals, such as: What ought or ought not to be done in a given situation? What is right or wrong about handling a situation? What is good or bad about the people, policies, and ideals involved?

Values:

Humans have the unique ability to define their identity, choose their values, and establish their beliefs. All three of these directly influence a person's behavior. People have gone to great lengths to demonstrate the validity of their beliefs, including engaging in war and sacrificing their own lives. Conversely, people are not motivated to support or validate the beliefs of others when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. Values are our guidelines for success our paradigm of what is acceptable. Personal values are defined as emotional beliefs in principles regarded as particularly favorable or important for the individual. Our values associate emotions with our experiences and guide our choices, decisions, and actions.

Peace:

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.

Truth:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, the quest for knowledge, reason, self-analysis, sincerity, spirit of inquiry, synthesis, trust, truthfulness, and determination.



Love:

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:

- 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 for the environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

Civic Virtues:

Civic virtues are the moral duties and rights of a citizen in relation to the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings.

The duties are:

1. To pay taxes to the local government and state on time.
2. To keep the surroundings clean and green.
3. Not to pollute the water, land, and air by following hygiene practices and proper garbage disposal. For example, not to burn wood, tires, plastic materials, spit in public, smoke in public spaces, or cause a nuisance to the public are some of the civic duties.
4. To follow road safety rules.
5. To vote in local or state government elections.
6. To contest in elections for local or state government positions.
7. To seek public welfare facilities, such as schools, hospitals, or community transport or communication services.
8. To establish a green, safe, pollution-free, and corruption-free environment, and to follow ethical principles. People have the right to breathe fresh air and not be exposed to smoking in public spaces.
9. People have the inalienable right to accept or reject a project in their area.
10. One has the right to seek legal remedies, such as through public interest petitions.

Civic virtues are indispensable for self-governing administration.

**Ethics:**

Ethics refers to the morals, values, and beliefs of individuals, families, or societies. The study of ethics helps to understand people's beliefs, values, and morals, and learn the good and bad aspects of them to maximize well-being and happiness. It involves the inquiry of existing situations, forming judgments, and resolving issues. In addition, ethics tells us how to live, respond to issues, and perform our duties, rights, responsibilities, and obligations.

Discipline:

Contains values like regulation, direction, and order, etc.

Part-II - Professional Ethics

Professional ethics refer to the professionally accepted standards of personal and business behavior, values, and guiding principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics may be understood as professionally acknowledged measures of individual and business conduct, values, and guiding principles. It is essentially a code of conduct applicable to different professions and is set up by expert members of such professions or professional organizations.

The underlying philosophy of having professional ethics is to ensure that individuals performing in such jobs follow sound, uniform ethical conduct. The Hippocratic Oath undertaken by medical students is one such example of professional ethics that is still adhered to today. Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness toward the job, confidentiality, and objectivity.

Need for Professional Ethics:

Professional ethics are accepted standards of personal and business behavior, values, and guiding principles. Codes of professional ethics are established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics are set up by expert members of such professions or professional organizations. The underlying philosophy of having professional ethics is to ensure that individuals performing in such jobs follow sound, uniform ethical conduct. Professional organizations necessarily include components like integrity, honesty,



transparency, respectfulness toward the job, confidentiality, and objectivity in their code of conduct.

1. Integrity:

Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It provides peace of mind and adds strength and consistency to one's character, decisions, and actions, paving the way to success. It is one of the self-direction virtues. It motivates people not only to execute a job well but to achieve excellence in performance. It helps individuals take responsibility and earn self-respect and recognition through their work. 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. Credibility & Responsibility:

Credibility is the obligation of an individual or organization to account for its activities and accept responsibility for disclosing the results in a transparent manner. It also includes the responsibility for managing money or other entrusted property.

3. Loyalty:

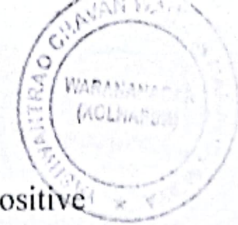
Loyalty is faithfulness or devotion to a person, country, group, or cause. Philosophers disagree on what can be the object of loyalty, as some argue that loyalty is strictly interpersonal, and only other human beings can be the object of loyalty.

4. Commitment:

Commitment means alignment with goals and adherence to ethical principles during activities. One should have conviction without a doubt that they 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 naturally leads to committed employees, regardless of their position or emoluments. This ultimately adds wealth to oneself, one's employer, society, and the nation at large. Target-oriented efforts lead to greater efficiency.

5. Attitude:

Attitude is a psychological construct, a mental and emotional entity that characterizes a person. It is complex and an acquired state through experiences. Attitude is one of the most distinctive and indispensable concepts today. Attitudes can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude



change, stakeholder behavior, and attitude-behavior relationships. People with a positive attitude tend to be more successful in life. One should develop an attitude that provides synergy and satisfaction in daily life. A Positive Mental Attitude (PMA) encompasses faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness, and good common sense.

6. Valuing Time:

Time is a rare resource and waits for no one. Once it's spent, it is lost forever. It cannot be stored or recovered. Time is the most perishable and valuable resource. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has emphasized the importance of time and valuing it. Time management is key to effectively increasing effectiveness, efficiency, or productivity.

7. Passion:

Passion is a feeling of intense enthusiasm toward or compelling desire for the completion of work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work harder, resulting in greater work satisfaction.

Part-III- Code of Ethics and Conduct

Code of Ethics and Conduct for the Students

1. Preamble

This document outlines the standard procedures and practices of Yashwantrao Chavan Warana Mahavidyalaya, Warananagar (hereinafter referred to as the 'Institute') for all students enrolling with the Institute to pursue various courses. All students must understand that it is their responsibility to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities, and restrictions that arise from it. The Institute's objective in enforcing this Code is to pioneer and administer a disciplinary process that is egalitarian, conscientious, effective, and expeditious, while providing a system that promotes student growth through individual and collective responsibility. All students are requested to familiarize themselves with this Code, which can also be reviewed on the official website of the Institute.

2. Jurisdiction

The Institute shall have jurisdiction over the conduct of students associated or enrolled with the Institute and will take cognizance of all acts of misconduct, including incidents of ragging or otherwise, occurring on the Institute campus or in connection with the Institute-related activities and functions. The Institute may also exercise jurisdiction over



Conduct occurring on or off-campus that violates the rules of conduct and discipline as outlined hereafter, which shall include:

- a) Any violations of the Sexual Harassment Policy of the Institute against other students at the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person, including other students of the Institute.
- c) Possession or use of weapons, explosives, or destructive devices.
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.
- e) Conduct that has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. Ethics and Conduct

This Code shall apply to all student activities occurring on the Institute premises, including Institute-sponsored activities, functions hosted by recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's interests or reputation. By signing the admission form, each student acknowledges having read and accepted this Code and agrees to abide by it, thereby providing an undertaking that:

- a) They shall be regular and complete their studies at the Institute.

The Institute believes in promoting a safe and efficient environment by enforcing behavioral standards. All students must uphold academic integrity, respect the rights and property of others, and ensure the safety of everyone. Students must refrain from engaging in any misconduct, including activities on or off-campus that can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

- b) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- c) Intentionally damaging or destroying Institute property or the property of other students, faculty members, or any other stakeholder of the Institute.
- d) Any disruptive activity in a classroom or at an event organized by the Institute.
- e) Failure to produce the identity card issued by the Institute or refusal to produce it upon demand by campus security or faculty members.
- f) Organizing meetings or processions without permission from the Institute.



- g) Smoking on the Institute campus.
- h) Possessing, consuming, distributing, or selling alcohol on the Institute campus and/or throwing empty bottles on the campus.
- i) Parking a vehicle in a no-parking zone or in areas designated for other types of vehicles.
- j) Rash driving on campus that may cause inconvenience to others.
- k) Theft or unauthorized access to other resources.
- l) Misbehavior during student body elections or any other election activity of the Institute.
- m) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the Institute.
- n) Students are expected not to interact with media representatives on behalf of the Institute or invite media persons onto the campus without prior permission from the Institute authorities.
- o) Students are not permitted to record lectures in classrooms, or actions of other students, faculty, or staff without prior permission. Students are not permitted to provide audio or video clippings of any activity on the campus to the media without prior permission.
- p) Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or engage in any related activities that could severely harm the reputation of the Institute. Theft or abuse of the Institute's computers and other electronic resources, such as computers, electronic communication facilities, systems, and services including unauthorized entry, tampering, etc. is punishable.
- q) Damage to, or destruction of, any property of the Institute or any property of others on the Institute premises is prohibited.
- r) 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, is prohibited.
- s) Indulging in any form of harassment, defined as conduct that is severe and objectively offensive, motivated by a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, or medical condition, is prohibited.



4. Disciplinary Action for Breach of Code of Conduct

If there is a case against a student for a possible breach of the Code of Conduct, a committee will be formed to recommend appropriate disciplinary action. This committee will inquire into the alleged violation and suggest the action to be taken against the student or students involved. The committee may meet with the student to ascertain the misconduct and determine suitable disciplinary measures based on the nature of the violation.

5. Code of Conduct for Students

To ensure harmony, silence, and a conducive educational atmosphere on campus, the following rules and regulations are introduced for all Junior and Senior College students:

1. **College Timings:**

Classes are conducted between **7:30 a.m. and 5:00 p.m.**, six days a week.

2. **Attendance Policy:**

Students must maintain **75% attendance** to be eligible for semester-end examinations, as per Shivaji University, Kolhapur regulations.

3. **Identity Cards:**

All students must wear a valid **Identity Card** issued by the college around their neck at all times within the premises.

4. **Greetings to Faculty:**

Students should greet lecturers courteously when meeting them for the first time each day.

5. **Notices:**

Important notices may be read in classrooms. Students should regularly check the **Notice Board** to stay informed.

6. **Dress Code:**

- Students must adhere to the prescribed **college uniform** and ensure a neat and tidy appearance.
- One day of relaxation in wearing the uniform is allowed for washing purposes. On this day, girls must wear formal or casual attire similar in style to the uniform, but of a different color. **Western attire** is strictly prohibited.

7. **Hairstyles:**

Fashionable or unusual hairstyles, including colored hair, are not permitted.

8. **Food and Beverages:**

Eatables and drinks are not allowed inside classrooms or other college premises.



9. Ragging:

- Ragging is a punishable offense and is **strictly prohibited** on campus.
- Any student subjected to ragging must report the incident immediately to the Principal or Discipline Committee.

10. Cleanliness:

- Students must help maintain cleanliness on campus, including classrooms and desks.
- Use **dustbins** for garbage disposal. Spitting is strictly prohibited.

11. Surveillance:

All areas of the campus are under **CCTV surveillance**. Students must follow proper disciplinary behavior at all times.

12. Loitering:

Students should not loiter on campus during lecture hours and may lose their term for misconduct or disobedience.

13. Mobile Phones:

The use of **mobile phones** is prohibited in classrooms, the library, and other academic areas.

14. Visitors:

Friends, guests, or visitors are not allowed in the classroom or campus without prior permission.

15. Library Usage:

During free periods, students should make productive use of the **library** instead of wandering on campus.

16. Misconduct:

Any form of misbehavior with teachers, staff, or disturbances caused in the classroom or campus will result in strict disciplinary action.

17. Resource Conservation:

Students should conserve electricity and water. Switch off lights and fans when leaving classrooms or other facilities.

18. Furniture Care:

Furniture should not be displaced or damaged.

19. Property Damage:

Damaging college property, such as walls, doors, or furniture, is a punishable offense. Writing on surfaces is prohibited.



20. Examinations:

- Students with poor attendance or performance in internal tests may not be allowed to appear for university examinations.
- **Malpractices** during tests or examinations are strictly forbidden.

21. Celebrations:

- Functions, programs, or birthdays on campus require prior permission from the Principal.
- Celebrating western-themed days, such as Friendship Day or Valentine's Day, is prohibited.

22. Public Conduct:

Students must refrain from actions that disrupt the college's administration or damage its public reputation. Outside influence, including political interference, is prohibited.

23. Emergencies:

Students should report medical emergencies or other issues to their **HOD or class teacher** for assistance.

24. Parking:

Students must park vehicles only in the designated **parking area**.

25. Integrity:

Providing false information, misrepresentation, or forging college documents is strictly prohibited.

By adhering to these rules, students contribute to a disciplined, respectful, and enriching college environment.

6. Code of Conduct for College Library

The following rules must be observed to ensure a productive and disciplined environment in the library:

1. Membership Eligibility:

All college staff and students are eligible for library membership.

2. Maintain Silence:

Complete silence must be observed in the library at all times.

3. No Personal Belongings:

Personal belongings are not allowed inside the library premises.

4. Library Timings:

The library is open from **8:00 a.m. to 5:00 p.m.** on working days.



5. Behavior in Library:

Any form of misbehavior in the library or study room will lead to cancellation of membership and serious disciplinary action.

6. Entry Register:

Students must sign the **entry register** before entering the library.

7. Handle Books Carefully:

Students must handle all books with care to avoid damage.

8. Non-Transferable Borrower's Card:

Borrower's Cards are strictly **non-transferable**.

9. Lost Books:

If a book is lost, the student must either replace it with the same **title, author, and edition** or pay the book's cost as a fine.

10. Book Condition Check:

Students must ensure that borrowed books are in good condition before leaving the issue counter. Any damage not reported will be the responsibility of the borrower.

11. Defacement Prohibited:

Writing, underlining, folding, tearing, or defacing library books in any way is strictly prohibited.

12. Return Deadlines:

Borrowed books must be returned on or before the due date. A fine of **Rs. 1 per day** will be charged for late returns.

13. Holiday Due Date Extension:

If the due date falls on a holiday, books may be returned on the next working day without incurring a fine.

14. Lost Borrower's Token:

If a borrower's token is lost, students must report it in writing to the librarian. A duplicate token will be issued upon payment of **Rs. 20**.

15. Final Year Clearance:

Final-year students must return all borrowed books and tokens per the library's circular to obtain a **No Due Certificate** required for receiving their university exam hall ticket.

16. Library Study Room:

Students can use the well-equipped library study room from **8:00 a.m. to 5:00 p.m.** with permission from the Principal or Librarian.



2. Code of Ethics and Conduct for the Teachers

In alignment with the guidelines of the University Grants Commission (UGC), teaching as a profession requires adherence to high ethical standards and professional integrity. Teachers hold a position of influence in shaping students and society. This **Code of Ethics and Conduct** (hereinafter referred to as the "Code") aims to provide a framework of values—**care, trust, honesty, integrity, and respect**—that guides teachers in their professional roles. All teachers are expected to familiarize themselves with the Code, their duties, rights, responsibilities, and the limitations it entails.

Ethics and Conduct

1. Efficient Discharge of Duties:

Teachers must perform their responsibilities with **efficiency, diligence, and dedication**, meeting the academic standards and performance norms set by the College Management.

2. Continuous Learning:

Teachers are expected to regularly **update their knowledge and skills** to remain professionally competent and effective in their assigned duties.

3. Professional Decorum:

Teachers must maintain **dignity and decorum** in their interactions with superiors, colleagues, and students, fostering mutual respect and professionalism.

4. External Assignments:

Teachers must not undertake any **honorary or external assignments** without obtaining prior approval from the College Management.

5. Morality and Decency:

Teachers should refrain from any actions that **violate norms of decency and morality** in their behavior, both within and outside the college premises.

6. Prohibition of Provocation:

Teachers must not incite or provoke **students or staff** to engage in actions that disrupt the academic environment or harm the reputation of the college.

7. Respect and Conduct:

Teachers must not degrade, harass, or insult anyone for any reason, and should conduct themselves in a manner befitting the teaching profession.



8. **Role Model for Excellence:**

Teachers should strive for **academic excellence** and act as exemplary role models in their conduct and performance, inspiring others to emulate their values.

9. **Equality and Fairness:**

Teachers must ensure that **caste, creed, religion, race, or sex** does not influence their professional decisions or interactions with students and colleagues.

10. **Regulatory Compliance:**

Teachers must fulfill their duties in accordance with the guidelines of the **UGC, the University, and the state government**, as well as the college's rules and regulations, updated periodically.

TEACHERS AND THEIR RESPONSIBILITIES:

Teaching as a profession carries the responsibility of adhering to the highest ideals of education. A teacher's actions and principles are always under the observation of students and society. Therefore, teachers must embody the values they seek to instill and align their conduct with the national educational ideals. A teacher must remain calm, patient, communicative, and approachable to create a nurturing and effective learning environment.

I) Responsibilities of Teachers

1. Community and Professional Conduct:

- Teachers must uphold a **responsible pattern of behavior and demeanor** that aligns with the expectations of the community.
- Their private affairs must reflect the **dignity of the teaching profession**.

2. Continuous Professional Growth:

- Teachers should actively pursue **professional growth** through study, research, and self-improvement.
- They should express their views and contribute to the advancement of knowledge by participating in **professional meetings, seminars, and conferences**.

3. Engagement with Professional Organizations:

- Teachers should maintain active membership in **professional organizations** and work towards improving education and the teaching profession through these platforms.



4. **Duties and Dedication:**

- Teachers must conscientiously perform all their duties, including teaching, tutorials, practical sessions, seminars, and research, with **dedication and integrity**.

5. **Institutional Support:**

- Teachers should cooperate and assist in fulfilling the educational responsibilities of their college and university.
- These responsibilities include:
 - **Appraising admission applications.**
 - **Advising and counseling students.**
 - **Supporting the conduct of examinations through supervision, invigilation, and evaluation.**

6. **Holistic Development:**

- Teachers should actively participate in **extension, co-curricular, and extra-curricular activities**, including community service, to foster a well-rounded educational experience for students.

II) **Teachers and the Students:**

Teachers hold a significant role in shaping the lives and character of their students. The following principles highlight the essential responsibilities and ethical practices teachers must uphold in their interactions with students:

1. **Respect for Students:**

- Honor the **right and dignity** of students in expressing their opinions.

2. **Impartial Treatment:**

- Treat all students **justly and equitably**, without discrimination based on religion, caste, politics, economic status, social background, or physical attributes.

3. **Recognizing Diversity:**

- Acknowledge and accommodate the **differences in aptitude and capabilities** among students to address their individual learning needs.

4. **Encouragement and Personal Growth:**

- Motivate students to achieve academic excellence and develop their personalities while encouraging them to contribute to the **welfare of their communities**.

5. **Promoting Values:**

- Instill a **scientific outlook**, respect for **physical labor**, and uphold ideals of **democracy, patriotism, and peace** in students.



6. Affection and Non-Vindictiveness:

- Exhibit **affectionate behavior** and avoid acting vindictively toward any student for any reason.

7. Merit-Based Assessment:

- Base assessments solely on the **academic attainment and merit** of students, ensuring fairness.

8. Accessibility and Guidance:

- Be available to students beyond regular class hours for guidance and assistance without expecting any **remuneration or reward**.

9. National Awareness:

- Aid students in developing a strong understanding of **national heritage** and goals to foster a sense of responsibility and pride.

10. Discouraging Division:

- Refrain from encouraging or inciting students against their **peers, colleagues, or the administration**, maintaining harmony and mutual respect.

III) Teachers and Colleagues:

Teachers are expected to maintain a professional, respectful, and cooperative relationship with their colleagues. The following principles outline the responsibilities and ethical behavior teachers should exhibit in their interactions with fellow educators:

1. Mutual Respect:

- Treat colleagues in the same **courteous and respectful manner** they wish to be treated, fostering a culture of mutual understanding and harmony.

2. Constructive Communication:

- Speak **respectfully** about colleagues and offer support to enhance their professional growth and development.

3. Avoiding Baseless Allegations:

- Abstain from making **unsubstantiated allegations** or complaints against colleagues to higher authorities, maintaining trust and integrity in professional relationships.

4. Equality and Fairness:

- Ensure that personal and professional interactions are free from bias or discrimination based on **caste, creed, religion, race, or gender**, upholding principles of equity and inclusivity.



IV) TEACHERS AND AUTHORITIES:

Teachers are entrusted with upholding their professional responsibilities while maintaining a cooperative and respectful relationship with institutional authorities. The following principles outline their duties and ethical behavior in interactions with authorities:

1. Compliance with Rules:

- Fulfill professional responsibilities in accordance with the **existing rules**, while adhering to procedures and methods aligned with the profession.
- Work through institutional bodies and professional organizations to suggest and initiate changes to rules that are detrimental to professional interests.

2. Commitment to Teaching:

- Avoid engaging in **other employment, private tuitions, or coaching classes** that could interfere with their professional obligations or teaching responsibilities.

3. Policy Cooperation:

- Actively participate in the **formulation of institutional policies** by accepting various offices and fulfilling the responsibilities associated with them.
- Collaborate through professional organizations to contribute to policy-making in other institutions and accept relevant roles as needed.

4. Institutional Betterment:

- Support the authorities in efforts to improve the institution, ensuring actions align with the dignity and values of the teaching profession.

5. Adherence to Agreements:

- Honor the terms and conditions of their **employment contracts** to maintain trust and professionalism.

6. Proper Notice for Changes:

- Provide and expect **due notice** before making any changes to their position, ensuring a smooth transition.

7. Responsible Leave Management:

- Avoid taking leave except for **unavoidable circumstances**, and provide prior intimation whenever possible, keeping their responsibilities toward academic schedules in mind.

V) Teachers and Non-Teaching Staff

1. **Collaboration and Equality:** Teachers should treat non-teaching staff as colleagues and equal partners in fostering a cooperative environment within educational institutions.
2. **Joint Staff Councils:** Teachers should assist in creating and maintaining joint staff councils for collaborative functioning across teaching and non-teaching staff.

VI) Teachers and Guardians

Teachers should:

1. **Maintain Contact:** Facilitate regular communication between institutions and guardians through teacher organizations and committees.
2. **Provide Feedback:** Share performance reports with guardians whenever needed.
3. **Mutual Exchange of Ideas:** Convene meetings with guardians for discussions aimed at improving institutional outcomes and student welfare.

VII) Teachers and Society

Teachers are expected to:

1. **Public Service:** Recognize education as a public service and keep the community informed about available educational programs.
2. **Community Development:** Strive to improve education within the community and enhance its moral and intellectual fabric.
3. **Awareness of Social Issues:** Be informed about societal challenges and engage in activities that contribute to societal and national progress.
4. **Citizenship Duties:** Actively participate in community activities, fulfill civic duties, and take on public responsibilities when necessary.
5. **Promoting Unity:** Avoid participating in activities that foster hatred or division among communities, religions, or linguistic groups. Instead, actively support efforts toward national integration.

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGC_Regulation-2018

The document establishes a comprehensive **Code of Conduct/Professional Ethics** for teachers at Yashwantrao Chavan Warana Mahavidhyalaya, Warananagar, approved in a meeting held on April 10, 2019. Below is an organized summary of its key points, emphasizing the roles, responsibilities, and ethical guidelines for teachers:

I. Academic and Professional Responsibilities

1. **Duties and Standards:** Perform duties efficiently, adhering to UGC, university, college, and management guidelines.
2. **Skill Development:** Continuously update professional knowledge and teaching skills.
3. **Teaching Plans:** Prepare subject- and semester-specific teaching plans and execute them as planned.
4. **Class Engagement:** Conduct classes regularly, punctually, and ensure syllabus completion within prescribed timelines.
5. **Assessment:** Identify slow and fast learners, and strive for their academic development.

- 
6. **Evaluation:** Assess exams, practicals, and internal marks impartially and with integrity.

II. Student Development and Relationships

1. **Beyond Academics:** Contribute to students' holistic development by providing inputs that foster confidence and competence.
2. **Encourage Discipline:** Inform and encourage students to follow the college code of conduct.
3. **Support Inclusion:** Adopt a humane approach, especially for students with physical challenges.
4. **Promote Values:** Instill pride in students for their parents, teachers, society, and nation.
5. **Atmosphere:** Create an environment conducive to active participation in curricular and extracurricular activities.

III. Ethical Conduct and Integrity

1. **Fairness:** Avoid partiality or undue influence in academic matters.
2. **No Exploitation:** Teachers must not demand personal assistance or financial favors from students.
3. **Anti-Institutional Activity:** Refrain from participating in or promoting actions against the college or its academic functions.
4. **Confidentiality:** Avoid sharing personal matters of colleagues with students or others.
5. **Civility:** Maintain respect for colleagues, students, and the institution in conduct and speech.

IV. Professional Behavior and Responsibilities

1. **Attendance:** Remain punctual and avoid unauthorized absences from college or duty hours.
2. **Reporting:** Inform the principal of any criminal complaint or legal proceedings.
3. **Supervision:** Cooperate in extracurricular and co-curricular activities as assigned by the college.
4. **Compliance:** Follow the principal's directives and respect authority structures.
5. **Dress Code:** Adhere to the prescribed dress code.

V. Administrative Duties

1. **Academic Diaries:** Regularly fill and submit academic diaries for review by the principal.
2. **Placement Procedures:** Submit placement-related files through proper channels, starting with the IQAC.
3. **Examinations:** Assist in university exams, valuations, and related duties with commitment and fairness.



VI. Institutional Representation

1. **Public Conduct:** Uphold the institution's reputation in society and maintain dignity and decency in public conduct.
2. **Management Communication:** Channel all communications to the management through the principal.

VII. Miscellaneous Guidelines

1. **Duty Hours:** Be present on campus during designated hours.
2. **National Anthem:** Attend the college's National Anthem and prayer sessions punctually.
3. **Headquarters:** Seek prior permission from the principal before leaving headquarters.
4. **Conflict of Interest:** Avoid conflicts between personal and professional interests.

Note: (Besides above code of Conduct / Directions / Guidelines, if any information as per requirement will be communicated to concerned Teacher / Faculty / Head of the teaching department by the Principal)

3. Code of Conduct for Principal

The Principal, as the Academic and Administrative Head, plays multiple roles, including that of a leader, protector, and mediator. They are expected to uphold the ethos of the institution and follow ethical practices as outlined by the UGC, MHRD, and relevant government resolutions. The code of conduct for the Principal is as follows:

Core Responsibilities

1. **Inclusivity:** Promote and uphold inclusiveness in education to ensure equal opportunities for all stakeholders.
2. **Collective Interest:** Protect and balance the interests of various sections within the institution, encouraging maximum contributions from all.
3. **Equality:** Treat all stakeholders equally, ensuring no discrimination in any campus practices.
4. **Social Justice:** Uphold social justice in line with the Indian Constitution, irrespective of caste, creed, race, gender, or religion.
5. **Gender Equity:** Foster and maintain a gender-neutral environment where everyone has equal opportunities.
6. **Sexual Harassment Awareness:** Maintain vigilance among stakeholders to prevent sexual harassment and ensure safety for all.

Welfare and Development

1. **Human Resource Welfare:** Promote a spirit of welfare among all sections of the institution's workforce, both directly and indirectly associated.



2. **Research Promotion:** Create an environment conducive to research activities and academic gatherings to encourage intellectual growth.
3. **Societal Harmony:** Build and maintain a positive relationship with the surrounding community to support holistic student and institutional development.
4. **Mediator Role:** Serve as a bridge between staff and management, facilitating cooperation for the betterment of all stakeholders.

4. Code of Ethics and Conduct for Non-Teaching Staff

I. General Responsibilities

1. **Duties and Standards:** Perform duties efficiently and diligently as per the standards set by UGC, University, College, or Management.
2. **Professional Growth:** Update professional knowledge and skills to ensure effective discharge of assigned duties.
3. **Punctuality:** Attend work punctually every day.

II. Administrative Support

1. **Administrative Functions:** Assist with administrative responsibilities such as admission processes, student counseling, and examination-related tasks.
2. **Student Support:** Respect the rights and dignity of students by providing help and guidance whenever needed.
3. **Respectful Communication:** Speak and behave respectfully with all stakeholders, including the principal, teachers, students, parents, and visitors.

III. Ethics and Fairness

1. **Impartiality:** Treat students fairly and justly, without discrimination based on religion, caste, political affiliation, economic status, or physical attributes.
2. **Policy Cooperation:** Support institutional policies, accept office responsibilities, and assist in their implementation.
3. **Professional Ethics:** Adhere to the ethical and professional standards of the institution.
4. **Commitment to Excellence:** Contribute knowledge and experience for the overall development of the office and college.

IV. Relationships and Conduct

1. **Collegiality:** Maintain positive relationships with colleagues, teaching staff, and students.
2. **Professional Identity:** Represent the college respectfully in public, ensuring conduct that aligns with the institution's reputation, discipline, and culture.



3. **Prohibition of Anti-Institutional Activities:** Avoid involvement in activities that disrupt institutional harmony or promote groupism or unhealthy practices.
4. **Conflict of Interest:** Avoid conflicts between personal interests and professional responsibilities.

V. Discipline and Accountability

1. **Fair Conduct:** Refrain from actions that degrade, harass, or insult others, or that are unprofessional.
2. **Leave and Attendance:** Obtain prior permission from the principal for absences or leave.
3. **Reporting Obligations:** Notify the principal of any criminal complaints, proceedings, or actions filed against them.

VI. Special Considerations and Conduct

1. **Support for Challenged Students:** Show compassion and provide necessary assistance to students with physical challenges.
2. **Career Development:** Be punctual and proactive in pursuing professional growth opportunities.
3. **Hierarchy Respect:** Follow appropriate channels for addressing issues, directing concerns through the principal rather than approaching management directly.
4. **Headquarters Policy:** Do not leave headquarters without the principal's permission.

5. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

General Guidelines for Administrative Staff

1. **Confidentiality:** Confidential reports of the department must remain part of the personal file of the employee and be kept confidential by staff members.
2. **Additional Responsibilities:** Staff members must take on additional responsibilities as assigned by the Principal, when required.

Specific Code for Accountants

1. **Record Maintenance:** Prepare, examine, and analyze accounting records, financial statements, and other financial reports.
2. **Tax Compliance:** Prepare accounts, taxes, and tax returns, ensuring adherence to payment, reporting, and other tax obligations.
3. **Account Organization:** Establish account tables and assign entries to appropriate accounts.



4. **Reporting:** Provide regular updates to the Principal regarding the financial status of the college.
5. **Standard Compliance:** Ensure accuracy, completeness, and compliance with reporting and procedural standards.
6. **Committee Support:** Supply all required account statements and documents to various institutional committees.
7. **Audit Preparation:** Furnish all necessary accounting documents and financial statements for annual audits.

6. Code of Conduct for Supporting Staff and College Development Committee

Student Section

1. Ensure the eligibility of students and prepare related documents for submission to Shivaji University, Kolhapur, within the prescribed time limit.
2. Verify student documents through Shivaji University, Kolhapur, within the designated time frame.
3. Submit student prorated, eligibility, and insurance documentation to Shivaji University, Kolhapur.
4. Ensure timely submission of examination forms to Savitribai Phule Pune University.
5. Verify caste certificates and caste validity with the concerned divisional office.
6. Provide necessary student data for committee report preparation.

Lab Assistant

1. Assist the lab in-charge in carrying out lab-related work.
2. Maintain the attendance register.
3. Prepare laboratory setups before practical sessions.
4. Ensure cleanliness in laboratories.

Lab Attendant

1. Assist the lab assistant in fulfilling lab-related responsibilities.

Clerk

1. Maintain service books for all staff members.
2. Organize and manage college-level and department-level document files.

Peon

1. Report to the college at least half an hour before college hours.
2. Maintain cleanliness in laboratories, classrooms, and staff rooms.
3. Execute tasks assigned by the Head of the Department and other staff members.



4. Remain on campus unless permitted to leave by higher authorities.

CODE OF CONDUCT FOR THE COLLEGE DEVELOPMENT COMMITTEE (CDC)

Structure and Membership

1. Membership Composition:

- o Chairperson of the management or nominee.
- o Secretary/Administrative Officer of the management or nominee.
- o One Head of Department, nominated by the Principal.
- o Three elected teachers, with at least one woman representative.
- o One elected non-teaching employee.
- o Four local members from fields such as education, industry, research, or social service, including at least one alumnus.
- o Coordinator of the Internal Quality Assurance Committee (IQAC).
- o President and Secretary of the College Students' Council.
- o Principal of the college (Member-Secretary).

2. Meeting Frequency:

- o The CDC shall meet at least four times a year.

3. Term of Office:

- o Elected and nominated members serve a term of five years. Vacancies must be filled within three months for the residual term.

Duties and Responsibilities

1. Develop an overall plan for academic, administrative, and infrastructural growth to enhance excellence in activities.
2. Decide on teaching programs and academic calendars.
3. Recommend new academic courses and additional teaching/administrative posts.
4. Review and suggest improvements for self-financing courses.
5. Encourage and strengthen research, consultancy, and extension activities.
6. Foster academic collaborations for teaching and research.
7. Promote the use of information and communication technology in teaching and learning.
8. Recommend suitable training programs for employees.
9. Prepare annual budgets and financial estimates for approval.
10. Propose new expenditures not included in the annual budget.
11. Recommend welfare activities for students and employees.
12. Review reports from the Internal Quality Assurance Committee (IQAC) and propose recommendations.
13. Develop admission procedures in compliance with statutory norms.



14. Plan major annual events such as sports, cultural events, and the annual day.
15. Address discipline, safety, and security issues.
16. Recommend distribution of prizes, medals, and awards to students.
17. Prepare and submit an annual report on committee activities to the management and university by June 30th.
18. Handle other duties and powers entrusted by the management or university.

CODE OF CONDUCT FOR THE MANAGEMENT

Policy Adoption

The Management of SHREE WARANA VIBHAG SHIKSHAN MANDAL, WARANANAGAR, adopted the "Policy on Conflict of Interest and Ethics and Code of Conduct" during its meeting. While this Code of Conduct is not legally binding, it reflects the Management's commitment to ethical governance and professionalism on a voluntary basis.

Code of Conduct for Management Members

1. Purpose and Principles

- The Code establishes values, principles, and practices to guide ethical behavior among the members of the Management of Yashwantrao Chavan Warana Mahavidyalaya, ensuring trust and accountability to stakeholders without compromising the institution's mandate.

2. Ethical Standards

- Members must honor their roles as a position of trust and strive to promote and uphold the highest ethical and professional standards.
- Ethical principles include **Impartiality, Integrity, Propriety, and Equality**, fostering fairness and professionalism in all decisions and actions.

3. Conflict of Interest

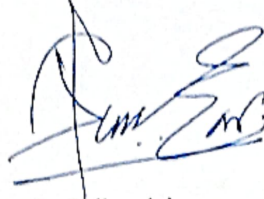
- Members must ensure that any potential or actual conflict of interest does not influence or appear to influence decisions made by the Trust.
- A conflict of interest arises when personal relationships, professional affiliations, or financial interests compromise the independence and judgment expected of the Trust.

4. Disclosure Requirements

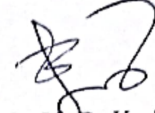
- Members must disclose any potential conflicts of interest that could affect their duties.
- Any agenda item involving a possible conflict of interest must be transparently disclosed and addressed during Trust discussions.

5. Handling Violations

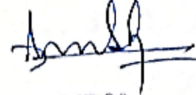
- o Complaints or instances of violation of the Code must be reported to the Chairman.
- o The Chairman will present the issue at the next Trust meeting for discussion and resolution, ensuring proper documentation of the deliberation and decision.



Prof. Dr. P. S. Chikurdekar
Coordinator,
Standing & Discipline Committee



Mr. U. D. Kadam
IQAC Coordinator
Y. C. Warana Mahavidyalaya
Warananagar



PRINCIPAL,

Yashwantrao Chavan Warana Mahavidyalaya
Principal
Warananagar, Dist. Kolhapur

Prof. Dr. A. M. Shaikh

Yashwantrao Chavan Warana Mahavidyalaya,
Warananagar, A/P: Warananagar, Tal: Panhala,
Dist: Kolhapur (Maharashtra)